

Scouts BSA

Troop 33



Scout & Parent Guidebook

<http://www.Troop33bsa.us>

February 2023

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The Troop 33 Guidebook

TO THE SCOUTING FAMILIES OF TROOP 33:

Welcome to Scouts BSA Troop 33!

Whether you are new to the Troop 33 Family or seasoned veterans, the *Troop 33 Guidebook* is designed to acquaint you with our Troop, leaders and program. It also describes a Troop 33 Family's opportunities and responsibilities when a boy joins the Troop. While it won't answer all your questions, it helps by laying out a basic framework. For more information, our Committee Chairperson or Scoutmaster will be happy to assist you.

Scouting is a volunteer organization. When a boy joins Scouting, in a sense whole family joins. Without dedicated volunteers, there would be no scouting and no Troop 33. A handful of parents, former Scouts and community leaders form the Troop's adult leadership as committee members and Scoutmasters. Although they are extremely dedicated, these volunteers cannot bear the full burden of Troop operations. There are numerous one-time jobs, which of necessity, must be sprinkled equitably among the entire Troop 33 Family.

Boys *like* having their parents involved. Knowing that their parents care and are willing to give of their time and of themselves means a great deal to a teenage boy. We realize that we operate in an age of two income or single parent households and that family time can be hard to come by. However, the Troop needs your active support if they are to fulfill Scouting's mission of turning boys into strong men of good character and unfaltering citizenship. No Scout fully benefits from our program without his family's active support and encouragement. Parents can let us know their areas of skill and interest by completing the *Troop Resources Survey* that you have received. (Submission of it is a prerequisite of your son's involvement in the Troop.) Many parents are surprised to find that involvement in Scouting is fun and rewarding. Many studies have also shown that a Scout is more likely to remain active if parents are also involved.

Goals

Boy Scouting is unique among youth programs. It develops rugged individualism even as it teaches important lessons about the value of teamwork. The self-paced advancement program develops leadership skills, self-reliance and confidence, physical and moral fitness, and a sense of participating. The Scouts are organized into teams called Patrols, which accomplish assigned tasks together. Our goal is for Scouts to achieve First Class Rank in the first 18 months.

Structure

Troop 33 strives to be a boy-led Troop. This means that the Scoutmaster and Assistant Scoutmasters are there to coach and mentor the Scouts, but the operation of the Troop is the responsibility of the Senior Patrol Leader, with help from the Assistant Senior Patrol Leader(s), Patrol Leaders, and other members of the youth leadership team.

Meetings

Troop 33 meets Sunday evenings in Southwest Fort Wayne, generally at the SACS Environmental Center building. Be sure to check the online calendar for the most accurate meeting dates, times and events. A prompt start will lead to a complete meeting. Scouts are expected to attend regularly, in *complete* uniform (see section on uniform). If an illness or an overriding family commitment prevents attendance, he should call his *Patrol Leader* in advance. The members of his Patrol are counting on his participation. Attendance is recorded during meetings. Scouts are expected to be regular in attendance.

Patrols may also choose to hold Patrol meetings apart from the weekly Troop meetings, and are encouraged to do so. At these meetings, they are expected to plan for the Troop meetings and the campouts. The BSA policy of

two-deep leadership must also be adhered to at any meetings away from the regular meeting location. **Meetings away from the regular location must be approved in advance by the Scoutmaster.**

Outdoor Activities

“Outing” is the heart of *Scouting*. Troop 33 plans activities monthly. Campouts are usually from Friday evening or early Saturday morning to Sunday afternoon. As is the case with weekly meetings, Scouts are expected to attend regularly. If a Scout cannot make the entire campout, he should attend what he can. Monthly outings are the application phase of the skills learned at Troop meetings. We usually do not meet on Sunday nights of campout weekends. Be sure to check the online calendar or ask your Troop Guide or Patrol Leader.

Attendance and participation are especially important in the New Scout Patrol, as many advancement activities will take place during these campouts. Advancement missed on campouts is often difficult for a Scout to make up on an individual basis. If your Scout cannot make a scheduled campout, he needs to ensure that his Troop Guide and Scoutmaster are aware of it; make up activities are the responsibility of each individual Scout and his Troop Guide is there to help him.

Information on camping trips and other activities will be given to the Scouts in advance. It is the Scout’s responsibility to share this information with his parent. As this is not always the case, we will try to post the information on the Troop website, but this is not always practical. It is crucial that each Scout report to their Patrol Leader whether they will be in attendance for the outing. In this way, the Senior Patrol Leader and Adult Leadership know in advance who is going, and the Patrols can arrange transportation and purchase food. If it wasn’t already turned in prior to the event, The PERMISSION SLIP/WAIVER OF RESPONSIBILITY is to be turned in at activity check-in, along with **a check made payable to “Troop 33”** for trip-related expenses. Each Patrol is responsible for providing transportation for their Patrol.

Schedules for activities are planned in the fall at the annual planning conference. The events planned are based solely on input from the Scouts and are updated periodically during the year to resolve scheduling conflicts. Check the Troop website and online calendar for changes.

