

# TROOP GUIDEBOOK

April 2008



**BOY SCOUTS OF AMERICA**

***TROOP 199***

***Oldwick, New Jersey***

***Sponsored by Oldwick Zion Lutheran Church***

This Guidebook was approved and adopted by the Troop 199 Troop Leadership Committee as of April 16, 2008.

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April 16, 2008

**Dear Scouts and Parents,**

Welcome to Troop 199!

Please read and understand this Guidebook and ask a Scout Leader any questions you may have regarding the Guidebook.

As you may know, we have a large and very active Troop of 39 chartered Scouts and 14 new Webelo "crossover" Scouts. With this wonderful level of participation, it becomes more necessary each year to enlist the help of Scout parents. Parents and experienced Scouts make it possible to have a productive and safe scouting program. We are fortunate to have many talented parents assisting with all aspects of the Troop's organization. The following guidelines have proven to be most effective in helping the Troop accomplish its mission. Please take the time to read them with your son(s) and abide by them, so we may enjoy many more years of wholesome scouting adventures. Your joining Scouts with your son(s) embodies your agreement with your son(s) to abide by these guidelines.

**Scouts:**

- Please listen attentively and participate enthusiastically in all Scout programs.
- If you have committed to do something, be sure to ***follow through and do it***. Preferably, make no changes to your commitment, but if necessary, ***communicate*** any changes up your "chain of command" (i.e., your Patrol Leader, Senior Patrol Leader, Assistant Scoutmaster, Scoutmaster, or Committee Chairman) as soon as possible (not an hour before the commitment! – although that is preferable to not at all).
- Patrol Leaders, it is critical that you consistently attend PLC meetings so that you will be able to effectively plan and carry out a fun-filled Troop program! It is also critical that you keep your patrol up-to-date by ***communicating*** with them at Troop meetings, by phone and/or email.

**Parents:**

- ***Adult Leaders*** - It requires all ***of us*** to volunteer our time and talents (and to discover new talents) to make the optimal Troop we want for our sons. That means if the Troop Committee asks you to join them in some position of responsibility, or the Scoutmaster or an Assistant Scoutmaster asks you to assist on a campout or at a Troop program, be ready to respond with an enthusiastic "yes"!
- ***Meetings*** - Please make sure your son attends Troop meetings. You are welcome to join him too, however if you don't, when you come to pick up your Scout at Troop meetings, please come into the building 10 minutes early in order to ***hear the announcements*** made at the end of the meeting, and to ***ensure that your Scout has picked up any of the handouts*** being distributed. There will sometimes also be handouts and signups at Troop meetings and PLC meetings. If you are

carpooling, be sure you or your carpooler gets enough copies for all the Scouts in your carpool. Be sure the handouts make it to the proper home at the end of the carpool. Please stay until the end of the meeting. **Always ask your Scout at pickup – “Any handouts, any permission forms tonight?”**

- Please be prompt with all forms, returning them by their requested date.
- **Commitment** - Please know that you are counted upon to keep your commitments to the Troop. If you have signed up for a camping weekend, you are expected to be there (we plan for adequate adult/Scout ratios based upon who signs up). The above paragraph to Scouts on commitments applies to us too!
- **Coach your Scout** - Be a coach for your Scout! If he is in a leadership position, help him to consistently and proudly carry out his responsibilities. Encourage him to be earning merit badges in areas of his interest and choosing. Encourage him to be consistent in attendance at all Scout functions. Then stand back and watch him grow!
- **E-mail** - Aside from announcements at meetings, **e-mail is the Troop’s next main method of communication to the Troop at large! If you don’t have e-mail or rarely use it, please let us know so that we can establish a positive means of getting information to you. If your email changes, please also let us know as soon as possible. If your son has an email, that is wonderful, but we need yours as well**
- **Website** – Troop 199 has an excellent, up to date website for keeping all scouts and parents current with information. Please be looking for website (<http://www.orgsites.com/nj/troop199/>) calendar updates for meeting and event dates and additional communications from the Scoutmaster and Troop Committee. We have moved away from distributing paper at the weekly Troop meetings as much as possible. So check out the website often for weekly meeting dates and scouting activity updates. The following information is available on the website:

Troop 199 website address: **www.orgsites.com/nj/troop199/**

- o Calendar of all Troop 199 Meetings, PLC Meetings and Activities
  - o Medical Forms
  - o Scouting Uniform Information
  - o Information on Merit Badges
  - o Adult Leader’s Listing
  - o News
  - o Meeting / Event Cancellations due to Weather
  - o Leadership Training Opportunities
  - o Other Useful and Interesting Scouting Links
- **Trailer** - Troop 199 has a well-equipped trailer for transportation of scouting equipment (patrol boxes, tarps, stoves, tables, etc.) to campouts.
  - **Shed** - Troop 199 also has storage shed which is located on the CEB property for storage of the Troop’s camping gear and other miscellaneous equipment.

*Youth Protection Training* – all parents (and all Scout Leaders) interacting with Scouts in activities such as, but not limited to, campouts, hikes, etc. are required by the BSA Central New Jersey Council (CNJC) and Troop 199 to take the Youth Protection Training course. This brief course is offered on-line at the CNJC website at <http://www.cnjcbasa.org/training.shtml>. Please inform the Troop Committee Co-Chairmen when you have completed this training.

Again, welcome to the Troop and enjoy all of the aspects of Scouting. ***Thank you so much*** for all your interest and help in making Troop 199 the success it is.

When you come to a Troop meeting, please stay and meet the other parents! We are fortunate to have a friendly group of parents who enjoy each other's company. We have always found a direct correlation between involved parents and involved, happy Scouts.

