

TROOP 50 OPERATION MANUAL

The committee and registered adult leaders of Troop 50 have defined a basic set of goals for the troop that are focused toward giving each Scout who participates in the troop's program a rich and unforgettable Scouting experience. The Scouting program is rich in opportunity for both the enjoyment and the development of the members of Troop 50. To make full use of this program requires the active participation of Scouts (youth) and adults alike. This policy is in no way directed towards anyone. It has been brought forth by the members of Troop 50 as a way to better each member's experience in scouting today. It is expected that all of our Scouts will do their best to: 1) live up to the Scout Oath and Law and the Outdoor Code; and 2) participate in the Scouting program offered by the Troop.

Our goals are to

1. Operate Troop 50 true to the purpose of Scouting.
2. Provide a Scouting program that is fun and challenging through Weekly meetings that are interesting, activity oriented and planned and run by the boys.
3. Offer an advancement program for all troop members and regularly recognize achievement.
4. Have a boy-planned and boy-run troop program with appropriate adult guidance.
5. Create a Leadership Development Program to provide personal growth for each Scout and to ensure continuity of leadership for the troop.

Troop Meetings: All of our regular weekly Troop meetings are held at the Shrewsbury Presbyterian Church every Wednesday from 7:30 PM until 8:30 PM, when school is open. Advance notice will be given when changes are made.

Parent Involvement: While the nature of the Boy Scout program relies on leadership by the Scouts, adult supervision and guidance is essential. In addition, there is a variety of behind-the-scenes jobs that can be performed only by adults. It is expected that all

parents will participate in some manner. Regular attendance at Courts of Honor and provision of transportation to or from Troop outings is not too much to expect from all parents.

Troop Committee: This consists of men and women interested in the Scouting program who wishes to make a contribution to the program and theoretically are appointed by the chartering organization, but in reality are formed by parents of Scouts in the troop and non-parents with an active interest in Scouting. Many of Troop 50's adult leaders were active in the Scouting movement as boys and all share a strong belief in the purpose of the program. The Troop Committee's purpose is to administer the affairs of the troop and to assist the uniformed leaders in the operation of the troop. It is also the committee's responsibility to approve all uniformed leaders and monitor the performance of the uniformed leaders.

The responsibilities of the Troop Committee include:

1. Providing and supporting competent adult leadership for the troop.
2. Helping in the acquisition and maintenance of troop equipment.
3. Assisting with financing and record keeping.
4. Supporting the advancement program of the troop.
5. Supporting the outdoor program.
6. Keeping the boys and parents informed of the troop's activities.

It is the function of the Troop Committee to support the troop program, not to operate it. The Scoutmaster and Assistant Scoutmasters are responsible for directing the troop program, and guiding the boy leadership to execute the troop program effectively.

The Scoutmaster: The Scoutmaster is the adult leader responsible for the image and program of the troop. The Scoutmaster and his assistant Scoutmasters work directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of his guidance will affect every youth and adult involved in the troop. The Scoutmaster can be male or female, but must be at least 21 years old. The Scoutmaster is appointed by the head of the chartered organization.

The Scoutmaster's duties include:

General

- Train and guide boy leaders.
- Work with other responsible adults to bring Scouting to boys.
- Use the methods of scouting to achieve the aims of Scouting.

Meetings

- Meet regularly with the patrol leaders' council for training and coordination in planning troop activities.
- Attend all troop meetings or, when necessary, arrange for a qualified adult substitute.
- Attend troop committee meetings.
- Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation.
- Take part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation.

Guidance

- Conduct Scoutmaster Conferences for all rank advancements.
- Provide a systematic recruiting plan for new members and see that they are promptly registered.
- Delegate responsibility to other adults and groups (assistants, troop committee) so that they have a real part in troop operations.
- Supervise troop elections for the Order of the Arrow.

Activities

- Make it possible for each Scout to experience at least 10 days and nights of camping each year.
- Participate in council and district events.
- Build a strong program by using proven methods presented in scouting literature.
- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.
- As you see, the Scoutmaster has many responsibilities.