If an activity has to be cancelled or postponed at the last minute the information will be posted on the Troop Facebook Page and by way of email or the Troop 33 text program; if in doubt, be sure to check it before heading out. Additional communication will be sent by way of email and/or the Troop 33 text program.

Troop 33 Guideline for Troop Activities

For Troop activities (meetings, camping trips, etc.):

- 1) “Scout Spirit” (required for rank advancement) mandates attendance at all Troop and Patrol meetings (*including Troop originated Service Projects and Activities*) as well as scheduled monthly activities. Advancement requires *active* participation in the Troop.
- 2) Duty rosters and menus must be prepared by the Patrol and must be approved by the Senior Patrol Leader during the meeting prior to the activity.
- 3) No Scout is to leave a meeting or other activity without the prior knowledge and consent of the Scoutmaster or adult in charge. When activities are complete the Adult Leadership will try to post the information on the Troop Website or Facebook page or will contact a Parent directly if it only affects a particular Scout. **IF A SCOUT IS FOUND TO HAVE LEFT AN ACTIVITY WITHOUT THE SCOUTMASTER OR ADULT IN CHARGE’S PRIOR KNOWLEDGE AND CONSENT, LOCAL POLICE AND AUTHORITIES MAY BE CONTACTED.**

- 4) Cell Phones, radios, skateboards, fireworks, airsoft guns, paintball guns, handheld games, iPods, MP3 players and/or similar electronic devices, tobacco, alcohol, drugs and other obnoxious/illegal/unsafe items that do not contribute anything beneficial to the Scouting Program are prohibited at all Troop activities. Contact the Scoutmaster or Senior Patrol Leader if you have questions about this or any potentially prohibited items.
- 5) All Scouts are expected to respect their Troop Leaders, both Scout and adult, as well as all other Scouts. Any Scout that chooses to violate this will deal with the Scoutmaster directly, and will most likely be retrieved from the activity by their parent or designated guardian. Violation could also jeopardize the Scout's attendance at future outings.

Special Events

Every year, Troop 33 takes part in a number of special Scouting events. We perform service projects for our chartered organization and for the community. We have annual events: Court of Honor Ceremonies, a Troop family cookout, FAME Festival, Memorial Day Parade, District and Council Camporees and Klondike Derbies.

All Scouts are expected to attend and *actively* participate in Troop Service Projects as part of their active participation in the Troop.

Troop Messaging/Text Application

Troop 33 utilizes Remind, an internet based texting app. We encourage all Scouts and parents to sign up for this free app. Text [@bsatrop33](https://www.remind.com/) to 81010. (Cell phone messaging and data fees may apply; contact your provider)

Health, Medical Care & Insurance

Scouting is safety-conscious and the leaders of Troop 33 are always concerned with each Scout's health and safety. To this end, we teach safety rules in the proper handling of tools and camping gear. At meetings and on camping trips, when Scouts are swimming or involved in any Scouting activity, we seek to ensure that safety rules are followed. We strive to ensure that the basic habits of good personal cleanliness, diet and consideration for the well-being of others is learned and practiced.

While we teach and practice first aid, we do not attempt to treat illnesses or injuries beyond the scope of basic first aid. Occasionally a Scout may require professional medical care. Therefore, we require that parents complete and sign the Annual Health & Medical Record (Form 680-001) form available on the Troop website. This form must be updated annually and authorizes the adult leader in charge to obtain such care as an attending physician may deem necessary (to include injections, anesthesia and surgery). It is impossible for the unit leaders to authorize treatment in the field without this prior, written parental authorization.

It is a Scout's parent's responsibility and duty to advise the Troop adult leadership of any allergies or special health needs a Scout may have, and that they alert the Scoutmaster and/or Event Leader of any medication the Scout requires. Allergies to bee/insect stings and foods are two health problems that must be brought to the attention of Troop leaders and his fellow Scouts.

The Troop carries accident insurance through the Anthony Wayne Area Council and is included in the annual dues. Please contact the Committee Chair if you need more information.

Advancement & Leadership Development

Rank advancement and leadership development are vital parts of the Scouting program.

Advancement

The first step along the Eagle Trail is the Scout rank. The requirements are in the *Scouts BSA Handbook*. A youth leader known as a Troop Guide will work regularly with newer Scouts and is qualified to approve these requirements. As A Scout progresses through the First Class Rank, they will continue to work with the Troop Guide and other youth and adult leaders to earn the Tenderfoot, Second Class, and First Class ranks. For the higher ranks of Star, Life and Eagle, they will meet with approved counselors and earn merit badges. The Scoutmaster and Advancement Chairperson have a listing of the approved merit badge counselors in our Council.

Your *Scouts BSA Handbook* will tell you the steps you must take and the requirements for each step along the Eagle Trail. When you earn a new merit badge, make sure that the Troop Advancement Chairperson has a record of it by turning in the completed blue card. For further information, read the section entitled "Troop 33 Guidelines for Rank Advancement". For lower ranks, the Troop Advancement Chair must be kept up to date on your progress by showing them your book and having completed requirements entered into Troop advancement records.

