

Western Massachusetts Council, BSA

Boy Scout Troop 32

www.bsatroop32.net

Troop 32 on Facebook

Handbook for Scouts and Parents



Chartered to Temple Beth El
979 Dickinson Street, Springfield, MA

Updated by the Troop 32 Committee: February 2014

This Handbook is the property of: _____

Mission Statement

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

Purpose of this Handbook

This handbook has been developed so all troop youth and parents know and understand the policies and procedures of the Boy Scouts of America and Troop 32. It cannot contain all of the policies and procedures of the BSA, but does give you some basics. Many of the procedures outlined in this handbook are covered more fully in the Boy Scout Handbook and in BSA's Guide to Safe Scouting. Nothing in this handbook supersedes the policies of the Boy Scouts of America or the by-laws of the Western Massachusetts Council. If at any time you have questions or concerns, please do not hesitate to ask the Scoutmaster, Troop Committee Chair, or any uniformed adult leader. The committee and leaders of Troop 32 who developed this handbook would like all parents to sit down with their scouts and review together the contents. When you have read it through and understand everything, please sign the last page, remove it from the handbook, and turn it into the Advancement Chair. The form is located on the last page. Receipt of the signed handbook form is required to participate in all meetings, activities, and campouts.

We ask that you please keep this handbook in a handy location at home and refer to it when you have questions about Troop 32 and Scouting. A copy is posted on our troop website, www.bsatroop32.net.

We also ask all parents to fill out and turn in the Parent Talent Survey located in the Leader's Resources section of the troop website at www.bsatroop32.net. Please print the form and hand it in at your earliest convenience.

Medical Form

As per BSA National Council policy, each registered scout (and registered adult) must have a BSA medical form, parts A & B, on file with the troop at all times. This form must be updated every year. Without this form on file, Troop 32 cannot allow any scout to attend activities and campouts. This is a safety policy that all troops must follow. Parts A & B of the form are available from the Scoutmaster, and do not require a doctor's signature. Please complete the form and hand it in at your earliest convenience. Completed forms will be kept on file with Troop 32 and taken on trips so they are available if/when needed. Part C, required for summer camp attendance, requires a doctor's signature, and will be available every spring as Troop 32 prepares to attend summer camp. If you need the form at a different time of year to conform to your insurance needs, please see the Scoutmaster. Be sure to keep the original form for your records and submit copies to the troop. When your son leaves the troop the form will be destroyed, or, if you request, it will be returned to you.

Troop History

BSA Troop 32 was created in 1924 and has been chartered to Temple Beth El since its inception. Troop 32 is non-denominational and welcomes all boys from the surrounding area. A boy needs no prior scouting experience to become a Boy Scout and join the troop. Any boy who has completed the 5th grade, and is aged 11 to 17 years old, is welcome to join. Any Cub Scout who has earned the Arrow of Light Award is also welcome to join.

Troop Meeting Information

The troop meets weekly when school is in session from September to June on Tuesday nights in the Temple Beth El auditorium. Meetings start promptly at 7:00 p.m. and end at 8:30 p.m. Please see the troop calendar for holidays that may cancel out a meeting. A copy of the current troop calendar is available to view and download at our website: www.bsatroop32.net.

Troop 32 is a boy led troop. The Senior Patrol Leader (SPL) and his assistants (ASPL's) organize and conduct every meeting. The adult leaders and committee members are in attendance at every meeting to advise and advance each scout and provide drivers when needed.

Snow Storms or Stormy Weather

In the case of schedule changes due to extreme snow storms or stormy weather, everyone will be notified by phone via their Patrol Leaders and email (if possible). The Troop follows the Springfield school district schedule for closings. If school has been canceled, then the meeting that night is also cancelled.

Email is the Preferred Method of Communication

Email is highly suggested to keep up to date on all troop activities, last minute additions or changes and reminders about troop activities. *Please make sure to check your email daily for troop news!* If your family does not have email access, please inform the Scoutmaster. Someone in the troop will be assigned to inform you of upcoming events that have been announced by email.

Things to Bring & Wear to Every Troop Meeting

- Every scout should wear his scout (sometimes referred to as "class A") shirt at every meeting. The scout shirt is to always be worn tucked into the pants. This is a requirement. In Troop 32 you may wear scout pants (preferred), jeans, shorts or other acceptable pants—camo pants are not allowed—to go along with your scout shirt.
- Please see the diagram: "Scout Uniform - Placement of Insignia" on page 21.
- The Boy Scout Handbook (your name inside of book)
- Pen or pencil
- Binder with paper for notes
- Backpack or daypack (optional) containing handbook, etc.
- Scout Spirit

Attendance Policy

Attendance is an *important* part of advancement. Attendance is defined as being on time, in proper uniform, and participating with good Scout spirit. Scout spirit—positive, cheerful interaction with others regardless of the situation—and active participation are both very important. Both are necessary to advance through the ranks. Although there is no stigma attached to missing meetings, regular attendance is important if the scout wants to learn, practice, and be recognized for his scout skills development in the positive and supportive environment of the troop meeting. No less important, regular attendance also provides the opportunity to grow in fellowship with the other troop members. Attendance will be tracked and recorded by the Troop Scribe.

An occasional absence is normal, but repeatedly missing meetings means that you might not advance as quickly as other boys in the troop.

If you will be late to or will miss a meeting, please notify your Patrol Leader. If you are involved a sport or for some other reason will completely miss meetings for a set period of time, please notify the Scoutmaster and Advancement Chair. You can continue to read your Scout Handbook and practice skills at home, and come to troop meetings when you can to be tested on these skills. You are welcome to return to regular attendance at any time.

It is understood that school comes first. If you are having academic problems in school, and want assistance, please notify the Scoutmaster; he can see if someone within the troop is available to help or tutor you.

Troop Discipline Policy

1. As per BSA policy, Troop 32 maintains a ZERO tolerance for physical and verbal abuse. Hitting, shoving, pushing, kicking, punching or other aggressive physical contact—even as “play”—are not allowed. Teasing, belittling, harassing, taunting or bullying another scout, whether older or younger, are not in keeping with Scout spirit and are prohibited.
2. If any scout violates the above BSA youth protection policy, or misbehaves on a campout or at a troop meeting or activity, the Scoutmaster will inform the scout of his infraction and his parents will be notified.
3. A scout who is a constant discipline problem may be asked to stop attending troop meetings and activities. The Scoutmaster and selected members of the troop committee will meet with the scout and his parents to discuss the issue and determine the outcome. He may be asked to leave the troop if the issues continue.

