



**SCOUTS | BSA**

**Troop 003**  
**All-Female Unit**



**ST AUGUSTINE**  
CATHOLIC HIGH SCHOOL

# **Troop Handbook**

**SKY ISLAND DISTRICT  
CATALINA COUNCIL  
BOY SCOUTS OF AMERICA  
TUCSON, ARIZONA**

*February 2019*  
1<sup>st</sup> Version

## WELCOME

Welcome to Troop 003 of the Scouts BSA! Troop 003 is chartered by St. Augustine Catholic High School. Troop 003 has been created to serve high school females, ages 13 to 18, and we look forward to having you join us on our journey towards becoming an Eagle Scout. This Troop's main focus is to get your daughter to Eagle Scout Rank. The Troop has a strong outdoor program and strives to provide a diverse range of activities. This handbook has been written so that both the Scout and her parents will get a better understanding of what Scouting is, how it functions, what scouting, and Troop 003 can do for you and what you can do for them. Please don't hesitate to communicate with any of the leaders if you have a question or a comment as we value your input!

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Cindy Reilly – Scoutmaster

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Gilbert Najjar – Committee Chairman



## MISSION STATEMENT

The mission of the Scouts BSA is to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

The Scout Oath and Law give the scout guidelines for living and a plan for growth in body, mind, spirit and character, the first aim in scouting. We encourage a scout to look at her personal qualifications, her values, her outlook, and hopes for the future. By developing her relationship to others, she learns about her obligation to other people, to the society she lives in, and to the government that presides over that society. This accomplishes our second aim of having a scout become a participating citizen. Problem solving, self-respect, education, responsibility and a fit body meet the final aim of Scouting—developing physical, mental and emotional fitness.

## THE AIMS OF SCOUTING

- Growth in moral strength and character
- Participating citizenship
- Development in physical, mental, and emotional fitness

## ***BOY 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.*

## ***SCOUT MOTTO***

*Be prepared.*

## ***SCOUT LAW***

*A Scout is trustworthy, loyal,  
helpful, friendly, courteous, kind,  
obedient, cheerful, thrifty, brave,  
clean, and reverent.*

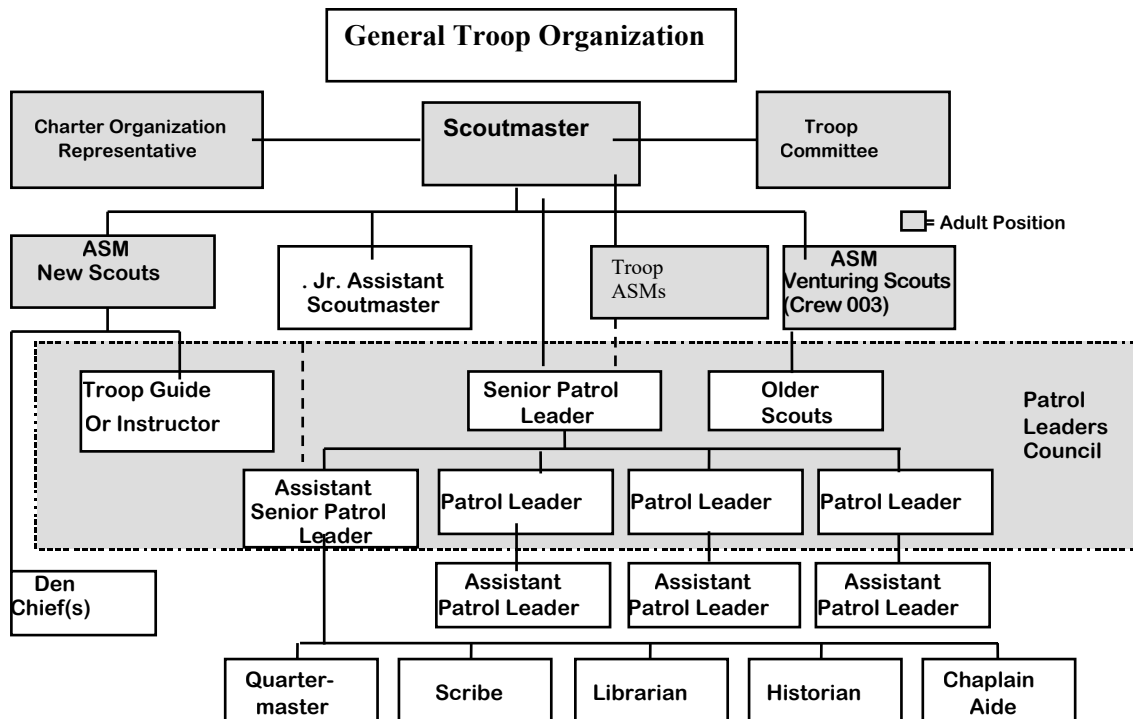
## ***SCOUT SLOGAN***

*Do a good turn daily.*

# SCOUT ORGANIZATION

A Boy Scout troop is organized and administered by a Chartered Organization, which is granted a charter annually by the Scouts BSA. The Chartered Organization agrees to assist the troop and to select adults of good character to serve as Scoutmaster, Assistant Scoutmasters, and Merit Badge Counselors. St. Augustine Catholic High School charts Troop 003.