Troop 33 keeps all Scout records electronically, using Troopmaster software. A Scout's advancement history can be viewed by the Scout with an assigned username and password (provided by the Scoutmaster) or emailed upon request; contact the Advancement Chairperson to receive a copy.

Service Projects

If you have suggestions or ideas for a service-related opportunity, please contact the Community and Service Project Coordinator or the Scoutmaster. These opportunities align with the Scout Oath regarding "to help other people at all times..." These are also in addition to the service hours required for advancement during the ranks of Star and Life.

Active Participation

For a Scout to have a positive Scouting experience, they must be *active*. The Guide to Advancement started that a Troop can define what their expectation of "active" means.

It is expected that Scouts attend all meetings and as many camping and outdoor events as service projects as possible. Participation levels are reviewed with the Scoutmaster at Scoutmaster Conferences or as needed. It is expected all members of Leadership attend ALL events.

How To Earn A Merit Badge

First, find a merit badge you are interested in earning. Flip through the merit badge booklet and check the requirements for the badge. Selected booklets are available in the Troop library. If the Troop does not have the one you need, purchase it at the Council service center and when you are through with it, the Troop may buy it from you to add to the Troop library. Ask the Treasurer or Scoutmaster for details about the buy-back program. Because requirements can change, check with the Scoutmaster to ensure you have the latest version of the booklet.

Review A: The requirements for the merit badge
 B: The information that is in the booklet

The **Scout** asks the Advancement Chair for the list of merit badge counselors and identify which counselor they would like to work with. There are many merit badge counselors within Troop 33, but Scouts are encouraged to

go outside the Troop, as this helps to build relationships with other high-quality adults. The **Scout** talks to the Scoutmaster and requests a Merit Badge Application Card (commonly called a “Blue Card”). The Scoutmaster must sign the card *BEFORE* contacting the merit badge counselor. He will also provide at least one Merit Badge Counselor and their contact information.

The **Scout** then contacts the Merit Badge Counselor for an appointment to meet and discuss the requirements for the badge. Most merit badges will require more than one session. Boy Scout regulations require that a buddy or parent accompany a Scout when visiting a counselor.

The best way to earn a merit badge is to work on it with a fellow Scout. You will be able to earn the merit badge sooner since you will be helping each other. **It is also more fun.** Have your counselor sign the Blue Card once you have passed the requirements. When complete, they will keep a portion of the card for their records and you will turn the remaining 2 sections in to the Advancement Chair, who will record it with the Council so you can receive your merit badge at an upcoming Troop meeting.

Keep your portion of the Blue Card in a safe place until your 18th birthday, or until you have been awarded the Eagle Scout Rank.

Troop 33 Guidelines for Rank Advancement

1. Assuring that a Scout progresses along the Trail to Eagle is the responsibility of the Scout and his Patrol Leader or Troop Guide.
2. A Scout may have requirements for all ranks through First Class signed off by any other Scout that is First Class or above. (It is preferred that their Troop Guide be responsible for this.) The Scoutmaster and Assistant Scoutmasters may also sign off on these requirements where needed. Parents, even those serving as leaders, may not sign off their own son’s advancements requirements, but are encouraged to help them learn the skills needed to advance along the Trail to Eagle.
3. A Scout must be in complete uniform at his Scoutmaster Conference and Board of Review. Those Scouts not in proper uniform may not be allowed to complete the requisite Scoutmaster Conference or Board of Review until they are in proper dress.
4. All required Boards of Review must be **completed** a minimum of two weeks before the next scheduled Court of Honor. The Advancement Chair will record it with the Council so the Scout can receive the merit badge at the upcoming Court of Honor.
5. As stated in all rank advancement requirements in the Scouts BSA Handbook, *active* Troop participation is required. While there will certainly be times that Scouts are unable to attend meetings or outings; repeated absences will prove to be an obstacle to advancement.

Scoutmaster Conferences

After a Scout has completed all the requirements for a rank, he contacts the Scoutmaster to schedule a Scoutmaster Conference. The Scout and the Scoutmaster will review the skills they have learned to make sure the Scout has a working understanding of the skills learned. Some Scouts may require a follow-up conference. Scout Spirit will also be discussed in depth, along with the Scout’s level of participation. We use Troopmaster software to keep track of advancement and participation. It should be noted that while Troopmaster will automatically credit leadership based on calendar date, this date is actually determined by both date and active participation and will be determined during the Scoutmaster Conference. After the Scoutmaster signs off the Conference requirement, the Scout can then request a Board of Review.

Boards of Review

The purpose of the Board of Review is to ensure that the Scout has completed all requirements for that rank, to determine the quality of his Troop experience and to encourage him to advance toward the next rank. Each

Board of Review will also include a discussion of ways the Scout sees himself living up to the Scout Oath and Law in his everyday life.

The Board of Review consists of three members of the Troop Committee and should last about 10-20 minutes. Parents may also be asked to assist with Boards of Review.