Camping

When you camped as a Webelos, you camped with your parent. When you camp as a Boy Scout you camp with other scouts and registered adult leaders. Your parents usually stay home. Your participation in camping trips and summer camp is necessary for advancement and personal growth as a Boy Scout.

Camping weekends are scheduled at the troop's annual planning conference and listed on our troop calendar. They are usually announced at the beginning of the meetings and again at the very end. Emails are also used to announce and remind scouts about upcoming campouts.

Sign-up sheets are available at the weekly troop meetings for several weeks before a campout. The sign up sheet is usually on the edge of the stage and is usually accompanied by a permission form and sometimes a campout information flyer. You are able to sign up after the closing ceremony at the end of the meeting.

All fees for the campouts must be paid by the deadline for signing up for the trip. Once the deadline has passed, signups and making payments has ended and the opportunity to participate in the trip has passed. *Signing up and paying on time ensures that you will be on the trip!*

Each camper should have a mess kit marked with his name. The mess kit contains a fork, spoon, plate and bowl, cup and water bottle/Nalgene style container. A day pack or small backpack is highly suggested for day trips and campouts. (See the packing list on page 6.)

If your scout signs-up for but does not go on the campout and the trip food has been purchased or the trip pre-paid, the money for the trip cannot be returned. If the scout contacts the food purchaser *before* the food shopping is completed, then a partial or full refund is possible. This is a variable and depends if payments have been made for activities on the trip.

The menu for the campout is planned by the boys in the troop approximately two weeks before the trip. If you have special dietary requirements, it is very important to make the trip leader aware of this at sign-up. *Note: Troop 32 does not observe or practice kosher food preparation. If there are scouts or parents who do keep kosher, please inform the Scoutmaster, and we will, both as a component of Temple Beth El and in keeping with the Scout Law, make suitable provisions.*

Once the trip has completed, some scouts will be assigned the task of taking home a tent, cooler or other troop camping items to set up, clean and dry out. This item MUST be returned in clean and dry condition at the NEXT troop meeting and checked into the troop inventory by the Quartermaster.

Attending campouts is a very important. Each night of camping is a chance to earn campout time for advancement, which is required. At campouts, scouts will learn skills such as cooking, lighting a fire, first aid, recognizing poisonous plants and more, all needed for advancement. Each scout will have the opportunity to practice what he learns. The skills will be recorded and reported to the Patrol Leaders who then hand it into the Advancement Chair.

Non-scout siblings are not allowed on campouts.

Campout Packing Checklist

Camping is a regular activity in Troop 32. It is more fun if you have the right equipment. You don't need expensive stuff, but you do need the right stuff. Carefully consider the lists and ideas below.

All Campouts (required)

- ✓ Weekend-size hard-framed backpack or duffle bag
- ✓ Sleeping bag
- ✓ *Extra socks!*
- ✓ Ground pad or personal air mattress
- ✓ Clothes for two extra days beyond the number of days in the campout, packed in plastic bag within backpack or duffel bag -- extra pair of shoes suggested
- ✓ Coat (season appropriate)
- ✓ Poncho or raincoat
- ✓ Sweater or (troop hoody) sweatshirt or fleece
- ✓ Flashlight and headlamp with spare batteries
- ✓ Mess kit and utensils
- ✓ Water bottle or canteen
- ✓ Toiletries: soap, towels, toothbrush, etc.

Cold Weather Campouts (October-March)

- ✓ 2nd sleeping bag or blanket liner or fleece sleeping bag
- ✓ Winter coat
- ✓ Waterproof boots (if snow on ground)
- ✓ Knitted hat (troop knit hat suggested)
- ✓ Gloves (2 pairs)

Optional Equipment

- ✓ Pillow
- ✓ Bathing suit (May-September)
- ✓ Personal first aid kit
- ✓ Folding pocket knife (if the boy has earned his Totin' Chip card)

Some trip leaders will email out a week or two before the campout a camping items checklist that you can print out and check off as you pack.

Packing for a Campout

The following are some useful helpful hints on packing a backpack or duffle bag for a trip.

A duffle bag can be short and sausage shaped, or tall and thin (think Army duffle). It can be leather trimmed or covered in camouflage or any color known. In any case, the same basic principles apply to packing. You want to *roll* rather than fold your clothes to fit more in and to minimize wrinkling. You want to fill any gaps with small objects to make maximum use of space. If you are using a backpack, you want to follow the same general guidelines.

Packing Instructions:

1. Start with something substantial to give form to the bottom or base of the duffle bag. Shoes, boots or slippers serve this purpose well.
2. Roll and pack bulky things, such as sweaters, sweatshirts or jackets. Follow with lighter items including pants, shorts and t-shirts, all rolled as well. Rolling: In order to maximize space, it would be best to roll your clothes tightly to make them as small as possible. The same would go for your socks and you should always make sure to roll these up properly. It won't be long before you've gotten the hang of rolling up and condensing.
3. Fill up empty spaces as you go with underwear, socks and other small and soft items. *Shake it up.* When you are nearing the top, jostle the bag. This will help the clothing settle, creating more space for packing.
4. Pack your toiletries in plastic bags with zip tops and put them near the top of the duffle. These bags prevent liquids from spilling onto your clothes and they are also handy for carrying loose items.
5. *No empty Space:* This is one of the most useful rules you will learn in duffle bag packing. Many people will assume that empty space is of no consequence, and as a result they will end up having less space overall. Fill those spaces with clothing items or other various items, but make sure everything fits properly.
6. *Leave Some Space* at the top of your bag. Doing this will permit you to close the duffle bag properly and it will prevent the bag from being ripped while you are on the road. Duffle bags are tough, and there is no question about that, but they are not invincible. _

Camping - A Parent's Guide

ALL parents who intend to participate as drivers or chaperones for troop activities must complete Youth Protection Training and submit the completion certificate to the Troop Committee Chair *before* attending any campouts or activities. YPT is available on-line at myscouting.org; remember to print a copy of your completion certificate when you have finished the training.

ALL parents MUST abide by the rules of a campout.

