

Troop 76 Handbook  
Revised Spring 2003

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**TROOP 76 BSA**  
**RIDGEFIELD, CONNECTICUT**  
**TROOP HANDBOOK**

**Revised Spring 2003**

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## INTRODUCTION

Welcome to Troop 76. We have prepared this booklet to help Scouts and Scout Families understand how this Troop operates. Nothing presented herein is intended to conflict with the policies and practices of the Connecticut Yankee Council or the Boy Scouts of America. This booklet is not intended to replace any official publications of the Boy Scouts of America.

Scouts should refer to the current edition of the *Boy Scout Handbook* for a thorough explanation of all rank and advancement requirements. Additional guidance is available from the Scoutmaster Handbook, Guide to Safe Scouting, BSA Insignia Guide, and current versions of the various Merit Badge Booklets, among other official BSA publications.

The safety and security of your sons is vitally important to us. This Troop strives to operate its active outdoor program in a safe and conscientious manner. The assistance and support of all Parents is important to us. We invite comments and questions concerning this Handbook and any Troop operation.

In general, the Troop website, found at <http://www.troop76.org>, offers a wealth of information intended to supplement and expand upon the information in this Handbook. It also provides changing information like the Troop Calendar, forms, *etc.* A strong effort is invested in keeping it as current as possible.

### **Mission of the Boy Scouts of America**

The mission of the Boy Scouts of America is to serve others by helping to instill values in young people in other ways, to prepare them to make ethical choices during their lifetime in achieving their full potential. The values we strive to instill are based on those found in the Scout Oath and Scout Law.

### **Goals of Troop 76**

Troop 76 is dedicated to providing a safe and fun program of service to others, leadership development, and outdoor high adventure to its youth members, based on the values contained in the Scout Oath and Scout Law. Using the Patrol Method of organization, the Troop is “boy run”, with Adult Scouters serving as coaches and advisors.

# SCOUT UNIFORM

The scout uniform is an important part of scouting. It signifies who we are as an organization, and what each of our roles is within the Troop. For this reason, the Troop requires that each boy have a full uniform and wear it correctly. If a family cannot afford a uniform, scholarships are available from the Troop Committee. Speak with the Scoutmaster or Committee Chairman.

Additionally, the Troop maintains a Uniform Recycling Program, where we make used uniforms available to any Scout family. As your son outgrows his uniform parts, if they're in reasonably good shape (as they often are), we ask that you turn the parts into the Scoutmaster at any Troop meeting, for recycling.

## Standard Class A Uniform

The Class A Uniform is worn at all meetings, events and when the Troop travels. It includes:

- Scout Uniform pants or shorts and scout belt (web or leather).
- Short or long sleeve tan scout shirt with "76" numerals, US flag, council patch, and red shoulder loops. New scouts are given an initial set of numerals by the Troop; often at their Webelo Crossing Over ceremony, if they came up through the Cub Scout program. Rank patches go on the left pocket. More details on patch placement are found via Patch Placement Guide link on the Troop's website at <http://www.troop76.org/scoutlinks.htm>.
- Scout socks (regular or knee socks) – required with scout shorts, otherwise optional.
- Troop 76 neckerchief with slide or BSA approved bolo. All Scouts and Scouters are given a Troop 76 neckerchief and slide upon joining the Troop, either at their first Troop meeting or at their Webelo Crossing Over ceremony. Replacement neckerchiefs can be purchased from the Troop for \$10.00.
- If a hat is worn, any BSA ball cap.

## Dress Class A Uniform

The "Dress" Class A uniform is mandatory for all Scoutmaster Conferences, Boards of Review, and Courts of Honor. The Troop Committee requires that each Scout appear before the Board of Review in a clean Dress Class A Uniform. If not in proper uniform, he will be denied the opportunity to sit before the Board. The Full Class A uniform includes all of the Class A uniform items listed above, plus:

- Merit Badge sash (when more than six Merit Badges have been earned).
- If a hat is worn, only the official BSA Uniform hat is allowed; hats from Summer Camp are not allowed.
- Troop 76 neckerchief with slide. BSA bolos are not allowed.

## CAMPING SUPPLIES AND SOURCES

When outfitting a new Scout, you are faced with buying a lot of equipment within a short period of time. Shop around and buy wisely. Additionally, postpone equipment purchases until your son demonstrates to you that he is committed to Scouting – not all boys that join the Scouts stay in Scouts. Consider renting or borrowing equipment. Here are a few suggestions:

- A backpack is not needed until the program indicates that we will be backpacking. An old duffel bag or sports bag will work fine until then.
- A daypack will likely be needed for many trips, including day hikes, camporees, Klondike Derby, *etc.* It should be big enough to carry a lunch bag, water bottle, *Scout Handbook*, jacket, and gloves, for example. A “book bag” may be adequate, but remember, it will likely get dirty, wet, and beaten up. Often a good use for “last years” book bag.
- The Troop will supply all of the tents and tarps for camping. We recommend that you **not** buy your son a tent. He will **not** be able to use it on any Troop outing.
- Acquire equipment slowly, as needed. Scout equipment makes great gifts.
- We camp 12 months a year. Make sure equipment is good for all seasons.
- Talk with the older Scouts and adults about what equipment they have found to be the best. Try to avoid buying “gadgets” with minimal benefits.
- The old saying, “Buy Quality once, Cheap twice,” truly applies to equipment purchases. Try to buy good quality equipment, it lasts longer. You may buy items again if at first you get the low cost, low feature items.

### Required Items for Beginners

- Mess Kit** ..... Small pot, frying pan, bowl, and cup. The BSA mess kit is fine, but too heavy for backpacking, and the metal will get too hot to handle from hot foods. Lexan kits are light and durable. Make sure that the cup has a handle for hot liquids. Some experienced campers prefer the Sierra cup.
- Utensils** ..... Knife, fork, and spoon (stainless steel or Lexan). Do not bring plastic picnic utensils; bring utensils that can take rough treatment.
- Canteen** ..... Get the cheapest plastic you can find. Old one liter bottled water containers work well. Do not buy metal canteens, as they bend and are too heavy for hiking or backpacking.
- Sleeping Bag** ..... Know your needs before you buy. Understand the temperature rating of the bag. Down bags are expensive and do not insulate when wet (Fact: it rains on 50% of all Boy Scout camping trips). Synthetic bags are much better. You will also need a stuff sack. Roll the bag and wrap it in a strong, large plastic bag (leaf bag) and then stuff into the sack. It's no fun sleeping in a wet bag. Also, when a bag comes back from a wet outing, be sure to air and dry it out completely.
- Sleeping Pad** ..... A pad is used to insulate the camper and sleeping bag from the earth. It is not used for comfort. More body heat is lost to the earth than to the air. A lightweight foam pad will work. Pack it in a plastic bag to keep it dry.
- Rain Gear** ..... Whole Earth, Chambers, Campmor and other online/catalog suppliers have nylon suits that stuff into small bags. They are lightweight, cover well in

driving rainstorms, and will be less likely to overheat than plastic suits, and they are not too costly. Avoid a poncho; it won't keep a scout dry if it is even modestly windy.

**Knife**.....Swiss Army knives are in vogue. Do not buy one with too many gadgets. They add just weight. A can opener is the most useful item after the knife blade. An official BSA knife is always acceptable. Tie a colored cord around the knife to distinguish it as yours and help you to find it when you drop it. ***BSA does not allow sheath knives.***

**Flashlight**.....It should be waterproof and sturdy, as it will be dropped (many times). Make sure you have and carry spare bulbs and batteries.

**Compass**.....A low cost but reliable compass (\$7-15) is essential for every Scout. Tie a colored cord around the compass to distinguish it as yours and help you to find it when you drop it.

