



TROOP 709 HANDBOOK

**PUBLISHED BY BSA TROOP 709 – VISTA, CA
PALOMAR ZONE, SAN DIEGO-IMPERIAL COUNCIL
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We welcome your family to BSA Troop 709!

**This booklet is designed to provide
information that will answer most of your questions.**

Please read it carefully.

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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.

TROOP 709 HISTORY

Scout Troop 709 was formed in September 1985 by Bill Marsden, the first Scoutmaster. The Troop began with six boys -- graduates of Cub Scout Pack 709. By the end of the first three months, it had grown to 12 Scouts. Troop 709 was first sponsored by the PTAs of Casita and Grapevine Elementary Schools. In 1988, the sponsor was changed to the Vista United Methodist Men.

Troop 709 has continued to build traditions and has gained a reputation as one of the highest quality troops in North County. Troop 709 has been a Journey to Excellence Unit (formerly an "Honor Unit") every year of its existence and is one of the largest Troops in the Tri-City area. Today, Troop 709 is part of the "Palomar Zone" within the San Diego-Imperial Council of Scouts BSA.

The highest rank in Scouting, the Eagle rank, exemplifies the Scouting Tradition and helps to ensure a quality Scouting program. The Troop has also benefited by many Eagle Scouts who, as adults, have contributed their knowledge and time to assist the Scoutmaster for the benefit of the Troop 709 Scouts.

Nick Crilly was the Troop's first Scout to make Eagle in 1990. Since then, more than 83 new Eagle's have been added to Troop 709's Flight of Eagles. Together, these individuals have provided a wealth of information and experience that is reflected in the quality of the programming of Troop 709.

Troop 709 has now had eight Scoutmasters: Bill Marsden (1985-1989), Art Carpenter (1989-2005), Dave Hendron (2005-2008), Lance Fisher (2009-2011), Jim Eighmey (2012-2020), Mark McKinnon (2020-2021), Dan Wilbers (2022), and now Christopher Swearingen (2023- present) as our eighth Scoutmaster.

There have been many people who have contributed to the success and development of Troop 709. Our Committee Chairpersons and Committee Members conduct the business of the Troop. They support the Scoutmaster, his Assistants, and the scouts of Troop 709. We have been fortunate to have so many who have volunteered thousands of their hours raising funds, driving, and going on troop outings, maintaining records, balancing books, attending meetings, organizing events, providing merit badge counseling, conducting Boards of Review, etcetera. The list is endless, but these tasks have one thing in common: They are done by parents like you. Troop 709 wishes to acknowledge and thank all the wonderful parents who have volunteered their precious time in the past and who will do so in the future.

Troop 709 is a Troop that follows and believes in the Scouts BSA program for youth. It belongs to the scouts, is run by the scouts, and it represents the excellence of youth of America and our community.

Troop 709 expects from each Scout: A belief in the Scout Oath and the Scout Law; a Positive Attitude; a Willingness to Serve others; Advancement along the Trail to Eagle; and a Desire to Continue the Excellence of Troop 709.

OPEN LETTER TO THE PARENTS AND FRIENDS OF TROOP 709

A successful Scout Troop requires a lot of support, most of which is behind the scenes. Troop 709 has a history of strong parental support, and with so many active Scouts, the Scoutmaster and Assistant Scoutmasters really appreciate all the time and effort that parents contribute.

If you are a new parent in the Troop or if you are wondering what you can do to help, here are a few of the ways that parents may support the Troop:

TROOP COMMITTEE - The Troop Committee meets monthly (usually the first Monday) and is made up of parents who are interested in providing direction to the Troop. This group provides the primary support for the Scoutmaster and Assistant Scoutmasters. Committee meetings are open to all parents, but voting is reserved for those registered as Committee Members.

MERIT BADGE COUNSELORS - Have a hobby, skill, or occupation? The chances are good that there is a merit badge that you can help the scouts earn. Counseling may be done in the Counselor's home or public location of their choosing and at the Counselor's convenience.

ACTIVITY ADULTS - The BSA requires at least two adults for all Scout activities. With large numbers of Scouts more adults are welcome and often needed. Want to see what the Scouts do? Come on a campout.

DRIVERS - Transportation is an ongoing need. Most campouts require the participation of between 5 and 10 drivers. The trips are of various lengths and the scouts are always entertaining. Drivers are welcome to stay but are not required to do so. Online training courses are required.

ASSISTANT SCOUTMASTERS - Assistant Scoutmasters directly support the program of the Troop. Although highly rewarding, this is a larger time commitment. Assistant Scoutmasters are appointed by the Scoutmaster, approved by the Troop Committee, and must meet minimum training requirements.

MORAL SUPPORT - Let us know your thoughts. When you like what you see, tell the Scout leadership (Patrol Leaders and Senior Patrol Leader) what they did right.

PARENTS' MEETINGS - Share your thoughts at our Troop events and receive extra information. All parents are always welcome at the weekly Troop meetings and Troop Committee meetings as well. The troop holds a parent meeting a couple of times throughout the year. This meeting is a great opportunity to ask questions and to share opinions with other parents and with the troop leadership.

Thank you for your participation.

Sincerely,
Wendy Conlee
Committee Chair
BSA Troop 709

MISSION STATEMENT AND GUIDELINES

TROOP 709 MISSION STATEMENT

We want to instill in our scouts that Scouting is a way of life, as defined by the Scout Oath.

TROOP 709 GUIDELINES

1. All youth and adult members of Scouts BSA Troop 709 must agree to abide by the Scout Law and the Scout Oath.
2. Troop 709 is affiliated with the United Methodist Church of Vista and currently meets there. As of January 2023, troop 709 is chartered with American Legion Post 365 of Vista.
3. The Troop supplies merit badges, badges of rank, patrol patches, and such awards as they must be purchased at the Council Service Center. The Scouts are expected to purchase their own uniforms, handbooks, field books, merit badge books, etcetera.
4. As of January 2023, dues for each Scout are \$12.00 per month for the first Scout in each family and \$8 per month for each additional Scout. Dues may be paid in advance up to one year. If possible, dues should be paid three months in advance, to reduce the workload of the parent volunteers. The Troop Treasurer keeps a record of all dues paid. Dues are subject to change. Annual registration is \$120 per scout and \$60 per registered adult.
5. Troop funds are kept in the Troop checking account. Only the Troop Treasurer, Committee Chairperson, or Scoutmaster may sign Troop checks. Only one signature is required on a check.
6. Troop 709 engages in approximately one outing every month. No Scout is permitted to participate in an outing if his dues are delinquent, nor may he participate in an outing if he has missed the Troop meeting prior to the outing or if he has missed 50% or more of the Troop meetings in the previous 3 months.
7. Scout uniform shirts with correct patches are mandatory. Solid, dark-colored, well-fitting long pants in good repair are acceptable, although Scout uniform pants are best. Scout uniform shorts (and Scout socks) or long trousers are acceptable at any time but must be worn for formal occasions (Courts of Honor, Camporee, and summer camp formations, etc.).
8. The Troop Committee shall consist of all adult leaders registered as committee members and those Assistant Scoutmasters serving as sub-committee chairs and will meet monthly. It will oversee the Troop program as established by the Patrol Leaders' Council (PLC) and endorsed by the Scoutmaster. The Troop Committee shall have the power of veto (by majority vote of the members present), over any portion of the Troop program. Members of the same family may not, at the same time, hold the three positions of Committee Chairman, Treasurer, and Scoutmaster.

9. Any parent or guardian of a Scout in Troop 709 is welcome to any or all Troop Committee meetings. All opinions and/or complaints are welcome at such times or via email to the Committee Chair and Scoutmaster at bsa709vista@gmail.com. Voting privileges, however, will be restricted to Committee Members.
10. The position of Scoutmaster is annual and the person filling that position must be approved by the Chartered Organization prior to rechartering.
11. Parents will be called upon to assist the Troop at various times. Each parent is expected to assist at least twice per year.
12. No scout or adult will be permitted to take part in a troop outing unless they have a current, completed Scouts BSA physical form and a Consent for Medical Treatment form on file with the Troop.
13. For campouts and other troop activities, all completed forms and payments must be turned in no later than the stated deadline. Late forms and payments cannot be accepted and will result in the Scout not being allowed to participate in the activity. Scoutership/Campership fund may be available to assist those in need financially.
14. No portion of these guidelines may conflict with the rules and regulations of Scouts BSA.

TROOP UNIFORMS

OFFICIAL SCOUTS BSA UNIFORM

The official Scouts BSA uniform (as described in the "Scouts BSA Handbook") is the prescribed uniform for official functions:

- Courts of Honor
- Crossover Ceremonies
- Parades
- Summer Camp Formations
- Troop meetings
- Scoutmaster Conference
- Board of Review

TROOP 709 UNIFORM OPTION

The Troop uniform is required for Troop meetings and most activities. It includes:

- Scouts BSA uniform shirt, long or short sleeve, with American Flag patch
- Green shoulder loops (Centennial uniform)
- Black and Silver neckerchief and neckerchief slide of Scout's choice
- Patches: San Diego-Imperial Council, Patrol Patch, 709 Numerals, Rank Patch
- Solid, dark colored, well-fitting long pants in good repair/ Scouts BSA short pants with Scout socks/ or Scouts BSA long pants
- A Troop 709 hat (optional, but not substitutional)
- A Troop 709 T-shirt as adopted by the Troop, also referred to as "Class B" (for campouts, summer camp, etc.)