- Parents are to drive and chaperone (*Any parent who is driving for a troop event must provide vehicle information and car insurance information to the Advancement Chair three weeks before the trip who will record it and use it on the council tour permit*)
- Parents are attending as guests and should not interfere in the day to day operation of the scouts. If there is an issue, please must bring it to the attention of the Scoutmaster or trip leader to resolve.
- Parents must learn to step back and let the scouts learn from their scout and adult leaders.
- Per BSA Policy, no unmarried couples may sleep together on scout outings.
- Parents must stay for the duration of the trip and are not to leave early except at a time of family emergency.
- Parents must not leave the campout or activity without first notifying both the Scoutmaster and Trip Leader.
- Parents must be respectful of the trip schedule and not wander away causing undue delays to the Troop's activities.
- Parents are required to eat with the troop. If special food is required, then please bring, cook and eat it with the troop.
- Parents that do attend campouts are asked to keep their tent sizes to smaller than 10x10 feet. Large cabin tents are not permitted!
- Parents who participate in hikes, walks and other activities must not belittle or say anything negative to those scouts that may be slower than everyone else. Negative comments serve no purpose and are destructive.
- No smoking, alcohol, or illegal drugs are permitted at any Scouting activity.

Food: The boys in the troop plan the menus for our trips and take turns preparing meals. The per-person activity fee includes the camping costs and all food for the duration of the campout. If you have dietary conditions or any problem with the choice of meals, please let the trip leader know as soon as possible.

Note: Troop 32 does not observe or practice kosher food preparation. If there are scouts or parents who do keep kosher, please inform the Scoutmaster, and we will, both as a component of Temple Beth El and in keeping with the Scout Law, make suitable provisions.

Troop Equipment: The troop maintains an inventory of tents, cooking utensils and other camping-related equipment. We ask all boys to respect the troop's equipment and to take the proper care of and use the equipment properly. After each campout, individual scouts are required to bring a tent home to allow it to dry out and be brushed clean. The tent should be set up indoors (if possible) and allowed to dry out. The tent should be returned at the next troop meeting. This duty is rotated among the boys. In addition, other equipment (coolers, pots, pans, etc.) may be sent home periodically for cleaning. The scout is asked to clean the equipment and return it at the next troop meeting.

First Aid and Safety: It is crucial that the Buddy System be adhered to at all times. In the event of an accident that requires first aid, see a troop leader immediately. Sufficient first aid supplies travel with the troop on every event. If necessary, injured youth or adults will be taken to the closest emergency room for treatment; in this event, parents will be notified. The updated medical forms carried by the troop give permission to treat and contain important medical information for the ER personnel.

Prohibited Items for Scouts: As with any Scouting activity, the following should be left home and are strictly forbidden:

- ✓ cell phones
- ✓ hatchets
- ✓ sheath knives
- ✓ electronic game
- ✓ radios, MP3 and iPods
- ✓ fireworks
- ✓ firearms and ammunition
- ✓ bows & arrows
- ✓ wrist rockets, slingshots
- ✓ squirt guns, water balloons
- ✓ aerosol sprays.

Prohibited Items for Adults: in addition to the above: alcoholic beverages, illegal drugs. Smoking is not permitted at Scouting activities.

Buddy System

The buddy system is used at ALL Scouting functions including biking, campouts, meetings, activities and summer camp. No scout is to leave the assigned area without the Scoutmaster's permission. The scout is NEVER to leave alone. Each scout must leave with and stay with his assigned buddy at all times. For safety reasons this is very important! If you have an issue with your assigned buddy, see the Senior Patrol Leader or Scoutmaster.

Doing Service

The Scout Slogan is "Do a good turn daily." A large part of rank advancement is participating in community service and earning service hours. Older scouts are planning their Eagle Scout service projects and may need your help. Service hours and community service opportunities will be announced at meetings and via email. This participation will be recorded in your advancement records. Fund raising is not considered service.

Service Projects

Scouting promotes large group based projects that benefit the community, non-profit organizations and charities. Troop service projects encourage boys to discover that even though they are young, they have the ability to make positive and significant changes in their communities. When a scout reaches 2nd Class he is required to participate in service projects. If a scout wishes to participate in a non-troop service project *and* receive credit for those hours, he must get prior approval from the Scoutmaster. Scouts will not receive service credit for a project that benefits Scouting or for which they are paid. The person in charge of the project shall keep track of the service hours and report them to the Advancement Leader who will record the hours in each scout's record.

Troop Dues

Troop dues are set annually and paid by registered members each November. Annual dues paid in November include BSA registration for the following year, Boys' Life subscription, council insurance, anticipated advancement items, and a share of troop administration costs. When a boy first joins the troop, he pays for the prorated remainder of the Troop 32 dues for that year and a Boys' Life magazine subscription (if he is not already receiving one). We are a 100% Boys' Life troop. We strongly believe that Boys' Life brings the adventure of Scouting into a home so all family members can enjoy it. Dues payments can be made in monthly installments by making arrangements with the Troop Treasurer.

If the scout's family is experiencing financial hardship and cannot pay their scout's dues or having trouble affording trips and campouts, then the parents should discuss these issues with the Scoutmaster and Treasurer. All discussions shall remain private.

Fund Raising & Commission Accounts

It costs money to run a Boy Scout troop. Troop dues help pay for some expenses, but not all. Fund raising is essential if the troop is going to deliver an exciting Scouting program. The ninth point of the Boy Scout Law is: "A Scout is Thrifty." This is defined in the Boy Scout Handbook as "a scout pays his way," "he saves for the future." To meet these values, every boy in Troop 32 is expected to do his share in our fund raising efforts. In keeping with this concept, the troop creates a commission account for each Boy Scout in the troop. Money enters the commission account based on participation in our troop's annual fundraisers, the largest of which is the popcorn sale in September and October. The commission account holds money that is intended for that boy's Scouting goals, and is accounted for by the Troop Treasurer.

How does this work? Popcorn sales benefit the boys several ways. Approximately 65% of gross sales income goes to the council, which pays for product and sale administration. In addition, the popcorn sale raises money for the council which maintains two camp properties used year round by the boys and leaders; the council provides training programs for adult and youth leaders; the council also assists with membership recruitment, delivers council-wide activities, and pays for criminal background checks which are required by the Commonwealth of Massachusetts for all who work directly with youth. The troop receives about 35% of gross popcorn sales. A percentage of the boy's popcorn sales income—the percentage varies from year to year depending on troop need—goes into the general troop account. This account is used to purchase equipment used by all the boys, to help defray some trip expenses, to purchase materials for Courts of Honor, and to pay for troop program and administrative expenses.

And a percentage goes to that scout's commission account, used toward meeting his Scouting goals. These could include a new uniform, defraying costs for monthly trips or summer camp, membership fees, or can provide a way of saving more long term toward high adventure trips to such diverse places as Florida Sea Base, Maine Adventure Base, or Philmont Scout Ranch in New Mexico, as well as attending National Jamboree on years it's scheduled.