**First Aid Kit**.....The *Scout Handbook* lists the essential parts of a personal first aid kit. It should be brought on each trip.

**Hiking Boots** .....WELL BROKEN IN, waterproof shoes or boots. It's no fun breaking in boots on a ten-mile hike. High tops or hiking boots offer the best ankle support.

**Socks** .....Socks are one of the most overlooked items on camp-outs (sometimes forgotten altogether). Polypropylene sock liners are a must for long hikes or cold weather camping. The liner "wicks" sweat away from the foot greatly reducing risks of problems from blisters or frostbite. Make sure that enough socks are packed for a trip, plus extras. Cotton socks cause frozen feet in winter and blisters in summer. Stay away from Cotton socks!

**Camp Stool**.....This optional item quickly becomes a necessity. Check Wal-Mart, Sports Authority, Walmart, Costco, *etc.*, for the best price.

Please **label every item that a Scout owns**, with either the Scout's last name, or initials. It will make lost items easier to return, and allow a Scout to "find" his pack, sleeping bag, flashlight, mess kit, *etc.* during a camping trip, before the items become lost.

### **Backpacking/Hiking Gear**

Internal frame packs are currently popular, but it has been our experience that external frame packs are better suited for our trips. Ask other Scouts and Scouters for their opinions and have your son try on other Scout's packs. A good outdoors retailer like Eastern Mountain Sports can be very helpful in selecting and properly adjusting a pack and the Internet delivers up a wealth of information and advice on all manner of camping gear.

**Beginners**.....The pack should fit the Scout NOW. Buying one to "grow into" will result in VERY uncomfortable hiking. Good youth packs include the Coleman Peak I compact frame pack, BSA pack, and Kelty youth pack. The hip belt should fit snugly. You can get the hip belt modified at an upholstery shop if it is too big. Our experience has shown that they fit the younger Scouts for a number of years. It will also hold more than they need to carry. Generally, you can carry 20% of your body weight comfortably and safely in a properly fitted and packed backpack.

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**Old Timers**.....Know your needs before you buy and research the options. You can spend a lot of money without getting a lot of use or benefit. Good fit is the most important part of any purchase.

**Pack Cover**.....It covers the backpack when hiking and will help keep the contents dry and the pack light. A plastic lawn/leaf bag is a great, low cost alternative.

### Cold Weather Gear

Socks and underwear are the key items here. Remember the backpacker's axiom "***Cotton Kills!***" Synthetic fibers and wool blends retain insulating properties even when wet. Cotton will not! You can wear cotton when sleeping if it is clean and dry.

**Socks** .....Polypropylene liners with 100% wool or other synthetic. Bring one pair for each day, plus one extra pair. Also bring a box of foot powder to help dry and cool your feet.

**Clothing**.....Layering is the key here, *dress like an onion!* Bring clothing that can be layered to provide warmth in changing weather. The outer shell should be wind proof and waterproof. And remember gloves (at least two sets since one pair will often get wet.) Long underwear or sweats are great to sleep in provided they are clean and dry. Bring a set to sleep in, plus a set to wear during the day. Sweat lowers the insulating properties of clothes.

### Unnecessary Equipment

**Tents**.....The Troop will supply all tents and ground cloths. That is our policy. **A Scout may NOT bring a personal tent.**

**Stoves, pots, and pans.** The Troop provides all Patrol-level cooking equipment.

### Equipment Specifically Not Allowed on Troop Outings

- Liquid fuel equipment (stoves, lighters, lanterns, *etc.*)
  - The Troop uses propane stoves and propane lanterns whenever possible.
- Sheath Knives, *i.e.*, knives than cannot be closed)
- Hatchets (hand axes).
- Electronic games, toys, and computers.

### Electronic Equipment

Scouts must **NOT** bring radios, televisions, tape players, compact disc players, cellular telephones, electronic games, or computers on any Troop activity. These detract from the program, and might become lost, damaged, or stolen during the activity. ***Please leave these possessions at home.***

## **Suggested Suppliers and Sources**

Boy Scouts of America catalogue	800-323-0732	
BSA Council Store	203-847-2445	
Connecticut Yankee Council, 362 Main Street, Norwalk		
L.L. Bean	800-221-4221	www.llbean.com
Campmor	800-236-7667	www.campmor.com
REI	800-426-4840	www.rei.com
Cabela's	800-237-4444	www.cabelas.com
Eastern Mountain Sports (EMS)	888-463-6367	www.emsonline.com
Danbury Mall		
Eddie Bauer	800-441-5713	www.eddiebauer.com
Stamford Town Center Mall		
Sports Authority	888-801-9164	www.sportsauthority.com
Danbury Mall area		
Early Winters	877-718-7902	www.earlywinters.com
Outdoor Sports Center	203-762-8797	
Route 7, Wilton		

Checkout the Troop 76 Website at <http://www.troop76.org/otherlinks.htm> for links to a variety of online equipment sellers with whom scouts have reported good experiences.

A number of the suppliers listed above (including EMS and Wilton Outdoor Sports Center) rent equipment for the weekend. Equipment needed on a temporary basis (like a minus twenty-degree sleeping bag for a deep winter camping trip) might be better rented than purchased. Also, renting allows the Scout to "try before you buy."

When the Troop purchases supplies from Campmor, we receive a 10% discount and do not pay sales tax. From time to time, the Troop organizes a Troop-wide mail order from Campmor thus allowing families to "tag onto" the Troop order with the accompanying savings. Similarly a field trip to the Campmor retail store (Route 17 North, just north of Paramus, NJ) is sometimes put together. With the Troop sponsorship, the same discounts are also available at the retail store.

Additionally, Eastern Mountain Sports in Danbury usually sponsors a "Club Day" in the fall and spring, offering 20% discounts. The Troop often obtains coupons extending the Club Day discount for a week or two. Call EMS to get the exact dates.

## **Equipment List for Camping**

A Troop equipment list will be prepared by the Assistant Scoutmaster in charge of any camping trip. It is generally made available at the Troop meeting before the camping trip, but it is the Scout's responsibility to pick up a copy. A copy of the "generic" list is attached. Equipment required for each respective trip will be "checked" on the list.



The Official  
**Troop 76 Equipment List**

Event: \_\_\_\_\_

**Clothing**

- Class "A" Uniform
- Class "B" Uniform
- Winter Parka
- Warm Jacket
- Light Jacket or Windbreaker
- Sweater or Sweatshirt
- Extra Pants, Shirt, Socks and Underwear
- Long Underwear
- Snow or Ski Pants
- Wool Socks
- Sock liners
- Gloves or Mittens
- Shorts
- Hat, Scout
- Hat, Wool
- Rain Gear or Poncho
- Boots, Winter
- Boots, Hiking
- Sneakers
- Bathing Suit

**Equipment**

- Backpack or Large Duffel Bag
- Sleeping Bag (Season)
- Sleeping Pad
- Blanket
- Mess Kit
- Eating Utensils
- Flashlight
- Extra Bulb and Batteries
- Pocket Knife & Totin' Chip Card
- 1-Quart Water Bottle or Canteen (filled with water)
- Map(s)
- Compass
- Matches
- Firestarter
- Kindling
- First Aid Kit
- Whistle
- Rope
- Repair Bag
- Bear Bag
- Day Pack
- BSA Handbook
- BSA Fieldbook
- Merit Badge Book(s)

**Personal**

- PERMISSION SLIP
- HEALTH FORM
- Soap
- Shampoo
- Toothbrush
- Toothpaste
- Metal Mirror
- Comb or hairbrush
- Toilet paper (10 pcs.)
- Plastic Trash Bags (2)
- Small Towel
- Bandanna
- Sierra Cup
- Insect Repellant
- Coins (for Emergency)
- Emergency Medical Information
- Prescription Medication (give to adult leader)
- Sunglasses
- Sunscreen
- Snacks

**Optional**

- Hiking Staff
- Camera & Film
- Fishing Rod & Tackle
- Hand Warmers
- Money (\$\_\_\_\_\_)

**DO NOT BRING** (will be confiscated and returned to a parent)

- Electronic Devices (GameBoy, Radio, CD or tape player, Laptop Computer, Television, etc.)
- Water Guns (Pistol, Pump-action, etc.)
- Sheath Knives (any fixed-blade knife, Bowie, etc.)