OTHER REQUIRED ITEMS

- Scouts BSA Handbook (A Scout should bring their Handbook, paper and a writing instrument to every meeting.)
- Band Aid
- Safety Pin
- Pencil
- Pocket notebook
- Name Badge

UNIFORM EXCHANGE

A small uniform exchange is available within Troop 709. The exchange carries "experienced" uniforms and allows parents and Scouts to trade used uniforms that have been outgrown for larger ones. Please don't glue your patches to uniform. Please contact the Troop Quartermaster for more information.

MEETINGS

MEETING LOCATION

Troop meetings are held in Fellowship Hall at the United Methodist Church of Vista, 490 S. Melrose Drive, Vista, CA 92081, our former chartered organization.

TROOP MEETING TIMES (Scouts)

Troop meetings are on Tuesdays, year 'round except for holidays. Meetings begin at 6:30 p.m. and end at 8:00 p.m. It is during Troop meetings that the scouts develop the plans for the various activities throughout the year, plan menus for campouts, learn life saving techniques, work on advancements in their books, and much more. Generally, some sort of "FUN" activity will also be a part of the meeting. Troop meetings cover subjects in which the entire Troop is involved.

PATROL LEADER COUNCIL (PLC)

Patrol Leaders Council (PLC) meetings are 8:00 to 8:15 after every Troop meeting. This meeting consists only of the Patrol Leaders, the Senior Patrol Leader, the Assistant Patrol Leaders, the Assistant Senior Patrol Leaders, the Scoutmaster, and an Assistant Scoutmaster. This is a planning meeting for the upcoming Troop meetings, and it is important that those leaders or their designees be present.

A PLC will also be held at the beginning of each term (every 4 months) for the next term's leadership to create the outline for the term's meetings. This may also be used to provide guidance to Patrol Leaders for their term plans.

COURT OF HONOR (Families)

Unless specified otherwise in advance, Courts of Honor begin at 6:00 p.m., are held three times a year (on the last Tuesday of January, May, and September), and are family potluck style events. COHs are the celebrations of Scouts earning ranks and merit badges. Parents/Guardians are given their rank pins at COHs.

PATROL MEETINGS (Scouts)

Formats of the Troop and Patrol meetings are developed by the Scouts. Each Patrol should have patrol meetings at least twice monthly at a time and location separate from the Troop meeting. The Patrol Leader is responsible for making these arrangements. Patrol meetings cover activities specific to individual Patrols.

COMMITTEE MEETINGS (Adults)

The Troop Committee meets monthly on the first Monday and is made up of parents who are interested in providing direction to the Troop and the Senior Patrol Leader. This group provides the primary support for the Scoutmaster and Assistant Scoutmasters. Committee meetings are open to all parents, but voting is reserved for those registered as Committee Members. Committee encompasses the "Back Office" type of work: calendar, budget, Treasurer, Outdoor Activity coordination, Troop voucher system, training updates, fundraising, rechartering, etcetera.

LEADERS' MEETINGS (Adults)

Leaders' Meetings occur monthly and include all registered Assistant Scoutmasters, the Scoutmaster, Outdoor Activity Chair, and the Committee Chair. All adults are welcome to join as much of the activity-specific planning takes place at these meetings.

SCOUT VESPERS

Sung to the tune of: "Oh Christmas Tree" at the end of each meeting

Classic Words:

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?

TROOP PROGRAM

GENERAL OVERVIEW

The Scouts BSA program uses the "Patrol Method" to allow for the organized development of youth into young adults. While the program is designed to provide activities that are fun and a real adventure for the scouts, it allows for the development of character, pride in country, respect for others, and leadership ability.

The Scouts BSA program, unlike the Cub Scouts or other Scouting functions, is run by the scouts using the gentle guidance and thorough leadership of the Scoutmaster and their staff. It is not a program run by adults. Adults are there to teach, facilitate, and ensure safety. This is important because on occasion, what may look like disorganization is really a learning program. What may be something we, as adults, are not really excited about, is something the scouts said they wanted to do.

The Troop Organization Chart is given in Appendix B.

LEADERSHIP POSITIONS

Scouts are elected into key leadership roles. Only active Scouts will be eligible for leadership roles. A scout must have reached First Class rank, completed ILST (Introduction to Leadership Skills for Troops), and completed a term as Assistant Patrol Leader of a regular Patrol to be eligible for election to Patrol Leader. Second Class rank can serve as Assistant Patrol Leader. A scout must be at least Star rank and have completed a term as Patrol Leader to be eligible for election to Assistant Senior Patrol Leader (ASPL). A scout must have completed a term as Assistant Senior Patrol Leader to be eligible for election to Senior Patrol Leader (SPL). The job duties for leadership positions are given in Appendix C.

In addition to the elected leadership positions, there are appointed leadership positions. The Senior Patrol Leader appoints eligible Scouts to the positions of Bugler, Chaplain Aide, Historian, Librarian, Quartermaster, Order of the Arrow Representative, Instructor, and Scribe. The Scoutmaster may also appoint one or more scouts to the positions of New Scout Patrol Leader, Troop Guide or Junior Assistant Scoutmaster.

In order to ensure that all scouts have an opportunity to hold leadership positions, no scout may hold the same position more than twice until all other eligible scouts have held the position once.

Elections are held within the troop every 4 months at the beginning of January, May, and September. Scouts who qualify to hold positions should fill out a leadership application form (Given in Appendix D) indicating the position(s) they would like to hold during the next term. These need to be signed by the parents and the Scout and reviewed by the Scoutmaster so that there is an understanding and support for the Scout to hold a position of responsibility.

For a scout to receive credit for their leadership position, in part or in whole, they must actively serve in their position. At the end of each term, approximately in the last 2 weeks of April, August, and December (December may vary due to holiday breaks), it is mandatory for each scout who has held a leadership position to fill out a leadership credit form (Given in Appendix D) and hand it in to the current SPL. The hours spent and duties completed must be accounted for. If this form is not handed in by the due date, no credit will be given for that term. After elections, the current SPL and Scoutmaster will discuss these forms to determine if credit has been earned and they will report it to the Advancement Chair(s) so that it may be recorded. Full or partial credit is awarded

at the discretion of the SPL and Scoutmaster. Scouts should remember that leadership hours are counted towards their rank so are necessary towards their advancement.

DISCIPLINE

Discipline of language, actions, and activities are all a part of the Scouting program. All Scouts are expected to follow the rules and to obey their junior and adult leaders. Although Scouting is a lot of fun, the program does not fit the needs of all youth. The Scoutmaster and/or Committee Chair will notify the family of any scout who does not want to work within the rules of the Troop. Progressive discipline will be used whenever possible. Scouts who continually cause discipline problems within the Troop will be asked to find another Troop. Any scout who has multiple occurrences of unsafe or disruptive acts will be asked to leave. Hazing or other initiation activities **are not permitted** and will result in disciplinary action.

The Troop 709 Code of Conduct is given at the back of this Handbook, and both the Scout and Parent are asked to sign the Code of Conduct form.

TROOP 709 ADMINISTRATION

BACK TABLE

During regular meetings, troop business is handled at what we call "The Back Table". When you enter the meeting room, the Back Table is located closest to the entrance to the left. This is where you will find the Treasurer, Troop Cashier, and Forms Collection table. Scouts and adults may make payments for dues, camping trips and fees are collected and all permission slips, medical forms, and any other business not associated with advancement. These transactions are handled by parent volunteers. This area closes promptly at 7:30 PM to allow the books to be balanced and the volunteers to leave in a timely manner. Parents may conduct financial business, but all advancement is to be handled by the Scouts themselves.

The Advancement Chair(s) is located across the room at the large meeting table behind the scout semi-circle. Scouts will be able to obtain Blue Cards (merit badge tracking), turn in their handbooks, ask for History Reports, and conduct any other business concerning advancement and awards with the Advancement Chairs (AC) during the meeting. Advancements should be handed in no later than 7:30 PM to allow time for the AC to input information into the database.

THE COSTS OF SCOUTING IN TROOP 709 (COVERED BY MONTHLY DUES)

ANNUAL RECHARTERING FEES PAID EACH DECEMBER (revised 12/2022)

\$100.00 BSA Unit Registration fee

\$105.00 per Scout Individual Registration fee (including insurance and program fees)

\$15.00 per Scout Boys Life

ADVANCEMENT (revised 12/2022)

\$3.00 estimated cost for Badges of Rank

\$.30 per Advancement and Merit Badge cards

\$3.60 estimated cost for Merit Badges

TROOP ACTIVITIES

Campground fees and equipment rentals for regular monthly Troop outings are subsidized by the Troop with monies collected as dues.

Monthly activities are planned all year. Some have fees that must be paid several weeks to months prior to the activity. Food for individual outings is purchased by each attending Patrol at a "food-buy" days before the trip. Each Scout pays the amount to his Patrol Leader at the Troop meeting prior to the outing. Once food is purchased this money is non-refundable (\$20.00 is the expected food expense for a typical weekend campout). The following are examples of activities that can incur additional fees:

- Snow Sports Merit Badge trip (depending upon age and equipment needed).
- Sierra Trek (must be at least First Class Scout or above with the First Aid Merit Badge including food).
- Summer Camp depending upon which camp the scouts select.
- Colorado River Canoe trip (requires Canoeing and Swimming Merit Badges and aged 14 or older).

Some of the outings are more expensive than others, such as boating trips and Camporees. An additional fee per Scout will be charged towards that outing. San Diego-Imperial Council and Troop 709 have Camperships available for families that need them.