Participation in the popcorn or Bowl-a-thon fundraiser activities benefits the scout, his troop, and his troop's council. Troop sponsored fundraisers, such as a tag sale or bottle drive, may benefit the troop's general fund only or both the troop general fund and the boys' commission accounts. Profits from troop fundraisers benefit each Boy Scout in the troop both directly and indirectly. The work of "being thrifty" by building the funds within a commission account allows a scout to expand his involvement in Scouting, helping him to reach his own individual goals. Because the boy raised money for Scouting, when he leaves the troop any balance in his commissions account reverts to the troop's general account.

All Troop 32 fund raising follows the policies contained in BSA's "Unit Money Earning Application."

Advancement

The Scouting program encourages boys to meet challenges that lead to personal growth. Each scout works his way through the ranks towards Eagle. The requirements for each rank are listed in the Boy Scout Handbook. A scout should practice skills at home or on troop activities and camping trips, and when he is ready to be tested he should approach his Patrol Leader or the Senior Patrol Leader. When the scout passes the test the tester should initial and date the scout's Handbook in the appropriate place. The scout should then report his completion to the Advancement Chair.

Four basic steps lead the Boy Scout through the ranks from Tenderfoot to Eagle.

1. A scout learns
2. A scout is tested
3. A scout is reviewed (at the Scoutmaster conference & board of review)
4. A scout is recognized (at the Court of Honor)

To advance, a scout will need to complete the requirements for each rank and actively participate in troop activities. The requirements each scout must complete will help him develop emotionally, physically and morally. Through regular weekly meetings, campouts, outings, service projects, planning, etc., a scout will progress. A scout involved in his troop's service programs is also making friends, exploring new subjects, trying out fresh ideas, and gaining invaluable experience as a leader.

Merit Badge Blue Card Process

A boy wishing to earn a particular merit badge should speak with the Scoutmaster, who, upon giving permission, will give the boy a signed blue merit badge card. The boy will give the card to his merit badge counselor at the first session. Upon completion of the merit badge requirements the counselor will sign the card indicating all requirements have been completed. (S)He will keep the counselor's portion of the card as a record of completion, and give the other portions of the card to the boy. The boy will inform the Scoutmaster of his completion of the merit badge and give the troop portion of the card to the Advancement Chair. The boy will keep his portion of the card as his record of completion.

If the boy should not complete all of the requirements, the merit badge counselor will initial those requirements that were completed and return the entire card to the boy. The boy will talk with the Scoutmaster and Advancement Chair, and the Advancement Chair will record those requirements that were completed. The boy will keep the entire card. When the boy wishes to complete the merit badge, he will again notify the Scoutmaster who

will review with the boy what he has completed and still needs to do. The same process then follows using the partially completed card from the previous attempt. If the merit badge counselor desires, especially if it is a different counselor, the boy should expect to redo some of the requirements or demonstrate his achievement of the requirements along with the rest of the merit badge class.

Parents cannot sign off rank advancements or merit badge requirements for their own boys!

A boy wishing to earn merit badges at summer camp will follow a similar process. Merit badge cards will be filled out before camp and submitted to the appropriate merit badge counselors at camp. The Scoutmaster and Advancement Chair will compile a list of boys and the badges they are planning to complete at summer camp. It is the practice at Moses Scout Reservation to return all blue merit badge cards, whether completed or partial, to the Scoutmaster in a packet on the last day of that camp week. The Scoutmaster will review these cards with the Advancement Chair as soon as possible following camp and compare the completions and partials with the list they compiled prior to camp. Discrepancies will be communicated by the Scoutmaster to the boy as well as the camp director for follow-up. The Advancement Chair will return all boy copies—partials as well as completed cards—to the boys as soon as practical following summer camp. A boy who attended summer camp as a provisional will receive support and guidance as needed to ensure that he receives recognition for his accomplishments at summer camp.

Merit badges and merit badge award cards will be presented to the boys at the court of honor following completion.

All blue merit badge cards originate with the Scoutmaster who must give permission for the boy to earn a merit badge. All completed and partially completed blue merit badge cards must be processed by the Advancement Chair, who will track partials and ensure the boy receives the awards for completed merit badges. It is the responsibility of the boy to take his card to the right people, and keep his portion of the card in a safe place until he has received his merit badge and award card. The signed blue card is the boy's proof that he has completed the merit badge requirements. It is also the boy's responsibility to ask questions in a timely manner regarding merit badges he thinks he has completed but has not been awarded. He may ask the Scoutmaster and/or Advancement Chair at any troop meeting about this.

See the example of a properly filled out Blue Merit Badge Card on page 20.

Merit Badge University

Merit Badge University (MBU) is an advancement program supported by the Western Massachusetts Council, and run by the UMass-Amherst chapter of Alpha Phi Omega, the national service fraternity. It provides an opportunity for Scouts to work on two merit badges each year. MBU is a program offered at UMass-Amherst over the first Saturday in March and April. Signups are offered in October or early November. Troop 32 encourages its scouts to participate in MBU, especially to earn merit badges they might not otherwise receive. As with any merit badge process, scouts who wish to participate in MBU must have Scoutmaster approval.

Scoutmaster Conference (SC) & Board of Review (BOR)

A Scoutmaster conference is a meeting between the Scoutmaster and a scout ready to advance to the next rank. It is the last requirement for advancement. It is an opportunity for you to discuss your Scouting experience in the troop and set goals for the future. You may schedule a Scoutmaster conference at any time by contacting the Scoutmaster and requesting it. A Scoutmaster conference could also be held if a scout has questions or issues in the troop. The scout and Scoutmaster can talk things out and clear up conflicts.

When a scout has completed all requirements for the next rank he participates in a Board of Review. The review board is made up of members of the troop committee, troop parents, and possibly Scouters from outside the troop. The purpose of the review is to give the scout the opportunity to talk about his troop experience and goals, and to review—but not retest—advancement requirements and ensure that they have been met. Typically in Troop 32 Boards of Review are held regularly so scouts can advance quickly after they complete rank requirements. However, a Board of Review may be scheduled when a group of scouts are ready for advancement. A board may also be scheduled by request to the Scoutmaster.

The scout **MUST** wear his full Class A uniform without the sash for his Scoutmaster Conference and Board of Review.

Court of Honor (COH)

A Court of Honor occurs every two to three months and is a chance for the scouts in the troop to recognize other scouts for their accomplishments. The Court of Honor replaces a regular meeting. Even if your scout is not receiving an award or advancement, he should attend to support his fellow scouts. All Troop 32 parents and friends are encouraged to attend all of our Courts of Honor.