# TROOP CAMP-OUT PROCEDURES AND GUIDELINES

## Necessary Paperwork for Camping

As in all things, the fun doesn't start until the paperwork is complete. This applies to the Boy Scouts as well. *A Scout (or adult Scouter) will not be allowed to participate in any activity unless the following appropriate forms have been supplied.*

### Health Forms<sup>1</sup>

- The **CONSENT TO TREAT** form needs to be completed for Scouts and Scouters when joining and when registering in September each year.
- The **CLASS 1** form is needed for the Troop for all activities and is valid for one year.
- The **CLASS 2** form is for Scouts going to Summer Camp and requires a doctor's exam. This form is good for three years (not including out-of-state camps).
- The **CLASS 3** form is required for each High Adventure Scout, and requires a doctor's exam. This form is also required for adult Scouters going on a long-term camp-out.

### Parental Permission

The TROOP 76 PARENTAL PERMISSION form is required before each activity. This form must have the parent's signature and contact information. If parents will not be home during the activity, the form must be completed so as to provide an address and phone number of a responsible individual that can be reached in an emergency. The forms are distributed at the Troop meeting immediately prior to any activity needing such permission and it's the Scout's responsibility to get a copy and insure it is properly completed and turned in on time. The signed copies must be turned in before departure on any trip.

### Registration and Automobile Insurance

These forms must be completed annually by each driver so that they are covered by the Boy Scout liability insurance policy when driving Scouts to and from events.

## Equipment

The Troop Quartermaster issues gear to each Patrol Quartermaster for camp-outs.

- This gear is checked out before each camp-out from the Quartermaster Room.
- Gear is to be ***cleaned*** after each camp-out, and properly maintained.
  - Stoves, cooking utensils, pots and pans are to be properly cleaned at home and returned at the next Troop meeting after each camp-out.
  - Tents and ground cloths must be air dried and cleaned then repacked in their tent bag for return at the next Troop meeting. Any damage and/or missing items must be reported to the Troop Quartermaster as soon as possible so that the problem can be addressed before the item is needed again.

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<sup>1</sup> The section on health forms is being reviewed for new regulations. Check with the Scoutmaster.

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- Broken mantels and glass globes for lanterns should also be reported to the Troop Quartermaster as soon as they are noticed so replacements can be organized.
- Equipment repairs and replacements are made by the Troop as needed and are paid for out of Troop resources.

### Food

- Each Patrol Leader is responsible for preparing a budget for campout meals. Each Patrol Grubmaster purchases the Patrol's food. Scouts are rotated in this position, as decided by the Patrol Leader.
- **Each Scout must pay the Patrol Grubmaster for food no later than the Troop meeting prior to the camp-out, based on the number of meals (priced below). Once the food is purchased, money cannot be refunded if a Scout cancels. Typical cost guidelines are:**

Breakfast	\$2.00/scout	Lunch	\$3.00/scout
Dinner	\$5.00/scout	Cracker Barrel	\$1.50/scout

- A Scout is responsible for snacks and food purchased while traveling to and from camp.
- Additional supplies are paid for by the Patrol and all Scouts share the expense.
- Often, a campout will include a requirement for a sack lunch, for example, if Saturday's activities includes a hike. This will be clearly indicated on the equipment list and/or permission slip or information packet for an activity. Thus, it's important that the Scout take the time to read the materials provided about any activity in which he will participate.
- It is **very** important that the Troop Leadership (Scoutmaster, Assistant Scoutmasters and Patrol Leaders) be made aware of any special, health-related dietary considerations for a Scout.

### Tents

Scouts will normally sleep two to three boys per Troop tent. Patrol leaders will assign tent mates. Scouts are not allowed to sleep alone (one boy to a tent). **BSA regulations prohibit a Scout and an adult Scouter from sleeping in the same tent.** Personal tents are not permitted on Troop campouts, except for use, on occasion, by adult Scouters. Snack food should never be kept inside a tent (even if inside a pack). Animals can and will crawl into tents looking for food. **Flames from any source are NEVER allowed in tents.**

Tents look their best when they are pitched side by side in a row. Placing tents end to end is not safe. Select a flat area away from any run-off or drainage areas. Remember to ***Look Up*** when placing a tent. Never place your tent where a branch or rock could fall on it.

### Summer Camp

The Troop spends one week at Summer Camp each year. There are a number of BSA- operated camps in the area that are conveniently located for these sessions, including Camp Sequassen in New Hartford CT (north of Waterbury) and Camp Yawgoog, Rockville, Rhode Island. Camps typically run from Saturday to Saturday or Sunday to Sunday, depending on the camp. Space is limited in the camp, and advance sign-ups are mandatory, with total camp fees (2003's Camp Sequassen session costs \$235 per Scout) due early in May. Meals are included in this fee (but snacks are not). Camperships are available from the District Council and/or our own Troop

Committee for families in need of financial support. See the Scoutmaster for information and Campership Applications. Such Camperships are treated as confidential matters.

The emphasis in Summer Camp is fun, merit badges, and fun. Scouts typically sign up for three to six merit badges, and attend daily classes, with evening homework, to complete the badges by week's end. First year Scouts typically focus on basic camping skills, including cooking, wilderness survival, and craft merit badges. Experienced Scouts focus on waterfront and other outdoor badges. If a badge has requirements that cannot be done in the week at camp, Scouts are strongly encouraged to complete those requirements in advance of arrival at camp.

Initial merit badge signups take place in May at a special planning/sign-up session usually held on a Saturday morning. Prior to that sign-up session, descriptive materials are provided to each scout so he can come to the sign-up session having already decided what he wants to do at camp in the way of advancement work. After signing up for something at the planning session, a Scout may still make changes in his merit badge selection with the assistance of the Scoutmaster or Assistant Scoutmaster. Note that it may not be possible to accommodate last minute changes so planning and deciding early is strongly advised.

The Troop generally cannot accommodate late arrivals or early departures of scouts from Summer Camp, for a number of administrative and logistical reasons. However, we do look for parental support during part or all of the camp week and adult involvement for partial weeks is often possible. In all cases, if you have special considerations, please contact the Scoutmaster or an Assistant Scoutmaster for further information. Summer camp is an important part of the Scouting Experience and best efforts will be made to facilitate a Scout's participation.

Many camps also offer an "Eagle Week" camp for Scouts, First Class and above, who are focusing on Eagle required merit badges. Scouts may also attend Summer Camp without the Troop in a provisional troop setting during other weeks, if their personal and family's schedules do not coincide with the Troop plans. See the Scoutmaster or an Assistant Scoutmasters for details.

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### PARENTAL SUPPORT OF THE TROOP

As with any volunteer youth organization, the Troop needs the active support of Parents to be successful. It is often said, that if we have 40 Scouts in the Troop, we have 40 listings on the “job chart.” These functions include Assistant Scoutmasters, merit badge counselors, fundraising committees, advancement committees and Boards of Review, and people to plan Courts of Honor, picnics, trips, *etc.* The list goes on.

When your son joins the Troop, we will ask each family to volunteer for at least one job with the Troop. Also, each year in September, coincident with Troop registration, we will again ask for volunteers. Unless we get 100% support from Parents, we will be unable to provide the quality Scouting programs that our sons deserve.

