

# TROOP 783 HANDBOOK

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[www.troop783.org](http://www.troop783.org)

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## **Welcome!**

Thank you for choosing Troop 783 for your son's Scouting program. We hope that you and your son will have a rich and rewarding experience in our Troop. Like many things in life, you and your son will get as much out of Scouting as you put into it. We hope this booklet of basic information and guidelines will assist you in making Boy Scouting a memorable adventure in Troop 783!

# **1 TROOP INFORMATION**

## **1.1 General Information**

Troop 783 is chartered by the Knights of Columbus of St. Andrews by the Bay Catholic Church on College Pkwy, Cape St. Claire Maryland. The Troop meetings occur every Wednesday from 6:30 – 8:00pm in the upper hall of the parish center. Occasionally the meetings are held in the lower hall if there is a church activity in the upper hall. If the public schools are closed for the day or an early dismissal occurs because of weather or other emergency, the Troop meeting is cancelled for that evening. Troop 783 is part of the Four Rivers District within the Baltimore Area Council. Up to date information about the Troop and our activities can be found at [www.troop783.org](http://www.troop783.org). Information such as the roster, advancement status, permission slips and any notices with names included will be available as an encrypted PDF file from the Troop website. Any uniformed leader will give the password to parents upon request. Troop-wide emailing is the preferred communication method when information dissemination is necessary between regular meetings. Please give your email address to the Membership Chairperson when joining the Troop. This information is not shared with anyone outside Troop 783.

## **1.2 Purpose and Methods**

Troop 783 follows the Boy Scouts of America plan to provide youth with an effective program designed to enable them to experience:

*Growth in moral strength and character – the boy's values, honor and vision*

*Citizenship – broadly meaning the boy's relationship to others. He comes to learn of his obligations to other people, to the society he lives in and the government that presides over that society*

*Development of physical, mental and emotional fitness – Fitness includes a healthy body, confidence to think and solve problems and self-control, courage and self-respect.*

*Respect for the environment.*

In Boy Scouts we use many different methods to achieve these purposes:

*Ideals: The ideals of Scouting are spelled out in the Scout Oath, Law, motto and slogan. The Scout measures himself against the ideals and continually tries to improve.*

*Patrols: The patrol method gives Scouts an experience in group living and participating citizenship. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it.*

*Outdoors: Boy scouting is an outdoor program. It is in the outdoors the Scouts share responsibilities and learn to live with each other. It is here that the skills and activities practiced at Troop meetings come alive with purpose*

*Advancement: Scouting provides a series of increasingly higher yet surmountable obstacles to overcome during the advancement process. The Scout plans his advancement and progresses at his own rate. The Scout is rewarded for each achievement along the way. The steps of advancement help a boy to grow in self-reliance and his ability to help others.*

*Adult Association: Boys learn from the examples set by adult leadership. The association with adults of high character is very important to a young man's development at this stage in his life.*

*Personal growth: As Scouts successfully complete an activity that they planned they experience personal growth. The Good Turn concept is a major part of the personal growth method of Scouting. Boys grow as they participate in community service projects and do Good Turns for others.*

*Leadership Development: Boy Scouting encourages boys to learn and practice leadership skills. Every Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concept of leadership helps the boy accept the leadership roles of others and guides him towards the citizenship aim of Scouting.*

## **1.3 Expectations**

### **1.3.1 Uniforms**

Scouts are encouraged to wear the official Boy Scout shirt (long or short sleeve) at all Troop meetings. Uniform inspections are held at the first meeting of every month. Uniform inspection scores are one component of the "Honor Patrol" award given out quarterly to an outstanding patrol.

Class A Uniform: Troop 783 defines a class A uniform as an official Boy Scout shirt with all appropriate patches in the proper locations, dark green pants

(doesn't have to be official BSA), scout socks, dark shoes and a Scout bolo or neckerchief.

Class B Uniform: Troop 783 T-shirt replaces the official BSA shirt, otherwise the same as Class A.

Class C Uniform: Any official Scout T-shirt with any other pants, shorts or shoes. This is typically a "work" clothes type of attire.

