

WELCOME TO BOY SCOUT TROOP 132

We are anxious for you and your son to join us and start the exciting journey through Boy Scouting with our troop. During the next few years you will see your son develop into a young man with a new insight into the world around him. He will have the opportunity to learn skills and discover new adventures that only scouting can bring. Challenges that you might not think are possible for him.

This Parent's Survival Manual will be a great asset for you as well as for your son. It is packed with many different items that will help you and your son understand camping, advancements, outing, explanations, expectations and policies of our troop as well as tons more items.

It is our hope, that by having this book, you will have most of your questions answered. We understand that many parents want their sons to be successful in scouting, but need the tools to help them. It is our hope that this book would be one of the tools that will help with that success.

TROOP 132

PARENT SURVIVAL GUIDE

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ADVANCEMENT

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ADVANCEMENT

Advancement from Scout to Eagle Scout is an important part of the Scouting Program. Each level has its requirements, which in general, increase in difficulty as the rank increases. These requirements consist of Scout Craft Skills and, in the higher ranks, merit badges.

Scout Craft Skills are fulfilled at the troop level, using adults and senior Scouts as instructors. When a Scout completes a requirement for advancement, it is initialed in the appropriate place in his handbook by a troop assistant scoutmaster. This instruction can be given at Scout meetings or outings.

Scouts are encouraged to bring their handbook, paper, and pen or pencil with them at these times. Scouts are also encouraged to read the sections in their Handbook prior to attempting the requirement. Unlike Cub Scouting, parents do not “sign off” on completion of requirement, but rather an assistant scoutmaster does so.

Merit badges can be done outside the Troop meetings. They are used to create additional skills in something a Scout likes to do. They also can create an interest in new things. There are merit badges required for advancement to Eagle Scout. The higher ranks have requirements of a certain number and type of merit badges. These requirements are explained in the Boy Scout Handbook, as is the procedure for acquiring merit badges. The Advancement Chairman and/or Scoutmaster has a list of current merit badge counselors and their contact information. Parents in Troop 132 are invited to help with the merit badge program by becoming a Merit Badge Counselor. It is an easy step. Just look at the list of merit badges (see Appendix for list) and see what you might be interested in. Many merit badge books can be found in the Troop Library, local libraries, and at the Scout Shop. Merit badge requirements worksheets can be downloaded from www.meritbadge.org. If you are interested in being a counselor then fill out a merit badge application and take it to the Council office at 617 E. Golf Road, Suite 101, Arlington Heights, IL 60005; (312) 421-8800.

A merit badge counselor can counsel any Scout, including his own son—although this is **discouraged** in order to offer a Scout the chance to meet a diverse group of outstanding adults.

COURT OF HONORS

When a Scout fulfills a requirement for a Merit Badge, Advancement in Rank or other honors, he will be recognized formally at the next Court of Honor.

Troop 132's Courts of Honor are conducted approximately in February, June, and September. We recommend that all families attend and participate in the celebration at the Court of Honor. It is important to support and honor the achievements not only of one's own scout, but of all scouts in the troop.

Courts of Honor are developed and produced completely by one of our troop's patrols with the assistance of our Assistant Patrol Leaders working with the patrol. All Court of Honors are financed by the troop. All scouts attend in full uniform, including neckerchief and sash.

EAGLE BOARD OF REVIEW

The Eagle Board of Review consists of three committee members, the Advancement Chairperson, Eagle Advisor, and Troop Committee Chairperson, all of which are not related to the scout. Scoutmasters and Assistant Scoutmasters are unable to sit on an Eagle Board of Review.

The Eagle Scout Candidate MUST be in COMPLETE uniform and be prepared to say the Scout Promise and Law.

During the review, the Eagle Scout Candidate has an opportunity to review his project and Eagle Project Book with the board, answer some special questions about his Eagle project, his Scouting life, his future in Scouting and in life.

Generally this board of review will take about one hour. It must be set up with the Troop Committee Chairperson when the Eagle Advisor gives their approval and tells the Scout to make the arrangements. (Sometime the Eagle Advisor will make a call to the Troop-Committee Chairperson with their availability for the review.)

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EAGLE COURT OF HONOR

When should the Court of Honor be held?

- In our troop, many of the Court of Honors have been held on the weekends.
- Whatever date you select, make sure it's at least six weeks to eight weeks after the board of review date. Otherwise the paperwork might not come back from the national office in time.

Who should come?

- This decision is totally up to Eagle Scout and his family. It is suggested that the families and Scouts in our Troop be part of this exciting event, as well as families and friends outside of scouting.
- Anyone special such as your Eagle Advisor, those who helped with the Eagle Project who is not in the above list (i.e. Cub Scouts, Scouts not from our Troop, and other people who guided and instructed you with your project), as well as District Executive, District Commissioner, Troop Commissioner and any Council officers you wish to invite.
- Remember your 'old' Cub Scout leaders and Cub Masters.
- Past Scoutmasters who has been a part of your Scouting life.
- Teachers, church members, sports coaches etc.

Who plans and runs the Court of Honor?

- (Suggestion - go to a couple of Eagle Scout Court of Honors and see how different troops and families do theirs as well as getting some ideas.)
- The planning for this event is the responsibility of the Eagle Scout and his family. There are many resources that can help with this planning.
 - web page - <http://www.eaglebook.com>
 - The Eagle Court of Honor Book - The Complete Guide to Scouting's Greatest Moment
 - The Troop Committee Chairperson
 - Other parents who have already done an Eagle Court of Honor
- As for running the program - the Eagle Scout and his family invites different people to participate in the program and puts together an program of the event for everyone to follow.
- MUST: Talk to the Advancement Chairperson about the purchase/reimbursement of the advancement items for the ceremony. (Standard Eagle pin set approx. \$30, Eagle neckerchief, Eagle slide.)
- REMEMBER to assign someone to take the photographs!!
- About how long does an Eagle Court of Honor take?
 - The Eagle Scout Court of Honor can take anywhere from 45 minutes to one and half hours, not counting the reception.
 - For the reception, the Eagle Scout and his family can choose from a simple dessert bar and drink to a fancy sit down dinner.

EAGLE PROJECT PROCEDURE

Obtain the Life Scout Rank.

- 1.
2. Review and make use of the resources on Council website:

<http://www.pathwaytoadventure.org/advancement/eagleresources>

Take part in the Life to Eagle Seminar (see page A - 8), if possible. Think about several ideas you might have for a project. Seek the troop committee help for ideas. et the papers and proposal in order.

Contact the Troop Committee Chairperson so that you could present your project at the next Troop Committee Meeting, or special Eagle presentation meeting.

<> At this meeting the Scout will present his project with several copies to be handed out (making sure that the Troop Committee Chairperson and the Scoutmaster have a copy). The Scout will answer questions and possibly get ideas from the committee members. The Scout's parents do not attend these meetings as it is the scout's presentation.

<> When the committee approves the project, the Scout will contact the District Boy Scout Advancement Chairperson for an assignment of an Eagle Coordinator. This person is listed in the Life to Eagle Seminar book.

2. Visit with the appointed the Eagle Coordinator make corrections and get their signature to start the project.
3. Project will be completed by the Scout and his crew.
4. Visit with Scoutmaster and have a conference and get his/her signature, then to the Troop Committee Chairperson for his/her signature.
5. The Eagle Project Book will go to the Council for verification of advancements. The book goes to the District Advancement Chairperson who checks the book, then to the assigned Eagle Coordinator. Make any corrections needed and have the book checked again.
6. The Eagle Coordinator will call the Troop's Committee Chairperson to set up an Eagle Board of Review.
7. After the review and the signatures needed the Eagle Project Book will go to the Council for the final check and then to the National Office.
8. Check with Council when dropping off the Book for estimated time to receive approval.
9. After approval the Eagle Court of Honor can be held.

GENERAL BOARD OF REVIEW (Except for Eagle Scout Reviews)

When a Scout completes his requirements for a rank, the SCOUT must contact the Scoutmaster for a Scoutmaster Conference. After the Scoutmaster Conference the SCOUT must call the Advancement Chairperson to schedule his Board of Review. The board consists of three or four committee members not related to the scout.

Scoutmasters and Assistant Scoutmasters are unable to sit on a Board of Review. The review has three purposes:

To make sure that the work is learned and completed.

- 1.
2. To learn what kind of scouting experience the boy is having.
3. To encourage the Scout to progress further.

At the conclusion of the board's review, the Scout is informed whether or not he has passed. If he didn't pass, he is informed of his area of weakness and is asked to show competence at the earliest opportunity. While the Scout is **required to wear full uniform** and should be familiar with the requirements for the rank, the board is informal; with all members encouraging the Scout towards excellence. The Scout must also bring his Scout Handbook and Patrol Binder to all Board of Reviews and be sure the appropriate advancements have been signed, and the scout should be prepared to recite the Scout Promise and Law.

LIFE TO EAGLE SEMINAR

The Life to Eagle Seminar has been held twice a year (spring and fall) by the Council Boy Scout Advancement Committee. Check the Council website for information, dates/times/locations. <http://pathwaytoadventure.com>

At this seminar, the Life Scout will learn about different ideas for their project, get familiar with the paper work, and achieve an understand on how to accomplish the goal of becoming an Eagle Scout.

This seminar is good for Life scouts, parents, Scoutmasters, Assistant Scoutmasters, and committee members.

MERIT BADGE COUNSELORS

The merit badge program is part of the advancement plan of the BSA. It has guided the interests and energies of Boy Scouts for over 90 years and is one of the most unusual educational programs ever devised. A merit badge is an award presented to Scout when he has completed the requirements for one of the more than 150 subjects in a wide variety of areas. (See Appendix for list of merit badges, or check out list on www.meritbadge.org).

This program cannot happen without the services of merit badge counselors, experts in a particular subject and interested in helping Scouts grow into men of character, ready to take their place in the world of work as participating citizens. You're probably saying, "That's all great, but what do I do and how do I do it?"

Your job is to satisfy yourself that each Scout who comes to you meets all the requirements for that merit badge. In a way, you are an examiner. Your larger role is in coaching/helping the Scout over the difficult hurdles of the requirements and making him aware of the deeper aspects of the subject from your knowledge experience.

RESPONSIBILITIES OF THE MERIT BADGE COUNSELOR INCLUDE:

- Become a registered Merit Badge Counselor by filling out the Adult Registration Form obtained from Council. You must wait for a letter from the Council BSA Advancement Chairperson stating that your request has been granted. Note there is a limited time window at beginning of calendar year where Registration/re-registration takes place, and that you must renew every year.
You must inform the Committee Chair of the merit badges for which
- you have been approved to be a counselor.
The merit badge plan is based on the concept that a boy works with an
- adult knowledgeable in the requirements of the badge.
Persons serving as merit badge counselors must be registered as a merit
- badge counselor with the BSA.
Merit badge counselors need a current copy of the merit badge book for
- each badge they are working with.
The counselor is required to ask the Scout each question in the
- requirements. The Scout must be prepared to give the correct answers.
The objective of the counselor is to work with the Scout on a one on one
- basis. The counselor needs to be able to explain where the Scout can find the information required for the badge, not give the information and then pass the Scout on the badge.

Merit Badge Counselors

If a counselor participates in a Merit Badge Clinic, he or she should expect

- each Scout to be prepared to meet the requirements of the badge by meeting with the counselor on a one to one basis.
A Scout must discuss and obtain a blue Merit Badge Card from the
- Scoutmaster or an Assistant Scoutmaster (thus signifying approval to work on the Merit Badge), which Card is signed by the Scoutmaster.
The Scout fills in name name/address/troop information on the card and
- presents it to the Merit Badge Counselor at start of first meeting with him/her.
As Merit Badge requirements are completed the Merit Badge Counselor will
- initial and date the card so signifying. Upon proof of completion of all requirements, the Merit Badge Application is signed and dated by the COUNSELOR.
The Merit Badge counselor removes 1/3 of the application (Counselor's
- record) and gives back 2/3 of-the-application-to the Scout
The Scout then gives the other 2/3 (Application for Merit Badge) of the application that has the signature of the Merit Badge counselor to his Advancement Chair, who will enter info into the records. and obtain the actual patch to give the Scout at next Court of Honor.