#### Parents at Campouts

The Troop encourages parents to join us on campouts. Outdoor activities are at the heart of the scouting program and are enjoyable for everyone. There are, however, several duties and responsibilities that must be carried out by Parents that attend our campouts.

#### Sign up in Advance and Participate with the Troop

We ask that Parents intending to visit with the Troop during any part of or for the entire the weekend camping trip sign up in advance. Adult sign-up sheets are posted at Troop meetings. That way, we can plan for sufficient food, tents, and other equipment. Also, if you sign up and have a change in plans, please let the Troop know as soon as possible. Visiting Parents are strongly discouraged from bringing their own food (except for bag lunches and snacks), but should participate in the adult side of the campout program including the meal-related activities and responsibilities. Additionally, the Troop will provide tents for all visiting Parents.

Your son has very specific and assigned responsibilities to his Patrol and the Troop, and he is expected to follow the activity schedule. Accordingly, we request that Parents participate in scheduled Troop activities, along with your Scout(s), and not “go off on your own” with your son, or take him out of camp. This is very disruptive to the Troop and makes the jobs of the Patrol Leaders and adult Scouters much more difficult.

The Troop operates by the “Patrol method”, with Scouts doing most activities with their Patrols. In most instances, the adults also form themselves into a “Patrol” for an activity like a campout. Normally, visiting Parents will be part of the Adult Patrol, and will not be part of a Scout Patrol. Adults will prepare and eat meals together, and the boys will eat their meals together in their Patrols.

#### Drivers

The Troop is often short of drivers to transport Scouts and equipment to and from camping trips. When we do not have sufficient drivers for a trip, the Troop may be forced to cut back the number of Scouts that can attend a particular weekend event, a scenario no one wants. The option of renting vans or buses for weekend transportation is an expensive and logistically difficult alternative, and will be avoided in most circumstances.

The Troop will give as much notice as possible whenever we anticipate a shortage of transportation for a trip. In turn, we expect that the burden of providing cars and drivers will be evenly borne by all Parents over the course of the year. Please step forward when we ask for your assistance. It may mean the difference between a Scout going on a weekend camping trip or staying home.

## Two Deep Leadership

One of the most important aspects of additional Parents at campouts is to maintain “Two Deep Leadership.” Boy Scout policies require at least two adults at every scouting event, at all times. If we have to separate the Troop into smaller groups or if an adult has to leave the campout for any reason, additional Parents will be needed insure the Troop meets this requirement.

**As part of Scouting’s Youth Protection policy, one adult is never allowed to be alone with one Scout and an adult is never allowed to sleep in the same tent as a Scout. This policy applies to all adults who attend campouts.**

## Health and Safety

Another very important reason for having Parents at a campout is to maintain safe scouting. As adult leaders for the Troop, we are bound by detailed rules for safe scouting. While we do not expect a visiting Parent to know all of these rules, we expect the visiting adult to assist. Some of the most common safety rules include:

- No Scout is allowed to leave camp alone and/or without permission.
- No Scout is allowed to “play” with fire. All fires must be contained within the fire ring or cooking areas. Any Scout starting a fire must have a Firem’n Chit Card in his possession.
- **Fires are NEVER allowed in tents** (lighters, lanterns, candles, matches, *etc.*). **NEVER!**
- No Scout is allowed to fight, play with, or throw a knife, axe or saw. Any Scout carrying a knife must have a Tot’n Chip Card in his possession. Axes and saws are not used outside of the Troop established Axe Yard. Hand axes/hatchets are also prohibited.
- Fighting, punching, teasing, hazing are **never** allowed.

If a visiting Parent observes a Scout violating any of these rules, they should bring it to the immediate attention of one of the adult Scout Leaders. If the Parent feels that a Scout is in imminent danger, then they must correct the problem immediately.

It is not the intention of the Troop to have visiting Parents discipline any Scout (including one’s own son). That is the responsibility of the Scoutmaster or one of the Assistant Scoutmasters.

**Smoking is not permitted during any Troop activity, including campouts.** It sets the wrong example for the Scouts. Parents are requested to respect this prohibition. Similarly, alcoholic beverages of any kind are not permitted at any Scouting activity.

Please support the Scoutmaster and Assistant Scoutmasters in the program for the weekend. There is typically an Assistant Scoutmaster in charge of a given activity who will review the weekend program with the attending adults, and will also review any special aspects of Safe Scouting that apply to the weekend’s program. If any Parent has any questions as to what will take place, or the Parent’s part in the weekend program, do not hesitate to ask.

## Fun, Fun, Fun . . . . .

We expect everyone, the boys and the adults alike, to have fun during a weekend camping trip (and Summer Camp). If we are not having fun, we are not having a successful camping trip. And yes, we should be able to have fun even in the rain and snow. Parents are encouraged to actively participate in the evening campfire programs. This includes skits, songs, jokes, *etc.* (age appropriate, of course).

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## ADVANCEMENT PROGRAM

Each Scout is encouraged to advance. The advancement process demonstrates an increased skill level and maturity. All leadership positions within the Troop and certain outdoor events and programs are geared toward the experienced Scout. Often, unless a Scout has achieved First Class, he may not be allowed to participate at that level. Each Scout tends to move at his own pace. Parents should encourage their son to advance. The best way is to review his progress periodically. Let the Scout learn by completing the requirements himself.

Most requirements for Scout, Tenderfoot, Second Class and First Class, can be “signed off” by any member of the Patrol Leaders’ Council, Troop Instructors, Venture Crew, Assistant Scoutmaster, or Scoutmaster. Only the Scoutmaster or an Assistant Scoutmaster can sign off Star, Life, and Eagle requirements.

Brothers are never permitted to “sign off” on each other’s requirements.

Parental “sign offs” are specifically prohibited in the Boy Scouts (except where the Parent is a registered leader in the Troop.)

### Rank Advancement

In order for the Scout to advance in rank, he must accomplish the following:

1. Complete all requirements and have them initialed and dated in his *Scout Handbook*.
2. Complete the time, leadership, and service requirements required for advancing to the ranks of Star, Life and Eagle.
3. Request a Scoutmaster Conference by signing in the “Advancement Book” the Scout’s name, and rank to be achieved, at least one week prior to the scheduled conference. This book is at every Troop meeting.
4. Meet with an Assistant Scoutmaster or the Scoutmaster in ***Full Class A*** uniform.
5. For the rank of Scout, no Board of Review is required, only a Scoutmaster Conference.
6. For ranks of Tenderfoot and above, request a Board of Review by signing the “Advancement Book” at least one week in advance of the meeting. Scouts who have successfully completed a Scoutmaster Conference are automatically signed up for a Board of Review.
7. Appear before the Board of Review in ***Full Class A*** uniform. No Scout will be given a Board of Review unless he is in Full Class A uniform.
8. Scouts who successfully pass their Board of Review (or Scoutmaster Conference for the rank of Scout) will be immediately recognized for the advancement at that or the next Troop meeting, and will be given their new rank insignia as soon as possible.
9. Scouts will be formally recognized for their advancement at the next Court of Honor.

### Scoutmaster Conference

Scoutmaster Conferences are normally held during each Troop meeting, although alternative scheduling arrangements can be made. Scouts must appear before the Scoutmaster or an Assistant Scoutmaster in Class A Uniform, and must bring his *Scout Handbook* and merit badge blue cards. If the Scout successfully completes the Conference, he is automatically passed onto the Board of Review at its next scheduled meeting. A Scout is not permitted to complete his Scoutmaster

Conference and Board of Review for the same rank in the same evening. Scouts who do not pass the Scoutmaster Conference will be given the reasons for the Scoutmaster's rejection, and the corrective steps (and timing) necessary to pass a future Scoutmaster Conference.