It is the **Scout's** responsibility to contact the Advancement Chair to schedule a Board of Review as soon as the Scoutmaster Conference is completed. Scoutmaster Conferences and Boards of Review may not be conducted in the same evening.

Court of Honor

A Court of Honor is a special Troop meeting where all family members are invited. The meeting is held with the purpose of providing recognition to those Scouts who have earned rank advancement, merit badges and other accomplishments. The whole family is encouraged to attend, even if their Scout has not earned any special recognition, because the meetings are also used to discuss the Troop's accomplishments and future activities. The Troop schedules several Courts of Honor each year. All Scouts are expected to attend as part of their Troop participation. Visit the Troop website and online calendar for tentative dates for the Courts of Honor.

Leadership

Troop 33 strives to be a "Boy-Led Troop." The Scouts plan and carry out each meeting and activity to the best of their ability. These plans are reviewed and finalized at the monthly PLC meetings. Adults are available to provide their assistance and guidance as required. Leadership training is offered "on the job" and at special training courses. You may be elected or appointed to a leadership position in your Patrol or in the Troop. Look for these opportunities and take them when they come your way. Watch your leaders and learn from them. As you advance toward Eagle, leadership positions are *required* for you to advance. These positions and their tenure are listed in the Scouts BSA Handbook.

Leadership Positions within Troop 33 are generally held for six months.

Five Basic Rules About Advancement

1. Parents cannot sign off rank advancements. This is the job of the Scouts and Troop youth leadership. Parents may not serve as a merit badge counselor for their son unless the merit badge is being completed in a group setting. If working as a merit badge counselor, you must be registered with the Anthony Wayne Area Council, complete Youth Protection Training and be willing to work with all Scouts. There is no charge for registration.
2. **Prior** to any work being signed off completed on a merit badge, the Advancement Chair must approve the merit badge counselors. The Advancement Chair reserves the right to disallow an advancement or merit badge signed off by an unapproved individual.
3. Scouts must obtain a Merit Badge Application (aka blue card) **prior** to starting a merit badge. The Scout will be given credit for completing a merit badge when he returns the card, which has been signed by his counselor and Scoutmaster, to the Advancement Chair. The Blue Card is always required. Blue Cards submitted without proper signatures will be returned to the Scout.
4. Scouts will be encouraged to advance, but will not be pushed to advance. The Troop provides rank advancement opportunities, but the Scout is ultimately responsible for their advancement.
5. While the Advancement Chair maintains records of each Scout's advancement, it is each Scout's responsibility to maintain written proof of his advancement. The Scouts BSA Handbook provides places to have advancement requirements signed off, and Scouts will be given a signed card for each merit badge or rank advancement. Possession of a patch is not considered proof of earning it. No rank will not be awarded without verification that all requirements have been completed.

Youth Troop Leadership Guidelines

1. Patrol Leader Council Meetings (PLC)

The Patrol Leaders Council is the policy making and *planning* body of the Troop. It is made up of the Troop's elected and appointed youth leaders, functioning under the direct guidance of the Senior Patrol Leader. The Scoutmaster and all Assistant Scoutmasters are automatically members of the Council. The Scoutmaster and Assistant Scoutmasters provide guidance and direction. Parents are invited to attend and observe.

- a. PLC Meetings are held monthly or as scheduled by the Senior Patrol Leader. This meeting is *required* for the Troop youth leadership but All Scouts are welcome to attend. Check the online calendar for specific dates or contact the Senior Patrol Leader, as these may change due to activities and campouts.
- b. PLC Meetings are held at the Environmental Center unless otherwise specified.
- c. Every youth leader is expected to attend. The input of every youth leader is needed for an effective, fun program. However, only the Senior Patrol Leader, Assistant Senior Patrol Leader(s) and Patrol Leaders may vote.
- d. If any youth leader is unable to attend, they must notify the Senior Patrol Leader and Scoutmaster of their absence in advance. Chronic absence at Patrol Leader Council meetings will be grounds to remove the Scout from their position.
- e. A Brief PLC meeting may be held after the regular Scout meeting to evaluate the meeting and to review the meeting plan for the next Scout meeting.

2. Patrol and Troop Youth Leadership

- a. Elected leaders shall generally have a six-month term. An *elected* Senior Patrol Leader shall have a term of office ending earlier than his 18th birthday or the six-month anniversary after his election. Elected leaders may succeed themselves if re-elected. Upon turning 18, a Scout may be registered as an Assistant Scoutmaster. All youth desiring to run for an elected or appointed position must be approved by the Scoutmaster.
- b. Election of Patrol Leaders shall occur during the last scheduled meetings of March and September, and on an as-needed basis in-between. Newly elected Patrol Leaders will be installed during the following meeting. Election of the Senior Patrol Leader shall occur during the last meetings of August and February. The newly elected Senior Patrol Leader will be installed during the following meeting.
- c. Elected officers require the majority of a quorum of the Patrol or Troop membership, as the case may be. A quorum shall require the presence of a majority of the Patrol or Troop membership, as the case may be.