MERIT BADGES

The merit badge is one of Boy Scouting's basic measurement tools. Earning merit badges gives a boy the kind of self-confidence that comes from overcoming obstacles to achieve a goal. Through the merit badge program, a boy also learns career skills, develops socially, and may develop physical skills and hobbies that give a lifetime of healthful recreation.

There are over 120 merit badges to select from. BUT a Scout must earn at least 11 "Eagle required" merit badges, plus an additional 10 more to earn the Eagle Rank. See List of Merit Badges in the Appendix hereto, and go to www.meritbadge.org for up to date list of Merit Badges offered and requirements.

In our troop, many of the Eagle required merit badges are worked on through the individual patrols, as well as at Napowan, our summer camp program. As a troop, we are focusing on having at least 2-3 parents approved (see MERIT BADGE COUNSELOR) for each of the 11 Eagle required merit badges.

While BSA policy permits a Merit Badge Counselor can counsel any Scout, including his/her own son—**this is strongly discouraged** in order to offer a Scout the chance to meet a diverse group of outstanding adults and to avoid any question as to whether or not the Scout has completed all requirements.

HOW A SCOUT EARNS A MERIT BADGE...

1. Thinks about what he likes to do and then see if that subject is available as a Merit Badge. He then can either purchase the Merit Badge booklet for that particular Merit Badge, or he can see if there is an up to date version in the Troop Library, or he can also see if there is an up to date version in the Arlington Heights Library or other local library.
Reads requirements in Merit Badge Requirement book to see if he likes it and
2. is able to accomplish the requirements.
A Scout must discuss and obtain a blue Merit Badge Card from the
3. Scoutmaster or an Assistant Scoutmaster (thus signifying approval to work on the Merit Badge), which Card is signed by the Scoutmaster.
Work the requirements for the specific Merit Badge and IF it states
4. "CONTACT THE MERIT BADGE COUNSELOR" you best do so as directed. (It is always safest to contact the Counselor before starting).
Make sure that the work is...
5.
 - readable - suggestion - type it!
 - neat - suggestion - place in a folder
 - in order and organized - suggestion - the first requirement first, the second requirement second, etc....
 - COMPLETED!!
 - Take pictures of you, doing whatever it is that you might have a difficult time bringing to the counselor for proof of completion.

(3/16) continued...

- Obtains name or names of merit badge counselors from Committee Chair or the
6. Advancement Chair, using the District Merit Badge Counselor Directory.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
7. Call the Merit Badge counselor to make an appointment to review the Merit Badge work you have done with you.
8. The Scout is to be in full uniform (see SCOUT UNIFORM) as well taking another person - parent or another Scout who has completed the same Merit Badge and has also made an appointment with the counselor.
9. Upon proof of completion with the Merit Badge counselor, the Merit Badge Application is signed and dated by the COUNSELOR.

10. The Merit Badge counselor removes 1/3 of the application (Counselor's record) **and** gives back 2/3 of the application to the Scout.
The Scout then gives the other 2/3 (Application for Merit Badge) of the
11. application that has the signature of the Merit Badge counselor to his Advancement Chair, who will enter info into the records.
At the following Court of Honor the Merit Badge, Merit Badge Card, and the
12. Applicant's Record portion of the Blue Card is given to the Scout to keep in his records.
A Scout should keep in his completed Merit Badge Cards and Blue Cards in his Patrol
13. Handbook section intended for this purpose, just in case there is a question or discrepancy with Council records later on as to whether or not the badge was earned. Sew on the Merit Badge on the Scout's sash

SCOUT SPIRIT

Having "Scout Spirit" is included as an important part of each level of Scouting Advancement.

We discuss Scout Spirit with advancement candidates at each Scoutmaster Conference and Board of Review.

Scouts usually mention obeying the Scout Oath and Law, helping members of their patrol and troop, and working hard at Scout Skills, when they are asked about Scout Spirit. But there is a bit more to the Scout Spirit - participation in troop activities and programs is an important manifestation of Scout Spirit. A positive attitude and eager involvement as a Scout is expected.

The Advancement Committee will be asked to consider the participation standard when Scouts are evaluated for advancement in all ranks. The standard for participation takes into account the demands on a Scout's time by school and their activities while requiring that active involvement with the Troop is maintained.

There are tons of ways that a scout can show Scout Spirit. Here are a couple of ideas that you could think about doing.

We recommend

- SERVICE PROJECTS
 - <> Church
 - <> Community
 - <> Help with an Eagle Project's (not Scout's Own)
 - <> School
 - <>
- ATTENDANCE
 - <> Troop Meetings
 - <> Events
 - <> High Adventures
 - <> Camping Outings
 - <> Be active in the Order of the Arrow by going to meetings and events
 - <> Council contingent to National Jamborees and Philmont treks,
- ASSISTING the...
- - <> troop to grow and become a quality unit
 - <> Council and District in different events (i.e. Pinewood Derby, Pow Wow training, WOW, Summer camps, Webelos Weekend)
- PERSONAL GROWTH
 - <> Continue their growth in Scouting by achieving more merit badges
 - <> Be a Den Chief and carry out all your responsibilities for that job.
 - <> Holding a Patrol or Troop Position

(3/16)

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CALENDAR

A SCOUT IS LOYAL.

CALENDAR

Our Troop's monthly calendar has been designed to acknowledge District 25 and 214 calendared days off, vacations, dances, and graduations. The Troop's activities have generally been scheduled around those dates. The District / Council activities have not.

The calendar lists all major outings, as well as Troop and patrol meetings, quarterly Courts of Honor, and any other troop and District/Council events. Please keep track of these dates on your family calendar to avoid as many conflicts as possible.

The Troop usually has available at the June Court of Honor a tentative calendar of events for the upcoming Scouting year. Since changes can occur it is best to check the calendar posted on the troop website for most recent information, or contact the Scoutmaster.

Link to Troop calendar page:

<https://calendar.google.com/calendar/embed?src=troop132info@gmail.com&ctz=America/Chicago>

FINANCES

A SCOUT IS THRIFTY.

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DUES/EXPENSES/FUNDRAISING C-2

EAGLE PROJECT REIMBURSEMENT POLICY C-3

FRIENDS OF SCOUTING C-4

SCOUT ACCOUNTS..... C-5

TROOP COST REIMBURSEMENTS C-6

COSTS OF OUTINGS / ACTIVITIES

There are some costs associated with it each outing or activity. The cost of an outing or activity varies depending on the number of participants, the distance, camping fees, food costs, specialized equipment rental, patches - if available, entrance fees, registration fees, etc.

It is important that the outing or activity fees be paid as soon as possible so that reservations and rental fees may be paid and the food purchased. If for some reason, such as an illness or family emergency, the Scout is not able to make an outing which he has paid for, the troop will refund moneys that haven't been already spent on the outing.

When a Scout misses a meeting, it is his responsibility to contact his Patrol Leader to get any information he may have missed.

DUES/EXPENSES/FUNDRAISERS

Funding is generally derived from the following sources:

Registration
Fundraisers
Contributions

The dues collected each year, during our re-chartering process in the fall, are established by our Troop 132 committee. They covers many expenses including awards, advancement, uniform inspection, National BSA registration, Boy's Life, postage, newsletters, duplications of registration and Napowan forms, and other items.

Food, admissions and camping fees, and all other expenses for the price of troop camping and outings are divided up among those who are participating. Each outing is budgeted according to anticipated participation and costs.

Our troop's expenses cover the cost of purchasing new equipment and/or the repairs of current equipment are generally covered by donation or fund raising activities. In addition to raising needed funds, fundraising is a learning experience for the Scout by enabling him to introduce and talk to adults for a purpose, and it helps gives the Scout comfort level doing so and builds confidence by successfully obtaining sales. NOTE: For youth safety reasons a Scout should not go alone when trying to obtain sales; but a parent may stay in the background and observe the Scout as he makes his presentation.

Success in fund raising has a positive correlation with the troop's ability to acquire new equipment, advancement levels to include merit badges, the printing and mailing of the troop's newsletter, general mailings, etc. The monthly outings generally operate on a break-even basis.

EVERY Scout is expected to participate in fund raising efforts. It is the Scouts responsibility to help support the Troop. The fund raising goal for the Scouts in our Troop is for everyone to sell something for each fund raiser. While fund raising is primarily a Scout's responsibility, parental participation is strongly encouraged. If a scout chooses not to participate in fund raisers a fee will be assessed to compensate for the lack of moneys the troop would have received.

We have two (2) fund raisers, wreath sales in November, and flower sales in April. Please encourage your son to participate in fundraisers. Since the Troop needs the revenue to operate, it would be unfair to put the burden only on those Scouts who participate in wreath and flower sales; therefore the Troop policy is that any Scout which does not sell at least \$200 in wreath sales and \$200 in flower sales must contribute \$_____ to the Troop to help defray Troop costs.

EAGLE PROJECT REIMBURSEMENT POLICY

If a scout participates in the troops fundraisers it is the policy of Boy Scout Troop 132 to allow the Eagle Scout to request reimbursement for his Eagle project, up to a maximum of one hundred dollars, for use in conjunction with the moneys he has fundraised for his Eagle project. A Scout may also request money from his Scout Account to help pay for his eagle project (but not in excess of 50% of what he has originally budgeted for his project.)

The scout must present his Eagle project to the Boy Scout Troop 132 Parents Committee. Part of the presentations includes how the scout plans to fund his Eagle project. The Boy Scout Troop 132 Parents Committee will authorize the reimbursement at that time.

The scout will submit a completed Boy Scout Troop 132 Reimbursement form (see: Appendix C), with supporting documentation, to the Troop Treasurer for payment.

FRIENDS OF SCOUTING (FOS)

This annual campaign offers an important opportunity to Scout families and community organizations to directly contribute to Scouting.

The dollars collected from organizations of Cub Scout Packs, Boy Scout Troops, Venturing Crews, and Sea Scout Ships supports camperships, unit programming materials, leader training, Merit badge counselors recruitment and training, District/Council activities, camping programs, and helps make improvements and expansion in Camp Lakota and Camp Napowan for all to enjoy.

As a troop we, hope that everyone would contribute something towards this campaign. We have the annual campaign in February/March of each year.

SCOUT ACCOUNTS

When a new boy registers for Boy Scout Troop 132, a scout account is established in his name. The Troop Treasurer manages the scout account.

There are usually two ways that funds are credited to a scout's account. The first way is through the Boy Scout Troop 132 fund raising activities. These normally include Flower Sales in the Spring and Wreath Sales in the Fall. The amount credit to each scout's account is based on the dollar sales made by the scout. The more the scout sells, the greater the amount credited to the scouts account. The second way is by depositing funds to the scout account via the Troop Treasurer. (Funds deposited in Scout account are not refunded and must be used for outings or equipment.)

Funds in the scout's account can be used for scout related activities and equipment. For outings, the permission slip will indicate if the cost of the outing will be taken from the scout's account. For scout related apparel or equipment, a Troop 132 reimbursement form (see Appendix C) needs to be completed with appropriate receipts submitted to the Troop Treasurer.

The Troop Treasurer periodically supplies a report on the status of each scout's account Troop 132 Parents Committee meetings. The Troop Treasurer will be able to answer any question as to the status or the amount in a scout's account. (

TROOP COST REIMBURSEMENT

Budgets will be set at the beginning of the fiscal year (September 1st) for all non-outing type expenditures. The budgets will be proposed by the Troop Treasurer, based upon previous year expenditures and in consultation with the appropriate Troop committee members, and approved by the Troop/Parent Committee. The Troop/Parent Committee must approve any increase in a budget category.

Troop outings will continue to be budgeted on a "pay as you go" basis. The full cost of the outing is to be covered by each scout and adult attending the outing. The Outing Coordinator establishes a budget for each outing. Individuals acquiring groceries/supplies will only be reimbursed up to the budgeted level. The State of Illinois Sales Tax Exemption number should be used when acquiring equipment or services for Boy Scout Troop 132. The Troop Treasurer will provide assistant Scoutmasters with Sales Tax Exemption documentation.