Yours in Scouting,

Troop 199 Scoutmaster, Assistant Scoutmasters and Troop Leadership Committee

## **TO THE PARENTS**

As a parent in a Scouting family you have a commitment to your son's advancement in Scouting. This guidebook is intended to help parents as well as the Scouts in Troop 199 to understand what is expected for advancement, as well as the Troop's policies. Take the time to read the requirements and information describing Troop activities and to read them with your son(s). By joining Scouts, you and your son(s) agree to abide these guidelines. If you have questions after reading this material contact the Scoutmaster or Troop Committee Chairman for clarification. Our intention is to help you and your son have a more meaningful Scouting experience. Scouting is similar to other positive experiences in life wherein:

***“The more you put into it, the more you get out of it”***

## **PURPOSE**

The purpose of this guidebook is to provide a method for equal evaluation of rank advancement and guidelines to help clarify what is expected of each Scout, Leader and Parent. In this way, each Scout in Troop 199 will have equal footing with recognition provided in a fair and consistent manner. This guide is intended to augment (but not replace) *The Boy Scout Handbook* as a method of clarification of what is expected to attain rank within our Troop.

This guide is intended for each Scout, Leader and parent or guardian.

It is also intended as a broad policy guide for the adult leadership in the Troop.

Also, this guide is intended to be a living and growing document and as such will change, as conditions require. If you have any suggestions, which may improve or clarify this guidebook's contents, please contact the Scoutmaster or Troop Committee Chairman.

## **E-MAIL/WEBSITE POLICY**

As you will read herein, most communications of the Troop are accomplished via: 1) announcements at Troop meetings; 2) publication on the Website; and 3) e-mail distribution. Therefore, it is critical to attend as many meetings as possible, check the website regularly - <http://www.orgsites.com/nj/troop199/>, and check your e-mail frequently.

As of March 2008, the Troop 199 Secretary, Mrs. Eileen Klauser, distributes all Troop 199 e-mail. Troop wide e-mail on the Troop e-mail distribution list, having any connection to Troop 199 or Scouting, may only be forwarded by the Troop Secretary (or Scoutmaster in a required situation or emergency). Where necessary, the Scoutmaster and Troop Leadership Committee Chair will review and approve draft e-mails before they are sent.

Troop 199 e-mail may only be used for Troop 199 information according to the foregoing procedure, e.g., Troop meeting info, summer camp info, advancement campout info, etc. It may NOT be used as a political forum, forum in general, classified marketplace, opportunity for non-Scout related announcements, no matter the civic or volunteer organization purpose.

## **CONFIDENTIALITY/PRIVACY POLICY**

It is the intent and concern of Troop 199 and its volunteer leaders to maintain the medical and other information of each Scout and family, to the extent known by the Troop, confidential and private. Every reasonable effort, given the nature of the volunteer organization, will be made to keep such confidentiality and privacy.

By joining Troop 199, however, every Scouting family must recognize and agree that this is an imperfect volunteer organization. Certain information relating to medical and emotional conditions, medications, family history, Troop discipline, problems at school and general safety may become known to the Troop 199 volunteer adult leaders and even Scouts themselves. Every effort will be made to protect confidentiality and privacy of such information.

If a Scouting family has a particular need to keep certain information absolutely private and confidential, then it is incumbent upon such family to maintain that absolute privacy or communicate their concern to the Scoutmaster or Troop Leadership Chair BEFORE such information is released to the Troop. Otherwise, each Scouting family assumes the risk their information may not be completely confidential and private as set forth above.

## **INTRODUCTION**

The goal of Troop 199 is to provide young men with a full program in the Scouting experience. The values we strive to instill are based upon those found in the Scout Oath and Law, Scout Slogan and Motto and the Outdoor Code. ***Every Scout in Troop 199 shall be responsible for and completely abide and follow the requirements of the Oath, Law, Slogan, Motto and Outdoor Code.***

### **THE SCOUT OATH**

*On my honor I will do my best  
To do my duty to God and my country  
And to obey the Scout Law;  
To help other people at all times;  
To keep myself physically strong,  
Mentally awake, and morally straight.*

### **THE SCOUT LAW**

*A Scout is:*

<i>Trustworthy</i>	<i>Obedient</i>
<i>Loyal</i>	<i>Cheerful</i>
<i>Helpful</i>	<i>Thrifty</i>
<i>Friendly</i>	<i>Brave</i>
<i>Courteous</i>	<i>Clean, and</i>
<i>Kind</i>	<i>Reverent</i>

A further explanation of the Oath and Law can be found in the Scout Handbook.

### **SLOGAN AND MOTTO**

*“Do a Good Turn Daily”, and “Be Prepared”,* are the Scout slogan and motto. Scouts in Troop 199 are expected to do a good turn daily every day, not just when they are camping, but when they are at home and school. A Good Turn is an unsolicited action by the Scout where a useful service is performed for family, friend, or neighbor. Be Prepared – the Scout motto, is encouraged in all we do, be it preparing for a hike, packing for a camping trip, preparing for a school field trip, or helping to get ready for a family vacation; its value never ceases to be realized. Teamed with camping, the fellowship of their peers, the Scout Law, Oath, Slogan and Motto, all enhance and promote character and self-confidence.

### **THE OUTDOOR CODE**

*As an American, I will do my best to  
Be clean in my outdoor manners,  
Be careful with fire,  
Be considerate in the outdoors,  
And be conservation-minded.*

## **SCOUT SPIRIT**

“Scout Spirit” – After attaining the rank of Tenderfoot, a Scout has a new requirement for each of the ranks on his trail to Eagle. This is perhaps the most important requirement a Scout needs to have to reach Eagle. It is Scout Spirit that compels a young person to step away from the crowd and stand up for what he knows is right rather than shrugging his shoulders and thinking “everyone else is doing it...” Scout Spirit is the temperament and attitude of a young person that defines the ability to lead and to be lead, and is perhaps the best measurement of your Scouting qualities.