For the Courts of Honor, **ALL** scouts must wear their full Class A uniforms. If the scout does not have the Class A scout pants, he may substitute olive or tan colored khakis and must wear a belt. Scout socks or dark dress socks and **ABSOLUTELY NO** white, short or sport socks. Dress shoes or hiking boots are required footwear and absolutely **NO** sneakers.

Eagle Court of Honor

An Eagle Court of Honor is convened twice a year or when Eagle scouts are ready to be honored. The troop actively participates in the Eagle Court of Honor and attendance is **REQUIRED** by all scouts and all Troop Committee members. All Troop 32 parents and friends are encouraged to attend the Eagle Court of Honor to recognize the scouts who have earned Scouting's highest rank award.

For the Eagle Court of Honor, **ALL** scouts must wear their full Class A uniforms. If the scout does not have the Class A scout pants, he may substitute olive or tan colored khakis. Scout socks or dark dress socks and absolutely **NO** white, short or sport socks. Dress shoes or hiking boots are required footwear and absolutely **NO** sneakers. This is a formal event and proper dress is required.

Scout Spirit

Scout spirit is positive, cheerful interaction with others regardless of the situation. Every scout rank from Tenderfoot to Eagle requires the scout to show Scout Spirit. The proof of a scout is in the way he acts and the things he does. Or, to say it differently, "A real scout is a scout who **CAN**, and **IS**, and **DOES**". The **CAN** is the skills that people expect of a Boy Scout. The **IS** is in the values expressed in the Scout Law. The **DOES** is in the Scout Oath: "On my honor, I will do my **BEST**...." The uniform does not make the scout; rather it is the boy inside the uniform that counts.

Order of the Arrow (OA)

The Order of the Arrow is Scouting's National Honor Society. The OA has been around since 1915 and members serve by helping to maintain the local council's camp. Members are elected by their troop and are referred to as Arrowmen. They wear red and white sashes and a patch on the right pocket flap of the scout uniform to identify their affiliation with the Pocumtuc Lodge. Elections are held each spring to nominate eligible scouts into the OA. Newly elected candidates must go through an "ordeal" of service. Each OA lodge elects officers who perform additional service and represent the lodge at regional and national meetings and events. Membership ranks in the

Order of the Arrow are Ordeal, Brotherhood, and Vigil. Scouts interested in learning more about the Order of the Arrow should speak with our troop's OA Representative.

Summer Camp

Each scout is encouraged to attend summer camp each year. Boy Scout summer camp is an important part of the Scouting year. Scouts can earn merit badges or just have fun at the various learning centers throughout the camp: cooking, nature, scout skills, shooting sports, blacksmithing, radio, swimming, and boating are just a few of the activities available. Camp sessions are for one week and the whole troop attends together. If your family is vacationing during our troop's week at summer camp, you can attend another week as a provisional camper. You will be placed with the provisional troop or with another Boy Scout troop at camp, and have the same opportunities for fun and advancement as during our troop week. You should coordinate your provisional week with the Scoutmaster. Summer camp is fun and helpful for advancement. Certain skills and merit badges may not be available anywhere else. Information about summer camp is made available early in the year.

Positions of Responsibility

Troop Elected and Appointed Scout Offices

A Leader is expected to get others to work together. If others think of you as the boss, you're probably not leading. If they think of you as one of the guys and everything you set out to do is getting done, you can bet you're doing a pretty good job of leading. Troop 32 is a "boy led" troop. That means that the Scoutmaster, his assistants, and the troop committee expect that the youth members will elect and select the best scouts in the troop to lead the program. There are many leadership positions through which the scouts will have the opportunity to learn leadership skills and get the experience of leading peers in different learning situations. As the scouts grow in Scouting knowledge and experience their leadership opportunities will grow with them. Annual training keeps the youth leaders up to date with their responsibilities.

Scouts agreeing to serve in a position of responsibility are expected to serve to the end of the scout year in which they are (s)elected. Sometimes a boy is elected to a leadership position or is selected for a leadership position with responsibilities that he cannot fulfill. Sometimes the boy knows this after a short period of time holding his new position. Sometimes everyone else knows it. When this happens the boy should ask for a Scoutmaster conference to discuss the matter, or the Scoutmaster may seek out the boy for a conference. After the conference, the boy may be placed in a different leadership position. There is no dishonor in this. Knowing your limits is important. Perhaps you'll be ready next year.

The "job descriptions" below are based on those in the Boy Scout Handbook, the Scoutmaster Handbook, and the Junior Leader Guidebook.

Senior Patrol Leader - SPL

The Senior Patrol Leader is elected by the scouts in the troop and approved by the Scoutmaster to be the top junior leader in the troop. He reports to the Scoutmaster. His role is to:

- Set a good example by wearing the scout uniform properly, living by the Scout Oath and Law, and showing Scout Spirit
- Preside over all troop meetings, events, activities, monthly patrol leaders' councils, and annual program planning conference
- With advice of the Scoutmaster, appoint other troop junior leaders and assign duties and responsibilities to them
- Do all he can to see that the patrols succeed

Assistant Senior Patrol Leader - ASPL

The ASPL is selected by the SPL to be the second highest junior leader in the troop. He reports to the SPL and Scoutmaster. His role is to:

- Set a good example by wearing the scout uniform properly, living by the Scout Oath and Law, and showing Scout Spirit
- Attend and show leadership at all troop meetings, events, activities, monthly patrol leaders' councils, and annual program planning conference
- Help train and supervise the troop scribe, quartermaster, librarian, historian
- Lead the troop when the SPL is absent

Patrol Leader

The Patrol Leader is elected by the scouts in his patrol. He reports to the SPL and works with the Troop Guide. His role is to:

- Set a good example by wearing the scout uniform properly, living by the Scout Oath and Law, and showing Scout Spirit
- Represent his patrol at the monthly patrol leaders' council
- Know what his patrol members and other scout leaders can do
- Plan and steer patrol meetings
- Help scouts advance
- Keep patrol members informed
- Personally contact each patrol member to remind him of weekly meetings

Assistant Patrol Leader

The Assistant Patrol Leader is selected by his Patrol Leader. He works with his Patrol Leader to help the patrol achieve its goals. His role is to:

- Set a good example by wearing the scout uniform properly, living by the Scout Oath and Law, and showing Scout Spirit
- Help plan and steer patrol meetings and activities
- Help keep patrol members informed & help patrol get ready for all troop activities
- Lend a hand controlling the patrol and building Scout Spirit
- Assume the position of Patrol Leader if his Patrol Leader is absent