FINANCES

It costs approximately \$380+ a year for a scout to fully participate in the Scouting program of Troop 709. This includes monthly dues and the cost of food on outings, but not the other special fees for activities listed above. It's important to us to keep the costs to a minimum so that a scout is not denied the opportunity to be a Troop 709 Scout. We hold fundraisers to offset Troop expenses but still must charge monthly dues. The monthly dues are currently \$12.00. Scouts also have the opportunity to earn funds within the Troop through additional fundraising activities.

In 2014, Troop 709 began a Golf Tournament with the intention of raising funds to purchase a Troop trailer. We successfully achieved our goal, and the Golf Tournament was added as an annual event to help fund large-scale trips, enabling as many scouts as possible to be able to participate in them without undue financial strain to the families. The funds from this event are voted on annually during the Committee budget meeting in September/ October. Aside from our trailer and the 2017 trip to Alaska, a portion has been allocated every year to increase our monthly camping budget in order that every family will benefit from the efforts of this event. The type of fundraising event is subject to change by Committee vote at any time.

INDIVIDUAL FUNDRAISING

Scouts can earn Troop cash by participating at the Troop level in Council fundraising activities, such as the annual sales of popcorn. If a Scout sells popcorn, they will receive proceeds from the sale in Troop cash (in the form of a voucher), it may be applied toward monthly dues or any Troop activity.

SCOUT ACCOUNTS/ VOUCHERS

The Troop does not keep accounts for individual Scouts. Scouts who wish to save money for a particular outing may designate payments toward that outing when paying. The Troop Treasurer maintains accounting records for each activity. Balances of an individual's payments for each activity are available from the Treasurer at most Troop meetings.

Once applied to an activity, cash may not be withdrawn but may, in many cases, be transferred to another activity for the same Scout or family. When a Scout leaves the Troop, any funds that had been applied to a pending activity will instead go into the Troop's General Fund. Excess dues left when a Scout leaves the Troop go into the General Fund. (As of 02/22/11: "Troop voucher money accumulated stays in Troop 709's general fund if the Scout leaves the troop. Vouchers may only be used by the Scout for Troop 709 functions.") The popcorn fundraiser through Scouts BSA is required for our troop to participate in any other fundraising opportunity. Individual Scout participation is optional, but highly recommended.

Reimbursement for outing mileage will be paid with a numbered Troop Voucher. Vouchers do not expire unless the family leaves the Troop, in which case the funds will revert to the Troop's General Fund. Parents may elect to have their mileage reimbursement voucher applied to an activity, monthly dues, or reimbursed by check.

NEW SCOUTS

Each new Scout is assigned to a Patrol. The Patrol is led by a Patrol Leader elected by the Patrol. While in this Patrol the new Scout is taught the basics of Scouting and most areas that each Scout must know to gain the full enjoyment from his Scouting experience. Most Scouts earn the rank of Scout during their first few Troop meetings.

As part of the joining process, there are several forms to be completed and dues to be paid. Although a bit of a bother, it is important because much of it is required before the Scout can earn rank or attend campouts. The new Scout will also receive more information about their new Troop such as the Troop Handbook, the Troop Roster and Annual Calendar of Events. Forms to be completed include:

- BSA Registration
- Physical, all parts updated annually (Please provide THREE copies to the Troop):
 - Part A - Informed Consent, Release Agreement, and Authorization
 - Part B - General Information/Health History
 - Part C - Pre-participation Physical (required for all camping trips longer than 72 hours)
 - Part D - High Adventure Physical (required only for participants in High Adventure camps)
- Permission to use firearms (optional)
- Adult Resource Survey
- Adult Registration (upon request)

ADVANCEMENT

Advancement is the process by which youth members progress through the ranks in the Scouting program by the gradual mastery of Scouting skills. Ranks are simply a means to an end, not an end in themselves. Everything scouts do to advance and earn these ranks, from the day they join until the day they leave the program, should be designed to help scouts have an exciting and meaningful experience. Unlike Cub Scouts, Scouts BSA do not advance as a Patrol, but individually at their own pace. We will work with each scout and help them along the trail to Eagle, but they must drive their own progress. Each scout is different, but ideally, scouts should complete the rank of First Class in the first two years. The ideal age to become an Eagle Scout is likely between 15 and 17, depending on the Scout's commitment to other outside activities.

Scout Skills

Scout, Tenderfoot, Second Class and First Class rank advancement can be worked on concurrently and are driven by progressive learning and then demonstration of competence for a variety of Scout skills. First Aid, Firemanship, Cooking, Knife and Axe, Camping, Citizenship, Map and Compass, and Water Safety are the key skills that are developed for these ranks. Scouts at these rank levels often work with older Scouts to learn these skills and then demonstrate knowledge and proficiency to adult leaders.

Rank advancement is tracked in each Scout's Scout Handbook, which is why we require Scouts to bring them to all meetings and campouts. Scouts under the rank of First Class can work on merit badges as well, which will count toward rank advancement in the more senior ranks of Star, Life, and Eagle.

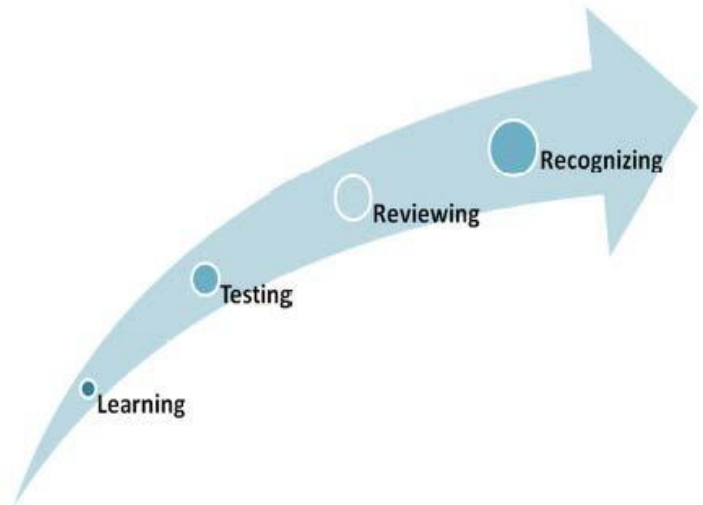
Leadership Skills

Star, Life, and Eagle ranks all require the earning of merit badges, completion of service project hours within the community, and serving in leadership positions within the Troop for a period of time. These more senior scouts are also expected to give back to younger scouts in the Troop by helping them learn their scout skills, guiding them on the ways of Scouting, and mentoring. The completion of 22 merit badges, the planning and execution of a service project holding significant meaning to the community and having served in a position of Troop leadership for six months or more since earning Life rank are all required before a scout can be considered for the rank of Eagle Scout. A rigorous Scoutmaster Conference and Board of Review are awaiting those who complete the prerequisites. Achieving the rank of Eagle is no small feat. Fewer than 6 percent of those who have ever been in Scouts BSA have achieved that high honor.

The Rank Advancement Process

Step 1: The Scout learns

A Scout learns by doing. As they learn, they grow in ability to do their part as a member of the patrol and the troop. As they develop knowledge and skill, they are asked to teach others. In this way, they begin to develop leadership as required for the rank they are working towards. The EDGE method is used to teach Scouts and is how they will learn to teach each other: E-Explain, D-Demonstrate, G-Guide, E-Enable.



Step 2: The Scout is tested

A Scout may be tested on requirements by their Patrol Leader, Scoutmaster, Assistant Scoutmaster, a Troop Committee Member or a member of their Troop. Unlike Cub Scouts, parents are not allowed to sign the handbook. Your scout's Patrol Leader, Senior Patrol Leader, Assistant Senior Patrol Leader, an Instructor, Troop Guide, Junior Assistant Scoutmaster, Assistant Scoutmaster, or Scoutmaster can sign off that the requirement has been completed for the first four ranks.

Step 3: The Scout is reviewed

Once the requirements have been completed, the Scout should turn in their Scout Book to the Advancement Chair so they can update all their requirements in the computer. Then, the Scout will make an appointment with the Scoutmaster for Star and Life rank or one of the Assistant Scoutmasters for Scout, Tenderfoot, 2nd Class, and 1st Class for a Scoutmaster's Conference. This conference gives the adult leaders an opportunity to learn how the Scout feels about the program. It also allows the Scout to set their goals for the next rank. The Scoutmaster's Conference for the ranks of Scout and Tenderfoot may be conducted during a regular Troop meeting. For every other rank it will be conducted by appointment at a separate place and time. To determine Scout Spirit, during the Scoutmaster's Conference the Scout may be asked to re-demonstrate (not re-test) any skill that they have learned for that rank or any previous rank. **An Individual History Report and an Individual Activity Report must be requested from the Advancement Chair(s) and is an important part of the Scoutmaster conference for the rank of Second Class and above.**

After the Scoutmaster Conference, your scout will go before a Board of Review (BOR). For Tenderfoot, Second Class, First Class, Star, Life and Eagle Palms, the review is conducted by members of the Troop Committee. The Board is composed of at least three (and not more than six) members of the Troop Committee. The purpose of the Board is to ensure that all of the requirements have been met, that your scout is happy with the program, and to get their thoughts on any additional activities in which they would like to take part. They should be able to comfortably recite the Scout Oath, Law, Motto and Outdoor Code for their BOR.

Usually, the board meets during the regular troop meetings on the week following SM conferences. The board does not retest the scout's knowledge of scout skills. Instead, the Board holds an open discussion with the Scout regarding the Scout's performance as a leader; the Scout's understanding of and adherence to the Scout Law; the Scout's experiences camping, merit badge work, and community service work; etc. The Board decides if the Scout merits advancing in rank.