Scout Spirit is a feeling. A feeling of pride in belonging to and carrying on the traditions of Scouting. This pride shows itself in the actions you exhibit as a Scout, both as an individual and as part of a group. Scout Spirit demonstrates to others that you, through your deeds and actions, are proud to be a Boy Scout. While no one can know how you feel inside about Scouting, there are certain things you can do to show others that you have Scout Spirit. These things include:

- Trying to live the Scout Oath and Scout Law.
- Always wearing your uniform correctly to all Scout functions. Be proud to be Scout. This uniform has many years of tradition and heritage behind it.
- Helping when asked to participate. It is far too common to sit and say, “I don’t know” or “I can’t do that” or “I don’t want to do that” or “Why do I always have to help”...But it is a Scout with determination and spirit that will earnestly try to carry out what is asked of him. That is the Scout who is not afraid to think and act on what he has learned or the Scout who will pick up his book and learn...a Scout with a “can do” attitude.
- Attending as many Scout functions as possible. Don’t stay home because the weather is bad or it doesn’t sound like it is going to be fun. Help make it fun, no matter what the weather or activity.
- Volunteering for activities, such as skits at Camporees. Scouting can only be fun if you participate.
- Being on your best behavior in public. How you act as Scout reflects on all Scouts everywhere.
- Having a positive attitude. The way you feel and act rubs off on the other Scouts around you, so make the best of any situation; others will appreciate it and you will more.

All Boy Scouts are required to show Scouting Spirit, both in their Scouting and daily lives in order to advance. The Scoutmaster is the only person allowed to sign off this requirement in your Handbook.

**Scout Spirit is easy – all you have to do is try!**

## **SCOUT COSTS**

Some typical costs associated with Scouting through the year are listed below. (**NOTE:** Uniform costs are not included.)

- ~ Monthly dues are presently \$5.00 per month, payable during "Patrol Corners."
- ~ Annual re-chartering fees are set by the Troop Committee each year and are currently \$30.00 per scout if paid in September. They are \$50.00 per scout if paid after September 30<sup>th</sup>.

Scouts not in good standing because of outstanding dues owed to the Troop will not be permitted to re-charter or advance in rank until all back dues are paid, except at the discretion of the Troop Leadership Committee for good cause shown and promise to pay. *Note: Scouts are not permitted to attend summer camp if they are not registered (i.e. re-chartered) with BSA.*

- ~ Typical activity fees for most outings are \$15.00-45.00/per person including adults: \$5.00-15.00 registration and \$10.00-30.00 for food (the food is managed by each patrol).
- ~ Summer Camp fees for the summer of 2008 at Ockanickon Scout Reservation (located in Pipersville, PA) are \$300 per week until April 14, 2008 (\$281 for crossover Webelos Scouts) and \$321 per week until May 15, 2008 and \$337 thereafter.

### **Special Appeals:**

- ~ "Friends of Scouting" (FOS) is an annual appeal to parents & people interested in scouting to contribute to the Central New Jersey Council for covering the overall cost of operating scout facilities and programs.
- ~ The "Distinguished Citizen Award Dinner" (DCAD) is an annual event that the Hunterdon Arrowhead District (HAD) presents that appeals to businesses (and individuals) for their financial support of scouting in our Hunterdon District. It is typically held in April each year.

## **SCOUT STORES**

### **Central New Jersey Council – Scout Store**

4315 US Hwy 1 South  
Monmouth Junction, NJ 08852  
PH: 609-419-1600 (there is a well-equipped store at the Council office)

### **Patriots Path Council – Scout Store**

222 Columbia Turnpike  
Florham Park, NJ 07932  
PH: 973-765-9322

### **Effingers Sporting Goods**

Rt 28 (1/2 mile east of Rt. 287)  
Bound Brook, NJ (there is a large, well-equipped Scouting and camping department)

### **Flemington Department Store**

151 Route 31 South  
Flemington, NJ 08822  
PH: 888-877-2192 (presently, this is modestly provisioned w/ Scout wear, etc.)

Note: To purchase some items like rank or Order of the Arrow (OA) patches, you need proof of that achievement with you (i.e. your rank card)

## THE SCOUT UNIFORM

The purpose of the uniform is to identify yourself as a Scout, to showcase your achievements of rank, and as the name would imply, to enhance a sense of uniformity among you fellow Scouts. You are expected to wear your uniform to all Scout meetings, on camping trips, hikes, fun outings, service projects and all official Scout functions. There are no other exceptions other than those expressly given by the Scoutmaster for special occasions. When buying a uniform, Troop patches need to be purchased, but advancement and special recognition patches will be provided as they are earned. A resource listing of local retail stores in the vicinity that carry BSA uniforms, has been listed in the guide above for your convenience. Your Scout Handbook will explain how and where to wear your neckerchief, slide, patches, sashes, etc.

The Troop 199 Scout uniform consists of:

### **Shirt (long or short sleeve)**

- Troop 199 shoulder patch (A one-piece Council and Troop 199 patch can be obtained from the Scoutmaster for \$5.00)
- World Scouting crest (shows you believe in the World Brotherhood of Scouting)
- Arrow of Light (only if earned as a Webelo)
- Patrol emblem

All other patches must be earned or awarded to you (such as rank patches) or the Troop, such as the "Quality Unit Award". No other patches may be worn as part of the uniform.

### **Scout pants (long or short)**

Note: We are not in the military. Please do not blouse your pants or substitute camouflage pants with your uniform. The image of BSA within today's societal changes is having a hard enough time.

**Neckerchief** A blue Troop scarf can be obtained from the Scoutmaster for \$7.50. (Bolo ties are not acceptable – use for adults only)

### **Scout Belt and Buckle**

**Scout hat** (baseball style. Non-Scouting hats may not be worn with Scout uniform)

**Scout socks** (green with red top)

If you are not currently a member in good standing with the Order of the Arrow lodge (dues paid), you are not entitled to wear the lodge flap and should remove it from your uniform.

Nametags are worn on the right pocket flap unless you are in the Order of the Arrow, in which case it is worn above the "Boy Scouts of America" patch.

**NOTE:** Only one "Quality Unit" patch may be worn at one time. Do not sew more than one on a uniform.

Scouts must be in full Class A uniform per the above for all Troop Meetings and must also be worn in order to have a Board of Review.