Troop 003 operates as a “girl run troop” where the scouts, with adult supervision, run our troop. The troop is made up of patrols, each consisting of from 5 to 8 girls, led by a Patrol Leader and the girl who leads the entire troop is the Senior Patrol Leader. All girl leaders are elected by the girls in the troop. The volunteer Scoutmaster (SM) and Assistant Scoutmasters (ASM) administer the Scouting program with the support of the Chartered Organization and Troop Committee (consists of the adult leaders and interested parents or other individuals).



Troop 003 is part of the Sky Island District. We share joint activities with other troops in the district, such as camporees and training opportunities. The Sky Island District is part of the Catalina Council, a multi-county area whose headquarter is in Tucson. The Council provides professional support, program information, Council camps and training opportunities for both girl and adult leaders. Catalina Council is part of the Western Region. The Scouting program, books, literature, etc. are the responsibility of the Scouts BSA of America, National Headquarters, located in Irving, Texas.

## JOINING REQUIREMENTS for Troop 003



To join Troop 003, a girl must be 13 years and in the eighth grade to below 18 years of age. If possible, the girl and her parents should visit a regular troop meeting where they can observe the operation of the troop and ask questions. It is best to make an appointment through the New Member Coordinator, Troop Committee Chairman, Scoutmaster, or one of the assistants so that the new girl can participate in the activities, if possible. New scouts will pay the prorated National BSA registration or transfer for free from another troop and Boy’s Life subscription (if desired).



## TROOP MEETINGS AND EVENTS

Troop 003 meets at St. Augustine Catholic High School (8800 E 22nd St, Tucson, AZ 85710) two Friday nights from 6:00 until 8:00 P.M. During the summer the meetings may not happen on a regular basis due to summer camp and other scouting activities. Each spring the troop participates with other troops in a Camporee and in the fall we attend the Council Camporee. In addition, the troop plans approximately 10 overnight and 11 day activities each year. Every summer the girls may attend Summer Camp—a week of extended camping at one of the BSA’s Summer Camps where they have the opportunity to pursue rank advancement, earn Merit Badges and participates in various events such as pioneering and swimming. As an option the Troop could attend an out of Council Summer camp for other activities. Every four years, Scouts can attend the National Jamboree where tens of thousands of Scouts from all over the USA and foreign countries join together for an unforgettable adventure. Also every four years, but staggered to fall two years apart from the National Jamboree is a World Jamboree. Special to our region, Catalina Council participates in Pimaree (2020), a week long camp with troops from Sonora and Sinaloa, Mexico. (Both National and World Jamborees have additional age and rank requirements) All these events allow the Scouts to have fun with other girls and practice the skills they have learned.



## LEADERSHIP TRAINING



An important part of Scouting is learning to be a leader. A Scout learns leadership through the patrol method in the troop, and at a day long Introduction to Leadership Skills (ILS) Workshop conducted annually by the troop. The Council also conducts Den Chief Training in periodic training programs. A Den Chief is a Scout who assists an adult leader of a Cub Scout or Webelos den. In late summer and/or winter, the district/council conducts a weeklong National Youth Leadership Training (NYLT) course. During NYLT, the scout are trained in the leadership positions and scout leadership in general. Troop 003 wholeheartedly encourages this training. NYLT graduates are highly encouraged to attend NAYLE (National Advanced Youth Leadership Experience), is an exciting program that enhances leadership skills and expands upon the team-building and ethical decision-making skills learned in National Youth Leadership Training. NAYLE emphasizes leadership, teamwork, and selfless service, using the core elements of NYLT to help youth strengthen these skills. The NAYLE course is now available at all four national high-adventure bases.

## PHYSICAL CONDITION

Scouting offers activities that are sometimes vigorous, ranging from a short hike to a 55+ Mile Backpacking trek in the mountains. For safety, BSA requires that a current physical exam form be on file for many of the activities. Parents should have this form filled with the yearly wellness checks by your pediatrician. The safety of the Scout is also of upper most concern to Troop 003 where, in accordance with BSA policy, at least two trained adults will be present at each Scouting event. The troop is also proactive with First Aid training for both scouts and adult leaders. To prevent problems, the parent must keep the Troop advised of a Scout’s medical condition, medication, allergies, and any other conditions such as sleepwalking, etc. The troop also needs current addresses, phone numbers, work numbers and where to reach a parent in an emergency.

## WHAT YOU WILL NEED

The first thing the new Scout needs is her personal copy of the Scouts BSA Handbook. Book covers are also available to help keep the book clean, dry and in one piece. This book is the Scout's textbook and her record of achievement so it should be with her at every meeting and Scouting event (if possible). She should put her name on the outside cover to identify the owner.

The Scout should be proud of her uniform and what it represents, so as soon as possible, the new Scout should obtain her uniform. If the family cannot afford a uniform, the Troop's clothing coordinator will try to find "experienced" uniforms. New uniforms and supplies are available from the Tucson Scout Shop at 2250 E Broadway Blvd, Tucson, AZ 85719, (520) 750-9877.