Quartermaster

The Quartermaster is appointed by the SPL. He helps maintain the troop's equipment. He reports to the Equipment Coordinator, SPL, and Scoutmaster. His role is to:

- Set a good example by wearing the scout uniform properly, living by the Scout Oath and Law, and showing Scout Spirit
- Keep records on troop equipment in both the troop supply trailer & basement storage facility, and ensure neatness of storage areas
- Make sure all equipment is in good working condition
- Issue equipment (tents, coolers & other equipment) and make sure it is returned in good and clean condition and checked back into the inventory
- Make suggestions for new or replacement items

Troop Guide

The Troop Guide is appointed by the SPL. He is an older, experienced scout who works with new scouts and helps them feel comfortable. He reports to the Scoutmaster. His role is to:

- Set a good example by wearing the scout uniform properly, living by the Scout Oath and Law, and showing Scout Spirit
- Teach new scouts troop operations and basic scout skills
- Guide new scouts through early scouting activities
- Help new scouts earn First Class rank in their first year
- Coach the Patrol Leader on his duties
- Speak to each new scout about Scouting challenges

Scribe

The Scribe is appointed by the SPL and keeps troop records. If necessary or desirable, Scribe responsibilities may be distributed among two or more scouts. The Scribe's role is to:

- Set a good example by wearing the scout uniform properly, living by the Scout Oath and Law, and showing Scout Spirit
- Attend and record the minutes of the monthly patrol leader councils
- Accurately record in the attendance book each scout's attendance at troop meetings, camping trips, and activities and when requested give copies to the Advancement Leader
- Work with appropriate troop committee members responsible for finance, records, and advancement
- Send out timely invitations to Courts of Honor

Historian

The Historian is appointed by the SPL and keeps a historical record or scrapbook of troop activities. He reports to the ASPL and Scoutmaster. His role is to:

- Set a good example by wearing the scout uniform properly, living by the Scout Oath and Law, and showing Scout Spirit
- Gather pictures and facts about troop activities and keep them organized in a file, scrapbook, or storage bin
- Take care of troop trophies and keepsakes
- Keep information about former members of the troop
- Provide materials for and/or create displays for special troop events

Librarian

The Librarian is appointed by the SPL and takes care of the troop literature such as merit badge books and makes them available to borrow. He reports to the ASPL and Scoutmaster. His role is to:

- Set a good example by wearing the scout uniform properly, living by the Scout Oath and Law, and showing Scout Spirit
- Maintain in good order the troop library and keep a record of books and pamphlets the troop owns
- Keep books and pamphlets available for borrowing, maintain a system for checking books and pamphlets in and out and following up on late returns
- Be aware of new Scouting publications and materials, such as new editions of merit badge books, and the condition of current items in the troop library and make suggestions for new or replacement items as needed

Den Chief

A Den Chief is a Boy Scout who serves with a Cub Scout pack as an assistant to a Den Leader. Den Chief Training is available annually in the Western Mass. Council, and the prospective Den Chief must complete the training before assuming his position in the pack. The role of the Den Chief in the pack is to:

- Set a good example by wearing the scout uniform properly, living by the Scout Oath and Law, and showing Scout Spirit
- Serve as activities assistant at den meetings, and project a positive image of Boy Scouting
- Meet regularly with the Den Leader to review the den and pack meeting plans
- If serving as a Webelos Den Chief, prepare the boys to join Boy Scouting

Order of the Arrow Troop Representative

The Order of the Arrow Troop Representative is a youth serving his troop as the primary liaison to the Pocumtuc Lodge. The details regarding the Order of the Arrow and the OA Troop Representative are available at oa-bsa.org. His role is to:

- Set a good example by wearing the scout uniform properly, living by the Scout Oath and Law, and showing Scout Spirit
- Represent the troop at Pocumtuc Lodge meetings
- Arrange for annual AO elections in the troop
- Coordinates Ordeal Induction process for candidates from the troop
- Arrange for the lodge to promote summer camp at a troop meeting
- Leads at least one troop service project for the community or the chartered organization

Junior Assistant Scoutmaster - JASM

A JASM is appointed by the Scoutmaster because of his leadership ability, and is an Assistant Scoutmaster in all ways except where legal age and maturity are required. He must be at least 16, but not yet 18. He reports to the Scoutmaster. His role is to:

- Set a good example by wearing the scout uniform properly, living by the Scout Oath and Law, and showing Scout Spirit
- Perform duties assigned by the Scoutmaster

Adult Volunteer Leaders

As a troop committee member or program volunteer, you can enrich the lives of boys and make a difference in the type of men they become. Since 1910, it has been the mission of the Boy Scouts of America to serve others by helping to instill values in young people, to prepare them to make ethical choices over their lifetime, and to achieve their full potential.

Boy Scouting works towards three aims; growth in moral strength and character, participating citizenship, and the development of physical, mental, and emotional fitness. Working as a team in support of the troop and its Scoutmaster, you can help youth members to develop the skills, confidence, character and mental fitness that will allow them to give quality leadership to society.

Those who wish to serve on the troop committee or take a program position as Scoutmaster or Assistant Scoutmaster must complete a BSA registration form and Massachusetts Criminal Offender Record Information (CORI) form. Within three months of registration they must complete Youth Protection Training either on-line or in a group situation, and complete position specific training for their position. There are additional trainings available that will make new volunteers better Scouting volunteers. Training questions should be addressed to the Troop Committee Chair.

The Troop Committee

The troop committee deals with the administrative aspect of troop operations; it is the troop's board of directors. It works with the chartering organization (Temple Beth El) through the Chartering Organization Representative to ensure proper troop functioning and the successful delivery to the boys of a safe, exciting, and fulfilling Boy Scout

program. Committee members are registered with the Boy Scouts of America. The Troop 32 committee meets monthly, except for July, or more frequently if needed. The functions and operation of the troop committee are detailed in the BSA publication #34505, Troop Committee Guidebook. Every troop committee member should have a copy and read it. It is available for a nominal charge at our council trading post in the Western Massachusetts Council service center in Westfield. The following "job descriptions" are derived from the Troop Committee Guidebook.