Step 4: The Scout is recognized

When the Board of Review has certified a scout's advancement, we recognize them as soon as possible. The Scout receives their rank patch at a regular troop meeting, while their rank card and parent pin are presented at the next Court of Honor.

Eagle Rank

These procedures will remain the same through the Life rank. The Eagle rank uses the same procedures except for the Scoutmaster Conference and Board of Review. The Scoutmaster's Conference for both the Life and Eagle ranks must be conducted with the Scoutmaster or a specifically designated Assistant Scoutmaster. Eagle Scout Boards of Review are conducted by the Palomar Zone of the San Diego-Imperial Council. The results of the Eagle Board of Review are forwarded to the Scouts BSA National Headquarters and formal notification of approval is sent from there. The Eagle Scout Court of Honor is an individual affair to be determined by the Eagle Scout with input from the Troop Committee and the Scoutmaster.

Life Scouts are encouraged to attend the "Life to Eagle" training put on by the Zone or Council. Life Scouts should obtain a Life to Eagle packet from the SDIC website. This packet documents the steps needed to successfully complete the Eagle Service Project and the paperwork, signatures, reviews, and other items required.

Step 3: Scout works with Counselor

The Scout meets with the MB counselor to discuss requirements, arrange meetings & activities, etc. The Scout demonstrates to the MB counselor that they have completed one or more of the requirements. If they have fulfilled all of the requirements, the Counselor will sign the card.

The Scout has the MB counselor initial and date the requirement(s) on the blue card. MB Counselor tears off and keeps their copy at this time. After the card is signed by the counselor, your scout returns it to the Scoutmaster for signature.

Step 4: Advancement Chair notified

The Scout takes blue card to the Advancement Chair at the back table.

- The Advancement Chair signs the Applicants Record and returns it to the Scout at the Court of Honor. The Scout should save their copy of the blue card in a safe place.
- The Advancement Chair keeps the Troop Record.

There are three sections to the Merit Badge application card. Upon completion of the requirements, the Counselor keeps one portion, and the other two portions are turned in to the Advancement Chair. The Advancement Chair records the appropriate information and returns the "Applicant Record" portion to the Scout at the Court of Honor. **IT IS VERY IMPORTANT THAT YOUR SCOUT SAVES THIS PORTION OF THE CARD. EAGLE SCOUT APPLICATIONS HAVE BEEN REJECTED BECAUSE THESE CARDS HAVE BEEN LOST.**

TROOP MEMBERSHIP ACTIVE STATUS

DEFINITION OF "ACTIVE SCOUT"

For a Scout to remain a member of Troop 709, it is necessary for them to meet the requirements listed below:

- Must attend at least 50% of all Troop meetings
- Must attend at least 50% of all Troop campouts
- Must attend at least 50% of all other Troop functions
- Must advance, based upon their abilities, in a timely manner
- Must remain current with all dues or other payments

FAILURE TO MEET ACTIVE REQUIREMENTS

Any Scout that falls into an inactive status will be contacted by the Scoutmaster or a designated Assistant Scoutmaster to determine why the Scout has not been meeting the requirements. An opportunity will be given for the Scout to return to active status. If, however, the Scout fails to return to an active level of participation, they will be dropped from the Troop roster. There will be no refunds of dues or of other moneys paid.

INACTIVE PATROL

If a Scout knows in advance that they will not be able to participate at an active level but does not want to be dropped from the Troop roster, they may notify the Scoutmaster or an Assistant Scoutmaster in writing and they will be placed in the "Inactive Patrol" until they can return to an active level of participation. Their dues will be suspended during the time they are in the "Inactive Patrol". When they return to active status, their dues will resume, and their records will be updated. A Scout may not be moved to the "Inactive Patrol" because of participation in school/ community sports or extra-curricular activities.

TROOP 709 OUTING RULES

The following items are not permitted on campouts, at summer camp, or on other Troop activities:

1. Fixed blade knives of any size.
2. Folding blade knives unless the Scout has earned (and has in his possession) the Totin' Chip award.
3. Radios, MP3 players, or electronic games.
4. Electric or fuel stick hand warmers.

The following items are permitted with the noted restrictions:

1. Axes or hatchets may be brought by adults.
2. Stoves and lanterns must be fueled by propane or butane.
3. Liquid fuel (e.g., white gas) backpacking stoves are permitted for Star rank Scouts (and above) with the Scoutmaster's specific approval and after training and demonstrated proficiency in their use.
4. Global Positioning System (GPS) units for navigation.

The Scout uniform must be worn while travelling to and from all Troop outings or activities. If a Scout arrives at the departure location not wearing their uniform, they will be sent home. For the rare activity when a uniform is not required, the Scouts will be told in advance what attire is expected (Troop t-shirt/ Class B, etc.).

TROOP 709 CAMPING POLICY

Scouts

1. Senior scout leadership, including SPL and ASPLs, should make every effort to attend campouts during their term in position.
2. A scout will not be permitted to participate in the campout if their dues are delinquent.
3. Official registration for campouts will be determined by the permission slips and/or financial payments made to the Troop.
4. Unless otherwise specified, permission slips are due to the back table no later than two Tuesdays prior to the event. The back table closes at 7:30 and permission slips must be turned in prior to this time.
5. Sign-up sheets for all campouts will be located on the front table during troop meetings. If you are intending to go, you must fill out the sign-up sheet.
6. Filling out the sign-up sheet does not mean you are officially registered for the event. The sign-up will be used to gauge the attendance and assist in the planning process. A permission slip (See Appendix E) turned in to the Back Table registers you for the event.
7. Unless otherwise noted, every scout attending will contribute \$20 for the food purchase.
8. Not all events are fully troop-funded, and some may require payment from those attending. You will be informed of the amount due during the planning of each event. In some cases, costs may not be readily available ahead of time. The ASM in charge of the trip will give the cost as soon possible after return.
9. Each patrol will be responsible for planning the menu and purchasing the food, unless otherwise noted.

10. Every campout starts and ends at the United Methodist Church in Vista. All Scouts are expected to be at the church to load gear and return to the church to unload gear.
11. Unless otherwise noted, all Scouts going on a campout are expected to attend the Troop meeting the Tuesday prior to the event.

Adult Leadership

1. Adult participation and registration will be determined by the Permission Slips and/or financial payments made to the troop. Turning this in is not a guarantee of attendance.
2. The sign-up sheet will be used to gauge the attendance and assist in the planning process. An RSVP on sign-up does not mean you are officially registered for the event.
3. Depending on availability of campsites and/or other event accommodations, the number of adults participating may be limited. In some situations, adults may be asked to step down to allow room for scouts. Scouts will always have priority over adults once safety guidelines have been met.
4. BSA policy states we must have at least 2 adults for every 10 scouts on a campout. For most campouts, we must have, at a minimum, enough drivers to transport the scouts to and from camp.
5. Campouts where it is necessary to limit adult participation, priority will be given to the Scout Master, Assistant Scoutmasters, and registered adult leaders. First priority will be given to those leaders with specific training and key positions in the troop.
6. Adult leaders will act as their own patrol and camp separately from the Scouts.
7. At least one adult leader will be designated as the Troop Tour Guide for each campout. The Troop Tour Guides are typically assigned once the yearly calendar is decided and will be the main point of contact for each event.
8. Unless otherwise specified, permission slips with driver information are due to the back table no later than two Tuesdays prior to the event. The Back Table closes at 7:30 and permission slips must be turned in prior to this time.
9. Every campout starts and ends at the United Methodist Church in Vista. All adults are expected to be at the church to assist in loading gear and return to the church to assist with unloading gear.
10. Unless otherwise noted, every adult attending will contribute \$20 for the food purchase.
11. Not all events are fully troop funded and some may require payment from those attending. You will be given the amount during the planning of each event. In some cases, costs may not be readily available ahead of time. The ASM in charge of the trip will give the cost as soon possible after return.
12. Unless otherwise noted, all adults going on a campout are expected to attend the Troop meeting the Tuesday prior to the event.

ADULT PARTICIPATION GUIDELINES

Although Scouting is for the youth, adult participation is required in order for many of the activities to happen. In our busy society, it is all too easy to sit back and inadvertently allow some adults to do more than their share.

The following guidelines outline adult participation in Troop activities. Scouts with adults that are unable to meet the minimum participation levels may be considered inactive.

Active Scouts have active adults. The scouts that get the most out of the program, learn the most, and advance toward Eagle, are very often the same ones that have involved adults. The scouts like to know that what they do is important; important enough for their adults to take time from their busy schedule.

TRANSPORTATION

The Troop goes on approximately 15 outings per year (30 one-way trips). An adult for each Scout should drive on at least 5 one-way trips per year. Most vehicles hold 4 to 5 Scouts. The Troop will reimburse for mileage to/from each regular monthly Troop outing at the rate of \$.625 per mile. This reimbursement amount is subject to change. Vouchers or a check will only be given to adults who drive a carpool with Scouts more than their own.

CAMPOUT ADULTS

A minimum of two adults are required for all outings. Although certain trained leaders are required to attend, parental participation is encouraged and often required.

If one adult were to attend all activities in a typical year, he/she would spend over 50 nights with the Scouts. An adult for each Scout should spend at least four nights camping with the Troop per year.