Assistant Scoutmasters: To fulfill his obligation to the troop, the Scoutmaster, with the assistance of the troop committee, recruits assistant Scoutmasters to help operate the troop. Each assistant Scoutmaster is assigned specific program duties and reports to the Scoutmaster. They also provide the required two-deep leadership standards set by the Boy Scouts of America (there must be at least two adults present at any Boy Scout activity). An assistant Scoutmaster may be 18 years old, but at least one in each troop should be 21 or older, so he or she can serve in the Scoutmaster's absence.

Types of assistant Scoutmasters include:

- Assistant Scoutmaster - New Scouts
- Assistant Scoutmaster - Venture
- Assistant Scoutmaster - Varsity
- A troop should recruit as many assistant Scoutmasters as possible. It has been found that many successful troops have three or more.

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Patrols: The Scout troop is made up of patrols. A patrol is a grouping of six to eight boys who work together. Each patrol elects its own boy leader, called a patrol leader.

- The new Scout patrol is composed of new members who have not entered the seventh grade.
- The experienced Scout patrol is for those boys who are age 12 and older.
- Venture crews are made up of boys who are age 13 and older who want more challenging high-adventure experiences.
- Varsity teams are made up of boys who are age 13 and older who want team sport activities.

The Troop's Youth Leaders: The troop is actually run by its boy leaders. With the guidance of the Scoutmaster and his assistants, they plan the program, conduct troop meetings, and provide leadership among their peers. The troop leadership guide will give a more detailed description of the positions responsibility and duties.

Junior Leader Positions

- Senior patrol leader - top junior leader in the troop. He leads the patrol leaders' council and, in consultation with the Scoutmaster, appoints other junior leaders and assigns specific responsibilities as needed.
- Assistant senior patrol leader - fills in for senior patrol leader in his absence. He is also responsible for training and giving direction to the quartermaster, scribe, troop historian, librarian, and instructors.
- Troop Historian - collects and maintains troop memorabilia and information on former troop members.
- Librarian - keeps troop books, pamphlets, magazines, audiovisuals, and merit badge counselor list available for use by troop members.
- Instructor - teaches one or more advancement skills to troop members.
- Chaplain Aide - assists in troop religious services and promotes religious emblems program.
- Junior assistant Scoutmaster - a Scout 16 or older who supervises and supports other boy leaders as assigned.
- Patrol leader - gives leadership to members of his patrol and represents them on the patrol leaders' council.
- Assistant patrol leader - fills in for the patrol leader in his absence.

- Venture crew chief - leader of a troop's Venture crew.
- Varsity team captain - leader of a troop's Varsity team.
- Troop guide - advisor and guide to the new Scout patrol.
- Den chief - works with a Cub Scout den as a guide.
- Quartermaster - responsible for troop supplies and equipment.
- Scribe - the troop secretary.

The Patrol Leaders' Council The patrol leaders' council, not the adult leaders, is responsible for planning and conducting the troop's activities. The patrol leaders' council is composed of the following voting members: senior patrol leader, assistant senior patrol leader, patrol leaders, troop guide, Venture crew chief, Varsity team captain. The troop's activities are selected and planned at the annual program planning conference. The troop's yearly plan is then submitted to the troop committee for approval. The troop committee either approves the plan or makes alternative suggestions for the patrol leaders' council to consider. At its monthly meetings, the patrol leaders' council organizes and assigns activity responsibilities for the weekly troop meetings. The troop committee interacts with the patrol leaders' council through the Scoutmaster.

Attendance: Every Active Member must be present at 65% of all meetings and at least 65% of all troop service projects, unless excuse is granted by SPL or SM. A Scout's eligibility for campouts and special programs (such as ski trips and canoe trips) will be determined by the Patrol Leaders' Council and the Scoutmaster based on his attendance and participation in the Troop's overall program, in addition to his physical ability and preparedness. Each of the rank advancements has a participation requirement. To provide a fair advancement environment we have developed the following guidelines for participation:

- Attend 65 % of Troop meetings.
- Attend 65% of Troop service projects.
- Attend 50 % of all campouts.
- For the higher ranks, Star through Eagle, complete the requirements for holding a Position of Responsibility and performing the work for the position. This includes attendance at Patrol Leaders Council Meetings.

Any Scout that may have a problem with participation must discuss and plan an alternative with the Scoutmaster. For example: if any Scout has a temporary long-time conflict, I.E., religious training on the same night as Troop meetings, but attends weekend events and participates in the other activities, this would be acceptable. Homework is not a valid excuse to be consistently missing events!