The 783 numbers used on the left sleeve can be purchased from the Troop as one patch. You do not have to buy individual digits and sew them on separately.

### **1.3.2 Attendance**

One of the requirements of any rank advancement is to be "active in your Troop and patrol." By attending and being active in Troop meetings and activities, a Scout is able to learn the skills required for his rank advancement and to carry out his leadership responsibilities. Scouts that fall below 50% attendance at Troop Meetings and activities are not considered "active" as defined for advancement requirements.

### **1.3.3 Behavior**

The guidelines for acceptable behavior for all scout activities are contained in the Scout Oath, Law, Motto and Slogan. The Patrol Leader's Council has adopted specific remedial courses of actions for discipline problems with backing by the uniformed adult leadership. Problems between Scouts are to be resolved by the Patrol Leader and possibly the Senior Patrol Leader if needed. The adult leadership will handle any problems dealing with health and safety issues immediately. Fighting, hitting, pushing, hazing or harassing another Scout is prohibited and will result in immediate expulsion from the activity and suspension from future Troop activities until a conference with the Scoutmaster, Scout and his parents occurs. This is a zero tolerance item!

### **1.3.4 Troop Meeting Facility**

Each Scout in our Troop must respect and protect our meeting place. As guests of St. Andrew by the Bay Church we must clean up and return the meeting place to a better condition than when we came. Any damage or loss to church property will be the responsibility of those who caused it.

## **1.4 Finances**

### **1.4.1 Annual Dues and Registration**

Each December the Troop dues and registration fees are due. The insurance fee is paid by the Troop for Scouts rechartering. Scouts are responsible for Boy's Life subscriptions and dues. The Troop dues are currently \$25 each year.

## **1.4.2 Fundraisers**

The Troop participates in BSA popcorn sales, the Strawberry Festival, Cape Clean-Up and various other fundraisers throughout the year. In most cases the Scout earns 50% of the profits for his Scout account. The Troop Treasurer maintains these funds. The Treasurer periodically posts the account balances for the Scout to review. Scout activities such as summer camp or camping gear can be purchased using these funds. The Troop committee makes every effort to provide sufficient fund raising opportunities so that a Scout may earn enough money for summer camp and other events during the year. A Scout will not be permitted to attend any Scout camping function if their scout account balance is negative. The Troop Treasurer will notify the Scoutmaster of any Scout ineligible for camping activities due to insufficient funds in their account. In the event that a boy leaves Troop 783 any balance in his individual account is returned to the general fund to benefit the other boys in the Troop.

## **2 LEADERSHIP**

### ***2.1 Troop Organization***

Troop 783 uses the "patrol method." Patrols are the building blocks of the Troop. Our Troop is divided into patrols with 8-10 boys in each patrol. When a boy joins the Troop, the Scoutmaster, in consultation with the Scout's parents, and the Senior Patrol Leader (SPL) will assign him to a patrol.

### ***2.2 Youth Leaders***

Leadership is an important aspect of the Scouting program. Successful demonstration of leadership is REQUIRED for Star, Life and Eagle ranks. Troop 783's goals for youth leadership are:

- Help each Scout learn the art of leadership
- Offer each Scout specific guided leadership opportunities
- Create a personalized approach to tracking leadership

The Senior Patrol Leader reports to the Scoutmaster every three (3) months on the performance of his leadership staff. The Scoutmaster will use this report along with personal observations in determining whether or not a Scout fulfills the leadership requirements for rank advancement. *The standard for successful completion of these leadership requirements is high and not simply "time-served."* A Scout in a leadership position will get feedback from the Scoutmaster as his term progresses as to the quality of his leadership execution. In this manner the Scout will not be surprised at the end of his term to find out that he will not receive credit for rank advancement. A Scout must fill out, sign and get his parents to sign the application for leadership form found on the Troop website at [www.troop783.org](http://www.troop783.org). The Senior Patrol Leader is responsible for explaining to each new leader their specific duties and responsibilities he and the Scoutmaster expect him to execute during their term.