THERE WILL BE WEEKLY UNIFORM INSPECTIONS. All Scouts should look their BEST, with all of the patches in the correct positions.

CLASS "B" Uniforms consist of Scout pants or shorts and a red (body) and gold (lettering) T-Shirt, as issued by the Troop and available for Scouts and parents. They are easily identifiable from a distance (for safety) and are required wear at summer camp and informal trips and gatherings as directed and allowed by the Scoutmaster, or Assistant Scoutmasters in his place. THEY ARE NOT SUBSTITUTES FOR FULL UNIFORMS AT MEETINGS, FLAG CEREMONIES OR OTHER FORMAL EVENTS.

## SCOUT MEETINGS

Weekly Troop meetings are held at the Zion Evangelical Lutheran Church Christian Education Building (CEB) in Oldwick on Monday nights from 7:30 – 9:00 PM. The Senior Patrol Leader, Patrol Leaders, Assistant Patrol Leaders, senior youth and adult leaders, and the Service Patrol should arrive by 7:15 PM to prepare the facilities for the meeting. Parents are always welcome to attend, particularly when special speakers are presenting a program. Scouts are not permitted to leave a Troop meeting early without the explicit approval of the Scoutmaster or Assistant Scoutmaster coordinating the meeting. Additionally, Scouts are not permitted to leave the main meeting area other than when instructed to do so for Boards of Review or other official business at the direction of an adult leader.

The Patrol Leaders Council (PLC) meets approximately once a month, usually in place of a regular Troop meeting at the CEB from 7:30 – 9:00 PM with the purpose of planning meeting programs, campouts, and acting on other Troop business.

At each Troop meeting and campout, you will be expected to bring the following items:

1. A notebook and pen or pencil
2. Your own scout handbook (a canvas cover is highly recommended!)
3. Wear your full Class A scout uniform
4. Monthly Troop dues and/or event fees
5. Permission slips as required for scheduled outings
6. Boy Scouts of America membership card

It is **extremely important** that you bring your own Handbook and a notebook to each meeting and campout. A lot of information is passed out at these activities, and it needs to be written down for future reference. We expect the scouts to develop responsibility for obtaining and disseminating this information. **Your Handbook is your record of all accomplishments – especially rank advancement. Protect it diligently. It is strongly recommended that you purchase the black nylon, closeable cover for the book to protect it. Place your name, address and phone prominently in the book**

Patrols are the basic operational unit in the Troop, and the Patrol Leader is responsible for communicating all messages to his scouts, as well as insuring that dues, attendance, food money collection, and work assignments are administered properly.

## ATTENDANCE

Boy Scouts is a participatory organization. Scouts are expected to attend and participate in as many scouting activities as possible. This includes both indoor and outdoor events (meetings, campouts, hikes, etc.). The camping experience is what sets Boy Scouts apart from other organizations. Without regular participation, the Scout does not gain valuable experience and hence misses the essence of the program. It is unfair to the Scout and Scouting to “push” a Scout through **Eagle** rank without him gaining the skills expected of Scouts in this time-honored position.

After the rank of **First Class**, participation becomes a significant requirement for advancement to the ranks of **Star, Life, and Eagle**. With this in mind, Troop 199, along with most other Troops, strives for a minimum of 50% attendance at Troop activities to fulfill the participation requirement.

## **BEHAVIOR AND DISCIPLINE RULES AND POLICY**

There is only one, over-arching central code of behavior, integrity, safety, respect and self-discipline by which all actions of a Scout are ultimately measured, as follows:

**Each Scout shall live by the BOY SCOUT OATH and LAW at any and all Scouting meetings and activities.**

Each Scout's Parents and Guardians are charged with the primary responsibility to ensure the Scout adheres strictly to the Oath and Law. It is not the responsibility of the adult leadership within Troop 199 to deal with repetitive disciplinary problems (e.g., divergence from the Oath or Law). Behavioral problems, which are not consistent with these values or specific BSA, summer camp, sponsor or event host regulations may, at the sole discretion of the Scout adult leadership, result in the measures listed below, or, in a more minor circumstance, an immediate conference and a call to the parents, guardians or their designees of the Scout to immediately pick up the Scout from the meeting or activity, regardless of its location. In such a situation, the Scout is not allowed to return to any activity with the Troop until a Scoutmaster Conference has been held with the Scout and his parents or guardians. It is our intent to have a clear understanding of the problem by both the Scout and his parents or guardians, as well as developing a cooperative solution to the issue.

Aside from minor issues, the following actions, among others, are illustrative and not exclusive instances of behavioral misconduct that will not be tolerated:

1. Rough horseplay; hazing; hitting, poking, slapping, shoving, punching, kicking; tying someone up; throwing rocks in a dangerous manner: cutting a hammock while someone is in it causing them to fall; creating or possessing weapons made out of sticks, etc.; using knives, axes, hatchets, walking sticks, ropes, etc. as weapons; stomping on someone's feet; shoving, wrestling with or "pants-ing" another Scout; bullying, excessive teasing/taunting/mockng, excessive pranking or denigrating someone else; excessively profane, denigrating, threatening or insulting language;
2. Touching or taking any item that belongs to another individual without first obtaining permission of its owner, or defacing/destroying anyone else's property, public or private, or the wilderness.
3. Unapproved, incorrect, or dangerous and malicious use of fire. That includes, but is not limited to matches, lighters, and fuel of any type. There is also to be no throwing of anything whatsoever (except safe fire starter/kindling/wood/charcoal) into fires whatsoever. Fire is a wonderful tool, but it can also cause great harm to humans and personal property. Open flames may not be started or kept except in designated, adult-supervised or approved campfire rings and fire barrels and subject to all BSA guidelines for safe open fires. Fires/flames of any kind, and including white gas/kerosene/propane/butane stoves, heaters, lanterns and lights are NEVER permitted in a tent. Immediate disciplinary action will be taken if this rule is broken.
4. Smoking in any form or use of any tobacco product by any youth member at any scout event. (Please note that adults are to refrain from the use of any tobacco products during any scouting activities, as it does not set a good example for the scouts).
5. Alcoholic beverages of any kind. (This pertains to adults also.)