NUMBER	DESCRIPTION
649692/606311/612157/649687	Shirt, short sleeve
64017	Shoulder loops, dark green, 1 pair
609312/612125/609310	Long pants
648024/622266-1	Cap, mesh or twill
606884	Belt, tan, web, with Boy Scout buckle
**	Catalina Council patch
143	World Crest Emblem
619748	World Crest Ring
**	Numerals 0, 0, and 3 (Green tone)
28020/20100/20102	Name Plate
**	Patrol Patch (order through the troop - see clothing coordinator)
610336/610342	Scout Socks
62000/62001	Merit Badge Sash
**	Troop Neckerchief (~\$10 fee - see clothing coordinator)
**	Troop Class B T-shirt (~\$10-15 fee - see clothing coordinator)



### *UNIFORM PARTS NOT REQUIRED BUT ENCOURAGED*

648640	Roll-up pants
609318	Uniform shorts

Rank and Leadership patches are furnished by the troop. Patches should be sewn on the uniform properly as shown in the uniform inspection guide found in the Scouts BSA Handbook. The official headgear for the troop is the BSA cap. Gaudy, distracting clothing such as Jams should not be worn. ***The uniform is to be worn as designated in the troop guidelines.*** Obscene T-shirts or shirts advertising alcohol or tobacco should not be worn. The troop has a custom designed neckerchief, which is the official neckerchief for the troop and it should be worn with a suitable slide (which could be handmade). Feel free to donate any experienced uniform items to the troop to be recycled.

Basic non-backpack camping items such as stoves and cooking utensils are furnished by the troop. The Scout should have her own tent or share with a tent buddy on outings. A Scout must attend a knife safety course and earn her Totin' Chip before she can carry a knife or use an ax and/or hatchet. Safety violations can cause her to lose her privilege to carry a knife, knives that do not fold up, are forbidden. Scouts can use fuel-burning devices such as lanterns and stoves under adult supervision, per BSA regulations. For basic campouts the Scout will need a poncho (or other rain gear), sleeping bag, sleeping pad, tent (two scouts per tent minimum), small roll of toilet paper or baby wipes, water, small first aid kit, small shovel, flashlight, toothbrush, comfortable shoes and warm clothes. Later, when she is able to carry her equipment on her back, she should use a backpack. The troop has some experienced equipment available for the new scout to borrow in the early days.

## FUNDRAISING

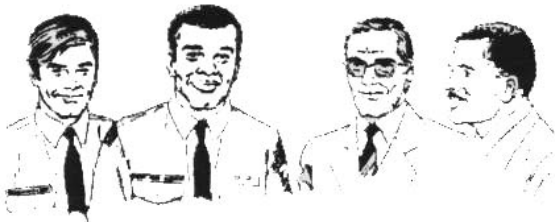
The BSA National Headquarters and the Catalina Council are supported mainly by donations and through the Friends of Scouting contribution program. The troop is supported by various fundraising activities and by troop dues. These funds are used to obtain camping equipment, and advancement badges for the Scouts. Each Scout and her family will have an opportunity to participate in fundraising activities. Some fundraising activities also allow the Scout to receive monetary credit (troop bucks in their scout account) for Summer Camp and other Scouting activities. The yearly dues are \$165, they pay for BSA National office registration, insurance, and other troop operating expenses.



Fundraiser may include popcorn sales, Flags, tamale sales, Christmas wreath sales, garage sales. Your ideas, feedback, and contributions are greatly appreciated.

## PARENT PARTICIPATION

Scouts BSA is a volunteer organization with no one in the troop paid for his/her or his/her efforts. Parents are needed to share their occupational, hobby and other skills with the Scouts as Merit Badge Counselors. The assistance of parents is needed at both Council level and within the troop for; fundraising activities; transportation to campouts and other events; building projects; and repairing equipment. There are people who give a considerable amount of their time to scouting even though they do not have a Scout in a troop. In some organizations there can be a tendency with some people to get what they can from an organization without putting anything back. However, we want to teach the girls that, whether it is the environment, our community, our church or Scouting, we each have an obligation to put back as much or more than we take. Each family has a responsibility to contribute where they can so that the girls can have the very best program possible. Sometimes the achievement of the Scout is directly related to the participation of the parents. Whether it's church, school, or Scouts, the amount of involvement of the parents sends a message to the child as to its importance to the parents.



Our Scout program (*with adult supervision*) is planned, run and enjoyed by the Scouts with some activities designed for the family. To maintain a successful program, scouts, parents and leaders must remain involved and provide support to the troop. Parents are always welcome at troop and Committee Meetings.

## ADVANCEMENT

Troop 003 Courts of Honor (COH) are held three to four times a year (September, December, February, and/or May), where the Scouts are recognized for their achievements in the presence of their families. All parents and families are encouraged to attend the COH, not just those of the girls being recognized. The ranks and advancement requirements are fully described in the Scouts BSA Handbook. The vehicles for advancement are the learning and teaching of skills as well as the earning of Merit Badges. If the Scout actively attends Troop meetings and campouts/activities, she should complete the requirements for rank through First Class within the first year or two. Merit Badges are primarily required for Star through Eagle ranks. Although a Scout below First Class can work on a Merit Badge, she is encouraged to concentrate on the requirements she needs for rank advancement. Scouts who do so tend to stay in Scouting, thereby continuing to learn and practice leadership skills.