TROOP COMMITTEE

The Troop Committee meets once a month for approximately one hour. An adult for each Scout should attend at least one Committee meeting per year. The meetings are usually held on the first Monday of the month in the United Methodist Church Fellowship Hall. Consult the Troop Calendar for the exact dates.

SPECIAL PROJECTS

From time to time the Troop holds special projects. These include fundraising projects, special committees, planning sessions, service projects to the community, and Eagle Projects. A parent for each Scout should participate in at least one special project per year.

ADULT LEADERSHIP

Although Scouting is a program stressing Scout leadership, it is necessary that these young people have adult guidance to help them develop their leadership skills and ensure that the program accomplishes its goals. For the most part, when the Scouts need to work with adults, they will deal directly with the Scoutmaster and Assistant Scoutmasters. However, from time to time, other adult help is required.

ADULT SUPPORT

Scouting is a family program. We will be calling on each family to participate or assist in the various projects throughout the year. We will use your talents so that you, too, can enjoy the fun and excitement of Scouting. Don't allow only a few volunteers to carry the program for your Scout. To have the best Troop, we must all pitch in!

There may come a time when the Troop cannot obtain enough transportation to drive all the Scouts to and/or from an outing. In that event, the families who have not yet assisted in activities will be asked to provide transportation. If sufficient transportation is still not available, the Scouts whose families have been the least active with assisting the Troop will have to find their own transportation to and/or from the event.

ADULT LEADER TRAINING

Training is important to ensure the best possible program for each of our youth. Troop 709 requires that the Scoutmaster and Assistant Scoutmasters successfully complete Scout Adult Leader Training (Youth Protection Training (YPT), Fast Start Orientation, New Leader Essentials, Scoutmaster/Assistant Scoutmaster Specific, and Intro to Outdoor Leader Skills, CA State Mandated Reporter Training AB506). All Committee Members are also encouraged to attend this training, but at the very least must have YPT (available online at the Council website), Troop Committee Training and CA Mandated Reporter Training AB506. Other adult training opportunities are available, and all registered adults are encouraged to take part. These include High Adventure and Water Trek. All leaders must pay the sliding fee that is found on the adult application with their initial application. Transferring adults pay \$1. Background checks are required and more information available <https://www.sdicsa.org/Membership/AB506.php>.

ADULT PRESENCE

A minimum of two adults must be present at all Troop functions that involve any registered Scouts within our Troop. At least one registered adult leader, typically an Assistant Scoutmaster or the Scoutmaster, must be present for any Troop activity with a preference toward that leader being the Scoutmaster or an Assistant Scoutmaster when practical. There will be absolutely NO EXCEPTIONS to this policy. If it is not possible to meet these requirements, the activity must be canceled or deferred.

Patrol's having patrol meetings may meet at their home, a local park, or other safe location with two-deep leadership. Good judgment must be exercised when choosing a location for patrol activities. When in doubt, consult the Scoutmaster.

YOUTH PROTECTION GUIDELINES

An important BSA requirement promoted by the National Council, BSA went into effect on June 1, 1992: **YOUTH PROTECTION TRAINING (YPT) IS REQUIRED FOR ADULTS PARTICIPATING IN SCOUT ACTIVITIES.** Verification of training in Youth Protection Training may be furnished by presentation of the training completion card or checking the computer-generated listing maintained by the Service Center of the San Diego-Imperial Council.

In addition, “The San Diego–Imperial Council, Boy Scouts of America (“Council”) is in full support of the effort to be in full compliance with Section 18975, Chapter 2.9 Youth Service Organizations, Division 8 of the Business and Professions Code, commonly known as AB506, which requires that administrators, employees, and “regular volunteers” are required to complete child abuse and neglect reporting training (aka MANDATED REPORTER TRAINING) and requires administrators, employees, and “regular volunteers” to undergo LIVESCAN fingerprinting and a background check. A “regular volunteer” is defined in the bill as a volunteer with the youth service organization who is 18 years of age or older and who has direct contact with, or supervision of, children for more than 16 hours per month or 32 hours per year.

In order to be a registered member... of the Council or the Boy Scouts of America any adult over the age of 18 must completed the following:

Complete the required mandated reporter training appropriate for their position (2 hour) and undergo fingerprinting and a background check through LiveScan”

Visit <https://www.sdicsa.org/Membership/AB506.php> for training and LiveScan sign up.

Scouts BSA and Troop 709 are deeply concerned about the tragedy of child abuse and will not tolerate abuse of any kind in the Scouting program. The youth protection program is comprehensive in scope and protects the adult Scouter as much as it protects the youth. It extends from the National Council through the Chartered Organizations and Units. The San Diego-Imperial Council is charged with presenting this program to every registered adult Scouter in our council.

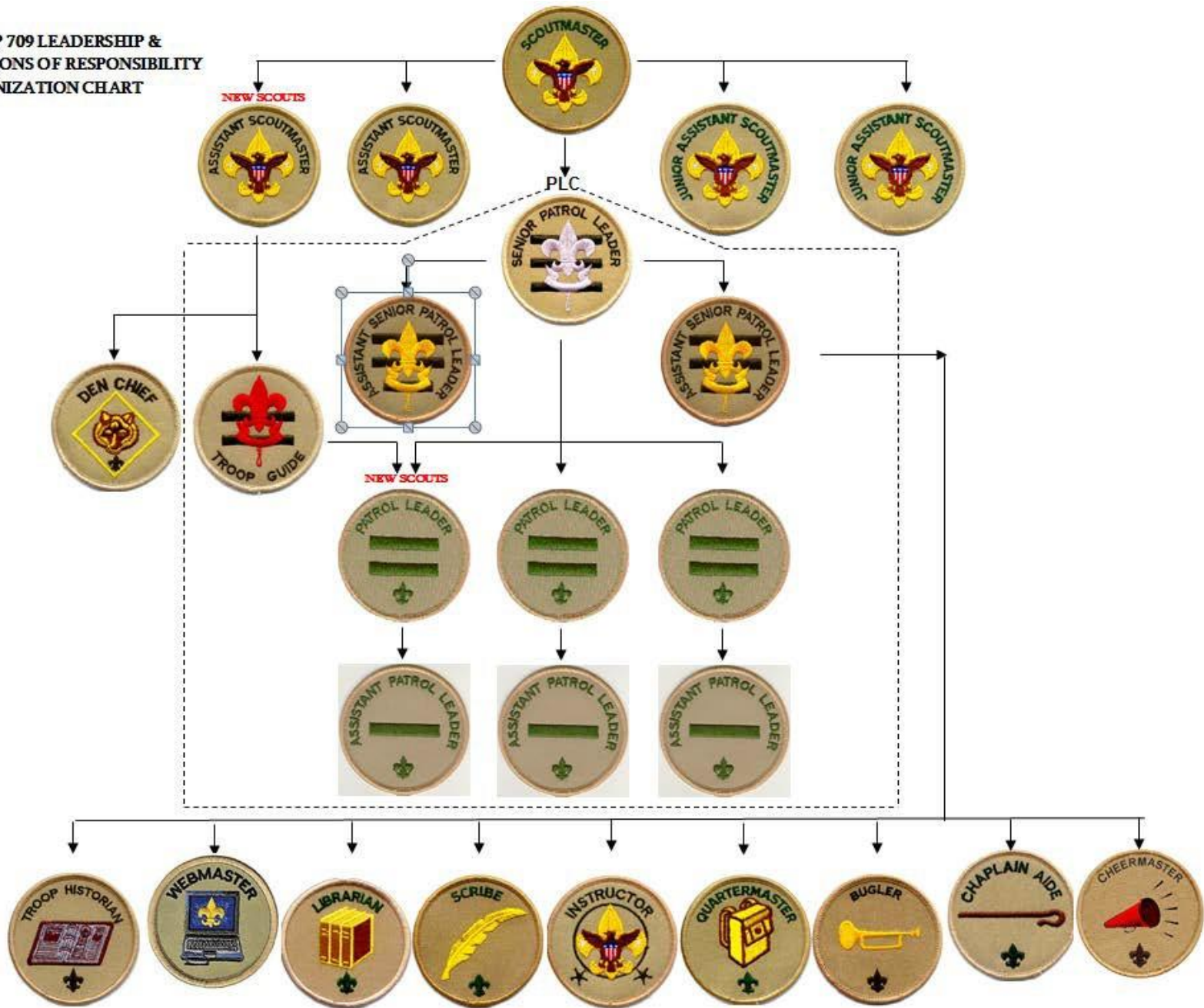
Each district is to offer training for volunteer leaders and parents. Adults completing the ninety-minute training are given a training certificate as documentation of having taken the training. The training certificate, GOOD FOR TWO YEARS, qualifies the adult for BSA activities for which the training is a prerequisite. Training dates and locations will be published on the San Diego-Imperial Council website (www.sdicsa.org). Also, YPT is one of many training classes that may be taken online. See the Council’s website for details.