6. Use of illegal drugs and misuse/abuse of drugs/medication, both prescription and over-the-counter.
7. Leaving the boundaries of a Scout encampment without permission of a leader; free – climbing or other dangerous activity without adequate training, safety precautions, and proper supervision; otherwise failing to adhere to prescribed (written or verbal by an adult leader) safety precautions or camping rules; extreme, persistent disruptive behavior after warnings given.

Any Scout involved with any of the aforementioned activities (which may also include failing to follow direction by adult volunteer leaders, disruptive behavior, or inappropriate language or conduct) will be subject to discipline consistent with the severity of the incidence, as determined on a case-by-case, fact-specific basis. Discipline can take many forms ranging from a simple warning, loss of Totin' Chip, "probation," suspension from Troop, special written leadership project, up to and including rank denial and/or removal from Troop 199, without notice or graduation of discipline, and at the sole discretion of the Troop Leadership Committee.

Notwithstanding the mandatory requirements above, it is acknowledged by everyone involved in Scouts that it is a voluntary organization that is led locally by unpaid, volunteer adult leaders. As such, they shall have no liability for any circumstance, except as may be imposed by law in the State of New Jersey. Such adult leaders cannot see or hear every thing that may be happening at a given meeting or activity. ***IT IS, THEREFORE, THE MANDATORY DUTY OF EACH AND EVERY SCOUT AND PARENT/GUARDIAN TO REPORT TO THE SCOUTMASTER OR THE TROOP COMMITTEE CHAIRMAN ANY ACT OR OMISSION VIOLATING ANY OF THE ABOVE OR OTHERWISE CREATING A RISK OF HARM OR DAMAGE. SUCH COMPLAINTS MAY BE PLACED IN WRITING. FAILURE TO REPORT MAY RESULT IN THE OFFENSIVE BEHAVIOR NOT BEING KNOWN OR RECOGNIZED BY THE TROOP LEADERSHIP.***

## MERIT BADGES

Merit badges are an important part of your Scouting experience. They help you learn new skills, or increase your knowledge and awareness in a subject area. The subjects are intended to challenge you while being fun.

There are currently approximately 123 merit badges available to Scouts, 12 of which are Eagle requirement badges. (*The combination of merit badges required for Eagle is explained in your Handbook*) Any of the 123 merit badges may be taken at any time while you are a registered Scout. But you should always check the requirements in the front of the merit badge books before jumping into a merit badge. Some will be harder than others and may require that you learn additional skills before attempting that merit badge. Some merit badges have prior requirements before applying, such as "Camping". If in doubt, check with an adult Leader.

NOTE: It is strongly recommend that you get the book, BSA MERIT BADGE REQUIREMENTS, as it lists all of the Merit Badges and their requirements. This allows the Scout to read through the requirements and learn what is required if he were to work on the Merit Badge. It also allows him to coordinate work on a badge when he has a project to do for school that might fulfill a requirement for that badge. Please bring it to every meeting and every Advancement Campout and Summer Camp.

**IMPORTANT!** It is up to you to obtain from the Scoutmaster a blue card before you undertake a merit badge. It is then up to you to turn your signed blue card in to the Troop 199 Advancement Chair. **YOU WILL NOT RECEIVE YOUR MERIT BADGE IF YOU DO NOT DO SO.**

It is up each Scout and his parents to maintain a record of each merit badge obtained. We strongly recommend you keep a separate notebook binder with plastic page inserts that have "pockets" for trading cards. Keep your merit badge "blue card" receipts in there. If your merit badges are not on your sash, keep them in that notebook as well. If you receive a "partial" merit badge, it is because you must still complete some missing requirements before it may be deemed complete and finally signed off.

### How to Choose a Merit Badge

1. Find a merit badge you would like to do from the list in your handbook. If you have questions about a merit badge, contact one of the adult Leaders in the Troop.
2. After selecting a merit badge, find a Scouting friend to do the badge with you if you wish.
3. Check your Merit Badge Counselors List for a counselor who offers the merit badge. If you are having a problem finding a counselor for that merit badge, check with one of the Adult Leaders for assistance.
4. Read the merit badge thoroughly to familiarize yourself with the subject. (The Troop has a library of merit badge books you may borrow. Ask the Troop Librarian. Also, check out [www.meritbadge.com](http://www.meritbadge.com) for information and requirements for all badges.)
5. Obtain a signed merit badge card (blue card) form the Scoutmaster.
6. Contact the merit badge counselor for an appointment to meet and discuss the requirements and /or instructions for that merit badge.
7. Meet with the merit badge counselor and then start working on you merit badge.

8. When you have satisfactorily completed the merit badge, and the counselor has signed the completion of the merit badge, return the signed card to the Scoutmaster for his final signature and then give it to the Troop Advancement Chairman for recognition.

## **ADVANCEMENT**

“Advancement” – The adult Leaders of Troop 199 realize the importance of advancement through the ranks of Scouting, yet we do not plan our program around the desire to propel Scouts from one level to the next. We believe a Star, Life, and Eagle Scout is a cultivation of maturity and self discipline, a desired nature not injected into a boy with tests or skill requirements but rather a continuous growth process in his Scout Spirit from the first day he becomes a Scout. Troop 199 Scouts are encouraged to advance naturally by participating in Troop and Patrol activities. They are encouraged to develop a self-disciplined program of advancement by completing advancement requirements and earning the various BSA merit badges. We believe that young people participating in cooperative and leadership roles along with a quality outdoor program of hiking and camping will find advancement a natural byproduct of the Scouting program.

For additional information on Advancement, please see Appendix 3 – Troop 199 Eagle Scout Expectations Policy for guidance related to the Scout’s and the Parent’s role regarding attainment of the Eagle rank.