3. Senior Patrol Leader (SPL)

There shall be one Senior Patrol Leader, chosen in a Troop-wide election after Troop-wide nomination. This Scout must be approved by the Scoutmaster.

To be nominated for the office of Senior Patrol Leader, a Scout should:

- Be 13 or older
- Be Star Rank or above
- Prior leadership desired, but not required
- Have received Troop-level leadership (ILST) training (or higher); or
- Be willing *and* able to attend Troop-level leadership training at the earliest date offered
- Be able to attend and *lead* all Patrol Leaders Council meetings
- Be present at all Troop functions, unless good cause is shown
- Have shown consistent "Scout Spirit"
- Lead the Troop by fully incorporating the Patrol Method

4. **Assistant Senior Patrol Leader (ASPL)**

As needed there will be a minimum of one Assistant Senior Patrol Leader. The ASPL will be appointed by the Senior Patrol Leader with approval of the Scoutmaster. All qualifications are the same as Senior Patrol Leader.

5. **Patrol Leader (PL)**

Each patrol shall have one Patrol Leader nominated and elected by the Patrol membership. The three highest ranking Patrol members shall automatically be eligible for election. Nominees must be considered active in the Troop and are required to attend the Patrol Leaders Council meetings regularly. This is not a popularity contest and the most active Scout usually makes the best leader. In the case of a new Patrol with new Scouts, a temporary Patrol Leader may be appointed by the Scoutmaster of the New Scout Patrol or the Troop Guide assigned to the New Scout Patrol.

The Patrol Leader shall appoint one Assistant Patrol Leader and one Deputy Assistant Patrol Leader, who, in that order, shall lead the Patrol in the absence of the Patrol Leader. The Patrol Leader, at his discretion, may choose to have the Assistant Patrol Leader elected by the Patrol.

Sub-standard performance by *any* youth leader will be cause for the PLC and/or Scoutmaster to call for a new election if personal counseling does not improve performance and/or attitude. The PLC and/or Scoutmaster also reserve the right to remove any youth leader and install a replacement until the next election.

Uniforms

The Boy Scouts of America is a uniformed organization. In Troop 33, we are proud of our uniforms and we wear them to all meetings and outings, unless otherwise specified. Usually, a boy will outgrow his uniform before he outwears it and signs of wear and tear are merely signs of full participation. The Scouts BSA Handbook lists the parts of a complete uniform which each Scout must wear.

The Scout will be issued a neckerchief upon achieving Scout rank. A special Troop 33 neckerchief is exchanged when a Scout achieves the rank of First Class. The Anthony Wayne Area Council Service Center (Scout Shop) sells uniforms and Scouting literature. The Troop is working on starting a uniform bank of “experienced” uniforms. When your Scout outgrows his old uniform, we ask that it is donated to the uniform bank for use by another Scout.

Uniform insignia may only be worn as prescribed in the “Official Insignia Guide.”

During the summer months (June – August) and during certain activities decided by the SPL and PLC, the Activity Uniform is permitted under the direction of the SPL. The Activity Uniform is the Troop 33 activity t-shirt with the official Scout shorts or pants. The Field Uniform is required for all ceremonies, campfires and evening meals while at Summer Camp. Official BSA socks and belt are required with the shorts or pants. Former Webelos Scouts may remove their Webelos and related Pack insignia from their *tan* Webelos shirt and wear it until they outgrow it. All other new Scouts should acquire a complete uniform within a month or two of joining.

Any questions regarding insignia or its placements on the Scouts BSA uniform can be directed to the Scoutmaster. A placement guide is also available free of charge in the Scout Shop as well as online.

Troop 33's Uniform Policies

The following are uniform policies that have been established by the Troop Committee. Unless otherwise instructed or advised by the adult leadership of the Troop, these policies detail what is expected of the Scouts and Leaders of Troop 33.

1. **The Scouts BSA Handbook is a vital part of the Troop 33 uniform.**
2. It is the policy of Troop 33 to wear the complete BSA Field Uniform to regular Troop meetings. From time to time, Troop leadership will make the decision to wear the Activity Uniform, such as during summer months, a fun day or maybe a clean-up day. If no announcement has been given approving the Class B uniform, then the appropriate uniform is always the complete Field Uniform.
3. It is the policy of Troop 33 to wear the complete Field Uniform uniform while performing service hours in the public eye (FAME, assisting our Chartered Organization, etc.) The Activity Uniform will be acceptable for service projects where the complete Field Uniform is not practical. This determination will be made in advance by the Senior Patrol Leader, Scoutmaster and/or Troop Committee.
4. It is the policy of Troop 33 to wear the complete Field Uniform for Courts of Honor and Eagle Ceremonies or any other type of official BSA ceremony.
5. If in doubt, as to what the appropriate uniform for the occasion, you can either call and find out or just show up in complete BSA Field Uniform, wearing the Activity shirt under the complete BSA Field Uniform. This way, you will “be prepared” for whichever is appropriate.
6. **No matter what uniform is being worn for the regular Troop meeting, the complete BSA Field Uniform is required for all Scoutmaster Conferences and Boards of Review. If you show up for these and are not in proper complete uniform, you may not be allowed to participate in that activity.**
7. Unless indicated by leadership (Scoutmaster or SPL), if you are not in the appropriate uniform, you may not be allowed to participate in meeting activities. This includes advancements, merit badges, fun activities, voting and preparation for upcoming campouts. If you know that you will be at some other activity prior to the Scout meeting, plan accordingly. Bring your Scout uniform with you and change, like you would if you were going to any other type of activity. All Scouts are expected to take an active role in the planning of their Patrol’s participation in all Troop activities, including, but not limited, to weekly Troop meetings.