Some basic functions of the troop committee are to:

- Provide adequate meeting facilities
- Advise the Scoutmaster on policies relating to Boy Scouting and the chartered organization
- Carry out the policies and regulations of the Boy Scouts of America
- Support other volunteer troop leaders in carrying out the Scouting program
- Plan and execute financial responsibilities
- Obtain and maintain troop property
- Assure that quality adult leadership is recruited and trained. All troop committee members should take Troop Committee Challenge, an on-line training that shows how the troop committee works as a whole, and demonstrates the roles of some of the specific members. BSA policy requires that all registered troop committee members complete Youth Protection Training within three months of registration and renew this training every two years.

Committee Chair

- Organize the committee to see that all functions are delegated, coordinated, and completed, and that appropriate training and support have been provided for all adult volunteers
- Maintain a close, positive relationship with Chartered Organization and the Scoutmaster
- Prepare troop committee meeting agendas
- Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called
- Ensure troop representation at monthly Roundtables
- Arrange for charter review and recharter annually
- Work with committee and uniformed leaders to assure that BSA health and safety guidelines are being followed
- Ensure troop leaders and committee members have opportunities for training
- Encourage periodic junior leader training within the troop and at the council and national levels

Treasurer

- Handle all troop funds, financial records and obligations
- Maintain checking and saving accounts, capital transportation account, and individual scout commission accounts
- Carry out troop financial policies and procedures (at Committee direction)
- Train and supervise the troop Scribe in record keeping
- Supervise money-earning projects, including obtaining proper authorizations
- Lead in the preparation of an annual troop budget
- Present financial reports at troop committee meetings
- Keep scout families aware of individual scout account status
- Assist with the annual rechartering process

Outdoor/Activities Coordinator

- Help in securing permission to use camping sites
- Serve as transportation coordinator
- Ensure monthly outdoor program
- Promote the National Camping Award
- Promote attendance at troop campouts, camporees, and summer camp
- Secure tour permits for all troop activities
- Report to the troop committee at each meeting

Secretary

- Keep minutes of monthly meetings, and send out reminders of monthly meetings
- Handle publicity
- Handle committee written communications
- Maintain committee records, policies, insurance documents, etc.

Equipment Coordinator

- Supervise and help the troop procure camping equipment
- Work with the Quartermaster on inventory and proper storage and maintenance of all troop equipment
- Make periodic checks on all troop camping gear, and encourage scouts in the safe use of all outdoor equipment
- Report to the troop committee at each meeting

Advancement Chair

- Encourage scouts to advance in rank
- Arrange regular troop boards of review and courts of honor
- Develop and maintain a merit badge counselor list
- Make a prompt report on the correct form to the council service center when a troop board of review is held
- Assure that the troop Librarian maintains and keeps readily available a proper selection of merit badge pamphlets
- Maintain up-to-date scout advancement records for the troop and make this information available to all
- Receive properly completed and signed merit badge applications and supply merit badges to troop officers for presentation to scouts
- Maintain a supply of badges, applications and other items relating to advancement
- Report to the troop committee at each meeting

Board of Review Chair

- Work with troop Scribe to prepare list of scouts who will appear at each board of review
- Schedule and prepare for monthly boards of review
- Work with Advancement Chair to properly staff and train members of the board of review
- Provide results of reviews to scouts, Scoutmaster, and Advancement Chair

Board of Review Member

- Understand requirements for advancement at each level of scouting
- Know key advancement skills and knowledge to properly review scouts
- Attend and participate in monthly boards of review
- Positively participate in and support scout advancement

Webmaster

- Maintain the Troop 32 web site, www.bsatroop32.net, and Facebook page with pictures and up-to-date contact information
- Maintain the Troop 32 Be-a-scout tab with current promotion and meeting information
- Report to the troop committee at each meeting

Program Positions

Merit Badges Counselor

Merit badge counselor is a district, not a troop, position. Those who wish to serve as a merit badge counselor must submit a BSA adult registration form for that position—even if already registered with the troop—a CORI form, and a separate Merit Badge Counselor Application form. They must show that they have completed Youth Protection Training within the last two years. Training materials are available and personal coaching from the Troop Committee Chair should be completed before the counselor convenes the first session. To be successful the merit badge counselor should:

- Be properly registered with the General Knox District for the position
- Enjoy teaching and working with boys
- Have professional or hobby experience in the merit badges selected
- Coordinate classes with the Scoutmaster and Advancement Chair
- Follow BSA youth protection policies and procedures when conducting classes
- Follow the troop blue card procedure described above (pp 9-10)

Scoutmaster

- Set a good example by wearing the scout uniform properly, living by the Scout Oath and Law, and showing Scout Spirit
- Assure the physical and emotional well-being of the scouts in the troop
- Follow the methods of Scouting to achieve the aims of Scouting
- Train and guide the youth leaders in the operation of the troop, and let them lead
- Train, manage, and support the assistant Scoutmasters in their roles
- Represent the troop at monthly Roundtable
- Refuse to tolerate name-calling, put-downs, discrimination, or any form of physical aggression
- Seek the best from each scout and do all he can to allow him to achieve it
- Conduct Scoutmaster conferences

Assistant Scoutmaster

One or more assistant Scoutmasters may be recruited by the troop committee. Each will take on a role assigned by the Scoutmaster and may work in coordination with one or more committee members. Depending on the assignment, roles may include:

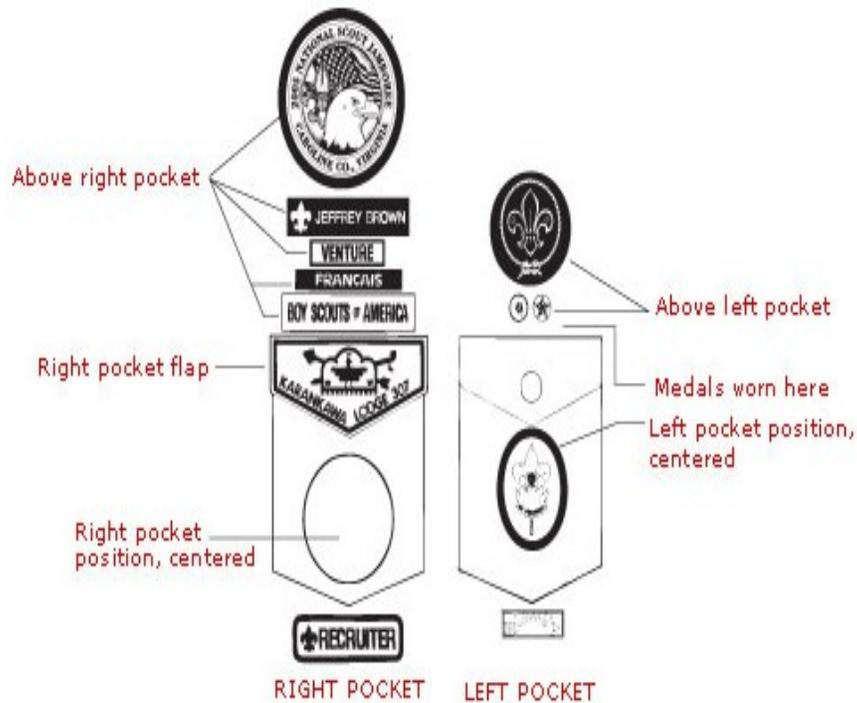
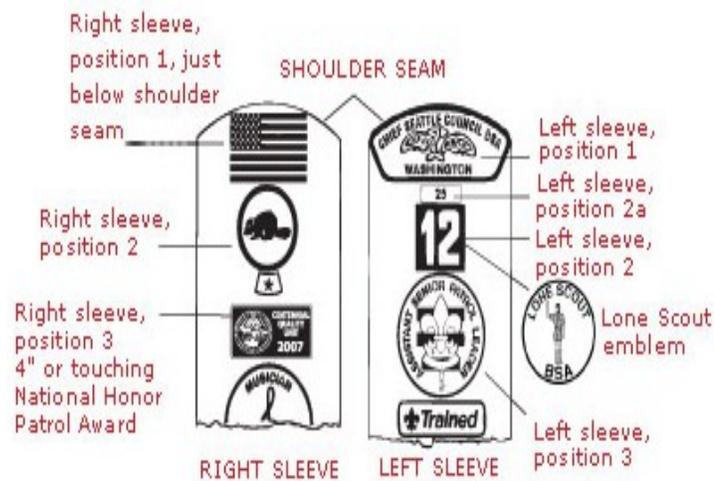
- Set a good example by wearing the scout uniform properly, living by the Scout Oath and Law, and showing Scout Spirit
- Attend the patrol leader council meetings and the annual planning conference
- Ensure regular and frequent inclusion of advancement activities in meetings, trips and activities
- Recruit, train, and place Den Chiefs; follow-up with them and their Den Leaders
- Implement recruitment activities such as troop open houses
- Oversee youth leaders in positions such as Librarian, Historian, Quartermaster, Scribe
- Provide guidance to the members of the new boy patrol
- Encourage participation in district and council activities and summer camp
- Support the OA Representative in promoting community service projects, camp, OA elections, and the Ordeal Induction process

All assistants and the Scoutmaster should own and read BSA publication #33009, The Scoutmaster Handbook. It contains detailed information on how adults support the boy led troop. It contains troop meeting plans and ideas, advancement ideas, outdoor safety tips, a list of additional resources, and a whole lot more. The Scoutmaster Handbook is available for a nominal charge at our council trading post in the Western Massachusetts Council service center in Westfield.

Questions

If you have any questions, please contact the Scoutmaster or any Assistant Scoutmaster or committee member. Their phone numbers and email addresses are on the contacts page at www.bsatroop32.net.

Scout Uniform - Placement of Insignia



Only five medals may be worn at a time, pinned in a single row immediately above the seam of the left pocket.

Completing a merit Badge blue card
Items in red must be completed before you start the merit badge

Information for Applicant

- A merit badge application card is required only by a registered merit badge counselor.
- You must have a meeting with your Scout leader (parent) at each meeting with the merit badge counselor.
- Turn in your application application to your unit leader. You will be assigned the merit badge adviser and counselor at a future meeting.

Information for Counselor

- Merit badge applications must be signed in accordance with the application unit rules.
- The Scout must have the leader (Scout leader) parent or other adult at all meetings.
- You may not charge any fee, but you may share the knowledge or experience that will make the unit more interesting and valuable.

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APPLICATION FOR MERIT BADGE

NAME FRED JONES
 ADDRESS 123 Main Road
Suburbia, NC 08001

is a registered
 Boy Scout Varsity Scout Scout

Troop # 251

District 516 Triangle
 Council 503C

Scoutmaster's Signature [Signature]

831244
 2012 Boy Scouts of America

The applicant has personally appeared before me and demonstrated to my satisfaction that he has met all the requirements for the position of merit badge counselor.

Camping
 Name of Merit Badge

APPLICANT'S RECORD

Name Fred Jones
 Troop # 251
 District 516 Triangle
 Council 503C

has given me his completed application for the
Camping
 Name of Merit Badge

Completion date 1/1

COUNSELOR'S RECORD

Applicant Fred Jones
 Troop # 251
 District 516 Triangle
 Council 503C

has given me his completed application for the
Camping
 Name of Merit Badge

Date completed 1/1

Signature [Signature]

Counselor will complete this part... and will keep this part

When you complete the merit badge, the Scoutmaster will sign here when you turn the card in for recording

ALL PARENTS PLEASE READ

Youth protection and safety are the highest priority in Boy Scouting. As parents, you have gone through the booklet that accompanies every Boy Scout Handbook, talking with your son(s) about the safety and prevention information that booklet contains. Completing that is one of the requirements for the first Scout rank.

All of the Troop 32 volunteer leaders have gone through Youth Protection Training. All of the scouts have youth protection training at a special meeting each year.

Parents who volunteer to help with troop activities by driving or attending troop campouts and activities must also complete Youth Protection Training. This is available either in-person, or on-line. If you would like to take the course in person, please ask the Scoutmaster for dates and locations for that training.

Alternatively, you can take Youth Protection Training in about 20 minutes on-line. To do so, please go to www.myscouting.org and either sign in with an existing account or create a new account. Once you have gotten a password, you can then proceed to select Youth Protection Training and go through that interactive module.

At the end of the program, you will be able to print out a certificate of completion. That certificate must be given to the Advancement Chair so that troop records, which are shared with the Western Massachusetts Council, are updated. Make sure to keep a copy for your records also. This training is good for two years, though you are welcome to repeat it sooner.

Parent assistance is critical to the Troop's success, and your time to take this training is certainly appreciated. Together, we need to do everything possible to ensure the safety and protection of every Boy Scout in Troop 32.

Parent: I have read and understand the policies and rules stated in the Troop 32 Handbook. I understand that this signed form will be kept in my scouts file for the duration of his stay with Troop 32.

Print Parent Name: _____

Parent Signature: _____

Date Signed: _____

Scout: I have read and gone through the Troop 32 Handbook with my parents and I understand the policies and rules stated.

Print Scout Name: _____

Scouts Signature: _____

Date Signed: _____

To be able to participate in ALL Troop events:

Please hand this signed form in to the

Advancement Chair as soon as possible.