## RECOGNITION

One of the fundamentals of Scouting is achievement and recognition. The girl learns that, in Scouting, as in life, achievements must be earned. She receives immediate feedback since, as she achieves a goal such as a Merit Badge or rank advancement, she is recognized for her achievement. This recognition is done before her peers, usually at a troop meeting or later, at the quarterly Court of Honor, where she is recognized again before her peers as well as her parents. As she achieves rank advancement, her mother (*or* father) is also presented a pin for that rank at the Court of Honor.

## MERIT BADGES



After the Scout has learned the basic skills of Scouting, she moves on to learning more in-depth skills. There are, at the present time, approximately 135 Merit Badges that the Scout can earn. Specific numbers of badges must be earned to advance from Star through Eagle and certain badges are required for Eagle (these are outlined in the *Scouts BSA Handbook*). Since the Scout is growing and may be considering a career, many of the Merit Badges are vocational or hobby oriented. The Merit Badges allow her to “sample” many different activities to determine where her interests lie. Merit Badge counselors must be at least 18 years old and may be either male or female. They should have knowledge about the particular badge, either by occupation, hobby, or training, and must be registered with BSA. The counselor should be approved by both the Troop and the Council before working with a Scout on a badge. The counselor should use his/her experience and training to teach the Scout the material as well as certify that the Scout has met the requirements for the badge. There are some Merit Badge pamphlet in the Troop Library for some of the badges and the Scout should see the Troop Librarian to check out the pamphlet. The scout must obtain a merit badge or “blue card” and approval to work on the badge from the Scoutmaster or Assistant Scoutmaster prior to beginning the requirements. The Scoutmaster may note the name and phone number of the counselor available to work with the Scout on the badge. After the scout demonstrates the required proficiency or effort, the Merit Badge Counselor will sign and date each requirement and complete the card when finished. The Scout presents the signed card to the Scoutmaster and Advancement Committee Member who records the badge in the Troop’s database. The badge is presented to the Scout in the troop Court of Honor. The Merit Badges are worn on a sash over the shoulder that is worn on special occasions, such as a Court of Honor or other public ceremony. The Merit Badge sash is not worn to a regular troop meeting or a campout.



regular troop meeting or a campout.

## RELIGIOUS EMBLEMS

A Scout is expected to be faithful in her religious duties and respect the convictions of others. The Scout Law says, “A Scout is Reverent”. In addition, there are religious emblem programs in which a Scout, under the direction of her pastor, priest or other religious leader, can earn a special religious award of her particular faith. Upon completion, she is awarded a medal to be worn on her uniform for special occasions, such as Courts of Honor. A knot is worn on the uniform to indicate she has earned the medal, when she is not actually wearing the medal. Religious emblems are very important.



## ORDER OF THE ARROW



The Order of the Arrow, or OA, is a brotherhood of honor campers. Scouts become candidates for OA by meeting the selection requirements and being elected by their fellow scouts as someone who best exemplifies the Scout Oath and Law. They are “called out” in a special ceremony, usually at the Spring Scout Show. They must then prove themselves at an OA Ordeal where they reflect upon their Scouting life and obtain a deeper understanding of the Order. The committee of the troop can also recommend one adult per troop per year to the OA Committee. He/she must also attend the ordeal and meet the eligibility guidelines.

## SCOUT VESPERS

Softly falls the light of day,  
As our campfire fades away  
Silently each scout should ask,  
Have I done my daily task?  
Have I kept my honor bright?  
Can I guiltless sleep tonight?  
Have I done and have I dared?  
Everything to be prepared.





## APPENDIX A TROOP GUIDELINES

### Troop Administration Guidelines

#### A) General Troop Operation

- a. The troop is run in accordance with BSA policies and procedures as presented in the relevant BSA publications and guides (Guide to Safe Scouting, BSA Handbook, Scoutmaster book, Committee Guide book, etc.).
- b. The troop follows BSA Youth Protection guidelines during all activities. At least two youth protection trained adults will be in attendance at each activity. At least one of the attending adults shall be an adult female. If these conditions are not met, then the activity will be cancelled.
- c. The Scoutmaster (SM) is in charge of overseeing the troop program with the help of the Assistant Scoutmasters (ASM) and the Junior Leaders within the Patrol Leaders Council.
- d. The Parent Committee Chairman shall bring committee issues to the scoutmaster for discussion and resolution.
- e. No girl shall be turned away from scouting due to financial hardships. Families should approach either the scoutmaster or committee chairman for a discussion of needs. This matter will be confidential and handled in a discreet manner.
- f. All adults are requested to undergo the BSA youth protection training. This may be taken online at [my.scouting.org](http://my.scouting.org) or through the Troop.
- g. All adults are encouraged to become involved and undertake appropriate BSA leader training, to enhance the quality of the troop program.
- h. Non-scout participants may be allowed on some activities at the sole decision of the SM. This requires a parent or relative present at the activity.
- i. The troop shall pay the annual registration fee for participating Scouters (Adult Leaders, Committee Members).