The Scoutmaster or Assistant Scoutmasters may also hold a Conference with a Scout at times other than rank advancement, to address items such as lack of advancement, discipline issues, Troop or Patrol Participation. A Scoutmaster Conference is also an excellent opportunity of privately commending a Scout on a task particularly well done.

### **Board of Review**

The Board of Review consists of non-uniformed adults, lead by the Advancement Chairperson, who meets with each Scout after the Scout has completed the requirements for each rank (except for the rank of Scout). The Board is responsible for checking that each Scout has in fact completed his rank requirements, is displaying appropriate leadership skills, maturity, attitude, spirit, and is prepared to move on to the next rank. The Board normally meets monthly the last Tuesday of each month. Scouts who successfully pass the Board of Review will be immediately announced at the next Troop meeting.

Scouts who do not pass the Board of Review will be given the reasons for the Board's rejection, and the corrective steps (and timing) necessary to pass a future Board.

Decisions of the Board of Review may be appealed to the Troop Committee.

Scouts must appear before the Board in Full Class A Uniform (no exceptions), and must bring his *Scout Handbook* and merit badge blue cards.

Members of the Board of Review for the ranks of Tenderfoot through Life are comprised of parents from the Troop membership. All parents are encouraged to volunteer for this important function.

The District Advancement Chairperson chairs the Eagle Board of Review, with members drawn from Scatacook District. The Troop normally has one voting member on an Eagle Board of Review. Eagle Boards are convened on an "as required" basis.

### **Courts of Honor**

Courts of Honor are held at least three times a year (early fall, mid winter, and late spring) to recognize individual Scout achievement as well as Troop activities. Parents are encouraged to attend **all** Courts of Honor to share with their son the pride of accomplishment, and the achievements of their fellow Patrol and Troop members.

### ***Scout Handbook and "Blue Cards"***

While the Troop and BSA Council keep records of each Scout's achievement and advancement, there is **only one official record of advancement, each boy's Scout Handbook**. For merit badges, **only the merit badge blue cards serve as the official record**. When applying for Eagle, the only records that are accepted are the Handbook and blue cards. **Please take care of the book and cards!** Many a Scout has spent months collecting information and documentation for advancement because of lost or destroyed Handbooks and missing blue cards. Also each Scout needs to keep track of advancement cards. It's best to get your Scout a binder with paper, tabs and baseball card pocket inserts. The card inserts make excellent holders for Blue Cards and Advancement Cards.



## EAGLE SCOUT PROGRAM

The Eagle Scout Program concentrates on assisting boys who have attained Life Rank in the Troop. The Eagle Project is the last and most difficult step toward Eagle, and is like no other step that the Scout will experience in advancement. It is very structured and formal. The purpose of the Service Project is to have the Eagle candidate demonstrate leadership. Planning and completing the project - and the final report - will take discipline, forethought, *and stamina!*

The progress towards Eagle is monitored constantly by the Eagle Advisor and evaluated periodically by the Scoutmaster. The Eagle Advisor will coach each Scout through his project selection, proposal write-up, project execution, final report, Eagle Application, and the Eagle Board of Review. With the help of the Troop Committee, the Advisor will orchestrate the Eagle Court of Honor.

The prestige and importance of the Eagle Rank is evident when you consider:

- Only 2.5% of all boys who join scouting reach the Eagle Rank..
- Less than 50% of Scouts who attain Life Rank make it to Eagle Scout.
- 9 of 11 men that walked on the moon are Eagle Scouts; 12% of all astronauts are Eagles.
- Close to 50% of the boys listed in *Who's Who in American High Schools* are Eagle Scouts.
- Professional recruiters put more value on an Eagle Scout candidate, than any sport or intramural activity.

### Eagle Program Management

The Scatacook District Advancement Chairperson has the responsibility for management of the Eagle Scout Program:

- Reviews all Eagle applications and approves all project proposals; approves all material changes to projects once they have been approved.
- Visits the project site before, during and after completion.
- Talks with the benefactor of the projects.
- Conducts the Eagle Board of Review.

### Parental Involvement

Your Eagle candidate needs encouragement and support. If requested, he may need your labors. But remember, his Eagle Project is **HIS** Eagle Project. Let your son identify solutions and solve any problems. Do not do his project for him. The Project is a test of his leadership skills, not yours.

***A Life Scout cannot start his Eagle Project until ALL approvals have been secured! That includes the Eagle Advisor, Scoutmaster, Troop Committee Chairperson, project benefactor, and District Advancement Chairperson.***

**All requirements for the Eagle Rank, including all project work, all merit badges, leadership and time requirements, Scoutmaster Conference, and formal Eagle Application, must be completed and submitted to the District Advancement Chairperson by the Scout's 18<sup>th</sup> birthday. There are no exceptions. Note, however, that the Eagle Board of Review may take place after his 18<sup>th</sup> birthday.**

## OUTDOOR PROGRAM

The outdoor program in Scouting presents great opportunities for reward but also presents the risk of personal injury. Few Scouts joining this Troop have had camping experience and even Scouts with several years of active service are not always well equipped to live comfortably and safely in the outdoors. A three-tier program is designed to:

- Insure that new Scouts have ample time and instruction to become efficient campers.
- Hone the skills of the Scouts with several years behind them.
- Afford older Scouts, with proven ability, a more challenging and stimulating program.

The three tiers are broken down as follows:

1. ***New Scouts – age 10 ½ to 12 (independent of rank).*** These are the first year Scouts who will be members of the “New Scout” Patrols. It is assumed these Scouts have little or no experience in the outdoors. The objective is to train them in the basic skills required to be a proficient camper. Even if the boy is experienced in the outdoors (due to family camping), they will be trained in the scout method of outdoor living.
2. ***Experienced Scouts – age 12 to 13 and First Class Rank or above.*** This group is in the second and third year of the scouting program. These Scouts have completed “Basic Training” and have learned to be more creative and self reliant in a wilderness environment. The objective is to refine basic skills and to increasingly rely on nature and the environment for tools, equipment, and support.
3. ***Venture Crew – age 14 and up, be a high school student, and Star Rank or above.*** This portion of the program stretches the Scout to new heights of achievement, but also entails some elements of added risk to the Scouts, hence the participation requirements include both age and experience. Each Scout should have a minimum of three years camping experience as a Boy Scout (in addition to time spent in the Cub Scout program or with other groups, including family). The Scout should also have demonstrated a reasonable ability in the outdoors and a positive attitude and team spirit. A working knowledge of first aid is a must. The objective of this segment of the program is to allow each Scout to test his abilities and promote self-confidence, while having fun.

### **New Scout Campout**

The Troop usually dedicates a campout in May or early June to teaching basic skills to New Scouts. Sometimes, only New Scouts, their Patrol leaders, and Instructors attend this camping trip (along with adult Scouters), although in recent years it is combined with the Ridgefield Scouting Camporee in which all Scout units in Ridgefield participate. The focus of the weekend is to give these new Scouts (often Webelos Cub Scouts who have just “crossed-over” into the Troop), a basic foundation in scout skills, while learning to work together in a “boy-run,” Patrol organization.

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## SERVICE TO OTHERS

One of the founding principles of the Boy Scouts is service to others. The Scout Slogan reminds us to *Do a Good Turn Daily*, and the third point of the Scout Law tells us *A Scout is Helpful*. Some ranks require Scouts to participate in an approved service project:

<i>Second Class</i>	<i>1 Hour</i>
<i>Star</i>	<i>6 Hours</i>
<i>Life</i>	<i>6 Hours</i>

And of course, advancement to Eagle Scout requires the Life Scout to plan, develop, and lead an approved Service Project (that will take over 100 hours to accomplish).