Advancement: The responsibility for advancement within the Boy Scout program primarily rests with each individual Scout. The requirements for advancement are clearly defined in the Boy Scout Handbook. Assistance in the completion of these requirements is available on request from the Patrol Leaders' Council, the Scoutmaster and the Assistant Scoutmasters. A periodic review with the Scoutmaster (or his assistants) is suggested. Before completion of the requirements for advancement in rank, a Scoutmaster Conference and a Board of Review are mandatory.

Boy Scouts provides each boy with the opportunity to learn skills and receive recognition in the form of ranks and merit badges. This advancement in the Scouting program rewards achievement and allows a Scout to be recognized for his work. The requirements for each of the seven ranks and the required merit badges are contained in the Boy Scout Handbook. Requirements are earned by the boy through his participation in troop meetings, camp outs, and other activities. Advancement is not mandatory in troop 50, but it is strongly encouraged. Core parts of the advancement program are:

1. Actively participate in the troop. This generally involves attending at least half of the meetings and outings. It also means that a Scout may have a specific job within the troop and will perform that job to the best of his ability. An integral part of a Scout's growth is the ability to accept tasks of increasing responsibility and perform those tasks competently.
2. Show Scout Spirit. Each scout should live by the Scout Oath and Law and his words and actions should be consistent with these ideals.
3. Attain a specified skill level by meeting the specific requirements for rank or merit badges. Requirements for rank are often earned during patrol and troop activities and some requirements are covered during each camp out. Also, summer camp is an excellent time to demonstrate many

of the basic Scouting skills needed on the road to First Class. Instructors, Guides and registered adult leaders are qualified to approve a scout's skill Mastery. Details of the requirements for all rank advancement are listed in the Scout Handbook, which should be brought to every meeting.

4. Perform service hours or complete a service project. These include the troop's service to the community and sponsoring organization and large Eagle service projects.
5. Serve in a leadership position. One of the most important parts of the Scouting program is developing a Scout's leadership skills and confidence in managing others to complete a task or to meet a goal. A Scout's success in growing in leadership is a result of his desire to learn and grow, of his dedication to doing the best job that can be done and in his respect of and from the other scouts in the troop.
6. Arrange for and participate in a personal growth conference with the Scoutmaster or Asst. Scoutmaster. This is an opportunity to review accomplishments, set goals and deal with concerns and problems that the Scout may have. It is the Scout's responsibility to arrange the Scoutmaster conference.
7. Pass a Board of Review. It is not a test of rank requirements but a review of the Scout's experience in the troop, a discussion of his concerns and a check on the troop's program.

It is the Scout's responsibility to arrange a board of review with the Advancement Chairman. The Scout should appear in full Class A uniform and have his handbook with All advancement requirements properly approved.

Scout Rank: After completing each rank's requirements, the boy will then participate in a Scoutmaster's Conference and a Board of Review. The Board of Review consists of 3 to 6 Troop Committee members or parents who meet with the boy to determine how the boy is doing and to encourage further advancement.

Merit Badges: Most merit badges are earned at summer camp. A boy signs up for badges and attends classes taught by camp counselors. Partial badges can be completed by the boy at a later date when back home. The second way to earn merit badges is

through a troop merit badge counselor. Parents are encouraged to become counselors. Some counselors will have the boys work on their merit badge at troop meetings or camp outs. Others will schedule time for the boys to work on the badge away from troop activities. Counselors will not conduct meetings one-on-one, but will meet with a group of Scouts at one time. Troop 50's activities are oriented to giving the boys opportunities to complete these requirements. The summer camp that the troop attends also will offer a full program for these ranks. There are some requirements that the parent can assist the boy in earning: physical fitness (Tenderfoot); swimming (2nd & 1st Class); visit with civic leader (1st Class); and drug awareness program (2nd Class).

Troop Dues: The annual dues are \$30 paid in November

Fund Raiser: To support our Scouting program and community service projects we have developed the following money raising events that the Scouts must support: Christmas wreath sales - from late October to early November Scouts will sell Christmas wreaths and garland.

Court of Honor: Four a year, our Troop holds a Court-Of-Honor, a formal awards ceremony, to recognize the Scouts that have advanced in rank, earned Merit Badges or Special Awards. Parents, family members and other guests are urged to attend; showing support for your child. The fall event is held at the church and is a formal Court-Of-Honor. The spring event is held as a barbeque.