#### B) Troop Committee

- a. The troop committee is an administrative support organization to the scoutmaster for troop operations.
- b. The troop committee operates in accordance with the appropriate BSA guidelines with regularly scheduled meetings as established by the members.
- c. The committee will establish and recruit parents for various support positions such as, but not limited to; Committee Chairperson, Advancement Chairperson, Transportation Chairperson, Treasurer, Safety/Medical Coordinator, Equipment Quartermaster, Clothing Coordinator, COH Chairperson, Fundraising leader, etc.
- d. The committee shall establish guidelines as necessary for committee operation and positions.

## D) Parent Participation and Responsibilities

- a. For meetings and activities, parents are expected to bring and pickup their non-driving scouts on time.
- b. All families are required to be involved in some way with the general operation of the Troop and provide support to the troop throughout the year. This action can be as simple as; serving as merit badge counselors, providing transportation for activities, serving on the troop committee or serving as a trained scout leader. Those parents who are in the St. Augustine Catholic High School community may receive family commitment hours.
- c. Parents are welcome at all troop meetings and asked to comply with the following;
  - i. Please step outside to hold discussions to minimize distraction during the troop meetings.
  - ii. Please be quiet when the scout sign is held up.
  - iii. Parents are encouraged to ask other adult leaders if they can help. Please do not be discouraged if there is nothing at that time and continue to ask again at other times.
  - iv. Please direct any praise to the junior leaders in charge.
  - v. Please direct all criticisms or complaints to the scoutmaster or committee chairman.
- d. Parents are welcome on activities/camping trips and shall follow the following guidelines;
  - i. Make an advance request to the scoutmaster in charge of the outing to ensure that space is available. Some activities may require special arrangements or other support from parents.
  - ii. Parents must follow training and/or conditioning guidelines as developed for the activity, participate in training sessions and provide physicals if necessary.
  - iii. Parents are asked to encourage their daughter to go it alone, work with her patrol and go to the junior leaders or scoutmasters with all questions.
- e. **“Never do for a girl what she can do for herself”.**
- f. Learn and follow the scout and Troop 003 ways of camping, ask a scoutmaster if you are not sure.
- g. Please leave the camping conveniences at home as the troop prefers a certain degree of roughing it, ask a scoutmaster if you need clarification.
- h. Parents will camp away from the girls and participate in the meals (and share costs) with the adult scout leaders.
- i. Please refrain from interfering with or modifying the troop's planned activities, suggestions should be directed to the scoutmaster in charge.
- j. Parents must keep the SM and/or activity leader advised of a scout's medical condition, medication needs, allergies and any other conditions that may affect the scout's involvement.
- k. Scout's medical and activity approval forms must be on file with the troop and updated annually or as conditions change.
- l. The parent shall be responsible for all return expenses, including but not limited to airfare, transportation charges, hotel, etc., if the scout's condition prevents participation in an activity after arrival at the activity location.

## E) General

- a. Alcohol and drugs are not allowed on any Scouts BSA activity.
- b. The troop will follow the BSA published safety guidelines and policies on all activities.
- c. No cellphones are allowed and will be collected by the adult leads at the beginning of the trip. These phones may be used to make emergencies calls only. Parents will have the number of the adult leads, if communication is needed. Exceptions may allow with approval of the Scoutmaster (SM).

- d. Radios, gaming devices, tape/CD players, other electronic entertainment devices, firearms, weapons of any kind, and power tools are not allowed on troop camping trips or hikes, exceptions may be allowed with approval of the Scoutmaster (SM). For transportation, the scoutmaster or driver may allow some entertainment devices to be used within the vehicles.
- e. Medical forms must be on file with the troop before the scout can participate in any activity.
- f. All transportation needs shall comply with BSA guidelines.

## F) Uniforms

- a. The troop is operated as a **full uniform troop**. The full uniform must be obtained before the scouts first COH or Council event.
- b. The Class A uniform, known as the **Field Uniform**, is worn to all meetings, with the sash also worn to Court of Honor (COH) meetings. The exception is the meeting after the camping trips for those that went on the trip. Additionally, some meetings may not require t
- c. The Field Uniform is worn during scout activities and during transportation to/from activities (neckerchief not required), unless directed otherwise by the scoutmaster. Class B shirt at campouts.
- d. A Field Uniform is defined as: Scout pants (long or short); belt; shirt with proper insignia; neckerchief; hat; and socks. For Honor uniforms the sash is also worn.
- e. A Class B uniform, known as the **Activity Uniform**, is defined as; Scout T-shirt and scout pants (long or short).
- f. A Class C uniform is defined as; Scout T-shirt and non-scout pants or shorts.
- g. Scouts in need of uniform assistance should contact the clothing coordinator within the troop committee.
- h. Troop neckerchiefs are available from the clothing coordinator for a small fee (\$10-15 +/-).
- i. Troop T-shirts are available from the clothing coordinator for a \$25-40 +/- fee.