BSA Field Uniform

Official BSA khaki uniform shirt with appropriate patches

Neckerchief and slide or woggle

Official BSA Scout pants or shorts

Official BSA Scout belt (brass to brass)

Official BSA Scout socks

Merit Badge Sash, OA Sash (recommended for Courts of Honor and Eagle Ceremonies)

Scouts BSA Handbook

Closed-toed shoes or boots (NO open-toed shoes)

Activity Uniform

Troop 33 activity shirt

Official BSA Scout pants or shorts

Official BSA Scout belt (brass to brass)

Official BSA Scout socks

Scouts BSA Handbook

Closed-toed shoes or boots (NO open-toed shoes)

Sandals or other open-toed shoes are never allowed at meetings or events.

This includes parents and family members!

Behavior and Discipline

Scouting activities are meant to be learning experiences in an atmosphere that is fun for everyone involved. Scouting and Troop 33 have rules that must be followed in order for everyone to enjoy themselves. The rules of Scouting can be found in the Scout Oath and Scout Law.

The “Spirit of Scouting” dictates high expectations for the behavior of Troop members. Self-control and self-discipline are attributes expected from all Scouts in Troop 33. In order to ensure the health and safety of Troop members and the effective operation of the Troop, disciplinary actions may be necessary. Discipline and control will be treated as an individual matter, realizing that basic discipline is preventative in nature rather than regulatory or restrictive. Scouts will receive positive reinforcement when exhibiting appropriate behavior. Troop adult leaders are ultimately responsible for the behavior of Troop members and therefore will enforce a fair disciplinary plan. Parents will be notified of any serious and repeated misbehaviors and if their involvement is required.

Finances

Registration and Dues

Existing Scouts are required to pay annual dues which are due by December 1st. Webelos joining the Troop at Pack graduation, the dues deadline is April 1st. If a Scout has not paid his dues, he may not be permitted to attend activities. **This money covers the registration fees from National, accident insurance, merit badges, rank awards, special awards and patches, a troop naglene bottle, troop t-shirt, their first 2 neckerchiefs and one slide, Scouts BSA Handbook, troop equipment and other miscellaneous expenses.** This money is a fraction of the Troop's annual expenditure per Scout. The preferable method is to pay by check. Funds from a Scout's account may also be used. Scholarship and Campership funds are available for families in need. No Scout will be turned away due to financial hardships. See the Scoutmaster, Committee Chair or Treasurer for assistance. Contact the Troop Treasurer for more information.

Scout Accounts

Every year the Anthony Wayne Area Council conducts its popcorn sale fundraiser. This fundraiser provides financial support to the Council as well as the Troop. The majority of the Troop's profit goes into a special account created for each Scout. The money in this account may be used by Scouts to pay for Scout Events and Camping. Please contact the Scoutmaster or Troop Treasurer for more information. This may also apply to other Troop fundraisers. If a Scout transfers to another Unit, their account balance will be transferred to their new Unit. If a Scout leaves the Scouting program for any reason, any balance is shifted to the Troop account.

Deposit to Scout account

In addition, a scout may deposit into his Scout Account. Fill out and sign the “Deposit to Scout Account” form, which is listed on the Troop 33 website. Cash/Check made out to Troop 33, given to Treasurer for deposit, receipt will be given back for your records.

Withdrawal from Scout account

To withdraw from your Scout Account fill out and sign the “Withdraw from Scout Account” form, which is listed on the Troop 33 website. Funds can be used for Scouting-related purposes only.

Camping & Scout Activities

In addition to the cost of uniforms and personal equipment, each Scout is required to pay his share of Patrol food, transportation costs, and camp fees (when applicable) when he attends a camping trip, summer camp, or High Adventure Trek. This money, which is announced in the OUTDOOR ACTIVITY INFORMATION sheet, is due

(along with the PERMISSION SLIP/WAIVER OF RESPONSIBILITY and the EMERGENCY MEDICAL INFORMATION sheet) prior to activity check-in. Payment should be made by check made out to "Troop 33".

If a Scout has signed up for a Camping Trip/Scout Activity and deposit has already been made, the scout will still be responsible for the deposit even if they are not able to attend

Much equipment (Tents, dining shelters, pots and pans, saw, axes, etc.) is provided by the Troop. The Troop bears the cost of repairing and replacing these Items when damage is due to ordinary wear and tear. However, the cost of repairing and replacing items that are lost, abused, or misused must be borne by those responsible.