The key phrase to remember and understand is “Service to Others.” This usually means service to any religious organization, school, or community, and can include, service to “other” Scout organizations, including all Scout Camps. For the most part, service to Troop 76 itself will not count for service hours. Additionally, there are specific circumstances when service projects at Summer Camp will count for service hours. *It should be noted that the Eagle Project is specifically prohibited from providing service to a Boy Scout organization.*

The service requirements discussed here relate to projects for advancement or to meet Troop requirements for Trips. In every case, service projects **must be approved in advance** by the Scoutmaster or Assistant Scoutmaster. A Scout runs the risk of not being given service hour credit “after the fact” for projects that had not been pre-approved.

### Earning Service Hours for Rank Advancement

In general, the service hours should be performed after the Scout’s last rank advancement. For Second Class, that would mean after the Scout reached Tenderfoot. For Star, service hours would be earned after reaching First Class; for Life, service hours would be earned after reaching Star. As a further guideline, the service hours should generally be earned within at least the 12 months prior to the Scoutmaster Conference for the rank. For example, if a Scout had been First Class for 2½ years, and earned six service hours two years ago (and none since then), and now it’s time for the Scoutmaster Conference, the question the Scout should expect to hear is “what have you done for service to others lately?” If the Scout has a good reason why the two-year old service project should count, then it will count. If the Scout cannot answer that question, then the next question the Scout should expect to hear is “describe how you have demonstrated Scout Spirit since your last rank advancement”. Service to others is not a “one-time” thing, nor should it be.

### Approval of Service Projects

The Scoutmaster or Assistant Scoutmasters must approve all service projects in advance. All service projects that are advertised for sign-up during a Troop meeting, and all Eagle Projects, are automatically pre-approved by the Scoutmaster. Scouts who want to work on other Service Projects should present the idea in advance to the Scoutmaster. Be prepared to answer questions related to the project such as who will benefit, what group is sponsoring the project, how much time will you put in to the project, and will any other Scouts be working on the project.

## **Service Hour Requirements for “Special” Troop Trips**

The Troop has established service hour requirements for participation in certain Trips during the year: Four service hours must be completed in order to go on the February Ski Trip, and four additional hours must be completed in order to go on the Big Trip which is usually in June. In addition to Service hours, Scouts must actively participate in the Annual Wreath Sale and sell specified amounts (meet the “quota”). Qualifying sales amounts are set each year.

Service hours for Troop trips must be earned during the Scout year, which runs from July through June. So, for service hours to count for the February Ski Trip, for example, the hours must have been earned since the previous July. And for service hours to count for the June Big Trip, the hours must have been earned since the previous July. Thus, if a Scout attends both the Ski Trip and Big Trip, a total of at least eight service hours must have been earned. Note that Service Hours for special trips must have been earned before the date of the trip. Also, hours that are “unused” for any Troop Trip cannot be carried over to the next year.

## **Wearing of Scout Uniform During Performance of a Service Project**

In general, a Scout should wear the Standard Class A Uniform during a Service Project, but it does depend on the project. If a project involves a lot of manual labor (typical Eagle Projects, for example), it may not be appropriate to wear a Class A Uniform. But for less labor intensive projects, such as the St. Mary’s Fair, and working at the Dorothy Day House in Danbury, it would be appropriate (and required) to wear the Class A Uniform. Scouts will normally be informed of the dress requirements for any given Service Hours activity.

It helps Scouting if people know that a group of Scouts are performing some service, and it’s not just a gang of boys. A neat, clean and complete Scout Uniform is a great recognition earner - both for Scouting and for Troop 76 - so wear it proudly and whenever and wherever appropriate!

## **Service Hour Tracking**

The Scout should request that the Adult leader in charge of the project report service hours to whoever is responsible for tracking service hours. Depending on the division of work in effect in any given year, this might be the Advancement Chairperson(s), the Scoutmaster or an Assistant Scoutmaster, for example. The Troop always one person responsible for keeping the “official” list of all service hours. If you’re not sure who currently has that responsibility, ask the Scoutmaster. Alternatively, the Scout should get an attendance note or list from the Adult in charge of the project and turn it into the Adult Leader responsible for tracking Service Hours.

## **Is this Policy Fair?**

We believe so. Its purpose is to encourage Scouts to make “Service to Others” an integral and regular part of their lives, not just something done under duress or at rare intervals. Troop 76 provides Scouts with plenty of opportunities to perform Service hours, including a number of Eagle Projects, the annual St. Mary’s Fair, and several other projects during the year. The Troop tries to make it easy for Scouts to perform Service Hours, and at the same time, strives to have Troop members live up to the Scout Slogan and Law, as often as possible.

## **ORDER OF THE ARROW**

The Order of the Arrow (OA) is an organization of honored campers within the Boy Scouts of America. Its primary purpose is Service to Others. Candidates must be at least First Class, have camped outdoors at least 15 nights during the previous two years, and attended a long-term camp (including Summer Camp, Jamborees, or Philmont). The Scoutmaster must recommend all candidates. Candidates for the OA are elected annually by a majority of fellow Troop members, usually in February or March. After the election, they must complete a test of service during a weekend “ordeal” hosted by the local council OA Lodge. As with any Boy Scout activity or event, the OA is “boy run” by elected and appointed youth leaders, and is well supervised by adult Scouter “Arrowmen.”

The Troop Committee may also nominate one eligible adult, each year, to join the OA.

# TROOP ORGANIZATION

## **Troop Committee**

The Troop Committee is the link between the Chartering Organization - St. Mary's Parish, and Troop operations. Its duties are:

- Carry out the policies and regulations of the Boy Scouts of America.
- Select the Scoutmaster, Assistant Scoutmasters, and merit badge counselors.
- Recruit and approve its own membership and form sub-committees, as required.
- Manage the finances and disbursements, in line with an approved budget plan.
- Plan and administer the annual fundraising event.
- Obtain, maintain, and care for Troop property.
- Administer advancement program.
- Other responsibilities as may be assumed from time to time.

## **Scoutmaster and Assistant Scoutmasters**

The Scoutmaster and Assistant Scoutmasters form the operating management of the Troop. They actively participate in weekly Troop meetings and monthly outings. They are expected to complete the formal Scoutmaster Fundamental's course (conducted by the Council) within one year of taking the position. They are also encouraged to participate in other formal and informal Leader Training Programs when offered. Duties include:

- Supervise the Troop programs at a Troop and Patrol level, including Venture Crew.
- Conduct semi-annual Junior Leader Training for elected and appointed boy leaders.
- Go camping with the Scouts.
- Conduct scout training and sign advancement requirements.
- Discipline the Scouts.
- Perform various tasks to support components of the Troop.
- Act as coaches, counselors, and advisors to the Troop Junior Leaders.

## **Junior Leaders**

The Troop is based upon boy leadership and the Patrol method of organization. Junior Leaders are responsible for a variety of roles within the Troop. See the descriptions on the following pages for the structure of the Troop and the positions for Junior Leaders.

## **Patrol Leaders Council - PLC**

The Patrol Leaders Council is the committee of Junior Leaders that plans Troop activities. It consists of the Senior Patrol Leader/SPL (Chairman), Assistant Patrol Leaders/ASPLs, Patrol Leaders, and Scribe. The Scoutmaster and Assistant Scoutmasters serve as advisors to the PLC. The PLC formally meets once a month to plan each Troop meeting and campout. It may also meet from time to time during or after Troop meetings. Twice a year, the PLC develops the Troop long-range activity plans. Members of the PLC are expected to attend a majority of these meetings.

## TROOP LEADERSHIP POSITIONS

Scouts must successfully serve in leadership positions in order to advance beyond First Class. The requirements vary depending upon the rank. Each junior leader signs a contract with his parents and the Scoutmaster. Each contract specifies the behaviors, duties, and responsibilities required of the Scout. Upon fulfillment of the terms and conditions of the contract, the Scoutmaster grants leadership credit. Contracts are signed for each term of office.