All of the youth positions are well documented in the Junior Leader Handbook published by the BSA. All youth positions are obtained by peer election except the Junior Assistant Scoutmaster and the OA Rep that are appointed by the Scoutmaster. Troop position elections are held the first meeting of October and March each year. The order of office elections held is:

- **Senior Patrol Leader**
- **Assistant Senior Patrol Leader**
- **Troop Guide**
- **Instructor**
- **Quartermaster**
- **Scribe**
- **Webmaster**
- **Librarian**
- **Historian**
- **Chaplain's Aide**

Each patrol has a patrol-elected leader (PL) and assistant (APL). The patrol leader appoints a patrol quartermaster who is responsible for Patrol equipment such as stoves and other cook gear.

The patrol leader or his substitute **must** be present at every Patrol Leaders Council (PLC) meeting held once a month on the 2<sup>nd</sup> Thursday at 7pm. Important discussions and decisions are made at the PLC meeting. Participation is key to having a program of interest to fellow Scouts. ***Failure to have a patrol representative at a PLC will disqualify a patrol from the quarterly honor patrol competition.***

## **2.3 Adult Leaders**

*All registered adults must complete BSA's Youth Protection Training and the Catholic Church's STAND training to promote awareness and prevention of child abuse.*

### **2.3.1 Chartering Body**

The chartering organization, the Knights of Columbus of St. Andrews by the Bay Catholic Church, is provided with a well-refined youth program by the Boy Scouts of America in return for providing an appropriate meeting place and qualified adult leadership. The official agreement between the chartering organization and the Boy Scouts of America (BSA) is known as the *charter*. By signing this charter the Troop can operate as an official Boy Scout Troop. The chartered organization's representative, or COR, acts as a liaison between the Troop committee and the chartering organization. The person in this position is responsible for approving adult leaders by signing their applications on behalf of

the chartering body and scheduling all meeting facilities required by the Troop for meetings and special events.

### **2.3.2 Committee Positions**

Boy Scouting is a boy-led organization. The quality of any unit however is dependent on the participation of Scout parents and other adult volunteers. Each family is asked to have one adult participate in the Troop adult leadership. There are many ways to help. The Troop Committee is one such way. The Troop committee is appointed by the chartering organization and is normally made up of parents of Scouts within Troop 783. The Troop Committee's purpose is to administer the affairs of the Troop, assist and support the operation of the Troop, and provide fund raising opportunities for both the Troop and the Scouts. The Troop Committee meets the 4<sup>th</sup> Thursday of each month at the church at 7:00pm. Meetings are open to all parents of active Scouts. Voting members of the Troop Committee are:

- **Institutional Head**
- **Chartered Organization Representative**
- **Committee Chairperson**
- **Secretary**
- **Treasurer**
- **Fund Raising Coordinator**
- **Volunteer Coordinator**
- **Health and Safety Advisor**
- **Advancement Chairperson**
- **Outdoor Chairperson**
- **Membership Chairperson**
- **Training Coordinator**
- **Merit Badge Counselor Coordinator**

Before any vote can be taken a quorum of at least seven (7) voting members must be present.

The Committee Chairperson runs the monthly meeting and oversees all adult leadership in the Troop and has full sole authority to remove an adult leader as deemed necessary. The Troop Committee may give advice to the Chairperson but consent is not required.

The Treasurer is responsible for maintaining the Troop checkbook and keeping track of the Scout accounts. Checks written against Troop funds must have two authorized signatures.

The Secretary maintains minutes of each meeting and performs Troop correspondence as necessary.

The Fund Raising Coordinator is responsible for all fund raising activities.

The Volunteer Coordinator interfaces the Troop resources with all outside requests for volunteer assistance, including requests from the church. This coordinator maintains the service hour record of each Scout and reports this quarterly to the Scoutmaster.

The Health and Safety Advisor maintains all health forms and first aid kits, and advises the Scoutmaster on all health and safety related policies as distributed by national BSA headquarters.

The Advancement Chairperson is responsible for maintaining a current record of all completed requirements and rank positions for all Scouts. Troop 783 provides all advancement patches such as rank and merit badges. The Advancement Chairperson procures these items as necessary from the Council Scout shop.