All non-budgeted expenses greater than \$25.00 must be pre-approved by the Troop/Parent Committee. Budgeted expenditures greater than \$50.00 must be pre-approved by the Troop/Parent Committee.

The Troop 132 Reimbursement form (see Appendix C) with attached receipts must be submitted to the Troop Treasurer within 90 days of incurring the expenditure. Receipts submitted later than 90 days after incurring the expenditure might not be reimbursed. Receipts are required for any expenditure in excess of \$10.00.

JOB DESCRIPTIONS

A SCOUT IS HELPFUL.

YOUTH

ASSISTANT SENIOR PATROL LEADER .	D-1/2
CHAPAINS AIDE.....	D-3
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ASSISTANT SENIOR PATROL LEADER (ASPL) - (YOUTH)
BE IN UNIFORM - properly worn as follows:

- - Official Boy Scout shirt buttoned, tucked in and neatly presented with all proper patches sewn on,
 - ▶ neckerchief and slide,
- * ATTEND AND HELP LEAD THE PLC meetings (see calendar for dates) starting at 7:00pm if the Senior Patrol Leader (SPL) is unable to make this meeting.
- MAKE SURE THAT there is enough copies of materials that have been handed out at the PLC for all the Patrol Leaders and the Assistant Patrol Leaders.
- CONTACT someone else who holds a Troop Leadership position when you are unable to make any of the meetings to cover your jobs and let the SPL know of the changes.

BEFORE TROOP MEETING DAY...

- *
 - ▶ Together with the SPL figure out which one of you will be doing what during the meeting while everyone else is in their patrols calling meeting to order
 - Flag Ceremony
 - uniform inspection
 - making the announcements
 - keeping order the Scouting way
 - introducing and assisting the sponsoring patrol with any thing needed for their presentation of the theme.

• TROOP MEETINGS

- ▶ arrive at least 10 minutes earlier than meeting time to be able to assist the SPL to help lead boys to set up for the meeting
 - sweep / clean room if needed
 - flag stands and flags in the back of the room
 - attendance table (Troop Leadership)
- ▶ help the sponsoring patrol for the meeting with items needed
- ▶ to assist the SPL to make sure that the troop leadership staff is in place

ASSISTING THE SCOUT MASTER WITH OUTINGS

- *
 - ▶ help with patrol ideas for food and equipment
 - help with special assignments
 - ▶ be a helping hand on the outings
- * BE A PARTNER WITH THE SPL
 - ▶ fill in when he is unable to or needs help

- ▶ help keep him on track through reminders
 - ▶ accept any assignments from the SPL, as much as possible
- D - 1

(3/16) continued...

ASSISTANT SENIOR PATROL LEADER

* BE A FRIEND TO ALL THE SCOUTS BY...

- ▶ setting the Scouting example at all times have a good attitude
- be a helper instead of a taskmaster
- use the Scout sign for the sign of quiet (not the mouth) be a leader that the boys will look up to
Live by the Scout Oath and Law

Chaplain Aide-YOUTH

BE IN UNIFORM - properly worn as follows:

Official Boy Scout shirt buttoned, tucked in and neatly presented with all proper patches sewn on, scarf and slide

DUTIES:

- Working with the troop chaplain, compose a Sabbath service appropriate for all troop members during weekend campouts.
- Prepare a troop prayer.
- Assist the troop chaplain, or other appropriate adult, to plan and conduct a religious emblem recognition ceremony. Presentation of a religious emblem is the responsibility of the local religious institution in which it is earned, though it is appropriate for the troop to recognize boys who have received religious emblems at courts of honor.
- Encourage troop members to strengthen their own relationship with God through personal prayer and devotions and participation in religious activities.
- Working with the troop chaplain, compose an appropriate prayer for before and after meals. When composing these prayers, the chaplain and chaplain aide should be sensitive to the various theological and religious positions embraced by the faiths represented in the group.
- Work with the troop chaplain to plan appropriate religious services for all members during weekend troop campouts. Troops may conduct their own religious services, invite the troop chaplain or an exemplary layperson to participate in the service, or they may visit a nearby church, synagogue, temple, mosque, or other religious institution.

* TROOP MEETINGS

- Participate in patrol leader's council planning sessions, ensuring that a spiritual emphasis is included, e.g., vespers, prayer before meals, religious observances, etc.

* BE A FRIEND TO ALL THE SCOUTS BY...

- ▶ setting the Scouting example at all times have a good attitude
 - be a helper instead of a taskmaster
 - use the Scout sign for the sign of quiet (not the mouth) be a leader that the boys will look up to
- Live by the scout Oath and Law

DEN CHIEF (YOUTH)

A Den Chief is a special kind of junior leader because he is an active member of his patrol and troop and fills an important role in the Cub Scout Pack. As a Den Chief, you are not the primary planner and a disciplinary figure.

ASSIST - the den leaders with the meetings

-

HELP WITH -

-

- ▶ Cub Scouts / Webelos to work on achieving their specific rank
- ▶ Cub Scouts be leaders

EXAMPLE -

-

Set a good example and encourage Cub Scouts to become Webelos and Webelos to become Boy Scouts

BE IN UNIFORM - properly worn as follows:

-

- ▶ Official Boy Scout shirt buttoned, tucked in and neatly presented with all proper patches sewn on
- ▶ scarf and slide

BE A FRIEND TO ALL THE SCOUTS BY.. .

-

- ▶ setting the Scouting example at all times
- ▶ have a good attitude
- ▶ be a helper instead of a taskmaster
- ▶ use the Scout sign for the sign of quiet (not the mouth)
- ▶ be a leader that the boys will look up to
- ▶ Live by the Scout Oath and Law

SENIOR PATROL LEADER (SPL) - (YOUTH)

BE IN UNIFORM - properly worn as follows:

- - Official Boy Scout shirt buttoned, tucked in and neatly presented with all proper patches sewn on
 - scarf and slide
- ATTEND AND HELP LEAD the PLC meetings (see calendar for dates) starting at 7:00pm (unless otherwise notified). You are to contact the patrol leaders and remind them of this meeting each month.
- MAKE SURE THAT your Assistant Senior Patrol Leader has enough materials that will be needed for the PLC for each patrol leader and the assistant patrol leader.
- MAKE SURE THAT your staff (all youth troop leadership position) are going to be at the troop meeting 10 minutes earlier, so that you can be sure that their job will be covered .
- CONTACT your Assistant Senior Patrol Leader when you are unable to make meeting.
- BEFORE TROOP MEETING DAY
 - Together with your Assistant Senior Patrol Leader figure out which one of you will be doing what, during the meeting while everyone else is in their patrols:
 - calling meeting to order
 - Flag Ceremony
 - uniform inspection
 - making the announcements
 - keeping order the Scouting way
 - introducing and assisting the sponsoring patrol with anything
 - needed for their presentation of the theme

TROOP MEETINGS

*

- Arrive at least 10 minutes earlier than meeting time to help lead boys to set up for the meeting
 - sweep and clean up room if needed
 - flag stands and flags in the back of the room
 - attendance table (Troop Leadership)
- Help the sponsoring patrol for the meeting with items needed
- Make sure that your troop leadership staff is in place

(3/16) continued...

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SENIOR PATROL LEADER

ASSISTING THE SCOUT MASTER WITH OUTINGS

*

- Help with patrol ideas for food and equipment
- Help with special assignments
- If you are unable to make the outings make arrangements with your Assistant Senior Patrol leader to take your place.

BE A PARTNER WITH THE SCOUTMASTER

*

- > Be ready to accept and fulfill the assignments from him as much as possible

BE A PARTNER WITH THE ASPL

*

- > he is the first person you call on when you need help
- > help keep him on track through gentle reminders

BE A FRIEND TO ALL THE SCOUTS BY ...

*

- > setting the Scouting example at all times
- > have a good attitude
- > be a helper instead of a taskmaster
- > use the Scout sign for the sign of quiet (not the mouth)
- > be a leader that the boys will look up to
- > Live by the Scout Oath and Law

TROOP GUIDE (YOUTH)

BE IN UNIFORM - properly worn as follows:

- - Official Boy Scout shirt buttoned, tucked in and neatly presented with all proper patches sewn on, neckerchief and slide,
- HELP SCOUTS meet advancement requirements through First Class.
- ADVISE patrol leader on his duties and his responsibilities at patrol leader's council meetings.
- ATTEND patrol leaders' council meetings with the new Scout patrol leader
- PREVENT harassment of new Scouts by older Scouts
- HELP assistant Scoutmaster train new patrol leaders when he is elected
- GUIDE new Scouts through early troop experiences to help them become comfortable in the troop and the outdoors.
- ACCEPT assignments from the Scoutmaster.
- BE A FRIEND TO ALL THE SCOUTS BY...
- *
 - setting the Scouting example at all times
 - have a good attitude
 - be a helper instead of a taskmaster
 - use the Scout sign for the sign of quiet (not the mouth)
 - be a leader that the boys will look up to
 - Live by the Scout Oath and Law

TROOP HISTORIAN - (YOUTH)

BE IN UNIFORM - properly worn as follows:

•

- Official Boy Scout shirt buttoned, tucked in and neatly presented with all proper patches sewn on,
- scarf and slide

TROOP MEETINGS

*

- Be at Troop meeting location at least 10 minutes earlier than meeting time to be able to assist the Senior Patrol Leader (SPL) and/or the Assistant Patrol Leader (ASPL) to...

help lead boys to set up for the meeting

<> flag stands and flags in the back of the room

<> attendance table (Troop Leadership)

Help the sponsoring patrol for the meeting with items needed

- Be available to assignments that may be given to you by the SPL or the ASPL.
- Take pictures of Court of Honors, special guests, patrols and presentations

OUTINGS

•

- take pictures, or ask other to help take pictures, of events that you are going on that will represent the activities being done and be sure to get at least one picture of everyone who was on the event.
- With the help of an adult, mount and identify the event and place the photographs in a place where everyone can enjoy seeing them.
- if unable to attend activities then call upon someone from the Troop Leadership to fill in with your responsibilities and contact the SPL or the ASPL with that information.

BE A FRIEND TO ALL THE SCOUTS BY ...

*

- setting the Scouting example at all times
- have a good attitude
- be a helper instead of a taskmaster
- use the Scout sign for the sign of quiet (not the mouth)
- be a leader that the boys will look up to
- Live by the Scout Oath and Law

TROOP LIBRARIAN - (YOUTH)

BE IN UNIFORM - properly worn as follows:

- - Official Boy Scout shirt buttoned, tucked in and neatly presented with all proper patches properly sewn on
 - neckerchief and slide
- REVIEW the Library to see if all the Merit Badge Booklets
- are the most current ones and make a request to the Troop Committee Chairperson for money to upgrade the Library. Provide Troop Website manager with up to date list of Library books to keep posted on Troop website.
- HAVE READY A SYSTEM for 'checking out' books on a borrowed

*

program. Make

the announcement at a Troop meeting how the system works.

Arrange with the

Senior Patrol Leader/Assistant Senior Patrol Leader as to when it would be a

good time to check out books.

FOLLOW UP on booklets checked out to be sure that

•

they get back into your hands.

TROOP MEETINGS

*

- have the Library available during Troop Meetings
 - Be at Troop meeting location at least 10 minutes earlier than meeting time to be able to assist the Senior Patrol Leader (SPL) and / or the Assistant Senior Patrol Leader to...
 - Help lead boys to set up for the meeting...
 - <> flag stands are in place in the front
 - <> flags in the back of the room
 - <> attendance table in place
 - Help the sponsoring patrol for the meeting with items needed.
- BE A FRIEND TO ALL THE SCOUTS BY . . .

*

- > setting the Scouting example at all times
- > have a good attitude
- > be a helper instead of a taskmaster
- > use the Scout sign for the sign of quiet (not the mouth)
- > be a leader that the boys will look up to
- > Live by the Scout Oath and Law

(3/16)

TROOP QUARtermaster (YOUTH)

BE IN UNIFORM - properly worn as follows:

- Official Boy Scout shirt buttoned, tucked in and neatly presented with all proper patches sewn on, neckerchief and slide

TROOP MEETINGS

*

- Be at Troop meeting location at least 10 minutes earlier than meeting time to assist as assigned by Senior Patrol Leader (SPL) and/or the Assistant Senior Patrol Leader (ASPL).