APPENDIX A – HELPFUL LINKS

SITE	LINK	DESCRIPTION
Troop 709 website	http://troop709vista.com/	
San Diego-Imperial Council	http://www.sdicbsa.org/	
Boy Scouts of America National Council	www.scouting.org	
Scout Stuff	http://www.scoutstuff.org/	
BSA High Adventure Camps	http://www.scouting.org/scoutsource/HighAdventure.aspx	Lists BSA-run high adventure bases and camps throughout North America.
Scouts BSA myScouting Tools	https://my.scouting.org/	
Merit Badges	www.meritbadge.org	List of all merit badges and their requirements.
Boys Life Magazine	http://boyslife.org/	
Green Bar Website	http://greenbar.ws/	
Guide to safe Scouting	http://www.scouting.org/scoutsource/HealthandSafety/GS_S.aspx	Online Version of the Guide to Safe Scouting.
National Eagle Scout Association	http://www.nesa.org/	Site dedicated to serving Eagle Scouts
Northern Tier	http://www.ntier.org/	
Philmont Scout Ranch	http://philmontscoutranch.org/	
Prepare / Plan / Stay Informed	https://www.ready.gov/	The Department of Homeland Security has come out with a new brochure and website to help families put together emergency preparedness kits.
The MacScouter	http://www.macscouter.com/	
US Scouting Service Project	http://usscouts.org/start.asp	
Animated Knots	http://www.animatedknots.com/	

APPENDIX B – TROOP ORGANIZATION CHART

TROOP 709 LEADERSHIP & POSITIONS OF RESPONSIBILITY ORGANIZATION CHART



APPENDIX C – LEADERSHIP POSITION JOB DUTIES

Senior Patrol Leader

RESPONSIBLE TO: Scoutmaster

SPECIFIC DUTIES:

- Organize and lead Troop Meetings.
- Plan and lead Patrol Leaders' Council Meetings.
- Keep patrol leaders informed.
- Assign patrol leaders jobs and help them succeed.
- Represent the troop at the Troop Committee Meetings.
- Develop patrol spirit.
- Work with the patrol leaders to make the patrol run well.
- Train the Assistant Senior Patrol Leaders (ASPL).
- Train the Patrol Leaders.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Scout Law.



SPECIFIC RESPONSIBILITIES:

- Show scout spirit
 - Have good attendance (Maximum of two excused absences during term).
 - Wear full uniform to all meetings.
- Call and hold monthly Patrol Leaders' Council (PLC) meetings.
- Ensure that a meeting plan is written for every troop meeting.
- Maintain troop discipline.
- Train the ASPL(s) in the duties of the Senior Patrol Leader
- Maintain the Senior Patrol Leader's notebook.
- Assign two patrol projects per term.
- Plan and conduct a Court of Honor.

REQUIREMENTS OF OFFICE:

- Attend two troop Junior Leader Training (ILST) sessions prior to election.
- Help to conduct the ILST sessions.
- Hold the office of Assistant Senior Patrol Leader (ASPL) for one term prior to election.
- Must be at least Star Rank prior to taking office.

Assistant Senior Patrol Leader

RESPONSIBLE TO: Senior Patrol Leader

SPECIFIC DUTIES:

- Assist with the Patrol Leaders' Council Meetings as requested by the SPL.
- Train and assist junior leaders: Scribe, Quartermaster, etc.
- Ensure that the junior leaders perform their jobs adequately.
- Take over the troop in the absence of the SPL.
- Member of the PLC and Venture Patrol
- Perform tasks assigned by the SPL.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Scout Law.



SPECIFIC RESPONSIBILITIES:

- Show scout spirit
 - Have good attendance (Maximum of two excused absences during term).
 - Wear full uniform to all meetings.
- Check on junior leaders at least monthly.
- Help the SPL to maintain troop discipline.
- Maintain the Assistant Senior Patrol Leader's notebook.

REQUIREMENTS OF OFFICE:

- Attend one troop Junior Leader Training (ILST) session prior to election.
- Must be at least Star Rank prior to taking office.
- Must have held the position of Patrol Leader for at least one term.

Patrol Leader

RESPONSIBLE TO: Senior Patrol Leader

SPECIFIC DUTIES:

- Plan and lead patrol meetings and activities.
- Keep patrol members informed.
- Assign patrol members jobs and help them succeed.
- Represent the patrol at the Patrol Leaders' Council Meetings.
- Develop patrol spirit.
- Help the patrol members to advance.
- Maintain the patrol flag and display it at all meetings.
- Work with the troop leaders to make the patrol run well.
- Prepare the patrol to take part in troop activities.
- Know what patrol members and other leaders can do.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Scout Law.



SPECIFIC RESPONSIBILITIES:

- Show scout spirit
 - Have good attendance (Maximum of two excused absences during term).
 - Wear full uniform to all meetings.
- Call and hold regular patrol meetings (Minimum of one per month, 2 per month is recommended).
- Maintain patrol discipline.
- Train the APL in the duties of the Patrol Leader
- Sign for and maintain patrol equipment.
- Maintain the patrol notebook.
- Complete patrol projects assigned by the Senior Patrol Leader (SPL).

REQUIREMENTS OF OFFICE:

- Attend troop Junior Leader Training (ILST) prior to taking office.
- Held the office of Assistant Patrol Leader (APL) for one term.
- Must be at least First Class Rank prior to taking office.

Assistant Patrol Leader

RESPONSIBLE TO: Patrol Leader

SPECIFIC DUTIES:

- Assist the patrol leader with patrol meetings and activities.
- Assist patrol members with their jobs and help them succeed.
- Help develop patrol spirit.
- Help the patrol members to advance.
- Assist the patrol leader to prepare the patrol to take part in troop activities.
- Take over the patrol in the absence of the patrol leader.
- Know what patrol members and other leaders can do.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Scout Law.



SPECIFIC RESPONSIBILITIES:

- Show scout spirit
 - Have good attendance (Maximum of two excused absences during term).
 - Wear full uniform to all meetings.
- Assist the patrol leader in maintaining patrol discipline.
- Complete patrol projects assigned by the Senior Patrol Leader (SPL).

REQUIREMENTS OF OFFICE:

- Attend troop Junior Leader Training (ILST) prior to election.
- Must be at least Second Class Rank prior to taking office.

Historian

RESPONSIBLE TO: Assistant Senior Patrol Leader



SPECIFIC DUTIES:

- Maintain the Troop History Book(s).
- Take photos of troop activities.
- Archive documents and photos in the history books.
- Make Photos available to the Troop Webmaster.
- Make the History book available at Courts of Honor.
- Update the History Book after every outing or activity.
- Perform tasks assigned by the ASPL.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Scout Law.

SPECIFIC RESPONSIBILITIES:

- Show scout spirit
 - Have good attendance (Maximum of two excused absences during term).
 - Wear full uniform to all meetings.
- Meet with the ASPL at least monthly.
- The History Book should contain at least one entry consisting of text and pictures for every troop outing.
- If the book is not up to date add at least two new entries for past activities.
- Maintain the Historian's notebook.

REQUIREMENTS OF OFFICE:

- Attend one troop Junior Leader Training (ILST) session prior to election.
- Must be at least First Class Rank prior to taking office.

Webmaster

RESPONSIBLE TO: Assistant Senior Patrol Leader

SPECIFIC DUTIES:

- Work with the Committee webmaster to maintain the Troop Website.
- Upload photos, calendar updates, and permission slips promptly.
- Update the website weekly with meeting notes and upcoming events.
- Post patrol documents as requested.
- Perform tasks assigned by the ASPL.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Scout Law.



SPECIFIC RESPONSIBILITIES:

- Show scout spirit
 - Have good attendance (Maximum of two excused absences during term).
 - Wear full uniform to all meetings.
- Meet with the ASPL at least monthly.
- The library should contain at least one copy of all required merit badge books.
- Actively solicit donations to the library.
- Maintain the Librarian's notebook.

REQUIREMENTS OF OFFICE:

- Attend one troop Junior Leader Training (ILST) session prior to election.
- Must be at least First Class Rank prior to taking office.

Librarian

RESPONSIBLE TO: Assistant Senior Patrol Leader

SPECIFIC DUTIES:

- Maintain the Troop Library.
- Make the Library available at troop meetings.
- Update the Library as required.
- Perform tasks assigned by the ASPL.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Scout Law.



SPECIFIC RESPONSIBILITIES:

- Show scout spirit
 - Have good attendance (Maximum of two excused absences during term).
 - Wear full uniform to all meetings.
- Meet with the ASPL at least monthly.
- The library should contain at least one copy of all required merit badge books.
- Actively solicit donations to the library.
- Maintain the Librarian's notebook.

REQUIREMENTS OF OFFICE:

- Attend one troop Junior Leader Training (ILST) session prior to election.
- Must be at least First Class Rank prior to taking office.

Scribe

RESPONSIBLE TO: Assistant Senior Patrol Leader

SPECIFIC DUTIES:

- Record attendance for each Troop meeting.
- Record the results of uniform inspections and Troop votes.
- Record election results.
- Attend and take minutes of all Patrol Leaders' Council Meetings.
- Non-voting member of the PLC.
- Perform tasks assigned by the ASPL.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Scout Law.



SPECIFIC RESPONSIBILITIES:

- Show scout spirit
 - Have good attendance (Maximum of two excused absences during term).
 - Wear full uniform to all meetings.
- Meet with the ASPL at least monthly.
- Save the SPL's troop meeting plans.
- Maintain the Troop Advancement Chart.
- Maintain the Scribe's notebook.
- Attend and record notes on the monthly Patrol Leader's Council (PLC) meetings (the Scribe is a non-voting member of the PLC).

REQUIREMENTS OF OFFICE:

- Attend one troop Junior Leader Training (ILST) session prior to election.
- Must be at least First Class Rank prior to taking office.

Instructor

RESPONSIBLE TO: Assistant Senior Patrol Leader

SPECIFIC DUTIES:

- Teaches basic Scouting skills in a troop/team and patrols/squads.
- Schedule/Coordinate Merit Badge Counselor(s) for troop/scout instruction.
- Lives by the Scout Oath and Law.
- Perform tasks assigned by the ASPL.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Scout Law.