## **TESTING PROCEDURES**

Testing of Scouts should be conducted without the presence of other untested Scouts, as this would give an unfair advantage to Scouts who may be helping or watching. Use Troop 199 Boy Scouts, of First Class or higher rank, or adults if help is required.

Scouts should not be tested at the time they learn or participate in an activity. Allow at least a week to lapse between the testing and the activity. This will facilitate the learning process, not merely having them regurgitating information. The use of handbooks by the Scouts during the testing is not allowed. They must know the material in which they are being tested. If there is any doubt as to their knowledge of the subject, have them reread the information and test them the following week.

## **SIGN-OFF REQUIREMENTS**

Advancement requirements may only be signed off in your B.S.A. Handbook by:

1. A B.S.A. Trained Scoutmaster, or
2. A B.S.A. Trained Assistant Scoutmaster, or
3. A B.S.A. Trained Committee Member, or
4. A parent, only if PRIOR approval is obtained from the Scoutmaster for that single requirement, or
5. The Scoutmaster’s designee assigned for that requirement.

Note: “Trained” adult refers to those having completed the B.S.A. Scoutmaster Fundamentals.

***IMPORTANT! Safeguard your Handbook. It is the written record with signoffs that memorializes what you have done and what rank advancement achievements you have earned. There is no other record, other than MBs and Rank Advancement itself, kept by the Troop with respect to rank requirements achieved.***

**Note:** Unlike Cub Scouts, parents of Scouts may not sign off their son's requirements unless a special arrangement has been made with the Scoutmaster for that particular requirement, and only that one requirement. (This includes all Assistant Scoutmasters.)\*

\*Assistant Scoutmasters may not sign off more than **three (3)** requirements in each rank **for their own sons.**

***It is extremely important that all Leaders' initials be LEGIBLE with the date in mm/dd/yy format for all sign-offs in Scout Handbooks.***

## THE REVIEW PROCESS

A separate Board of Review is required **after** each Scoutmaster Conference for **each** rank. Previous periodic Boards of Review may **not** be used for advancement.

Boards of Review are conducted primarily on Monday nights. They may be held at other times if unusual circumstances dictate such a need.

After the Scout has successfully completed his Scoutmaster conference for a specific rank, the following procedures are followed:

1. The Scout must call the Advancement Chairman to arrange to be scheduled for the board of review – i.e. the scout doesn't "just show up" and expect to have a Board of Review waiting for him.
2. The Advancement Chairman will then call the Committee Chairman to schedule the Board of Review.
3. The Committee Chairman will call the Scout to inform him of the scheduled Board of Review date.

***In order for a Scout to appear before a Board of Review, he must be wearing his full Class A uniform and have his scout Handbook with him.***

Any questions dealing with advancement should be directed to:

The Advancement Chairman: (see current Troop leadership list)  
The Scoutmaster: (see current Troop leadership list)  
The Troop Committee Chairman: (see current Troop leadership list)

## “TOTIN’ CHIP” and “FIREMANSHIP” CARDS

Since new Scouts are anxious to use their knives and build campfires, the “Totin’ Chip” and “Firemanship” cards should be earned as soon as possible. It will also help with future requirements. ***Only a “Trained” Assistant Scoutmaster can work with you on this.***

***Note: Knives or matches are not to be used by any Scout prior to earning these qualifications. Their use will result in immediate confiscation. Unsafe use of knives, saws, axes, or fire will result in the loss of privileges for a period of three months and require retesting.***

For safety reasons, Troop 199 will adhere to the following standards for axe and knife use:

1. Sheath knives are not allowed at any time.
2. Unless otherwise specified, all axe use refers to “hand” axes, not ¾ or full-size axes.

# **POSITIONS OF RESPONSIBILITY PRE-REQUISITES**

## **Senior Patrol Leader (SPL)**

- Must be Star rank or above
- Must have previously held a position of Patrol Leader
- Must have Scoutmaster's consent
- Must have parents'/guardians' consent
- Senior Patrol Leader may not hold any other positions in the Troop during time of office
- New Senior Patrol Leader will take office as soon as possible after starting date

## **Assistant Senior Patrol Leader (ASPL)**

- Recommended by the Senior Patrol Leader and approved by the Scoutmaster
- All candidates for ASPL will therefore have the same qualifications as required for SPL

## **Patrol Leader (PL)**

- All Patrol Leader candidates must be at least "First Class" rank
- All candidates must be active members of their Patrol

## **Assistant Patrol Leader (APL)**

- All candidates must be at least "Second Class" rank
- All candidates must be active within their patrol
- The Assistant Patrol Leader will be appointed by the Patrol Leader with the consent of the Patrol's Assistant Scoutmaster

## **New Scout Patrol Positions**

- All positions within the "New Scout Patrol" require the member to be active within the Patrol

## **Troop Guide**

- All candidates for Troop Guide must be at least "First Class" rank
- All candidates will be appointed to the position of Troop Guide by the Scoutmaster

## **Troop Instructor**

- All qualifications for Troop Instructor are the same as Troop Guide
- At the direction of the Scoutmaster, special positions of responsibility are created from time to time such as Community Service Coordinator, Summer Camp SPL and others that qualify the Scout for advancement if carried out satisfactorily. These special positions will be labeled as Instructor for purposes of BSA advancement.

## **Junior Assistant Scoutmaster, Troop Scribe, Troop Librarian, Troop Historian, Troop Quartermaster, Chaplain's Aid, Troop Bugler**

- Candidates for the above positions must be "Second Class" rank or above
- All above positions will be applied for, in writing to the Scoutmaster

## **Patrol Scribe, Patrol Quartermaster, Patrol Grubmaster, Patrol Cheermaster**

- The Patrol Leader with the consent of the Patrol's Assistant Scoutmaster will appoint all the above positions. These positions do not count towards advancement.
- Appointed Scouts must be active in their Patrols

### Den Chief

- This position requires active participation with our feeder organization Pack 199 and works with the Scoutmaster as a “position of responsibility”.