BE READY to receive and fulfill assignments from SPL and/or

•

ASPL

BE A PARTNER WITH THE ASSISTANT SCOUTMASTER -

*

QUARtermaster

_____ • to receive and fulfill the assignments given to you by the Assistant Scoutmaster - Quartermaster.

- follow up on retrieval of equipment from outings
- equipment inventory
- assisting at Troop meetings when equipment is being taken out of the garage
- receive and fulfill any other assignments deemed necessary

MAKE SURE that you have the up to date list of names, phone numbers, and

•

addresses of the scouts in our troop.

At the outings keep a list of the scouts who take tents and equipment home

•

to clean and dry.

- Be sure to check all tents back in after the outing.

TROOP QUARTERMASTER

BE A PARTNER with the Assistant Scoutmaster - Quartermaster ...

- fill in when he is unable to or needs help
- accept any assignments from the Assistant Scoutmaster - Quartermaster, as much as possible

* BE A FRIEND TO ALL THE SCOUTS BY ...

- setting the Scouting example at all times
- have a good attitude
- be a helper instead of a taskmaster
- use the Scout sign for the sign of quiet (not the mouth)
- be a leader that the boys will look up to
- Live by the Scout Oath and Law

TROOP SCRIBE (YOUTH)

Be in uniform - properly worn as follows:

- - Official Boy Scout shirt buttoned, tucked in and neatly presented with all proper patches sewn on,
 - neckerchief and slide
- ATTEND THE PLC meetings the each month starting at 7:00pm to take the notes of the meeting. (Who attended and what happened.) These notes will need to be typed and given to the Scoutmaster and the Committee Chairperson.
- CONTACT someone else who holds a Troop Leadership position when you are unable to make any of the meetings to cover your jobs and let the Senior Patrol Leader (SPL) know of the changes.
- CONTACT EACH PATROL and find out who the Patrol Scribe is and share with the Scout what his job description is about...
 - taking attendance
 - write a short description of what happened in the patrol each week
 - make any special notations that involve outings, projects, merit badge, who has what job in the patrol, etc.
 - rank advancements
 - Keep track and make sure the Patrol Scribe has the information available for each month for the Committee Meeting. This information should be given to the Assistant Scoutmaster of the patrol who will be attending the Committee Meeting.

TROOP MEETINGS

*

- Be at Troop meeting location at least 10 minutes earlier than meeting time to be able to assist the Senior Patrol Leader and /or the Assistant Senior Patrol Leader (ASPL) as assigned.
- set up sign in table with paper to sign in, pens/pencils, tickets for uniform inspection, and box to put the tickets in.
- HAND OUT the tickets to each Scout attending the meeting.
- Take notes ... (make copy for the Scoutmaster and the Committee Chairperson)
 - >> Who was the hosting patrol?
What was their theme to present?
 - >> How did they present the theme -
(demonstrations, lecture, hands on, etc.)
Who had the winning uniform inspection ticket?
How much did they earn?
Any special guests? Webelos, speakers, etc.

- Maintain a notebook of all your notes making sure that there is a date and identification of what meeting the notes were for.

(3/16) continued...

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* BE A FRIEND TO ALL THE SCOUTS BY . . .

- > setting the Scouting example at all times
- > have a good attitude
- > be a helper instead of a taskmaster
- > use the Scout sign for the sign of quiet (not the mouth)
- > be a leader that the boys will look up to
- Live by the Scout Oath and Law

TROOP WEB MASTER (YOUTH)

Troop Web Master is in charge of keeping the troop's website current and up to date with photos, calendar and forms. He works with committee members, to have the current information posted.

BE IN UNIFORM - properly worn as follows:

*

Official Boy Scout shirt buttoned, tucked in and neatly presented with all

*

proper patches sewn on, neckerchief and slide
TROOP MEETINGS

*

- Be at Troop PLC meetings. Take notes and keep the WEB site current, maintain a notebook of all your notes making sure that there is a date and identification of what updates you have made. Keep in contact with the Scout Master and Committee Chair for updates that need to be made

BE A FRIEND TO ALL THE SCOUTS BY . . .

*

- > setting the Scouting example at all times
- > have a good attitude
- > be a helper instead of a taskmaster
- > use the Scout sign for the sign of quiet (not the mouth)
- > be a leader that the boys will look up to
- > Live by the Scout Oath and Law

ADVANCEMENT CHAIRPERSON (ADULT)

The Advancement Chairperson encourages the Scouts to

*

advance in rank.

He/she arranges for the adults to sit on a Board of Review and

*

then makes reports to the Council service center when the scout has finished and passed the troop board of review.

He/she secures the merit badges, rank advancement patches,

*

and other awards for the Courts of Honor from the Scout Shop.

He/she also maintain the records of advancement of each

*

of the Scouts in Troop 132.

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ASSISTANT SCOUTMASTER(S) (ADULT)

The Assistant Scoutmaster(s) also work directly with the

- boys in their patrols and on outings.
As an Assistant Scoutmaster(s), he will train and guide the
- boy through their rank advancement, merit badges, camping skills, assist with the boys on service projects, and be with the Scouts during outings.
The Assistant Scoutmaster(s) will keep track of their
- patrol's advancements requirements with the help from the Advancement Chairperson.
Our Assistant Scoutmaster(s) encourages the boys to
- continue on their road towards the Eagle Rank.

CHARTERED ORGANIZATION REPRESENTATIVE (ADULT)

Our Troop is sponsored by the First United Methodist Church.

- The chartered organization representative serves as a
- liaison between our troop and the chartered organization. He/she assists with the troop re-chartering in January and
- encourages service to the organization.

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COMMITTEE CHAIRPERSON (ADULT)

The Committee Chairperson organizes the committee to see

- that all functions are carried out.
He/she maintains a close relationship with the
- Scoutmaster and the Chartered Organization Representative.
The Committee Chairperson sees that troop leaders and
- committee members have training opportunities.
He/she plans the troop Parent's meeting agenda and run
- the parent leader meetings.
The Committee Chairperson is responsible for the charter
- review and re-charter annually.
- The Committee Chairperson helps the Scoutmaster with the Troop Meetings as needed.

MEMBERS OF COMMITTEE (ADULT)

As a member of committee, you are invited with the rest of the parents of our troop to participate monthly in our Troop Committee Meeting (See TROOP COMMITTEE MEETING). You will have the responsibility of reporting about the position you chair or co-chair at this meeting. You need to fill out an Adult Registration Application and return it to the Committee Chair for all the following positions. The troop pays the adult's registration fees.

The following are the different positions on the Troop Committee

- * Advancement (see ADVANCEMENT JOB DESCRIPTION)
- * Assistant Scoutmaster (see ASSISTANT SCOUTMASTER JOB DESCRIPTION)
- * Chaplain
- *
 - Provide a spiritual tone for all troop meetings and camping experiences. Assure members and leaders of your troop of your interest in them and their activities. Provide opportunities for all boys to grow in their relationship with God and their fellow Scouts. Encourage Scouts to participate in the religious emblems program of their respective faith.
- * Charter Organizational Representative (See CHARTER ORGANIZATIONAL REPRESENTATIVE POSITION)
- * Committee Chair (see COMMITTEE CHAIR JOB DESCRIPTION)
- * Eagle Coordinator
- *
 - Assist Life Rank Scouts in the direction of what project, guiding them through handling the paperwork leading up to the project and after the project has been completed.
- Fund Raising
 - Help direct and handle paperwork dealing with the different activities with fund raising.
- General Helper
 - drivers to activities
 - being a helping hand at different events/activities
 - help deliver different items
- Membership
 - Help with the new scout and re-charting registration
 - Help recruit new scouts for the Troop, both from Pack 132 and elsewhere
- Order of the Arrow Representative (OA)
 - Will be mainly responsible for the OA elections and any other news that would impact our troop members.
- Outings
 - Make arrangements for the outings.
 -

MEMBERS OF COMMITTEE

- Prepare and collect permission slips
 - Prepare a list of participants going on the specific outing
 - Prepare and have the Tour Permit signed by committee members as well as the BSA Service Center
 - Collect the money for the outings and turn it over to the Treasurer
- Quartermaster - equipment (see QUARTERMASTER JOB DESCRIPTION)

*

Scout Anniversary Month

•

- Arrange for a window spot for our display
- Prepare and submit an article to the Daily Herald about our Troop
- Prepare a bulletin and a Scout program using our Scouts, for the First United Methodist Church.

Scoutmaster - (see SCOUTMASTER JOB DESCRIPTION)

*

Service Projects

•

- Keep track of all the Scouts/Adults service hours per person
- Have a list of ideas of service projects available upon request

Special Assignments

•

- Are generally a short assignment given to an adult to do a specific job
 - <> Handling a specific fund raiser
 - Be in charge of the service hours by each of the scouts
 - <> To help the Scouts with a specific talent that an adult may have
 - <> To help with Board of Reviews
 - <> Merit Badge Counselors (see ADVANCEMENT SECTION)

Treasurer (See TREASURER JOB DESCRIPTION)

*

More than one person can hold any of the above positions, with the exception of the Scoutmaster, Committee Chair, and the Treasurer. The following jobs that wouldn't call for you to attend the Troop Committee Meeting, if you chose not to:

Board of Review

•

- The Advancement chair would call you to see if you are available to sit on a Scout's rank review along with 2 - 3 other people. You would be asking the Scout (not your own son) questions about the specific rank, to see if he understood the different parts of that rank. Then grant him the advancement of that rank.

Merit Badge Counselor

•

- Work with the boys (not your son) and sign off specific Merit Badges of your choice - after you have filled out a Merit Badge application and have received a letter from the council stating that you have been accepted for that specific Merit Badge.

QUARtermaster (ADULT)

The Quartermaster makes sure the equipment is in good

- working order.
They make repairs or arranges for repairs on equipment when
- needed.
He/she procures new equipment with the approval of the
- committee as needed.
The Quartermaster advises the troop committee of and
- making arrangements for trailer maintenance and equipment maintenance day.
He/she maintains an up to date inventory of our Troops
- equipment's.
On outings /events he/she assigns Scouts to be
- responsible for the equipment including tents after each outing. The Scouts are to make sure the equipment
assigned to them is returned in good, clean, dry, and with
all pieces to the
Quartermaster.
The Quartermaster coordinates the making/purchasing of
- equipment needed for outings.

SCOUTMASTER (ADULT)

The Scoutmaster is the adult leader responsible for the image

*

and program of the troop.

The Scoutmaster works directly with the Scouts.

*

The importance of the Scoutmaster's job is reflected in the

*

fact that the quality of his guidance will affect every youth and adult involved in the troop.

His duties include: train and guide the boy leaders, work

*

with others to bring scouting to the boys, and use the methods of scouting to achieve the aims of scouting.

Is responsible for conducting Scoutmaster's conferences.

*

* At each Troop and committee meetings, they are responsible for some "pearls of wisdom" called the Scoutmaster's moment.

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D -

TREASURER (ADULT)

The Treasurer is responsible for the safekeeping of the troop's

- financial assets.
Their responsibilities include accounting for all receipts and
- disbursements, depositing all receipts, transferring funds between savings and checking accounts as necessary, issuing checks for all expenditures upon approval of Committee, and preparation of the troop's annual budget as well as reporting monthly to the committee as to the troop's financial position.
He/she works closely with the Scoutmaster, Committee
- Chairperson, Outing Coordinator, Fund raising Chairperson, and the summer camp and High Adventure chairperson.
He/she has custody of the checkbook and all troop bank
- statement are mailed to their attention at their residence.
- They also advise the Troop Committee of amounts that can be spent on different items.

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MEETINGS

A SCOUT IS CHEERFUL.