Order of the Arrow: The OA is a Camping and Service group within the Scouting program. Scouts that are First-Class or higher are eligible to be elected by their Troop members. One adult each year can be nominated by the Troop Leaders and Committee. Elected candidates must attend either the Spring or Fall POW WOW.s to fulfill their Ordeal. Existing members also attend.

Training Programs Scouting is a training ground for boys to become better citizens and leaders. Older Scouts are selected by the Junior Leaders to participate in three special courses, which help support our program and development of our Junior Leaders.

Patrol Leader Skills: is a course held at Quail Hill Scout Camp during November. It is intended to provide an introduction to leadership in the Troop in addition to offering a chance to develop and cultivate outdoor skills.

Den Chief : is scheduled in the Fall. It will acquaint Scouts with the knowledge and ideas to be effective in this important leadership position. Den Chiefs are an important asset to our Cub Scout Den Leaders and help Cub Scouts advance into Scouting.

Junior Leader Training: is the Premier training experience for any boy. It is held at Quail Hill Scout Camp during June, after school is over. This week-long course provides Scouts with the latest in outdoor skills and leadership skills under the guidance of a well-trained staff. In addition, we encourage our Scouts, which have been trained, to participate on staff for these courses. This experience will further their own development as they hone they own skills.

Our Legacy of Community Service: One of the most valuable aspects of our scouting program is the opportunity to participate in community service projects. Since 1935, the scouts of Troop 50 have been ready, willing and able to lend a hand in their community when called upon in the support of worthy causes. All Troop 50 scouts are required to participate in community service projects, both as a group and individually from time to time.

Community Service Hours: We may be asked to help clean up the waterways, collect donations of canned goods to benefit disaster relief or to volunteer our services for charity events. Sometimes we are invited to provide color guard services at public.

School Requirements: Many schools require students to participate in community service opportunities as a condition of graduation. Your scouting program meets these requirements, and some scouts have received special recognition for their participation above and beyond the minimum requirements in the form of special awards from their school and scholarship opportunities.

Scout Advancement Service Projects: Many scouts have pro-actively identified projects of a volunteer nature to which they can apply their skills of leadership, planning

and management toward a positive outcome. Every Eagle Scout in the history of our troop has organized and executed a well developed community service project as the final requirement to earn that ultimate rank. All scouts are encouraged to participate in the Eagle projects of their troop members. When project tasks require a team effort, all scouts should be prepared to lend a hand. With this spirit of companionship and cooperation, you can count on your fellow scouts to be there and help make your Eagle project a great success.

Scouting for Food: Scouting For Food is an activity that involves the entire Scouting family. This national service project helps our youth do a good turn by helping feed the hungry. During the past five years Scouts have collected over 400 million pounds of food across the nation. We will give the Scouts bags for them to distribute in their neighborhood and to family members during November. All food items collected are distributed in the Red Bank. Scouting for food is a reaffirmation of the Scout Oath, "...to help other people at all times."

Troop Service Hours: Since the church depends on the scouts to help maintain the building, all scouts are required to provide service hours to the maintenance of the facility as they advance in rank or to make up for missed meetings, campouts or special events. Your scoutmaster will advise you of opportunities to fulfill you troop service requirements.

- *Troop service hours are also an important aspect of our attendance policy. Any scout that misses a troop meeting, campout or special event can make up for the absence by providing troop service hours under the direction of the scoutmaster.*

Scout Spirit: One basic aspect of advancement in Troop 50 is known as "Scout Spirit." During the advancement process, you will meet with your scoutmaster for an assessment of your skills and to make sure you are prepared for your presentation to the advancement committee. At this time, your Scoutmaster will determine if you have exhibited "Scout Spirit" in terms of your attendance, your uniform inspections and your participation in troop events and community service opportunities.

A Habit for Life: Scouts that are involved in community service projects as young men are more likely to be involved in community service later in life. The lessons of creating a balance between Service to Self and Service to Others and the habit of volunteering one's time to worthwhile efforts is a noble aspect of good citizenship in the community. When a scout is an active participant in service projects, he brings honor to himself and his troop and to Boy Scouts everywhere. Wearing the uniform of a scout is a declaration of your commitment to living your life according to the scout law. Community service is an outward and visible way to show your respect for these values while helping others in a selfless manner.