### Senior Patrol Leader (SPL)

Whenever the Troop comes together for a meeting or activity, the SPL is in charge. Other leaders carry out the duties of their positions, but the Senior Patrol Leader "runs the show". He leads the Patrol Leader Council (or PLC) and assigns specific duties and tasks as needed.

### Assistant Senior Patrol Leader (ASPL)

The Assistant Senior Patrol Leader helps the SPL in training and giving direction to the Troop and Patrol leadership. He directs and manages the Quartermaster, Historian, Librarian, Instructors, Den Chiefs, and Scribe. He fills in as SPL in the event the SPL is not present at an event. The Crew Chief of the Venture Crew is also an ASPL. Other ASPLs may be appointed by the Scoutmaster to meet certain needs, from time to time.

### Scribe

The Scribe is the "Troop secretary". Typical scribe duties include:

- Collects and maintains Patrol attendance records at each Troop meeting and camp-out.
- Performs and records results of uniform inspection at Troop meetings.
- Records and distributes minutes of the Patrol Leaders Council meetings.
- Submits articles to the local newspaper on Troop events.

### Historian

The Historian maintains and adds to the Troop memorabilia. Typical duties include:

- Maintains Troop awards and honors, and displays them at Courts of Honor.
- Keeps the Troop's photo albums in good condition.
- Adds to the Troop's history records by photographing special events.
- Prepares photo and slide show of Summer Camp activities for the annual picnic.
- Prepares photo and slide show for the Cub Scout visits.
- Keeps scrap book of news clippings and Troop events.
- Collects and cares for the Troop memorabilia.
- Collects and files information about former Scouts and leaders, and make materials available when needed for programs, news stories, or Troop history projects.

## **Quartermaster**

The Quartermaster is responsible for the Troop's equipment, working with an Assistant Scoutmaster and with the Patrol quartermasters. Quartermaster duties include:

- Responsible for the Troop's flags, bringing them to all events where they are needed and returns them to storage. Responsible for placing the ribbons that are received by the Troop for the current year on the Troop flagpole. They are later retired to the care of the Troop historian.
- Assists the Patrol Quartermasters and the *Troop Committee* in caring for Troop equipment.
- Keeps an inventory of Patrol and Troop equipment and sees that it is in good condition.
- Works with the Patrol quartermasters, checks equipment in and out of storage, and reports damaged or lost equipment to the Scoutmaster for repair or replacement.
- Each year the Quartermaster leads a project to improve the equipment or efficiency of tracking and maintaining the equipment.

## **Librarian**

The librarian maintains the Troop Library. This library becomes a resource for the Troop when working on merit badges or planning for events. His duties include:

- Makes the Troop library accessible to the members of the Troop.
- Keeps records on all borrowed library materials and checks up on usage.
- Removes old merit badge books which do not meet current requirements.
- Keeps the Troop's books, pamphlets, magazines, audiovisuals, and merit badge counselor list available for checkout by Scouts and leaders.
- Recommends new acquisitions and reports on repair or replacement needs.

## **Junior Assistant Scoutmaster (JASM)**

This Scout assists the Scoutmaster and Assistant Scoutmasters in supervising and supporting the other Junior Leaders. The Scout is at least 16 years of age and must be either a Life or Eagle Scout. The Troop may have more than one JASM. This is an appointed position.

## **Venture Crew Chief**

This Scout is the elected leader of the Venture Crew, and is responsible for coordinating all activities of the Venture Crew. This position is also an ASPL.

## **Chaplain's Aid**

The Chaplain's Aid is an appointed position, assisting the Scoutmaster with religious activities at troop events. He helps plan for religious observance in troop activities, tells Scouts about the religious emblem programs for their faith, maintains a library of pamphlets for the various programs, and makes sure that religious holidays are considered during Troop program planning.



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### **Instructor**

Instructors are experienced Scouts, proficient in one or more advancement skills. There are multiple Instructors for the Troop. See Instructorship Program for more details.

### **Den Chief**

Den Chief is an appointed position. He helps Cub Scouts advance through Cub Scout ranks, encourages Cub Scouts to join a Troop upon graduation; assists with activities at den and pack meetings, is a friend to the boys in his den, and meets with the adult leaders of the den and pack, as necessary.

### **Patrol Leader**

This is the only position at the Patrol level that qualifies for the leadership requirement for the senior ranks. The Patrol leader must attend the Introduction to Leadership and Junior Leader Training and have at least a First Class rank. He typically cannot serve consecutive terms. His duties are:

- Actively participates in the Patrol Leaders' Council meetings and volunteers his Patrol for tasks as needed.
- Calls and leads Patrol meetings, prepares the agenda and assigns tasks in the Patrol.
- Appoints the Assistant Patrol Leader, Patrol Scribe and Patrol Quartermaster.
- Responsible for leading the Patrol on camp-outs and Troop activities.

### **Assistant Patrol Leader**

This position is appointed by the Patrol Leader and acts as Patrol leader in his absence. He trains and directs the Patrol scribe and quartermaster. It is preferred that he also complete the Introduction to Leadership and Junior Leader Training.

### **Patrol Scribe**

The Patrol Leader appoints the position. The scribe works with the Troop Scribe in preparing articles for the Troop newsletter and taking Patrol attendance at meetings.

### **Patrol Quartermaster**

The Patrol quartermaster works with the Troop Quartermaster in caring for Patrol and Troop equipment. His duties include:

- Maintains Patrol equipment and Troop equipment assigned to the Patrol.
- Brings the Patrol flag to all meetings and activities and takes it home afterward.
- Turns in all Patrol equipment as needed and reports all damaged and missing equipment.

Other jobs within the Patrol are Grubmaster, Cheermaster, Chief Cook and Firemaster. The Patrol Leader appoints these positions as needed.

# LEADERSHIP REQUIREMENTS AND PROCEDURES

## Troop Leadership Position

Senior Patrol Leader & ASPL  
Quartermaster, Scribe, Librarian  
Historian, Den Chief, Chaplain's Aid  
Patrol Leader

## Minimum Preferred Rank

Star  
First Class  
First Class  
First Class

## **Troop Elections**

Leadership elections are held every six months, in December and June, for terms beginning on (or about) January 15<sup>th</sup> and July 15<sup>th</sup>. One Scout cannot normally hold two Troop leadership positions at the same time. The Scoutmaster must approve all candidates, based on a number of elements, including Scouts who:

- Participate in Troop activities dependably.
- Demonstrate leadership or show potential and behave responsibly.
- Set a good example for the other Scouts to follow.
- Live the Scout Law and Scout Oath everyday, not just during Troop activities.
- Demonstrate Scout Spirit.

## **Instructor Program**

The Troop utilizes experienced Scouts in teaching scouting skills. This allows the Scouts to attain leadership credit toward rank advancement and focuses attention on the younger Scouts to help them advance. A Scout must be at least First Class before he can participate as an Instructor. The Instructorship includes:

**Camping    Cooking    Fire Building    First Aid    Knife & Ax    Pioneering**

Typically one meeting each month is dedicated to instructorship. At these meetings, new Scouts can concentrate on advancement

## **New Scout Patrols**

The Troop typically places all new Scouts into one or more Patrols comprised of new Scouts, with an experienced Scout as Patrol Leader. This organization focuses the resources of the Troop on the new Scouts, without them "getting lost in the numbers". The New Scout Patrol Leader is responsible for supporting the advancement of each new Scout through the rank of First Class, which is often attained in the first year that the Scout is a member of the Troop. New Scout Patrols are disbanded after six months or a year (depending upon the Scouts' advancement, experience, and maturity) and the new Scouts are merged into regular Patrols comprised of younger and older, experienced and inexperienced Scouts.