The Outdoor Chairperson is responsible for making camping reservations including summer camp in a timely fashion as to get facilities as requested by the Scoutmaster. The Outdoor Chairperson also maintains driver insurance information and obtains tour permits for activities outside of Four Rivers District as required.

The Membership Chairperson is responsible for maintaining an up to date roster of all Scouts and Adult participants and gathering all dues, fees, applications and other information necessary for rechartering in January of each year.

The Training Coordinator is responsible for maintaining the training currency of all adult leaders, tracks the district training schedule, and advertises the signup times for adults at Troop meetings when needed. It is ultimately the adult leaders' responsibility to keep track of their training and expiration dates and to obtain training as needed.

The Merit Badge Counselor Coordinator is responsible for maintaining the merit badge counselor database, registering and annually re-registering merit badge counselors, and making available a counselor list to the scouts and leaders as needed.

### **2.3.3 Program Positions**

These “uniformed” positions are the Scoutmaster and Assistant Scoutmasters.

The Scoutmaster is the adult leader responsible for all actions, activities and programs of Troop 783. The Scoutmaster’s responsibilities are summed up in four basic terms:

- to train and guide boy leaders;
- to work with other responsible adults to give Scouting to boys;
- to help boys grow by encouraging them to learn for themselves; and
- to use the methods of Scouting to achieve the aims of Scouting.

The Scoutmaster should attend all meetings and activities of the Troop. He/She should be available as soon as possible to any Scout requesting a meeting. The Scoutmaster should delegate as many of his/her duties as appropriate to Assistant Scoutmasters, the Scout leadership and other registered trained adults. The Scoutmaster needs to be aware of the needs and characteristics of each boy in the Troop and use every resource available to make their Scouting experience rich and rewarding.

The Scoutmaster and Assistant Scoutmasters are required to take New Leaders Essentials, Youth Protection Training, and STAND Training (Youth Protection Training required by the Catholic Church). The Scoutmaster is additionally required to take Scoutmaster Specific Training and Introduction to Outdoor Leadership. All Assistant Scoutmasters are encouraged to take Scoutmaster specific training.

Each patrol needs at least one (1) Assistant Scoutmaster present at every meeting and outing. A second adult is helpful at Troop meetings but required for “two-deep” leadership at all activities outside the meeting times. The Assistant Scoutmaster for Advancement is responsible for organizing, scheduling, Scout signup and tracking Eagle merit badge requirements for all Scouts.

#### **2.3.4 Adult in Charge**

Events requiring a permission slip will always have a designated adult in charge. When the Scoutmaster attends he/she is the adult in charge. In the event that the Scoutmaster cannot attend or must leave an event another BSA registered adult *who meets all the appropriate BSA and the Catholic church’s STAND training requirements for the event* will be designated as adult in charge. This person assumes the rights and responsibilities as the Scoutmaster for the event. This includes spending Scoutmaster discretionary funds, signing blue cards and performing Scoutmaster conferences (other than Eagle). This person is also responsible for event planning, bringing appropriate equipment, and making sure food and transportation are available for the scouts (and adults). At least one of the two or more adults accompanying the Scouts must be a Scoutmaster or Assistant Scoutmaster. This is to insure BSA program representation.

Planning and organizing a Scouting event is a fun activity that involves both youth leaders and adults. Once the youth have decided on an event (ie campout) and the committee has approved the event, various adults have a specific sequence of duties to perform to make it a reality. The sequence of adult duties is as follows:

- 1) Outdoor chairperson reserves the facility and makes a preliminary payment after notification from the Scoutmaster.
- 2) Outdoor chairperson generates a permission slip with event detail data provided by the Scoutmaster at least 1 month prior to the event. This