## G) Financial

- a. New scouts are assessed the initial registration fee directly by BSA. Registration renewals and Boys Life subscriptions are paid thru the troop.
- b. Scouts are encouraged to participate in troop fundraising activities (popcorn, etc.) to defray personal costs of participating in activities.

## H) Meetings

- a. Attendance at meetings and on activities demonstrates a scout's active involvement within the troop.
- b. Troop meetings are held on two Friday evenings from 6:00 pm to 8:00 pm. Scouts should arrive ~10 minutes early for setup and to allow for a prompt start.
- c. All scouts in meeting opening and closing ceremonies shall be in Class A uniforms.
- d. Parents are expected to bring and pickup their scouts on time.
- e. The scoutmaster and a designated adult will remain at the meeting site until all scouts have been picked up.
- f. Patrols will have time during troop meetings to conduct patrol meetings and plan/prepare for activities.
- g. If necessary, patrols shall complete planning through Patrol meetings, phone calls, texting or as appropriate.

## D) Advancement and Leadership

- a. Scouts are expected to be self-starters when it comes to advancement, as opportunities will be available at troop meetings and during activities.
- b. Individual **scouts are responsible for working on their own advancement**; the adult leaders will not do advancement for the scout but will provide the opportunities.
- c. Each scout must work with other scouts (Star, Life, Eagle) and/or adult scout leaders to learn and pass advancement requirements.
- d. The scout must contact the scoutmaster, an assistant scoutmaster or the designated junior leaders to pass rank requirements.
- e. Advancement requires that scouts take an active role in the troop or patrol operation. Attendance at meetings and activities is a measure of this participation; accordingly, the scoutmaster will set standards and make final judgments in this area.
- f. All scouts holding a leadership position are expected to play a visible and meaningful role in the leadership of the troop (see position descriptions) to receive advancement credit. Accordingly, the scoutmaster will set standards and make final judgments in this area on leadership roles.
- g. Service Hours for advancement of Merit Badge work will be counted according to the Guide for Advancement.
- h. Upon successful completion of the scoutmaster conference the scoutmaster shall schedule the scout's appearance before the board of review.
- i. Scouts in leadership roles are expected to attend the troop's Introduction to Leadership Skills as determined by the scoutmaster.
- j. To be elected to office, a Scout should have the following (guidelines only):
  - i. **Senior Patrol Leader** must be Star rank or higher and the Assistant Senior Patrol Leader must have First Class rank or higher.
  - ii. The **Patrol leader** and **Assistant Patrol Leader** should have the rank of First Class or higher.
  - iii. Troop **Scribe, Quartermaster, Chaplain Aide, Librarian, Bugler** and **Historian** should have a rank of Second Class, or higher.
  - iv. Should there not be enough eligible Scouts under these rules to fill Troop offices, the Scoutmaster may establish alternate requirements, as necessary, to fill that term of office.

## J) Merit Badges

- a. It is the responsibility of scouts to complete the required work on their own time or with the MB Counselor, as necessary.
- b. The scout shall contact the scoutmaster to obtain a Merit Badge Application card and review the listing to identify the counselor for that merit badge. Approved Council or troop Counselors may be used.
- c. The scout may purchase the pamphlet from the scout shop or check it out from the Troop Librarian, if available. Scouts that do not return checked out pamphlets will be assessed a replacement fee of \$6.00. Pamphlets are also available on the internet for print out on personal printers. If you have purchased a Merit Badge pamphlet and no longer need them, please feel free to donate it to the troop library.
- d. It is the Scout's job (**not parents**) to make contact with the Merit Badge Counselors. This must be done prior to starting merit badge, to review and understand the requirements necessary to complete the badge. The parent needs to be present when the scout makes contact with the MB Counselor.
- e. The scout should meet with the MB Counselor to periodically review the efforts.
- f. When the work is complete, the MB Counselor should sign and date the blue card, the scout should then return the completed card to the SM for signature and then deliver it to the Advancement Chairman. Each scout should retain a copy of their card in their records as a backup (They make an excellent display within Eagle documentation submittals).

## K) Troop Activities/Camping Trips

- a. Each patrol, under the guidance of their patrol leader, is responsible for preparing for participation in the activity/trip. This includes appropriate equipment availability, duty rosters, tent buddies, meals, etc., as appropriate and a review of the **Menus and planning** sheet.
- b. Scouts must declare their intention of attending the activity or trip 2 weeks prior to the trip. Activity related fees should also be paid at that time. Failure to do this may exempt the scout from the activity/camping trip. The scoutmaster is empowered to override or modify this policy.
- c. If a scout (or parent) must cancel out on a trip, they must notify the patrol leader, SPL, scoutmaster in charge and transportation chairperson.
- d. The troop/patrols shall leave the campsite cleaner than when they arrived. Remember to practice the Outdoor Code and Leave No Trace.