TROOP AND PATROL MEETINGS	E-1
.....	E-2
SENIOR PATROL MEETINGS (SPL) .	
.....	E-3
TROOP COMMITTEE MEETINGS .	
TROOP AND PATROL MEETINGS	

As a rule all Scouts meets every Wednesday night; some meetings are Troop Meetings, some Patrol Meetings, and some a combination of the two. The meetings are at the First United Methodist Church, 1903 East Euclid Street, Arlington Heights, IL 60004, in the Fellowship Hall in the lower level. This meeting begins promptly at 7:30pm and ends around 8:45pm. For the exact dates please refer to your current calendar. On some Wednesdays are Senior Patrol Leader meetings at 7 p.m. (immediately preceding the 7:30 p.m. regular meeting). See page E-2 for more information. NOTE: We would deeply appreciate that your scout be picked up immediately after the scheduled meeting end time. Dress code for our troop and patrol meetings is our troop's "official" uniform (his shirt with proper rank, patrol patches, neckerchief, etc.)

Patrol Meetings. Troop 132's patrols are made up by Scouts who are in the same grade. Each patrol has a name, flag as well as at least 2 trained Assistant Scoutmasters.

During these patrol meetings the Scouts will be working on rank advancements, merit badges, preparations for their Troop meeting assignments, and finalizing their needs for the next outing. Also, it is possible to make an appointment with the Scoutmaster, to have a Scoutmaster's Conference when required for advancement purposes.

On our monthly troop outings and camping trips, the patrol works together. When scouts travel, hike, eat, perform, participate, and compete, they operate for the most part together as a patrol.

Troop Meetings.

Our troop meetings are led by the Senior Patrol Leader and the patrol leader whose patrol is making the assigned presentation for that evening's meeting. A general agenda for the meeting is as follows:

- Opening Flag Ceremony
- Opening Prayer
- Uniform Inspection
- Announcements
- Special Presentation by a patrol
- Scoutmaster's Minute
- Closing Flag Ceremony

SENIOR PATROL LEADER MEETINGS

Our troop holds the Senior Patrol Leader Meetings (SPL) once a month at 7:00pm see troop calendar for dates. This meeting generally ends about 5 minutes before the troop/patrol meetings.

Those who are in attendance are the Scoutmaster, the Senior Patrol Leader, and the Troop's Scribe, each of the Patrol Leaders. If for some reason the Senior Patrol Leader or the Patrol Leaders are unable to make this meeting, the Assistant Senior Patrol Leader and the Assistant Patrol Leaders take their place.

The Troop Scribe takes notes on what has been talked about and by whom and keeps a log for any future information that will be needed.

The Patrol Leaders represent their patrols and takes notes so that they can report to their specific patrols on what had happened in this meeting.

The Senior Patrol Leader leads this meeting along with the assistance of the Scoutmaster.

The Scoutmaster advises the Senior Patrol Leader and makes sure he has the materials from the Council/District. The Scoutmaster also plans a short training moment.

During the Senior Patrol Leader's meeting:

- ▶ the Scoutmaster gives a short training and discussion with the boys on a specific subject.
The Scoutmaster gives the SPL information about different Council and/or
- ▶ District events that the SPL will need to share with the troop.
Discussions about the upcoming Troop activities
- ▶

Calendaring of the Troop Meeting Presentations are talked about with the Patrol Leaders to see if their patrol will be ready, and taking care of any miscellaneous items.

TROOP COMMITTEE MEETINGS

Everyone is invited to come to this meeting as well as the Troop Committee members (see MEMBERS OF COMMITTEE).

Our meetings are at the First United Methodist Church, see calendar for dates, we meet once a month except for July and August or otherwise advised. We meet in one of the room in the lower level of the church. We start our meeting at 7:30pm and it generally goes until 8:30 - 9:00pm, unless we get stuck on an item that needs more discussion.

There are a couple of times that the church isn't available and we need to change the place of time, but that information is arranged well ahead of time.

During this meeting, the committee chairs make their reports, decisions are voted on and questions are answered. Information from the Council and District is discussed also.

We invite everyone to participate in this informative meeting.

MISCELLANEOUS

A SCOUT IS REVERENT.

SCOUT HANDBOOK F-1

TROOP LIBRARY F-2

TROOP 132 ORGANIZATION F-3

SCOUT HANDBOOK

It is the policy of our troop that all members own the current Scout Handbook (provided by the troop when the Scout joins). The information in this book will be needed at each of the patrol meetings as well as some of the troop meetings. This handbook is necessary for advancement work and skills that will be worked on at outings.

The Scout Field Book is highly recommended, but an optional purchase. When the boy continues up through the ranks it will probably become a necessity.

In addition, incoming Scouts are provided with a Patrol Binder with useful information, materials and forms, including ones to log service hours, camping and non-camping activities, all of which are important to record for rank advancement and/or merit badge purposes.

It is **strongly suggested** that your son's name be placed on the outside of the pages of the Handbook and Patrol Binder using a pen or marking pen.

TROOP LIBRARY

Our troop has a library of merit badge books that is always in the process of being up to date. These books, the Scout may borrow to help with their acquiring that merit badge. We do expect for the scout to sign out the book with the Troop's Librarian and to sign it back in when done.

If you purchase a merit badge book and have no more use for it, we would love to accept your donation to the Troop's library.

TROOP 132 ORGANIZATION

The Troop is organized as follows:

Charter Organization- First United Methodist Church, Arlington Heights.

1. Troop Committee - All scout parents and interested adults. This group sets
2. the policies for the troop within National BSA Guidelines.
3. The Adult Staff - Scoutmaster, Assistant Scoutmasters and parent helpers working with the boys directly.
4. The older Scouts - assist the Troop's adult staff in working the younger scouts.
5. The Patrol Leaders Council (PLC) - The Senior Patrol Leader, assistant Patrol Leaders of the troop, and the Scoutmaster helps plan the troop activities.
6. The Patrol - Each patrol consists of boys in the same grade in school as well as their adult staff.

OUTINGS

A SCOUT IS FRIENDLY.

ACTIVITIES .	G-1
CAMP MENUS .	G-2
COST OF OUTINGS/ACTIVITIES (see finances - Section C)	
EQUIPMENT	
GENERAL .	G-3/4
GENERAL CAMPOUT (recommended) .	G-5
NAPOWAN (recommended) .	G-6
WINTER (recommended) .	G-7
INSURANCE .	G-8
MINI HIGH / HIGH ADVENTURES .	G-9
OUTINGS .	G-10
PERMISSIONS SLIPS .	G-11

ACTIVITIES

Most major Troop activities are planned far in advance and the dates can be found in your monthly calendars (see CALENDAR - Section B) and reminders will be emailed or mentioned at Troop meetings.

Our Troop's monthly calendar has been designed to acknowledge District 25 and 214 calendared days off, vacations, dances, and graduations. The Troop's activities have generally been scheduled around those dates. The District/Council activities have not.

The calendar lists all major outings, as well as Troop and patrol meetings, quarterly Courts of Honor, and any other troop and District/Council events. Please keep track of these dates on your family calendar to avoid as many conflicts as possible.

The Troop depends on active parent support. Parents should encourage their son to attend most Troop activities. Schedule changes and additions are always noted on the Website or by email and through announcements at the Troop / Patrol meetings. Detailed information on up-coming camps, hikes, and other outings are for the most part handed out during the Scout meetings and/or in the newsletter about two (2) weeks before the event or sooner if possible.

CAMP MENUS

We want to make sure that every Scout on an outing eats plenty of the right food. Although we try to always prepare balanced meals, not all meals can be consumed as finger food (although some Scouts have gone their entire Scout career without the use of a fork or spoon.)

Food for outings is purchased with part of the camping fee. Each Patrol is responsible for the planning of the menu and the patrol members take turns purchasing the food, planning the cooking/clean-up schedule. *Each patrol going on the outing has a supply box assigned to them containing all of their cooking gear, as well as some spices, dish soap and miscellaneous items. There is also a waterproof envelope attached to it where the schedule is displayed. Each Scout is expected to do his share of the work. (Adult leaders prepare and eat separately on most outings but are available to help scouts when needed. Remember "Boy Led Troop")

Menus should be a group effort of the Patrol, and menus are reviewed and-approved by the Assistant Scoutmaster, before the food is purchased. If your Scout has special dietary needs, PLEASE, notify one of the adult leaders prior to the first outing.

Please do not send any special treats for your Scout. One of the principles of Scouting is to share, so our policy, so, our policy has been if you wish to send a treat, there must be a sufficient amount for all the Scouts attending. Candy is also a major problem. Please discourage your Scout from taking any candy with him. **NO FOOD IS ALLOWED IN THE TENTS.** The important reasons for this sticky mess factor that attracts insects, other creatures and makes your Scout's life miserable.

Encourage your Scout to help you cook at home. For starters, pancakes, eggs, bacon, and browning meats are pretty basic. We encourage the Scouts to experiment with new foods so help him if you have special recipes that can be prepared outdoors. Soups and stews work well.

At times, patrols can be combined together because of the number of boys going from a specific patrol and that newly formed patrol will work as a camping patrol for that specific outing.

EQUIPMENT - GENERAL

Over the years, many hundreds of hours of hard work have gone into buying and building the Troops equipment inventory. We have thousands of dollars invested in tents, stoves, lanterns, dining flies, tarps, patrol boxes, tools, propane tanks, dutch ovens, and many more miscellaneous items not the least of which is our trailer.

This equipment is costly and was obtained over a long period of time. All Scouts are expected to treat this equipment with care. There is absolutely no way our troop can carry out our ambitious program without the equipment that we now have in inventory.

Every Scout will need to have his own personal equipment. He may need to add to his personal equipment based on his participation in our activities. The Scout Handbook will give you some ideas on what will be needed in the future. Official BSA Equipment Is excellent, but it is always smart to shop around for the best selection.

Keep in mind that much of what you buy your son, he will either outgrow or may lose. This is not to say you should get cheap equipment, just use some judgment in matching age/experience with cost. Please refer to the different EQUIPMENT LISTS included in this book. You will see that there are no high priced items. We believe in keeping it simple.

Invest in rain gear* and a sleeping bag*. His camping experience may be miserable if he cannot stay dry or get a good, warm rest. When buying a sleeping bag, keep in mind the growth factor. Resist buying your son that pocket knife* with 101 gadgets on it. Regarding knives, FOLDING type are the only ones allowed in Boy Scouts. Stay away from the sheath knives popular with hunters or Rambo wan-a-bees.

*Here are some hint and suggestions about some general equipment that would be a good idea to purchase. REMEMBER to put your Scout's name on every part of the item.

This is the only thing that will keep him dry when it rains. Rain gear

RAIN GEAR

also provides good wind protection. Consider a poncho since it allows for growth easier than a rain suit. Rain suits are better protection since they are fitted but are less tolerant of growth. A good sleeping bag will make the difference between a cold,

SLEEPING BAG

poor night's sleep and a good warm one. You can extend the range of a thin sleeping bag with extra blankets. Manmade fiber filler is better since goose down (very expensive) is useless if it gets wet. Buy an adult size and let him grow into it.

A simple one or two folding blade knife is fine. Folding lock-back

KNIFE

types are safer, preventing the knife from accidentally closing on the hand. The size of the folding knife should be, as close as possible, the length of your hand when the knife is open.

EQUIPMENT - GENERAL

Boy Scout cook kits have a lot of extra stuff and usually get

EATING

EQUIPMENT

lost. We suggest a plastic plate or bowl (a Frisbee works great), a cup and a fork and spoon.

Drinking water is very important. Boy Scout canteens are

WATER

BOTTLE

OK - only if they are used for WATER ONLY!! But a one quart plastic bottle is fine.

Always bring two (2) pair. One pair usually gets wet somehow. On a

SHOES

hiking outing, well broken-in hiking boots are a good idea but not mandatory. Good Fitting gym shoes work pretty well. Socks should not have any holes in them since this is a good way to get blisters.

FLASHLIGHT

Huge-searchlights stay at home. A small flashlight is fine, and a headlamp is even better. Bring extra batteries and a spare bulb.