Damage to equipment is the responsibility of the Scout(s) the equipment is assigned to; for example, if a tent is damaged and requires repair, the Scout the tent is checked out to is responsible for seeing that repairs are made on a timely basis. Feel free to discuss this with the Scoutmaster or Outdoor Chairperson if you have any questions.

Reimbursement

"Request for Reimbursement" form must be completed for all reimbursements, which can be found on the Troop 33 website in the documents section. All receipts are required for reimbursement; keep a copy for your records. All receipts need to be turned in to Treasurer with 60 days for reimbursement

Camping

The Scout and/or Adult that is in charge of purchasing food for a campout or event (not just their own) will be reimbursed once receipts are turned in to the Treasurer. Any vehicle entrance or parking fees will also be reimbursed with documentation. The Adult pulling the Troop trailer to a Scouting Event is generally reimbursed at \$0.50 per mile – check with Outdoor Chair planning the event on number of allowable miles to be submitted. Troop funds are generally not used to reimburse those driving Scouts to events and campouts.

Fundraising

The Troop holds fundraising events for special trips, equipment needs, and for Scouts to build personal accounts. Each Scout and their family is expected to participate in these activities to help make their fair contribution to the Troop. This also helps to teach the Scouts financial responsibility.

Campership/ Financial Aid

Limited funds are set aside each year for Campership Financial Aid. Your Scout may qualify for "Campership Aid" toward the cost of a Scout camp/event. Campership Financial Aid Form is available on the Troop 33 website.

When form is completed give to the Scoutmaster or Committee Chairperson for consideration.

Needs to be completed and turned in 2 weeks prior to event

Factors taken into consideration for financial assistance: Scout's level of activity and participation, regular attendance at events/campouts; participation in service projects and fundraising events, including the Council popcorn sale.

Other Expenses

If your check is returned there is a \$30 Bank Fee; checks are then re-deposited. If returned again, additional \$30 Bank Fee is assessed and check will be returned to you and all future payments must be made in cash.

You are liable for all Bank fees associated with returned checks.

Friends of Scouting (FOS)

To help underwrite the costs of the Anthony Wayne Area Council, the Council Camp (Camp Chief Little Turtle) and the Scouting programs the camp provides, the annual Council "Friends of Scouting" drive seeks the financial support of parents and Friends of Scouting. We hope you will respond generously when our Troop representative calls.

Parent Support

A key element in maintaining the quality of Troop 33 is by having active parent support. To be successful, Scouting must be a family activity. Troop parent support does not just consist of driving your son to a Troop meeting and picking him up. Good Troop parent support consists of many things:

- ✓ Make sure your son attends all Troop activities, is prepared and on time. While it is his responsibility to make sure he is prepared, you may find it will reduce your number of drives back home if you go over his checklist with him, especially in the early stages.
- ✓ Encourage your son in his Scout advancement.
- ✓ Take an active interest in his Scouting activities.
- ✓ Attend parent meetings, Courts of Honor and other family activities.
- ✓ Join the Troop Committee. The Committee is made up of parents and meets regularly to set Troop policy and assist Scouts in their event planning and preparation. Without an active Committee, our Troop cannot thrive.
- ✓ Become a Merit Badge counselor for the Troop. You don't have to be an expert in the area. You just need to have a keen interest. With more than 130 merit badges, there's sure to be several that interest you!
- ✓ Support fundraiser projects. This is how we earn money for Troop equipment and activities.
- ✓ Assist in transportation to and from monthly events.

Chartered Organization, Troop Committee and Unit Leader

Times Corners Kiwanis Club

Times Corners Kiwanis Club sponsors Troop 33 as our Charter Organization. A Chartered Organization Representative represents the sponsor on the Troop Committee and communicated our needs to the organization.

Troop Committee

Parents of Scouts, parents of former Scouts, former Scoutmasters, former Scouts and interested members of the community make up the Troop Committee. Individually and collectively, they are responsible for membership. Finances, health, safety, transportation, advancement, training, fund raising, physical arrangements and almost anything and everything affecting the welfare of Troop 33. This committee provides the Scoutmaster with the necessary support to carry out the annual Troop program.

The committee generally meets after the PLC (once a month), or as determined by the Committee Chairperson. The Committee is in need of assistance from *all* parents. Many of these tasks are a one-time responsibility or perhaps an annual commitment.

All parents are encouraged to attend committee meetings, but only *registered* adults may vote on a decision affecting the Troop. Scoutmasters have no vote on the committee.

All registered adults are expected to be trained for their position. Many trainings are available online at www.my.scouting.org. All Scouts deserve a properly trained leader. Contact the Scoutmaster for details and training dates. *ALL REGISTERED ADULTS MUST MAINTAIN CURRENT YOUTH PROTECTION TRAINING.*

Troop Adult Positions & Duties

Scoutmaster

The Scoutmaster works directly with the Scouts to plan and carry out the annual Troop program. They are directly responsible for the program, the facilities and equipment. Generally, these leaders have a Scouting and camping background; however, for the uninitiated volunteer, our Council and District make numerous training opportunities available. With the aid of the Assistant Scout Masters, is responsible for the safe and educational execution of activities and events and is involved in any of the following:

- Leads weekly meetings
- Leads monthly PLC meetings.
- Assures that all duties and responsibilities are filled and carried out by appropriate scouts and volunteer parents.
- Attends monthly Council meetings
- Attends monthly Troop Committee meetings.