## L) Menus and Meal Planning Guidelines

- a. Each patrol leader is responsible for ensuring that balanced, nutritious meals are planned for each patrol member on all troop outings.
- b. The patrol leader, with the help and/or approval of Assistant Scoutmaster (ASM), if necessary, is responsible for seeing that arrangements have been made for planning meals, purchasing food, preparation of duty rosters and ensuring that necessary cooking utensils are taken.
- c. The Senior Patrol Leader (SPL) and/or an ASM must approve menu plan. Meals should be prepared and cooked at the campout/activity. It is preferred that food not be pre-cooked, unless prior preparations call for this, such as backpacking.
- d. Each patrol member shall share in all cooking and cleanup responsibilities.
- e. Dehydration is a major concern due to the heat, low humidity, and physical activity at outings. Soft drinks that are high in sugar and sodium tend to exacerbate dehydration. For these reasons soft drinks are not acceptable as either a source of hydration or nutrition.
- f. Whenever possible, food preparation should be directed toward fulfilling the requirements of rank advancement and/or the cooking merit badge.
- g. Money estimated for the food purchase should be turned into the patrol leader or the scout buying the food at the Friday meeting prior to the outing or at activity departure time.
- h. Any scout canceling after the Friday prior to the campout will be responsible for paying for her portion of the food costs if it has been purchased. At the conclusion of the campout, the canceling scout should be provided with her fair share of the remaining non-perishable food.
- i. Leftover non-perishable items shall be distributed among the patrol members after the activity.
- j. Menu Guidelines - Meals will depend on whether the outing departs on Friday or Saturday (meals for longer events will be planned at that time). Meals to be planned should be within a cost range of \$10.00 to \$20.00 per patrol member (depends upon departure time).

### Friday Afternoon/Evening Departure

- Dinner: sack lunch from home. No soft drinks or candy meals. If announced in advance, driver may elect to stop for fast food at scouts' expense (but don't count on it).

### Saturday:

- Breakfast: Fully cooked from menu planning.
- Lunch: Prepare sandwiches at campout or other planned meal.
- Dinner and remaining meals per Saturday Departure

### Saturday Morning Departure

- Lunch - Fully cooked on campout. Include entree, vegetable, bread and dessert.
- Dinner - Fully cooked on campout. Include entree, vegetable, bread and dessert.

Sunday: Breakfast - Fully cooked on campout per menu planning.

- Lunch - Prepare sandwiches at campout or quick no-cook meal. (*if late return only*)
- k. Day Hikes: Each scout is responsible for providing their personal meal or snacks on day events or hikes.

## **M) High Adventure Activities and the Venturing Program**

- a. The Troop high-adventure and Venturing programs are designed to physically and mentally challenge older scouts. To ensure that each participant is prepared to meet these challenges, training and prior preparations are typically necessary. The goal is successful completion of the planned troop event so each participant must succeed in order for the goal to be achieved. Since many of the events are strenuous, it is imperative that all participants are in good physical condition. Typical events could include multi-day backpack trips with individuals carrying a 35-50-pound pack covering 8-10 miles per day at high elevations (8,000-12,000 feet) or other challenging activity.
- b. Participants must also demonstrate that they can use and care for their equipment and take care of themselves. Even if all participants are properly trained, there is no guarantee that all will go as planned on the trek. However, without proper training, the trek will be less than enjoyable for all. Non-trained or unprepared participants can create a situation where someone will either have to be returned to the drop-off point or be evacuated with parents responsible for return transportation expenses, or the entire trek may have to be cancelled.
- c. The following basic guidelines (subject to SM or activity leader discretion) apply to high adventure activities:
- i. Each participant must be of at least first-class rank at least 13 by the first day of the month preceding the activity (14 or older if required by activity requirements, such as Philmont Trek).
  - ii. Each participant must have been active in the Troop within the 6 months prior to the activity. The Scoutmaster (SM) or activity leader is empowered to modify this policy.
  - iii. Each participant must have attended at least four monthly campouts, two of which must have been overnight backpacks where all personal and patrol gear was packed in.
  - iv. Each participant must attend designated training sessions established for the activity.
  - v. Each participant must attend planning sessions and participate in any special training activities in preparation for the high adventure activity.
  - vi. Each participant must be in sufficiently good physical condition to allow completion of the activity. The scoutmaster or other adult in charge is responsible for making this determination.
- d. The designated scoutmaster may impose other requirements, as appropriate for the activity.
- e. The following basic guidelines (subject to SM or activity leader discretion) apply to Venturing activities:
- i. St. Augustine Catholic High School has a Venturing program with Crew 003, to provide venturing and other social activities. Scouts from Troop 003 may dual register with Crew 003 at no additional charge.
  - ii. The venture program has been implemented to provide additional challenging activities for the older scouts providing a leadership role within the troop.
  - iii. A designated scoutmaster may be in charge of the planning and conducting the activities administers the program with the Crew 003 Advisor.
  - iv. Each participant must be of First Class rank and at least 14 by the first day of the month preceding the activity.
- f. Active leadership and participation within the troop is required for participation in Venturing activities.
- g. The designated scoutmaster shall have discretion to modify or impose other requirements, as appropriate for the activity.

## **N) Discipline**

- a. The Scout Oath and Scout Law shall govern scout conduct at all activities.
- b. Scouts shall treat each other with respect in words, deeds and actions.
- c. If behavior problems occur, the scout will be counseled by the scoutmaster, activity leader and/or appointed assistant scoutmaster as they deem appropriate.
- d. If behavior problems continue, the scoutmaster shall notify the parents to ask for their input and assistance. The committee chairman shall also be notified.
- e. At the scoutmaster's discretion, the scout may be asked to leave the activity or be suspended from the troop until behavioral problems improve. If required, all return transportation expenses from activity locations will be at parent's expense.