## **ADULTS WHO WANT TO BE A MERIT BADGE COUNSELOR**

Please consider becoming a merit badge counselor!

If you would like to work with Scouts on a merit badge in a subject in which you have knowledge, you will need to do the following:

1. Fill out an Adult Scouting Application. (The Scoutmaster or the Committee Chairman can help you with this.)
2. Decide whether you will offer the merit badge “Council-wide” (to all Scouts in Central New Jersey Council) or only to the Scouts in Troop 199. (Let your conscience and availability dictate this decision.)
3. Fill out a Merit Badge Counselor’s Form. (Do not sign up for more than six (6) merit badges. Scouts should learn to contact other adults outside of the Troop as part of the maturing process.)
4. Turn in this application to the Committee Chairman to turn in to Council.
5. Wait for the approval from Council before proceeding. The Council Advancement Chairman will send a letter of approval to you.
6. Do not offer a merit badge if Council has not approved you for that merit badge.
7. Once you have made it known that you are available for a merit badge, let the Scouts contact you. They are supposed to be doing the work, not you. Don’t chase after them to do the merit badge.
8. ***Always have “two-deep” leadership any time you are working with Scouts on a merit badge. You will also need to take a brief Youth Protection course offered online. NO EXCEPTIONS. For the purpose of merit badge counseling, “two-deep” leadership can also mean two Boy Scouts working on the merit badge together meeting with one adult. It can also mean a lone Boy Scout who is accompanied by his parent or guardian, or another adult over the age of 18, at the time you meet with him to review over merit badge requirements.***

**TROOP SCOUTMASTER, ASSISTANT SCOUTMASTER AND  
TROOP LEADERSHIP COMMITTEE (“TLC”) ROLES,  
ORGANIZATION AND GOVERNANCE**

**1. Standing Voting TLC Members:**

Chairperson(s)  
Scoutmaster  
Treasurer  
Secretary  
Eagle Chair  
Advancement Chair  
Quartermaster/Equipment Coordinator  
Training Coordinator  
Outdoor Activities Coordinator

**2. Provisional “Non-Voting” TLC Members:**

Summer Camp Coordinator  
Medical Forms Coordinator  
Friends of Scouting Coordinator

**3. Ex Officio “Non-Voting” TLC Members:**

Assistant Scoutmasters

**4. TLC Meetings:**

Meetings shall be held monthly at the Christian Education Building of the Zion Lutheran Church in Oldwick at 7:30 pm, usually on Wednesday nights, unless otherwise determined in advance.

The meetings include non-published/noticed agendas and minutes.

The meetings are open to any Scout parent/legal guardian to attend.

**5. TLC Quorum and Voting:**

A quorum for purposes of convening a meeting authorized to make decisions shall consist of at least four (4) voting members.

A resolution shall be carried and passed if a majority of a quorum present votes affirmatively.

Decisions of the TLC are “by Committee,” and not individual members.

**6. TLC Minutes and Agendas:**

The Secretary shall keep the minutes of each meeting. The Troop Leadership Committee Chair shall draft and post the agendas.

**7. Scoutmaster, Assistant Scoutmaster, TLC, TLC Members, and Other Adult Leaders – Roles:**

The roles and responsibilities of the “Scoutmaster” and “Assistant Scoutmasters” shall include those roles and responsibilities vested by the BSA through the “Scoutmaster Handbook,” and “Troop Committee Guidebook,” published by the BSA and as may be amended from time to time. Such Handbook and Guidebook are incorporated herein by reference.

The roles and responsibilities of the “TLC” and the “TLC Members” shall include all those roles and responsibilities vested by the BSA through the “Troop Committee Guidebook,” published by the BSA and as may be amended from time to time, and by the Chartered Organization, consistent with BSA policy and guidelines. Such Guidebook is incorporated herein by reference.

**8. Nominations, Appointments and Sub-committees:**

Nominations and appointments regarding Scoutmaster, Assistant Scoutmasters, and the TLC shall be conducted in accordance with the “Troop Committee Guidebook,” published by the BSA and as may be amended from time to time, and by the Chartered Organization, consistent with BSA policy and guidelines. Such Guidebook is incorporated herein by reference.

The TLC shall be empowered to appoint sub-committees to lead the work on various Troop tasks. The Scoutmaster and Troop Chair shall be authorized to meet in executive meetings to expedite work of the TLC, subject to advice by and reporting to the TLC.

**9. Unpaid Volunteers, Charitable Immunity, Insurance and Non-Liability:**

It is recognized and agreed that the members of the TLC, the Scoutmaster, Assistant Scoutmaster and other adult leaders, are unpaid volunteers intended to be covered under BSA insurance policies with respect to the Troop. Such individuals act with immunity to the full extent granted by the law and BSA so long as they act under the fair and reasonable belief they are acting within their roles for the Troop or in emergency situations. The Troop agrees to afford the TLC Members, Scoutmaster, Assistant Scoutmasters and other adult leader members full coverage under the Troop/District/Council/BSA insurance coverage except in the instance of fraud or illegal activity.

## **APPENDIX 1**

### **Troop 199 – Troop Membership, Organization and Leadership Information**

**Attached are copies of:**

- A. Troop Organization Chart
- B. Troop 199 Scout Leadership Roster
- C. Troop 199 Roster
- D. Troop 199 Adult Leadership Phone List

## APPENDIX 2

### Troop 199 - Camping/Hiking/Camporee/Outing/Tour Policy

The following policy applies to any Troop activity “off-site” (i.e., outside/away from the CEB) and is in addition to the discipline policy in this Guidebook.

#### **Planning:**

Tour permit (if required), camp or park registration and Scout permission slips will be obtained in advance.

All activities require “two deep” adult leadership at all times and adherence to BSA Youth Protection rules and policies.

Sign-ups, itinerary, parental-guardian releases/permission slips, transportation, meal planning and packing lists shall be planned in advance. Failure to participate in such planning may be cause for the Scoutmaster or Assistant Scoutmaster to refuse to permit a Scout to attend.