CLOTHING

Clothing should be in good condition, suitable for the weather conditions expected. It is a good idea to put an extra pair of underwear and socks as well as one set of outer clothing in Ziploc bags so that there will be at least one complete set of clothing that will be dry.

TENTS

We do not recommend personal tents. The Troop has sufficient for all scouts. Personal tents are allowed with the Scoutmaster's discretion at outings (except Council sponsored outings) but the troop is NOT responsible for any damages.

SLEEPING

In order to have a weather barrier, sleeping pads or PADS are suggested. You could use heavy cardboard - but that could get wet and soggy, closed cell foam, or for extremely cold weather, you could purchase 8' x 4' x 3/4" thick foiled wrapped installation boards from lumber store. Cut the installation boards into 8 pieces 2' x 2' and cover all the edges with duct tape, then line up 3-4 panels so that you make a 2' x 6' or 2' x 8' then tape a Jacob's Ladder pattern (tape one side on top and another side on the bottom so that the board can fold up)

PUT HIS NAME ON EVERYTHING

It is unbelievable how much personal equipment is left at the camp or in the cars. Without a name, it is very difficult to return.

If you do not know where to go to purchase equipment, ask one of the leaders for local stores and discount mail order houses.

GENERAL CAMPING EQUIPMENT

EVERYTHING MUST BE LABELED WITH SCOUT'S NAME

PERSONAL RECOMMENDED EQUIPMENT

- Scout Handbook (if required)
-
- Merit Badge Books (if required)
- small pad of paper and pen/pencil (if required)
- Sleeping bag
- Comb / Brush / Toothbrush / toothpaste
- 1 bath towel / 1 wash cloth
- Hand soap with case and shampoo
- Air mattress (optional)
- Insect repellent (ticks, Lyme's disease)-
- Sunscreen
- Hat
- drinking cup
- * A Backpack or duffel bag
- Canteen/water bottle
- Toilet paper in a plastic bag
- Compass
- Spending money as required
- Flashlight with extra bulbs and batteries
- Flint and steel

UNIFORMS (a must for travel and/or activity unless otherwise stated)

- Scout buttoned shirt
-
- neckerchief and slide

OTHER RECOMMENDED CLOTHING

- 1 short and or long sleeve shirts
-
- 1 extra pair of shorts and or jeans
- 6 pairs of socks
- 1 pair of hiking boots
- Light jacket/windbreaker/sweatshirt
- Poncho or suitable rain gear
- underwear
- 1 pair of pajamas (or sleepwear)
- 2 pairs of boots/sneakers

NAPOWAN SUMMER CAMP EQUIPMENT LIST (RECOMMENDED)

EVERYTHING MUST BE LABELED WITH SCOUT ' S NAME

PERSONAL RECOMMENDED EQUIPMENT

- Scout Handbook and Patrol Binder
- Necessary Merit Badge Books
- Completed / partly completed merit badge work
- Small Spiral notebook and pencils
- Sleeping bag
- Comb / Brush
- Toothbrush and toothpaste
- 2 bath towels
- 1 wash cloth
- Hand soap with case and shampoo
- Air mattress-(optional)
- Insect repellent (ticks, Lyme's disease)
- Sunscreen
- Hat
- drinking cup
- Backpack for daily use.
- Canteen/water bottle
- Pocket Knife - Scout must have Tot'n Chip before leaving for Napowan (note: If scout doesn't have a Tot'n Chip, they must turn in their knives to Scoutmaster and he will returned them to the boys AFTER they have their new Tot'n chip.)
- Toilet paper in a plastic bag
- Compass
- Spending money (for snacks, souvenirs, etc.)
- Flashlight with extra bulbs and batteries

UNIFORMS

- 1 - 2 Scout shirts - badge / neckerchief (necessary for dinner and some events)
- Troop Shirt - will be provided
- Scout cap - optional

OTHER RECOMMENDED CLOTHING

- 1 - 2 short sleeve shirts
- 1 long sleeve shirt
- 2 pair of shorts
- 2 pairs of jeans
- 6 pairs of underwear
- 2 pairs of sneakers
- 1 pair of hiking boots
- water shoes NO FLIP FLOPS! (to be word only when going between water activities)
- a few pairs of socks
- 1 pair of pajamas (or sleepwear)
- Light jacket/windbreaker/sweatshirt
- Poncho or suitable rain gear
- Swim Suit - to be worn under pants on the rid up to camp for swim test.

WINTER CAMPOUT EQUIPMENT LIST (RECOMMENDED)

*= Absolutely required for Winter campout

CLOTHING

Uniform - wear it Friday for traveling (see SCOUT UNIFORM)

- * Raingear - (very important) will give extra protection against the wind
- * Two pairs of shoes / boots (broken in, not new) or rubber boots
- * Three pairs long pants
- * Two changes of underwear - long johns
- * Socks (6-8 pair, wool is better than cotton is, Ok if changed often)
- * Two changes of long sleeve heavy duty shirts
- * Two Knit hats / caps one with ear covering for the outdoors and one for sleeping with.
- * Heavy well insulated jacket
- * Sweatshirt with hood
- * Sweater - wool is suggested
- * Two pairs gloves / mittens
- * Sweat suit to sleep in
- * Face mask or scarf to cover face

PERSONAL GEAR

Eating kit with reusable PLASTIC drinking cup

- * Sleeping bag and two extra warm blankets or two sleeping bags inside of each other
- * Sleeping pad (see EQUIPMENT)
- toothbrush/paste
- soap
- towel
- comb / brush
- * Canteen or water bottle (1 quart a must for hikes) Personal medicine (turn in to Scoutmaster with instructions)

MISCELLANEOUS ITEMS

- Duffle bag or pack to put everything in
- Flashlight with extra batteries and bulb
- Boy Scout Handbook (placed in a zip lock bag for protection)
- Pen or pencil and some paper
- Folding pocket knife (if you have completed "Tot-n-chip")
- Compass (at least one per patrol)
- At least gallon size zip-lock bags (to protect your equipment and clothes)
- *Small backpack or fanny pack (to carry items during the day)
- Small camp stool

DO NOT BRING:

- | | |
|--------------------------|-----------------|
| Radios/tape players / TV | Fire crackers |
| Matches | Ax |
| Sheath knives | Candy or snacks |

INSURANCE

The Pathway to Adventure Council of the Boy Scouts of America, carries a medical insurance policy to provide immediate care at hospitals or treatment centers. This policy is not intended to replace the Scout's family policy, but to serve as a supplement. It does cover minimal expenses for minor injuries sustained during *approved Scout activities as well as scheduled Troop and patrol meetings.

Your family health insurance needs to be in effect. If for any reason your health insurance carrier changes please let the Committee Chair know of this change, *in writing*, as soon as possible so that the troop's records can reflect those changes.

**A tour permit (obtained by the Troop leadership involved with the outing) for the outing needs to be approved by the Council Office.

MINI HIGH and HIGH ADVENTURE POLICY

Troop 132 will become more and more active in a more challenging and wide ranging program of activities for its members. It should be a privilege for a Scout to be permitted to attend one of the Mini High or High Adventure Expeditions sponsored by our Troop. Some of the activities may include: scuba diving, snorkeling, backpacking, canoeing, and white-water rafting. You also need the Scoutmaster's signature to attend a High Adventure.

It is the responsibility of each Scout and his parents to understand the following:

1. Scouts are expected to be active participants in the meetings and outings.
2. Selection of Scouts for the Mini High or the High Adventure Trips will be based upon Troop participation, age, rank, and any special merit badges required for that particular adventure or as required by Scout camps.
3. If selected, each Scout will be expected to attend all training sessions in preparation for that particular event.
4. Scouts are expected to display good conduct at all times during these trips. This includes the following:
 - a. following the Scout Oath and Law
 - b. living by all the rules set beforehand by the leaders
 - c. following all directions as put forth by the adults who are on the trip as well as the Patrol Leaders.
5. Before each High Adventure trip, Scouts and parents will be required to sign a form indicating that they understand the trip rules and requirements.
6. Any Scout on a trip who has a serious violation of Scouting standards may be sent home at parent's expense at the earliest possible time after arrangements are made with a parent or guardian.
7. A follow-up conference will be held with the family when the group has returned home. At that time the details of the incident(s) which caused the Scout to be sent home will be discussed.
8. The adult in charge of the event has final authority to send a scout home from an event.
9. Scouts who become ill or in some way incapacitated and unable to complete a trip may be sent home. Parents will be responsible for all costs over and above those covered by insurance.

OUTINGS

Outings are a very important portion of the Scouting experience. Most of the word "Scouting" is "outing" and here is where the Scouts learn and practice their outdoor skills. Camping, cooking, fires building compass work, canoeing, and rafting, hiking, biking, nature study, staying dry when the weather turns bad and learning about how to stay warm on those cold and damp nights.

The two most important things of all for each of our outings and activities are "Safety First" and having FUN. We try to have an outing every month. See the calendar and the monthly newsletters for the dates of the activities and outings.

PERMISSION SLIPS

Some outings require permission slip; most outings are done as an electronic sign up via email. Our troop is trying to be more green so electronic sign up is used. We cannot take your son on a trip without your written permission! This permission is also included on the yearly registration slip and covers a year's worth of outings. As a parent, I am sure you will understand this. We don't intend to leave anyone behind, but please understand our firm policy. This permission slip (when used) consists of three parts.

TOP PART - information about the outing. It will include information on costs, schedules of departures and drop off times, where we are going, and any other details needed to complete the outing information. This is the part that the parents keep.

MIDDLE PART - informs participants of the outing, where and to whom to drop off the signed permission slip, along with the money and any other information need for a specific activity.

BOTTOM PART - gives permission for medical treatment should your son become injured or seriously ill and the Scoutmaster/Assistant Scoutmaster in charge of the outing cannot get in touch with you. In addition to the permission, the bottom of the permission form has who is going (scout's name as well as adult's name) on the outing and if the adult is driving. There is a space for you to check how the cost of the outing will be paid for.

The permission slip will also have a tear off part that must be turned in on or before the specific date to a specific person. The important part of the event is to know who is going, driving, and how many to each patrol, so plans can be made so that everyone has the opportunity to have some fun.

When you sign up via electronic email you need to save the "information portion" to your computer.

A permission slip for the upcoming events will be available at the Troop Meeting or via email.

SELF RESPONSIBILITIES

A SCOUT IS OBEDIENT.

ACTIVE PARTICIPATION	H-1
CODE OF CONDUCT	H-2
DISCIPLINE	H-3/4
DRINKING/ALCOHOL/ TOBACCO PRODUCTS/ DRUGS . . .	H-5
HAZING	H-6
PARENTAL SUPPORT	H-7
STAYING INFORMED	H-8

ACTIVE PARTICIPATION

The members of Troop 132 are expected to participate in all phases of the Troop Program as much as possible. This means regular attendance on troop outings and trips, good community service projects, attendance at Troop meetings and patrol meetings as well as holding positions of responsibility. By meeting this requirement you would be considered "A scout in good standing."

One of the questions that the Scoutmaster will consider at his Conference with your son as well as the Board of Review asks themselves and the scout is - "Are you a scout in good standing?" This may have an impact on rank advancement.

CODE OF CONDUCT

As a member of Troop 132, each member promises to conduct himself in a manner consistent with the Scouting ideals set forth in the Scout Oath and Law.

The following will be signed by the scout and the parent and returned to the Committee Chair.

SCOUT OATH - On my honor, I will do my best to do my duty to God and my country and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake, and morally straight.

SCOUT LAW - A Scout is Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean and Reverent.

Abusive or rude behavior will not be tolerated at any Scout related activity or meeting. Any Scout engaging in such behavior will, upon the third warning (see Discipline) by the Troop leadership be dismissed from that Scouting activity.

The Troop Leadership will contact the Scout's parents, explain the situation, and make arrangements to have the Scout picked up immediately. Repeated misbehavior could result in dismissal from Troop 132.

Scouts will not possess, use, or consume mood-altering chemicals, including alcoholic beverages, at any Scout related function. Any Scout suspected of having the above mentioned substance in his possession will be searched, along with his belongings, by an adult Troop leader.