Patrol Leaders are expected - and required by their contract - to have monthly Patrol meetings, separate and apart from Troop meetings, often at the Patrol Leader's home. (See Troop Leadership Section of this Handbook.) Frequently, significant levels of advancement can be accomplished at these Patrol meetings. Patrol Leaders can request that instructors or adult leaders attend a Patrol meeting to assist in advancement.

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## TROOP DISCIPLINE POLICY

Every Scout is expected to understand and comply with the Scout Oath, Scout Law, Scout Motto, Scout Slogan, the Outdoor Code, and the policies of the Troop. Scouts having difficulty following these rules will be given an opportunity to correct their behavior. Counseling of Scouts will be based on the severity of the discipline violation. Additional occurrences will initiate another level of leadership to counsel the Scout about the problem. A relative of the Scout in question cannot participate in any step in this process.

If a conflict between two members of the Troop occurs, the following actions will occur:

1. They are to be consulted separately.
2. Good counseling technique will be used to draw out more information.
3. If appropriate, the process should end with all parties face-to-face with agreement on a course of action.

### Unruly Behavior

If a Scout exhibits unruly behavior at any event, the following will occur:

1. First time infraction, the Senior Patrol Leader, Assistant Senior Patrol Leader, or Patrol Leader will counsel the Scout, depending upon the severity of the behavior.
2. The second time any type of unruly behavior occurs, the Scout will be given "Time Out". The Scout is separated from the Troop for an appropriate period of time.
3. The third infraction will result in the Scout being removed from the meeting or event. The Parents of the Scout will be called to immediately pick up the Scout.
4. The fourth infraction will result in the expulsion of the Scout from the Troop.
5. Serious behavioral problems, particularly those affecting the health and safety of any member of the Troop, can be immediately dealt with at levels 3 or 4 above, at the discretion of the Troop Leadership, as the situation warrants.

### Counseling Levels

- |           |  |
|-----------|--|
| 1st Level | Talk with Patrol Leader.   |
| 2nd Level | Talk with an Assistant Senior Patrol Leader. The Patrol Leader brings the Scout to the ASPL and remains for the discussion.                                      |
| 3rd Level | Talk with Senior Patrol Leader. The Patrol Leader and Assistant Senior Patrol Leader bring the Scout and remain for the discussion.                              |
| 4th Level | Talk with Scoutmaster or an Assistant Scoutmaster. The Senior Patrol Leader brings the Scout to the Scoutmaster and may remain for the discussion.               |
| 5th Level | Talk with Troop Committee (Special Meeting). The Scoutmaster is present with the Scout and remains for the discussion. The parents of the Scout can also attend. |

## **Counseling Procedures**

Any Scout or Junior Leader can move the counseling level up the chain, or if the infraction is severe enough, the Junior Leader can jump levels. Any parent can appeal to the Scoutmaster or Troop Committee the decision of the Troop Leadership. All decisions by the Troop Committee are final.

## **Disciplinary Actions**

Disciplinary actions by the Troop and Committee can include, but are not limited to:

- Loss of leadership position for part or all of that term or a future term.
- Failure to recommend the Scout for Order of the Arrow.
- Sending Scout home from camping trip, camp, meeting, or outing.
- Suspension from future Troop events.
- Failing Board of Review.
- Suspension from the Troop (temporary).
- Expulsion from the Troop (permanent).

## FEES, SUBSIDIES, AND MEETINGS<sup>2</sup>

### Registration Fees

The Troop collects annual registration fees, in September, for the upcoming year:

- Annual registration for National BSA \* .....\$ 7.00
- Transfers from another other Troop or Pack .....\$ 1.00
- Troop Insurance \* .....\$ 2.00
- Name Tag (if you do not have one) .....\$ 4.00
- Boy's Life subscription (optional but strongly encouraged) .....\$ 9.00

\* *Fees for each Scout and adult Scouter*

### Troop Dues

The Troop's primary operating expenses come from dues and our annual fundraiser. Currently, dues are \$100.00<sup>3</sup> per Scout, as established by the Troop Committee, payable in September. While dues are not prorated for Scouts joining throughout the year, after November 15<sup>th</sup>, the dues are reduced by 50% per Scout; for Scouts joining after May 15<sup>th</sup>, the dues are \$0.00.

The reason for the reduction in dues after November 15<sup>th</sup> is the consideration that a boy joining the Troop after than date is unable to participate in the annual fundraiser, and is therefore not eligible to attend the annual Ski Trip or Big Trip. Scouts joining after May 15<sup>th</sup> have essentially missed most of the Scout year, and the incremental costs to the Troop are minimal.

### Fund-Raising

The Troop currently has one fundraiser each year, the Holiday Wreath sale. We sell an assortment of balsam wreaths, table displays and pine roping during the Christmas Holiday Season, generally from November 10<sup>th</sup> to December 15<sup>th</sup>. Commissions can be earned by each Scout, based upon the value of the sales made by the individual Scout.

Scouts are expected to actively support the fundraiser by selling a quota of wreaths which is established each year by the Troop Committee, often through door-to-door sales. Commissions are earned for these individual sales. Scouts and at least one of their Parents are also required to serve one or two "shifts" when the Troop sells wreaths on Sundays at various locations around Ridgefield. Approximately 90% of our Scouts successfully meet the quota each year. 100% of the Scouts are capable of meeting the quota.

**Parental support is vital to the success of the fundraiser, not only by supporting your son in individual, door-to-door sales, but by serving on various committees, and assisting with sales and distribution of the wreaths, during the week and weekends. Volunteers will be solicited at the beginning of the Scout year, in September.**

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<sup>2</sup> This section is still under review for updating of fees.

<sup>3</sup> Dues for 2003 are \$123.00 per Scout.

## **Subsidies**

The Troop generally subsidizes all weekend camping trips, paying camping and admission fees. The Troop also pays for all Troop equipment and repairs, as well as Troop level supplies (propane, charcoal, water, *etc.*) Scouts are expected to pay for their food. **Parents are expected to support the Troop by providing transportation to and from each event.**

Additionally, the Troop provides approximately 50% subsidy for two major trips, a February Ski Trip and a June Big Trip. To be eligible to attend these trips, each Scout must perform four hours of community service (per trip) and actively participate in the holiday wreath sale by selling his quota, and by serving on at least one Sunday sales "shift".

The amount of money available for these subsidies is dependent upon the wreath sale and annual dues, and we plan our annual budget accordingly.

In cases where a prepayment is required for a trip (for the non-subsidized portion of the trip costs), or where the Troop has committed itself to an amount, fees collected by the Troop in excess of the subsidy ***will not be refunded*** if a Scout cancels. If a cancellation becomes necessary, recouping the subsidy fee is possible if the Scout and his Parents are able to find another Scout who can take the canceling Scout's place.

## **Troop and Patrol Meetings**

The Troop has regular Troop meetings every Tuesday evening, from 7:30 <sup>PM</sup> to 9:00 <sup>PM</sup>, at Jesse Lee Church. Other meeting times or dates may be set, with adequate advance information provided to each Troop member. Regular Troop meetings are not held over the summer (July & August). Each Scout is expected to attend a majority of Troop meetings during the year.

Patrol meetings are scheduled by each Patrol Leader, and are typically held monthly, often at the Patrol Leader's home. A parent must be at home during the meeting, or the meeting cannot be held. Patrol Leaders are expected to give as much notice as possible, but not less than four day's notice, for these meetings. Each Scout is expected to attend a majority of his Patrol's Patrol meetings during the year.

The Troop operates as a not for profit, tax exempt organization. Troop 76 is chartered by St. Mary's Parish.

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