#### **Adult Leaders:**

The Trained Scoutmaster, or at least one Trained Assistant Scoutmaster, shall attend, with at least one other adult. The other attending adult shall have Youth Protection Training. If there is an insufficient # of adults, the event/activity may be cancelled.

Swimming shall only be permitted to the extent safe swim, Lifeguard, Safety Afloat, Safe Swim Defense training and/or certification has been obtained, if necessary per current BSA rules.

#### **Scout Leaders:**

##### **Senior Patrol Leaders**

Supervises all troop activities along with the adult leadership to ensure that all activities in camp are safe.

Should be informed by other Scouts of any significant difficulties at camp

Assigns duties to Assistant Senior Patrol Leaders

Leads the troop to and from all meals, camp fires, and the flag ceremonies

Makes sure all scouts are in bed on time

Informs the troop of any camp activities or daily news (merit badge announcements, etc.)

Makes sure all camp rules are followed

Writes up, posts, and informs the troop of waiter, latrine, and fire duties with the help of the Assistant Senior Patrol Leaders

Attends all camp meetings

Conducts headcount before every meal, before bed, and before any major camp events

##### **Assistant Senior Patrol Leaders**

Assists the Senior Patrol Leader in all of his duties

Can assign duties to Patrol Leaders/ Assistant Patrol Leaders

Takes on the role of the Senior Patrol Leader if he is not present

### **Patrol Leaders**

Knows whereabouts of all scouts under his command

Reports any problems or difficulties to the Senior Patrol Leader

Makes sure all scouts in their troop attend their activities

Assigns duties to Assistant Patrol Leaders

Takes on the duties of the Assistant Senior Patrol Leader(s) when they are not present

### **Assistant Patrol Leaders**

Takes on the duties of their Patrol Leader when he is not present

Learns about leadership from the Patrol Leaders

Checks up on the scouts in his patrol to make sure they are ok

### **Banned Items:**

Cell Phones (Will be confiscated and put in a box until the end of the week; if a scout wants to call home, permission is needed from a leader to use the leader's phone or a pay phone.)

Knives and hatchets (unless a Scout has a Totin' Chit)

Matches and Lighters (unless a Scout has a Fireman's Chit)

Cigarettes (Adult Leaders included)

Drugs (except appropriate prescription medication or parent advised over-the-counter medication)

Alcohol

Gameboys and electronic/computer/cell phone game devices

Soda and candy, as determined by a Scouting Leader on any particular campout or outing.

### **Rules:**

#### **Scouts shall not leave defined "Camping" or "Activity Area:"**

The Behavior & Discipline Rules & Policy in these Guidelines applies at all times.

Adherence to "Camp Specific Rules," e.g., rules decided by leadership for Summer Camp, Appalachian Trail Hike, Advancement Campout, camporees, etc.

Two Deep Leadership and the Buddy System apply at all times

Respect will be given to Scout and adult leaders (Remember the Scout Law)

In tents and lights out by 10 pm, unless extended by adult leader; to sleep by 11pm

Each Scout will participate in all teamwork required during camp

### **Discipline:**

1. All discipline set forth in the Behavior and Discipline Rules and Policy shall apply with respect to conduct during a campout or activity, including sending a Scout home with his parent.
2. In addition, discipline may include the loss of camp privileges.

## APPENDIX 3

### Troop 199 - Eagle Scout Candidate Expectations Policy

The Eagle Scout Rank is a significant lifetime achievement as recognized by the Boy Scouts of America and our society at large. This is due in large part to the rigorous requirements that must be met to earn the rank of Eagle Scout and the fundamental nature of those requirements as they pertain to individual motivation and responsibility. Ultimately, the true value of the Eagle rank is only as good as the individuals who receive it. To make sure that the Eagle rank is earned in the spirit in which it is intended, the candidate and his parents should be aware and agree to the following:

#### **The Scout's Role**

The Eagle candidate will do the following:

- Strive to be a role model for other Scouts by truly living the Boy Scout Oath and Promise.
- Demonstrate Scout spirit through active participation in the Troop including, but not limited to:
  - Regular attendance at meetings, campouts and other Troop events
  - Helping younger Scouts so they recognize the candidate's Scout spirit
  - Readily volunteering when there is work to be done
- Obtain the written approval of Troop 199's Eagle Scout Advisor and Central New Jersey District Advancement Chairman to proceed with the proposed Eagle project at least nine (9) months prior to his eighteenth (18) birthday so that adequate time is available to properly carry out the project and prepare the final written requirements.
- Take full responsibility for the planning, management and execution of his project, only allowing his parents to play an advisory role and to do tasks which are not possible for the Scout (i.e., driving). Maintain effective communications with his Eagle Scout Advisor throughout the project.
- Recognize that earning the Eagle rank is a process that requires a significant amount of time and effort both in planning and carrying out the project.

### **The Parent's Role**

Parents must recognize that the Eagle Scout rank can only truly be attained by the Scout through his own motivation and when he is ready to accept the responsibility. If he is not at that point, then he should wait until he is. If becoming an Eagle Scout is not genuinely his goal, then he should not pursue it, no matter how important it is to his parents.

As parents of the Eagle candidate, you should be aware of and agree to the following:

- Recognize that the process of achieving the rank of Eagle Scout should be one of the most challenging things the candidate will do at this point in his life. Help him to be challenged, don't diminish it.
- Advise him or make suggestions only when asked, don't manage him or his time.
- Fully understand that it is not the parent's role to do his work, which includes making contacts, arrangements, initial or follow-up phone calls, sending emails, keeping records, etc.
- Be delegated non-management tasks such as driving, preparing food, performing project work assigned, etc.
- Perform only a high level editing role for his written requirements.
- Actively monitor his safety, recognizing that he is supposed to take on more of a challenge but not more risk.

NOTE: Avoid running "interference" between the Eagle candidate and the Troop Eagle Advisor and recognize that there is great benefit for the candidate in dealing directly with adults to make decisions, changes, and to resolve problems.