A complete description of the duties is available in the Official Scoutmasters Handbook. Anyone interested in serving as an Assistant Scoutmaster and working directly with the Scouts should contact the Scoutmaster or Committee Chairperson for an application.

Assistant Scoutmaster

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.

Adult Quartermaster

Assists the Scout Quartermaster to ensure that Troop gear is properly maintained and accounted for. Researches, propose and acquires new equipment as needed for the Troop, and upon the request of the Troop Committee. It is preferred the Adult Quartermaster owns a vehicle capable of towing the Troop Trailer or can coordinate with another Adult who can.

Scout Advancement Coordinator

Keep advancement records. Orders, picks up, and packages Scout recognition awards. Coordinates semiannual Courts of Honor and Eagle Courts of Honor. Assist with Scout advancement and board of reviews. . Attends monthly Committee meetings.

Fundraising Coordinator & Popcorn Kernel

Coordinates the Troop fundraising activities associated with the annual popcorn sale. Coordinates fundraising product and collection of money from sales. Attends monthly Committee meetings.

Committee Chair

Heads the Troop Committee meetings and supervises the Scoutmaster and other Committee members. Recruits and approves Scoutmasters and Committee members and coordinates with other Committee members who help with the logistics of planned activates and their execution.

Webmaster

Maintains a unit website and updates the website on new documents and information related to upcoming events and special announcements on social media. Attend monthly Committee meetings.

Recruitment Coordinator

Serve as a liaison with local Webelos Dens in the area and spearheads recruitment events once a year. Welcomes new Scout families. Attends monthly Committee meetings.

New Parent Coordinator

Serves as liaison with Scout parents on family participation in their Scout's activities and advancement and identify parents with different skills or resources to assist the Troop. Ensures Parents have all Troop communications and reminders of upcoming events and activities. Coordinates with Parents on event transportation needs. Attends monthly Committee meetings.

Community & Service Project Coordinator

Coordinates with each SPL to conduct one service project of their choosing per term. Attends monthly Committee meetings.

Chartered Organization Representative

Serves as the liaison between the Troop and the Chartered Organization and recruits the troop committee members. Approves Scoutmasters and committee members and participates in District activities and leadership.

Outdoor & Activity Coordinator

This position can have several adults that work together as a team. Responsible for researching, planning and coordinating logistics with other committee members and making reservations for regular Scout planned activities and attends monthly Committee meetings.

Training Coordinator

Training Coordinator ensures troop leaders and committee members have opportunities for training and are trained for their positions. Responsible for BSA Youth Protection training within the troop. Ensures the Troop has the opportunity to attend or host ILST (Introduction of Leadership Skills for Troops) annually. Attends monthly committee meetings.

Eagle Scout Coordinator

Encourages and advises the Life Scouts with Eagle Projects. Identifies potential Eagle Projects and assist Scouts with reviewing and meeting the requirements of the advancement. Attends monthly Committee meetings.

Treasurer

Help with budgeting and collections and payment of funds for the troop. Responsible for watching and maintaining Troop funds. Attends monthly Committee meetings.

Secretary

Attends monthly Troop Committee meetings and writes & keeps meeting notes. Helps write up special announcements and informational brochures for Troop communications and coordinates with other committee members on events and activities.

WELCOME TO TROOP 33!

Contact information:

Committee Chair Jen Deaton 260-433-9113 cctroop33@gmail.com
Scoutmaster Justin Arrkelin 260-341-4080 scoutmaster.troop33bsa@gmail.com
Assistant Scoutmasters: Nathan Fast, Alan Ewing, Jody Merriman

Website: www.troop33bsa.us

Troop meetings are every Sunday, 4:30 – 6 pm at the Environmental Center.

Website: <https://troop33bsa.us>

Facebook Page: <https://www.facebook.com/groups/1576413382403343/>

Examples of Troop 33 events:

Lock-in & SkyZone, FAME service project, Spring Camporee, Summer Camp, Fall Camporee, Shooting Sports Camp, Cooking Camp, caving, Wright-Patterson Air & Space Museum, Kalamazoo Air Museum, caroling at local nursing homes, Klondike, tobogganing at Pokagon State Park, camping at: Salamonie State Park, Chain O Lakes State Park, CCLT, Deer Run Wilderness Area, Shades State Park, Brown County State Park, Hocking Hills State Park, Oubache State Park, The Fort (downtown) and so much more!

We look forward to meeting you and your Scouts! If you have any questions about Troop 33 or the transition from Cub Scouts to Scouts BSA, let us know! Our knowledgeable, trained adult and youth leadership are here to help!

Current Adult Volunteer Open Positions

New Parent Coordinator
Recruitment Coordinator