If any of the above mentioned substances are found in the Scout's possession, the Scout will be subject to immediate dismissal from that activity and possibly from our troop.

AFFIRMATION (the below is an example found on our registration slip)
In choosing to participate in Troop 132 meetings and activities, I hereby indicate my understanding and commitment to observe Troop 132's Code of Conduct.

Scout's signature

Date

I consent to my son's participation in Troop 132's meetings and activities. I hereby indicate my understanding and advocacy of Troop 132's Code of Conduct, and I agree to support my son's commitment to the Code.

Parent of Guardian Signature
(3/16)

Date

DISCIPLINE

Scouting has rules that must be followed in order to show good "Scout Spirit" and be a member of the team. The rules of Scouting are found in the Scout Oath or Promise, Scout Law, Scout Motto, and Scout Slogan. Scouts in our troop are expected to follow these rules to the best of their ability. Self-control and self-discipline are attributes expected from all Scouts in our troop.

We want to have a well-functioning Boys Scout Troop and fun activities for the boys. We do not expect to have to discipline anyone. We do not wish to discipline anyone. We believe that most boys will respect others rights and feelings most of the time. However, disciplinary action is sometimes necessary. We intend to use our positive reinforcement skills to keep the boys well behaved and happy. At the same time we recognize the need for a clear explanation of established policy governing those times when positive reinforcement is not working and limits must be applied. Here is a brief explanation of those situations.

SERIOUS INFRACTIONS

- Disruptive or disrespectful: Any behavior that is excessively disruptive or excessively disrespectful to adults or other scouts may result in the scout being sent home from a meeting or an outing. The adult leaders at the meeting or activity have the authority to apply this consequence. The scout may be prohibited from attending meetings or outings for a period of time to be decided by the Scoutmaster.
- Illegal/safety/health/welfare: Any behavior that is illegal or that directly affects the safety, health, or welfare of the scout or others will result in the scout being sent home from the meeting or outing. These behaviors would be for example: possession of alcohol, drugs, firearms, or other weapons; destruction of property; and threatening others with physical violence or using physical violence against himself or others. The adult leaders at the meeting or activity have the authority to apply this consequence. The scout will be prohibited from attending meetings or outings for a period of time to be decided by the Scoutmaster.

INAPPROPRIATE BEHAVIORS LESS SERIOUS THAN THE IWO ABOVE:

- Warning to boy: If the scout has not changed his behavior after requests or objections from other scouts or adults. The first step will be a warning given in a personal conference between the scout and two adult leaders. This would normally take place at the time the infraction occurs if conditions permit.
- Warning to boy and parents: If the problem behavior continues during that same meeting or outing, another personal conference may be held with the scout and the scout's parents will be notified either by phone call, letter, or

email. The following information should be included in the communication:

H - 3

(3/16) continued....

A description of the behavior, a description of the disciplinary action taken, a request for the parents help to correct the behavior, an offer to meet with the parents, and a notice that continued problem behavior may result in exclusion from troop and patrol meetings and outings for a period of time. If the scout persists in problem behavior during later meetings

- or outings, the Scoutmaster may prohibit the scout from attending meetings and/or outings for a period of time. The scout and his parents will be notified either by phone call, letter, or email.

The following information should be included in the communication: A description of the behavior, a description of the disciplinary action taken, a request for the parents help to correct the behavior, an offer to meet with the parents, and a notice that continued problem behavior will result in permanent exclusion from troop and patrol meetings and outings.

When the scout is allowed to return to meetings and outings, if he persists in problem behavior, the Scoutmaster may permanently prohibit the scout from attending meetings and/or outings. The scout and his parents will be notified either by phone call, letter, or email. The following information should be included in the communication:

A description of the behavior, a description of the disciplinary action taken, and regrets that this action was necessary.

We intend to patiently work with scouts and their parents to correct misbehavior. We intend to apply serious sanctions only in the case of serious or persistent misbehavior. Please work with us if sanctions are necessary. We do not expect to have to expel anyone. Our objective is to correct misbehavior, teach respect for important values, and have the joy of seeing our sons grow to be responsible and sensitive adults.

DRINKING, ALCOHOL, TOBACCO (TOBACCO PRODUCTS) AND DRUGS

It is the policy of the Boy Scouts of America and Troop 132 that the use of alcoholic beverages and controlled substances is not permitted at encampments or activities on property owned and /or operated by the Boy Scouts of America, or at any activity involving participation of youth members.

It is also the policy of Boy Scouts of America and Troop 132 that the use of tobacco or any of its products, as well as e-cigarettes and the like, are not permitted around the Scouts at any time. When an adult is using such products it is to be away from the scouts and when you are done, the left overs are to be field striped and discarded in proper containers. Tobacco products are not to be offered to any of the Scouts in our troop.

HAZING

Hazing and initiations have no place in our troop and are strictly prohibited. Please notify the Scoutmaster if your son reports there has been a hazing incident.

PARENTAL SUPPORT

We understand that many parents want their sons to be successful in scouting and to get as much out of the program as possible. A key element in maintaining and improving the quality of our troop's program and ensuring active participation of troop members is active parental support.

In order to be really successful, Scouting must become, to a certain extent, a family

program and activity. Ideally, parental support does not just consist of driving your son to a troop meeting and picking him up. Good parental support consists of the following:

- Making sure your son attends as many activities as possible and is ready for them.
- Helping out with outings by:
 - Driving to and/or from outings
 - Camping with the Scouts
 - Helping with preparations before leaving

Take an active interest in all his Scouting activities

Encourage and follow your son in his Scout Advancement activities.

- Attend parents' meetings and Courts of Honor.
- Become active in the Troop Committee. (see ADULT JOB DESCRIPTIONS)
- Chair or Co-chair positions:
 - <> Advancement Chair
 - <> Committee Chair
 - <> Fund Raising
 - <> Membership
 - <> Outing Chair
 - <> Quartermaster - equipment
 - <> Service Projects
 - <> Treasurer
 - <> Committee member (help with Board of Reviews)

Help on the Board of Reviews

- Support fund raisers set by Troop 132 and encourage your son to participate.
- Participate as a Merit Badge counselor for several badges.
-

STAYING INFORMED

There are several ways you and your son can stay informed on what is happening in our troop. We have available at the June Court of Honor, a tentative calendar of events for the upcoming Scouting year. In September, we should have a much better feel for what we've been able to schedule during the summer, which we will show in a more permanent calendar.

Troop 132 also has Website, <http://www.troop132.nwsc.org>

and a Facebook page, Boy Scout Troop 132, Arlington Heights IL

Email is one of the most valuable parts of our troop's communication to the parents of the Scouts, so please see that the troop has your email address.

There is also a phone tree within each patrol. The patrol leader is informed about a change and it is his responsibility to contact the scouts in his patrol about those changes.

The most important and reliable method of staying informed is for your son to attend the troop and patrol meetings. Each week announcements are made regarding coming events, changes, permissions slips, etc.

If in doubt, the first person your son should call is his Patrol Leader or the Senior Patrol Leader. As always if there is ever a question, please feel free to call the Scoutmaster, Assistant Scoutmaster or the Committee Chairperson. Our troop tries to keep you informed, but ultimately the responsibility is your son's.

Another way to stay informed is join the adult leaders and other parents at our monthly Troop Committee Meetings. These meetings are held at the First United Methodist Church in the lower level every month. See calendar for dates, meetings start at 7:30pm. (See TROOP COMMITTEE MEETINGS)

TRAINING

A SCOUT IS COURTEOUS.

ADULT TRAINING.	I-1
C L I M B O N S A F E L Y	
I-2	
CPR / FIRST AID	I-3
DEN CHIEF	I-4
INTRODUCTION TO LEADERSHIP SKILLS (ILS) TRAINING.	I-5
LIFE TO EAGLE CONFERENCE (see: ADVANCEMENT – Section A-8)_	
SAFE SWIM DEFENSE	I-6
SAFETY A FLOAT	I-7
NATIONAL YOUTH LEADERSHIP TRAINING.....	I-8
YOUTH PROTECTION	I-9

ADULT TRAININGS (ADULT)

As an orientation, you should go to myscouting.scouting.org, where you can set up an account and take the online basic training that will give you an overview of what Scouting is and how it is run. It is different than Cub Scouting! You need to know the differences.

In addition, all adult leaders (to and including Scoutmaster, Assistant Scoutmasters and Troop Committee Chairperson) and anyone who has contact with the scout, should take these training courses: Basic Leader Essential, Troop Leader Specific and Outdoor Leader Training. These three training courses are offered by the council at least twice a year. This set of three training courses do not need to be taken in order. **ALL adults who have contact with the scouts, or who want to go on any outing, must take Youth Protection Training on line and provide the committee with a copy of the certificate.**

The Basic Leader Essential Training is for anyone who is being trained in the troop. This is the first part of the three part training. Though you don't need to do it first. This covers BSA in a general way and it covers many aspects of leadership and working with boys. This training takes only part of one day.

The second part of the training is the Troop Leader Specific. This training is for the Scoutmaster, Assistant Scoutmasters, Troop Committee Chairperson and committee members. In this training an understanding of how YOUR position works. This training takes only part of one day.

The Outdoor Leader Training is mainly for those who go out with the boys camping but must include the Scoutmaster and Assistant Scoutmasters and anyone else who would like to join them on a camping adventure. This training is the third part of three trainings. Since OUTING is in Scouting this training becomes an important part of Scouting. It prepares the adults to lead the boys, learn about safety, as well as having fun in the out of doors. This is a weekend camping training, where you as a patrol of adults work and learning together. Troop 132 will reimburse any adult training you pay for please submit a copy of your receipt to the treasurer.

CLIMB ON SAFELY TRAINING (ADULT)

Climb On Safely is the Boy Scouts of America's recommended procedure for organizing BSA climbing/repelling activities at a natural site or a specifically designed facility such as a climbing wall or tower.

Leaders should be aware that this program is an orientation only and does not constitute training on how to climb or rappel. A leader/parent doesn't actually need to do the climbing or repelling but they are responsible for the overseeing of the safety of the Scouts.

The adult supervisor's relationship with youth should reinforce the importance of following instructions. The adult leader in charge and the climbing instructor share this responsibility. The instructor is responsible for all procedures and for safely conducting the climbing / repelling activity. The adult supervisor works cooperatively with the climbing instructor and is responsible for all matters outside of the climbing/repelling activity.

Dates and time for this training will become available soon.

This is a requirement for the tour permit that will be submitted for each climbing/repelling trip.

CPR / FIRST AID TRAININGS (ADULT / YOUTH)

CPR/FIRST AID TRAINING is offered through the council and is needed for any High Adventure outing.

It is strongly recommended that all Assistant Scoutmasters as well as our Scoutmaster, take this training.

This is a requirement for the tour permit that will be submitted for each trip.

DEN CHIEF TRAINING (YOUTH)

The Council and/or Northwood's District Boy Scout Training Committee holds an all day training for Boy Scouts who have a desire to serve a Troop Position as a Den Chief a couple times a year. Need to check the Council/District calendar for specific dates.

A Boy Scout doesn't need to be trained right away before he takes on the position BUT he will need to take it as soon as it is possible in order to complete the requirements for this position.

INTRODUCTION TO LEADERSHIP SKILLS (ILS) TRAINING (YOUTH)

The purpose of the Introduction to Leadership Skills for Troops course is to teach Scouts with leadership positions about their new roles and how to most effectively reach success in that role. It is intended to help Boy Scouts in leadership positions within their troop understand their responsibilities and to equip them with organizational and leadership skills to fulfill those responsibilities.

Introduction to Leadership Skills for Troops is the first course in the series of leadership training offered to Boy Scouts and is a replacement for Troop Leadership Training. Completion of Introduction to Leadership Skills for Troops is a prerequisite for Boy Scouts to participate in the more advanced leadership courses National Youth Leadership Training (NYLT) and the National Advanced Youth Leadership Experience (NAYLE). It is also required to participate in a Kodiak Challenge Trek.

This is an important training for all the boys in our troop because it starts them on the road to understanding what leadership is and does. This is offered during the year by our troop.