SPECIFIC RESPONSIBILITIES:

- Show scout spirit
 - Have good attendance (Maximum of two excused absences during term).
 - Wear full uniform to all meetings.
- Meet with the ASPL at least monthly.

REQUIREMENTS OF OFFICE:

- Attend one troop Junior Leader Training (ILST) session prior to election.
- Must be at least First Class Rank prior to taking office.

Quartermaster

RESPONSIBLE TO: Assistant Senior Patrol Leader

SPECIFIC DUTIES:

- Maintain the Troop Equipment Inventory.
- Coordinate the purchasing of new equipment.
- Collect and inventory all patrol equipment prior to the end of each patrol leader's term.
- Inventory patrol equipment and obtain signed receipts from patrol leader's whenever they take or change office.
- Perform tasks assigned by the ASPL.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Scout Law.



SPECIFIC RESPONSIBILITIES:

- Show scout spirit
 - Have good attendance (Maximum of two excused absences during term).
 - Wear full uniform to all meetings.
- Meet with the ASPL at least monthly.
- Perform a troop inventory with the incoming Quartermaster at the end of the term of office.
- Collect all patrol equipment at the end of the patrol leader's term.
- Sign out equipment to new PLs.
- Maintain the Quartermaster's notebook.

REQUIREMENTS OF OFFICE:

- Attend one troop Junior Leader Training (ILST) session prior to taking office.
- Must be at least First Class Rank prior to taking office.

Bugler

RESPONSIBLE TO: Assistant Senior Patrol Leader

SPECIFIC DUTIES:

- Be prepared to play the bugle at all flag ceremonies especially at summer camp and courts of honor.
- Bring bugle to troop meetings and campouts.
- Perform tasks assigned by the ASPL.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Scout Law.



SPECIFIC RESPONSIBILITIES:

- Show scout spirit
 - Have good attendance (Maximum of two excused absences during term).
 - Wear full uniform to all meetings.
- Meet with the ASPL at least monthly.
- Play bugle at meetings, campouts, and courts of honor as requested by the Senior Patrol Leader.
- Create or maintain the Bugler's Song notebook.

REQUIREMENTS OF OFFICE:

- Attend one troop Junior Leader Training (ILST) session prior to taking the position.
- Must be at least First Class Rank prior to taking office.

Chaplain's Aide

RESPONSIBLE TO: Assistant Senior Patrol Leader

SPECIFIC DUTIES:

- Assists the troop or team chaplain with religious services at troop/team activities.
- Encourages troop/team members to strengthen their own relationships with God through personal prayer and devotion and participation in religious activities appropriate to their faith.
- Tells Scouts about the Religious Emblems program for their faith at least once a year.
- Helps recognize troop/team members who receive their religious emblems, (such as at a court of honor).
- Makes sure religious holidays are considered during the troop/team program planning process.
- Helps plan for religious observance in troop/team activities.
- Encourages saying grace at meals while camping or at other activities
- Helps promote annual Scout Sunday or Scout Sabbath. Lives by the Scout Oath and Law.
- Perform tasks assigned by the ASPL.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Scout Law.



SPECIFIC RESPONSIBILITIES:

- Show scout spirit
 - Have good attendance (Maximum of two excused absences during term).
 - Wear full uniform to all meetings.
- Meet with the ASPL at least monthly.

REQUIREMENTS OF OFFICE:

- Attend one troop Junior Leader Training (ILST) session prior to election.
- Must be at least First Class Rank prior to taking office.

Den Chief

RESPONSIBLE TO: Den Leader and Assistant Senior Patrol Leader



SPECIFIC DUTIES:

- Help Cub Scouts to advance through Cub Scout ranks.
- Assist with activities in the den meetings.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Scout Law.

SPECIFIC RESPONSIBILITIES:

- Show scout spirit
 - Have good attendance (Maximum of two excused absences during term).
 - Wear full uniform to all meetings.
- Know the purposes of Cub Scouting.
- Meet with adult members of the den and pack as required.
- Encourage Cub Scouts to join a Scouts BSA troop upon graduation.
- Help at weekly den meetings and monthly pack meetings.

REQUIREMENTS OF OFFICE:

- Attend Den Leader Training and
- Junior Leader Training (ILST) session prior to taking the position.
- Should be at least First Class Rank or hold the Arrow of Light prior to taking office.

Venture Patrol Leader

RESPONSIBLE TO: Senior Patrol Leader

SPECIFIC DUTIES:

- Plan and lead Venture Patrol meetings and activities.
- Work with the SPL, ASMs, and Scoutmaster to organize high adventure treks.
- Keep patrol members informed.
- Assign patrol members jobs and help them succeed.
- Represent the Venture Patrol at the Patrol Leader's Council Meetings.
- Develop Patrol spirit.
- Help the patrol members to advance.
- Work with the troop leaders to make the Venture patrol run well.
- Prepare the patrol to take part in troop activities.
- Know what patrol members and other leaders can do.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Scout Law.

SPECIFIC RESPONSIBILITIES:

- Show scout spirit
- Have good attendance (Maximum of two excused absences during term).
 - Wear full uniform to all meetings.
 - Call and hold regular Venture patrol meetings (About one per month is recommended).
- Plan and conduct at least one Venture patrol outing each four months.
- Maintain crew discipline.

REQUIREMENTS OF OFFICE:

- Attend troop Junior Leader Training (ILST) prior to election.
- Must be at least 14 years of age prior taking office.
- Held the office of Patrol Leader (PL) for one term.
- Must be at least First Class Rank prior to taking office.

Order of the Arrow Troop Representative

RESPONSIBLE TO: Assistant Senior Patrol Leader

SPECIFIC DUTIES:

- Represent the troop at monthly OA chapter meetings.
- Represent OA at the weekly troop meetings.
- Promote the OA within the troop urging troop members to take part in resident camping
 - and encourage older scouts to seek out opportunities for high adventure.
- Assist with leadership skills training within the troop.
- Support fellow Arrowmen undertaking unit leadership roles.
- Set a good example.
- Wear the uniform correctly including OA sash and lodge patch.
- Live by the Scout Oath and Scout Law.

SPECIFIC RESPONSIBILITIES:

- Show scout spirit
 - Have good attendance (Maximum of two excused absences during term).
 - Wear full uniform to all meetings.
- Assist new Arrowmen with OA attendance and advancement.
- Teach or assist in teaching basic Scout skills.
- Take part in the OA service projects.
- Attend patrol leader council (PLC) meetings (the OA Rep is a non-voting member of the PLC).
- Maintain the OA Rep's notebook.

REQUIREMENTS OF OFFICE:

- Attend one troop Junior Leader Training (ILST) session prior to taking the position.
- Must be at least First Class and will generally be at least Star rank.
- Appointed by the Senior Patrol Leader with approval of the Scoutmaster or OA Advisor
- Must have held the position of Patrol Leader for at least one term.
- Must have attended the Ordeal. Brotherhood rank is preferred.
- Must be a member in good standing with local OA Chapter.

Troop Guide

RESPONSIBLE TO: Assistant Scoutmaster assigned to the new scout patrol



SPECIFIC DUTIES:

- Introduce new Scouts to troop operations.
- Assist the New Scout Patrol leaders.
- Guide new Scouts through early Scouting activities.
- Shield new Scouts from harassment by older Scouts. The troop guide is a big sibling of each new Scout.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Scout Law.

SPECIFIC RESPONSIBILITIES:

- Show scout spirit
 - Have good attendance (Maximum of two excused absences during term).
 - Wear full uniform to all meetings.
- Assist new Scouts with rank advancement.
- Teach basic Scout skills and help the assistant Scoutmaster assigned to the new Scout patrol with training.
- Take part in the patrol activities of the new Scout patrol.
- Attend campouts where the new Scout patrol is present.
- Coach the patrol leader of the new Scout patrol on his duties.
- Attend patrol leader council (PLC) meetings with the patrol leader of the new scout patrol.
- Maintain the Troop Guide's notebook.

REQUIREMENTS OF OFFICE:

- Attend one troop Junior Leader Training (ILST) session prior to taking the position.
- Attend Advanced JLT.
- Must be at least Star Rank and will generally be at least Life Rank.
- Appointed by the Scoutmaster.
- Must have held the position of Patrol Leader for at least one term.

Leadership Nomination Form

Name: _____ age: _____ rank: _____

Election procedures: Elections are three times a year. We use a secret ballot. See page 2 for a brief description of each job. Be sure to read the full job description before deciding the position you wish to hold. The full job description can be found on our website or you can get a copy from the Scoutmaster. Elections will be held in this order:

1. Senior Patrol Leader	4. Troop Guide	7. Instructor/Cheerleader	10. Historian
2. Patrol Leader	5. Scribe	8. Chaplain Aide	11. Webmaster
3. Assistant Patrol Leader	6. Quartermaster	9. Librarian	12. Bugler

These positions are appointed by the Scoutmaster with consultation with the SPL: OA Representative, Den Chief, Leave No Trace Trainer, Junior Assistant Scoutmaster

Positions you are being nominated to:

List **only** the positions you are willing to hold if elected. You may list more than one position. You may hold only one Troop wide position. Once you are elected to a position, your name will be removed from all subsequent ballots. If you list SPL, name your 2 ASPLs.

Select the position you would most like to hold. Give your reasons why you want this position and why you think you will do a good job. You may **not** be elected to this position. You may be elected to another position.

Scout's Agreement: I read the full job descriptions and will fulfill the responsibilities of the Leadership position if elected.