## APPENDIX B - SCOUT LEADERSHIP JOB DESCRIPTIONS

### SENIOR PATROL LEADER (SPL)

- Presides at all troop meetings, events and activities
- Chairman of the Patrol Leaders' Council (PLC)
- In charge of planning for all meetings and activities
- Assigns duties and responsibilities to other leaders
- Must be Star rank or higher



### ASSISTANT SENIOR PATROL LEADER (ASPL)

- Takes over troop leadership in the absence of the SPL
- Helps lead meetings and activities
- Trains and guides Patrol Leaders
- Supervises and helps Troop scribe, Librarian, Quartermaster, Historian,
  - Chaplain Aide and Instructors
- Performs assignments as directed by the SPL.
- Must be First Class rank or higher



### JUNIOR ASSISTANT SCOUTMASTER

- Must be age 16 or more and Selected by Scoutmaster
- Helps ASPL in supervision of Troop scribe, Librarian, Quartermaster, Historian, Chaplain Aide and Instructors
- Works with Cub and Webelos den Chiefs.



### SCRIBE

- Records troop attendance and collects dues.
- Writes troop letters and co-ordinates troop newsletter.
- Takes minutes at Patrol Leaders' Council meetings.
- Should have a rank of Second Class, or higher.





## QUARTERMASTER

- Keeps records of patrol and troop equipment
- Keeps equipment in good repair
- Checks out equipment and sees that it is returned, complete and in good condition.
- Suggests new or replacement items needed to the PLC.
- Should have a rank of Second Class, or higher.



## HISTORIAN

- Gathers pictures and facts about past troop activities and keeps them in permanent forms such as scrapbooks or wall displays.
- Takes pictures of troop activities for the troop scrapbook or wall display.
- Takes care of troop trophies and keepsakes.
- Helps the chartered organization and troop leadership in making use of troop historical material.
- Should have a rank of Second Class, or higher.



## LIBRARIAN

- Keeps records on literature owned by the troop.
- Advises SPL or Scoutmaster of missing items or the need for new or replacement items.
- Checks out literature at troop meetings.
- Follows up on late returns.
- Should have a rank of Second Class, or higher.



## CHAPLAIN AIDE

- Assists in troop planning to consider religious holidays in planning and include religious observances in activities.
- Works with her Pastor, Youth Minister or troop Chaplain in preparing and conducting religious services at troop activities.
- Informs Scouts of religious emblem program of their faith and encourages them to earn the emblem.
- Sets the example and encourages troop members to live up to the ideals of the Scout Oath, Law and Slogan.
- Should have a rank of Second Class, or higher.



## INSTRUCTOR / TROOP GUIDE

- Teaches Scout skills according to her ability.
- Works as the advisor to the New Scouts
- Develops leadership skills in New Scouts
- Teaches New Scouts the skills needed for advancement
- Works with New Scouts to make sure each Scout advances to First Class
- Works closely with Assistant Scoutmaster in charge of the New Scouts
- Represents New Scouts at PLC meetings
- Sets an example for the New Scouts in conduct and uniform.



## OUTDOOR ETHICS (OE) GUIDE

- Teaches Scout skills according to her ability.
- Help your unit members take steps to reduce impacts of their outdoor activities.
- Teaches Scouts the skills needed to minimize impacts to outdoor activities.
- Works with Scouts to make sure each Scout advances to First Class
- Works closely with Troop OE Advisor to ensure there is an established plan to implement outdoor ethics and conservation efforts in troop outdoor activities.
- Take the Leave No Trace training as soon as possible.
- Sets an example for Scouts in conduct and uniform.
- Should have the rank of First Class or higher.



<https://www.scouting.org/outdoor-programs/outdoor-ethics-guide/outdoor-ethics-guide-duties/>

## DEN CHIEF

- Assists Cub Den Leader or Webelos Den (or Patrol) Leader in conducting den meetings or other den activities
- Teaches Cubs or Webelos skills as requested by the Den Leader
- Leads den in games and activities
- Encourages Webelos to join Boy Scout troop
- Serves as a role model for girls in den
- Sets an example for den in conduct and uniform.



## **PATROL LEADER**

- Represents her patrol at PLC meetings
- Informs her patrol of PLC decisions and troop events
- Sets the example in conduct, scout spirit, uniform and the ideals of Scouting
- Keeps aware of advancement needs of members of her patrol
- Leads fairly and impartially
- Facilitates patrol planning for all troop activities
- Encourages her patrol to be the best in the troop by advancement, learning and teaching skills, working together, and earning awards such as the Baden Powell Patrol Award.

Should have the rank of First Class or higher



## **ASSISTANT PATROL LEADER**

- Takes over the patrol in the absence of the Patrol Leader.
  - Assists the Patrol Leader as needed.
  - Strives to maintain the same qualifications as the Patrol Leader.
- Should have the rank of First Class or higher