SAFE SWIM DEFENSE (ADULT)

Safe Swim Defense is the recommended procedure for conducting group swims at the beach, private or public pool, wilderness pond, streams, or wherever the water looks inviting enough to take a dip.

In order to supervise a Scout swimming activity one must be at least 21 years old who knowingly accepts responsibility for the well-being and safety of the Scouts in their care; who has experience in the water and is confident of being able to respond in the event of an emergency; and who is TRAINED in and committed to compliance with the eight points of BSA Safe Swim Defense.

Any adult who works with a Scouting unit - leader, assistant; committee member or parent is eligible for training to become a qualified supervisor. Our council gives this training at summer camps, roundtables and for Troops. It is strongly recommended that we have at least one Assistant Scoutmaster, who will be participating in the activities, per patrol as well as our Scoutmaster be trained in Safe Swim Defense. More is better.

Information about this training will be forthcoming.

This is a requirement for the tour permit that will be submitted for each water involved trip.

SAFETY AFLOAT TRAINING (ADULT)

This is a 50 minute training that can happen at summer camps, roundtables, and online.

Safety Afloat Training goals are to have the participants...

- understand and appreciate the most important and essential elements of aquatics safety - supervision and discipline.

- understand each of the nine points of this training's program and who each helps assure safe unit activity afloat.

- understand how to organize and conduct a safe unit activity afloat all activity

afloat must be supervised by a mature and conscientious adult age 21 or

older who understands and knowingly accepts responsibility for the well-being and safety of the children in their care, who is experienced and qualified in the particular water craft skills and equipment involved in the activity, and who is committed to compliance with the nine points of BSA Safety Afloat. One such supervisor is required for each 10 people, with a minimum of two adults for any one group.

Our troop does participate in a float activity so we require that our Assistant Scoutmasters as well as our Scoutmaster have this training. We also invite all the parents who are interested in participating in the Safety Afloat activities take the training.

This is a requirement for the tour permit that will be submitted for each afloat trip.

NATIONAL YOUTH LEADERSHIP TRAINING (YOUTH)

The NYLT course centers around the concepts of what a leader must BE, what he must KNOW, and what he must DO. The key elements are then taught with a clear focus on HOW TO. The skills come alive during the week as the patrol goes on a Quest for the Meaning of Leadership.

NYLT is a 5 night/6 day course. Content is delivered in a troop and patrol outdoor setting with an emphasis on immediate application of learning in a fun environment. Interconnecting concepts and work processes are introduced early, built upon, and aided by the use of memory aids, which allows participants to understand and employ the leadership skills much faster.

Built on the legacy of past JLT successes, the new NYLT integrates the best of modern leadership theory with the traditional strengths of the Scouting experience. Through activities, presentations, challenges, discussions, and audio-visual support, NYLT participants will be engaged in a unified approach to leadership that will give them the skill and confidence to lead well. Through a wide range of activities, games, and adventures, participants will work and play together as they put into action the best Scouting has to offer.

The training is now offered on a few different time periods and locations in June and July. See Council website for dates/locations <http://www.pathwaytoadventure.org/> NYLT is a 5 night/6 day (Sunday – Friday night) program, and scouts must have earned 1st Class Rank to attend.

YOUTH PROTECTION TRAINING (ADULT)

Youth Protection Training was developed because of the great concern the Boy Scouts of America has for the problem of child abuse in our society. It has also been developed to help safeguard both our youth and adult members.

Published and ONLINE Training have been prepared to give professionals and volunteer's information on the resources available for education our membership about child abuse - who to avoid it, how to identify it, and how to deal with it. These materials and local council training programs are designed to give parents and their children basis information that will increase their awareness and sense of personal power to assist in their own self-protection.

All persons responsible for youth safety must understand and appreciate Scouting's position of ZERO tolerance for child abuse or victimization in any form.

Unit leaders should report any suspected abuse to the local council Scout executive.

It is the policy of Boy Scouts Of America to have all of the ADULT LEADERS participate in this training, and all parents are invited and encouraged to take this training. This training is found at myscouting.scouting.org. Completion of this training is a requirement for the tour permits that our troop submits for each of our outings. A parent desiring to go on an outing with his/her scout must complete the online Youth Protection training.

UNIFORMS

A SCOUT IS BRAVE AND CLEAN.

SCOUT UNIFORM	J-1
UNIFORM INSPECTION	J-2

SCOUT UNIFORM

Wearing a scout uniform at each of our meetings as well as some of our outings sets the mood for that event as well as showing that one is part of a worldwide organization working to do good. It also gives unity and sameness to the group as well as advertises the Scouting program anywhere we stop.

We ask that Scouts to wear a tucked in, buttoned Scout Shirt at troop activities unless stated otherwise. We encourage the boys to have a complete uniform as prescribed by BSA, but we understand that the boys are constantly growing and it would be costly to keep the uniform up to date. With that thought, our Troop 132's 'official' scout uniform includes the *neckerchief and *slide, scout pants (khaki pants are ok), and the scout tan buttoned shirt with the following items sewn on it in proper positions:

Troop 132 numbers

The USA Flag

Council Patch

World Scout Crest Emblem

*Patrol Patch

*Rank Patch

*Quality Unit Patch (if earned)

*Troop Position Patch

*Green Shoulder Loops

In addition, we suggest that your son has the merit badge sash to hold all the merit badges that he will acquire throughout his years in our troop. The sashes comes in two sizes 30" and a 36" long. It has been suggested that purchasing the longer one would be a better investment, again your son will grow and it would fit him better when he is in high school.

We encourage our scoutmaster and assistant scoutmasters to wear our troop's official scout uniform.

Our TRAVELING UNIFORM consists of the Scout tan shirt with all the patches sewn on, scarf and slide, pants or shorts depending upon the weather. During Summer camp we have a class-B t-shirt that is available for purchase and is included in your summer camp fees. Troop 132 travels in uniform for insurance purpose in addition to identifying the outing as a Scout program. For the most part, in camp, uniforms can be removed and suitable outdoor clothing can be worn, unless otherwise stated.

The official Boy Scout uniform for an Eagle Board of Review must be worn as prescribed by BSA to include a pair of Scout trousers or Scout shorts, Green Scout socks, and a Scout belt.

** items included in the Troop Meeting Uniform Inspection*
(3/13)

UNIFORM INSPECTION

At each Troop meeting, the Senior Patrol Leader will check to see if the Scout has a clean, neat, buttoned, and tucked in tan Scout shirt in addition to the stated (*) items located in the SCOUT UNIFORM section stated in the guide. A neckerchief, slide, scout pants (Khaki pants are ok). With each approved (*) item the scout receives a ticket to be placed in the inspection box. At the next Court of Honor a ticket is drawn and that scout wins a prize.

Class A and Class B are unofficial nicknames for the scout uniforms. Though generally understood, some scouters prefer the proper uniform names.

Class A is the nickname for the BSA "Field Uniform," being the more formal shirt with collar and neckerchief.

Class B is the nickname for the BSA "Activity Uniform"; i.e. our Troop T- shirt.

APPENDIX

NOTE: The copies in this section are to be duplicated, when needed.

THE MERIT BADGE PROGRAMA

MISCELLANEOUS FORMS.....B

TROOP 132 EXPENSE REIMBURSEMENT FORM
OUTING DUTY ROSTER
PATROL MENU PLANNER
NON-CAMPING ACTIVITIES TRACKER
CAMPING TRACKER
MERIT BADGE TRACKER
SERVICE HOURS TRACKER
TROOP OUTING GEAR LIST
TROOP MEETING PLANNER

THE MERIT BADGE PROGRAM

The merit badge program is part of the advancement plan of the BSA. It has guided the interests and energies of Boy Scouts for over 90 years and is one of the most unusual educational programs ever devised. A merit badge is an award presented to Scout when he has completed the requirements for one of the more than 150 subjects in a wide variety of areas.

This program cannot happen without the services of merit badge counselors, experts in a particular subject and interested in helping Scouts grow into men of character, ready to take their place in the world of work as participating citizens. You're probably saying, 'That's all great, but what do I do and how do I do it?'

Your job is to satisfy yourself that each Scout who comes to you meets all the requirements for that merit badge. In a way, you are an examiner. Your larger role is in coaching/helping the Scout over the difficult hurdles of the requirements and making him aware of the deeper aspects of the subject from your knowledge experience.

The following are the steps that a Boy Scout takes to earn a Merit Badge, as outline in the Official Boy Scout Handbook.

- Get the merit badge pamphlet on his subject. His patrol or troop may have one that he can borrow, as may the library. Or he may buy one at the Scout Service Center or local Scout distributor.
- Learn and do the things that the pamphlet describes as being required for the badge.
- Get a SIGNED merit badge card from his Scoutmaster.

When ready or need to contact the merit badge counselor before starting the merit badge, obtain the name, phone number and address of a counselor for the merit badge. Call that counselor and make an appointment. Bring along all the things needed to meet the requirements or proof of what was accomplished and bring to your Merit Badge Clinic. Arrange to bring a buddy or an adult with you.

- Obtain the counselors signature on the merit badge card.
- Give the signed merit badge card to his Scoutmaster or Troop Advancement
- Chairperson, who will obtain the badge and present it to him in front of the troop.

Merit Badges

(March 1, 2016) * indicates Eagle Required

See pages A-11 –A-12 above regarding procedure for earning a Merit Badge

American Business
American Cultures
American Heritage
American Labor
Animal Science
Animation
Archaeology
Archery
Architecture
Art
Astronomy
Athletics
Automotive Maintenance
Aviation
Backpacking
Basketry
Bird Study
Bugling
Camping*
Canoeing
Chemistry
Chess
Citizenship in the Community*
Citizenship in the Nation*
Citizenship in the World*
Climbing
Coin Collecting
Collections
Communication*
Composite Materials
Cooking*
Crime Prevention
Cycling* (or Hiking or Swimming)
Dentistry
Digital Technology
Disabilities Awareness
Dog Care
Drafting
Electricity
Electronics
Emergency Preparedness* (or Life Saving)
Energy
Engineering
Entrepreneurship

Environmental Science* (or Sustainability)

Family Life*

Farm Mechanics

Fingerprinting

Fire Safety

First Aid*

Fish and Wildlife Management

Fishing

Fly Fishing

Forestry

Game Design

Gardening

Genealogy

Geocaching

Geology

Golf

Graphic Arts

Hiking* (or Cycling or Swimming)

Home Repairs

Horsemanship

Indian Lore

Insect Study

Inventing

Journalism

Kayaking

Landscape Architecture

Law

Leatherwork

Lifesaving*

Mammal Study

Medicine

Metalwork

Mining in Society

Model Design and Building

Motorboating

Moviemaking

Music

Nature

Nuclear Science

Oceanography

Orienteering

Painting

Personal Fitness*

Personal Management*

Pets

Photography

Pioneering

Plant Science

Plumbing

Pottery

Programming
Public Health
Public Speaking
Pulp and Paper
Radio
Railroading
Reading
Reptile and Amphibian Study
Rifle Shooting
Robotics
Rowing
Safety
Salesmanship
Scholarship
Scouting Heritage
Scuba Diving
Sculpture
Search & Rescue
Shotgun Shooting
Signs, Signals, and Codes
Skating
Small-Boat Sailing
Snow Sports
Soil and Water Conservation
Space Exploration
Sports
Stamp Collecting
Surveying
Sustainability* (or Environmental Science)
Swimming* (or Hiking or Cycling)
Textile
Theater
Traffic Safety
Truck Transportation
Veterinary Medicine
Water Sports
Weather
Welding
Whitewater
Wilderness Survival
Wood Carving
Woodwor

Boy Scout Troop 132

Expense Reimbursement

Submitted by: _____

Date: _____

Phone: _____

e: _____

.....

Cost

Description

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total: _____

.....

Date Paid:

Paid To: _____

Check Number: _____

Directions: Complete name, phone and date. Describe expense and purpose. List Expense.
Attach receipts to expense reimbursement sheet and submit to troop treasurer.

TROOP 132 PARENT SURVIVAL GUIDE INDEX

as of March 2016

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