Signed: _____ date: _____

Parent's Support Agreement: I agree with the commitment my scout is making. I realize that, if they are elected, their presence is necessary for the smooth functioning of the troop.

Signed: _____ date: _____

Return this form to the Scoutmaster one week before elections.

Troop Positions

All elected leaders are expected to be active in our Troop, set a good example in behavior, attend Troop meetings and wear our uniform properly. SPL, ASPL, Scribe, Patrol Leaders and Troop Guides must attend the PLC. Leaders who cannot do their job must find another Scout to do the job.

1. **SPL:** The Senior Patrol Leader is in charge of troop meetings. They chair meetings of the Patrol Leaders' Council. The PLC plans troop activities and programs. The Senior Patrol Leader's job is to see that the troop runs in an orderly and timely manner. Requirements: 14 years old or older and Star rank or higher.

Assistant Senior Patrol Leader: The ASPL helps the senior patrol leader lead meetings and activities. They run the troop in the absence of the SPL. They help train and supervise the troop scribe, quartermaster, instructors, librarian, historian and chaplain aide. Requirements: 14 years old or older and Star rank or higher.

2. **Patrol Leader:** The Patrol Leader is the elected leader of his patrol. They represent their patrol at the Patrol Leader's Council. They plan and lead patrol meetings, help members of their patrol advance and keep patrol members informed about Troop activities.
3. **Assistant Patrol Leader:** The APL assists the Patrol Leader in all of his jobs. If the Patrol Leader is absent, the APL serves in the Patrol Leader's place.
4. **Troop Guide:** The Troop Guide is a "mentor" to the new Scouts. He helps the new Scouts earn First Class. He works with the new Scouts providing direction, coaching, and support. Requirements: 1st Class rank or higher.
5. **Scribe:** The Scribe is the troop's secretary. He attends the Patrol Leaders' Council and keeps notes of the discussions. He is not a voting member of the PLC. During Troop meetings he records attendance and dues payments.
6. **Quartermaster:** The Quartermaster is responsible for Troop supplies and equipment. He keeps a current inventory of troop equipment and makes sure it is in good condition. He works with Patrol QMs as they check out and return equipment. He reports to the Patrol Leaders' Council on equipment needing replacement or repair. He works closely with a member of the Troop Committee.
7. **Instructor:** The Instructor should be good in both Scouting skills and in the ability to teach others. The Cheermaster organizes games and campfires. Requirements: 1st Class rank or higher.

8. **Chaplin Aide:** The Chaplain Aide assists the troop in religious services. He says grace at meals. He plans and leads Scouts Own service on campouts. He promotes the religious emblems program.
9. **Librarian:** The Troop Librarian oversees the care and use of Troop books, pamphlets and magazines. He keeps a current Merit Badge counselor list. Scouts check out and return Troop material from the Librarian. The Librarian keeps records to ensure everything is returned. He suggests new material and reports the need to repair or replace material.
10. **Historian:** The Historian collects and preserves troop photographs, news stories, trophies, flags, scrapbooks, awards and other memorabilia. He is responsible to publish the Troop newsletter.
11. **Troop Webmaster:** is responsible for maintaining the troop's website. He should make sure information posted on the website is correct and up to date and members' and leaders' privacy is protected. A member of the troop committee will assist him with his work.
12. **Bugler:** plays the bugle (or a similar interest) to mark key moments during the day on troop outings, such as reveille and lights out. He must know the required bugle calls. This cannot count toward Eagle rank leadership credits (it does count for other rank advancement leadership credits).

The Scoutmaster appoints these Leaders:

- **OA Representative:** Must be an active OA member. He keeps the Troop informed about OA activities and encourages Troop members to participate in OA.
- **Leave No Trace Trainer:** Specializes in teaching Leave No Trace principles and ensures the Troop follows these principles. He must have completed Leave No Trace training.
- **Den Chief:** Works with Cubs, Webelos and Den Leaders in the Cub Scout Pack. He must attend Den Chief training. He helps Cub Scouts advance in rank and encourages Cub Scouts to join a Boy Scout troop.
- **Junior Assistant Scoutmaster:** Functions as an Assistant Scoutmaster. Performs duties as assigned by the Scoutmaster.

APPENDIX E – TROOP 709 PERMISSION SLIP

My scout _____ has my permission to attend the outing to: _____

Current medications, medical notes, or allergies that leaders need to be aware of:

Emergency contact name _____ Telephone number _____

_____ Date

_____ Parent / Guardian

_____ (Initial): I have a current driver license and automobile insurance

_____ (Check all that apply): Drive _____ to _____ from _____ both ways _____ plan to stay

AUTHORIZATION OF CONSENT FOR TREATMENT OF MINOR

I (We), the undersigned, parent(s) of _____, a minor, do hereby authorize any registered adult leader(s) of the Boy Scouts of America as agent(s) for the undersigned to consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by, and is to be rendered under the general or special supervision of any physician and surgeon licensed under the provisions of the Medical Practice Act on the medical staff of the nearest hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital.

It is understood that this authorization is given in advance of any specific diagnosis, treatment, or hospital care being required but is given to provide authority and power on the part of our aforesaid agent(s) to give specific consent to any and all such diagnosis, treatment or hospital care which the aforementioned physician in the exercise of his/her best judgment may deem advisable.

This authorization is given pursuant to the provisions of Section 25.8 of the Civil Code of California.

This authorization shall remain in effect so long as my (our) son is a registered Boy Scout unless sooner revoked in writing delivered to said agent(s).

Father: _____ Date _____

Mother: _____ Date _____

Legal Guardian; _____ Date: _____

Special Notes:

_____ Dues
_____ Medical

This permission slip is due on _____

TROOP 709 CODE OF CONDUCT

To support our core objectives, we have a Code of Conduct that we expect every member to practice. While it is up to both the youth and adult leadership of our troop to enforce this Code, it is also incumbent on every parent of a scout in Troop 709 to support the rules and reinforce them with their Scout. By following the Code of Conduct, we promote a spirit of cohesiveness and create a safe and supportive environment in which the Scouts can learn, grow, and have fun.

The Basics:

1. We support and follow the Youth Protection Guidelines of the BSA. All adults involved with troop activities including attending camping functions with your child are required to complete the online BSA Youth Protection Training found at www.scouting.org once every two years.
2. No fighting, threatening, hazing, or bullying. We do not tolerate these behaviors. Youth and adult leaders are always available to mediate differences. Scouts engaging in these disruptive behaviors may be suspended from future activities and possible separation from the Troop as determined by the Scoutmaster and Committee Chair.
3. No cursing or using foul language, hand signals, or any other form of inappropriate communication.
4. No smoking, vaping (i.e. electronic cigarettes), drinking of alcohol, or taking illegal or illicit substances by youth and adults alike at or near any Troop event.
5. We encourage parents to work with their Scouts on practicing and reinforcing behaviors in line with Scouting principles as set forth in the Scout Oath & Scout Law. This includes treating their fellow Scouts and adult leaders with the respect that results from living the Scout Oath and Law.
6. Safety during troop functions including but not limited to meetings, camping experiences, and service projects is of utmost priority. Scouts are expected to follow directions. Scouts who are unwilling to follow directions may face disciplinary actions ranging from suspension to possible separation from the Troop as determined by the Scoutmaster and Committee Chair.
7. Our sponsoring entity for Troop 709 is the United Methodist Church of Vista. We have enjoyed a long, excellent relationship with our sponsoring entity. All youths and adults are expected to practice respectful behaviors while on church property.
8. We encourage communication regarding any challenges a youth member may be facing that may contribute to behavioral or attitude issues within the Troop. Our leadership is dedicated to supporting Scouts and positive development especially when a Scout is faced with stressful life challenges.
9. Troop 709 follows BSA standards regarding 2-deep Scouting Trained leadership. At least 2 adult leaders must be present during any discussions with a Scout including counseling sessions, Scoutmaster Conferences, Boards of Review, etcetera. For outings away from UMCV, we will work toward a 1 adult to 8 scout ratio (at least two adults always required). The Scoutmaster reserves the right to cancel any activity where there is not enough adult support to fulfill this ratio.
10. Adult participation is highly encouraged. There are many opportunities for adults to support their children in Troop 709 such as Committee membership, merit badge counseling, drivers on camping trips, organizers for scouting activities, etcetera. The San Diego-Imperial Council offers many training opportunities for adult participants.
11. Transportation for Scouting activities is strictly controlled for safety purposes. All drivers must be a licensed driver over the age of 18, be registered with BSA, and must carry at least the minimum insurance coverage required by the State in which the vehicle is licensed. Parents in Troop 709 who wish to transport their children to Scouting activities must provide driver information to the Membership Committee Chairperson prior to the activity. All laws must be followed in strict accordance. No cell phones may be used by a driver while operating a vehicle during Scouting activities. YPT certification is required for all adults on all trips.

12. Troop 709 supports BSA's Diversity, Equity and Inclusion Statement (The Boy Scouts of America promotes a culture where each youth, volunteer, and employee feels a sense of belonging and builds communities where every person feels respected and valued. Leading by example and encouraging each other to live by the values expressed by the Scout Oath and Scout Law, we welcome families of all backgrounds to help prepare young people to serve as successful members and leaders of our nation's increasingly diverse communities). Any statements or actions which are in opposition to this Statement will not be tolerated.

Any violation of this Code of Conduct may result in appropriate disciplinary actions (including dismissal from Troop activities) by Troop Leadership.

Scout Signature

Date

Parent Signature

Date