Activities: Those Scouts attending a Troop outing without accompaniment by a parent (or guardian) are required to have a permission form completed and signed by a parent (or guardian). Three weeks before each event every Scout receives a permission form specific to the upcoming event. This is a means for protection of the Scout in the event of an emergency, not an abdication of responsibility by the Troop leadership. In order to facilitate menu and transportation planning, each Scout who wants to attend an outing will be required to notify his Patrol Leader, and submit a permission form (if applicable) and any necessary fees, at least two weeks before the outing (or otherwise specified). Any Scout submitting permission slips after the cutoff date will be considered; on a space available basis.

Camping Programs: Our camping program includes 8-9 weekend events. They start on Friday at 5:00 PM and will return between 1-3 PM on Sunday. Conservation projects, hiking, swimming, canoeing, archery, rifle shoots and Scouting skills are a few features of our camping itinerary. Troop 50 will actively pursue the teachings of Leave No Trace. The cost of an average weekend camp out is \$20.00. This includes food, snacks, transportation and camping fees. This fee could be higher depending on the event and the length of time involved. In addition, our Troop attends Forestburg, Monmouth Council's summer camp. This weeklong event is usually the fourth week in July. Here our Scouts get to test their skills learned during the year and to learn new and challenging skills. For the serious Scout summer camp is a must. The cost of this camp ranges around \$180.00.

Refunds: Refunds of camping and other fees will be made if there is no loss to the Troop. Once food or other such items have been purchased refunds cannot be made.

Uniforms: The proper use of the Scout uniform is an important part of the program of Troop 50. All Scouts should have a complete uniform as soon as possible after joining the Troop, and should make a strong effort to keep the uniform neat, with correct placement of badges and insignia. Uniforms are to be worn at all Troop meetings, Boards of Review, Courts of Honor and Council-sponsored events.

- Class A: uniform consists of official Boy Scout shirt and trousers or Green Dockers (or shorts with scout socks for summer use); web belt or (for older scouts) official Boy Scout leather belt; neckerchief (GREEN BSA neckerchief preferred - Order of the Arrow bolo tie allowed for OA members); red epaulets; shoes, boots or sneakers, properly laced; and Boy Scout
- Handbook. The handbook is an extremely important item for the Scout, for it contains invaluable information necessary for his participation in the program as well as his personal record of progress.
- Class B: uniform consists of green troop tee shirt and the appropriate pants/ shorts depending on the type of activity or weather conditions.

Reviews: The Patrol Leaders' Council may add amendments every six [6] months.

Troop Rules

1. No one shall leave the premises unless permission is granted by the SPL.
2. No unsolicited touching of any other person.
3. No negative comments towards another person if it be directly or indirectly.
4. All weapons are FORBIDDEN.
5. No scout will misuse a knife or Hiking Stick.

6. Scout knives may be carried or used only with a Valid totem chip card.
7. Patrol Gear is the entire patrol's responsibility. If your patrol used it, everyone is responsible for it.
8. Scout sign means Silence! All scouts will respect other scouts and leaders
9. Always follow buddy system
10. Carry out work, assignments and responsibilities to the best of your ability.
11. Scouts will follow the chain of command. Patrol Leader, Senior Patrol Leader, Scoutmaster

Consequences

- 1st Offense: The scout will speak to his patrol leader, away from the rest of the troop, shall talk to offenders. An appropriate remedy will be developed and applied.
- 2nd Offense: The scout will speak to the Senior Patrol Leader in a one-on-one situation, away from the rest of the troop. An appropriate remedy will be developed and applied.
- 3rd Offense: The scout will be scheduled for a meeting with the scoutmaster, to determine a resolution to the scout's problem.
- 4th Offense: The scout will be scheduled for a meeting with the Board of Review by the Troop Committee to determine a resolution to the scout's problem.

The Scoutmaster and the Troop Committee, reserves the right to apply appropriate discipline (within the guidelines of National BSA policy) if the behavioral situation warrants it. This may include a parent picking the scout up from an activity, no matter where the troop is. Any offense may jump the order to the third or fourth offense due to the incident severity. At all times the Guide to Safe Scouting and the Youth Protection Guidelines will be followed.