- includes departure and return times, food arrangements, cost, equipment requirements, and the designated adult in charge and second adult fulfilling two-deep leadership requirements. The Scoutmaster will insure that at least one attending adult registered leader has current training for the planned event including Safe Swim Defense, Safety Afloat, Youth Protection, Overnight camping, STAND and/or CPR certification. Climbing activities require a leader trained in Climb on Safely (which recommends the American Red Cross' standard first aid and When Help is Delayed or equivalent course). Additionally, climbing or water activities require that at least one adult have current CPR training.
- 3) The tour permit is obtained by the outdoor chairperson, if required, at least two (2) weeks in advance of the scheduled event for proper clearance.
  - 4) Signed permission slips must be turned in to the outdoor chairperson or the adult in charge with money due (or Scout account info) at least two (2) weeks prior to an event, or as otherwise stated on the permission slip. The outdoor chairperson and the adult in charge will coordinate to produce an accurate list of event attendees.
  - 5) The adult in charge makes sure that the patrols keep within their budget as defined by the outdoor chairperson while purchasing supplies.
  - 6) The adult in charge supplies a list of attendees to the health and safety coordinator one (1) week prior to the event so that the appropriate medical forms can be assembled and given to the adult in charge.
  - 7) The adult in charge is responsible for keeping permission slips, tour permit, driver insurance info, troop first aid kit, medical forms, a written or electronic copy of BSA's Guide to Safe Scouting and any special medical supplies needed by scout(s) during the event duration.
  - 8) After the event the adult in charge turns in receipts from food, facility or Scoutmaster discretionary fund debits to the outdoor chair (who collects and holds the money) for reconciliation with the treasurer. A mutually acceptable system between the Adult in charge and the treasurer would suffice.
  - 9) The adult in charge returns the medical forms and troop first aid kit to the health and safety coordinator at the next troop meeting.
  - 10) The treasurer refunds events costs up to the amount of funds collected. Budget overages will not be paid from troop funds unless approved by the committee. Funds can be provided prior to the event up to the budgeted amount by a specific request to the treasurer.
  - 11) The Scoutmaster or his designee records the event attendance for rank participation requirements. This is not a committee responsibility.
  - 12) The Scoutmaster reports on the success (or shortcomings) of the event at the next committee meeting.

It is important that sufficient time be allowed for permission slips to be generated, distributed and collected prior to an event. This requires that the Scoutmaster identify the adult in charge and event details more than 1 month prior to the event. Events such as summer camp or Philmont expeditions require a year or

more of planning. If an adult in charge cannot be designated by the Scoutmaster at least 1 month prior to the event then the event may be cancelled at the discretion of the committee chair.

### **2.3.5 Counselor Positions**

Any interested qualified adult may serve as a merit badge counselor. Although counselors must register with BSA there is no fee for the application. Interested adults with hobbies, specific training or avocations aligned with a merit badge are encouraged to offer their expertise to the Scouts. See the Assistant Scoutmaster for Advancement for further information and various merit badge requirements.

### **2.3.6 Supporting Roles**

It is required that ***all families participate*** in some way with the scouting program. If not involved with any of the above opportunities, an adult family member must organize a community service event, demonstrate a special skill at a Troop meeting or drive Scouts to/from camping events.

## **3 ADVANCEMENT**

Advancement through ranks provides the scout an outward sign of his accomplishments. The scoutmaster, and assistant scoutmasters work together to ensure opportunities for all scouts to advance. The scouts themselves can choose to make the most of these opportunities, or they can choose to wait for the next.

### **3.1 Trail to First Class (TTFC)**

The goal of the Trail to First Class (TTFC) is to provide sufficient opportunities for all Scouts not yet First Class to advance to First Class within one (1) year after joining Troop 783. There are 3 specific leadership positions to assist the boys with reaching the rank of First Class: Troop Guide, Troop Instructor, and ASM for TTFC. Scouts of rank Star and above are expected to mentor Scouts on requirements through first class.

Boys joining Troop 783 from Cub Scouts are arranged into Gnu Guys Patrol(s). The Troop Guide is the mentor for the Gnu Guys Patrol, and serves as their first patrol leader. The Troop Guide with a Gnu Guy Patrol will encourage the boys of that patrol to elect a Patrol Leader from their own membership as soon as reasonable, but not before they complete their first camping trip.

Since it is a lot of work to organize the boys to work together, the Troop Guide has assistants. The key assistant is the Troop Instructor, who is responsible for teaching individual skills to the scouts, as directed by the Troop Guide.

The Assistant Scoutmaster for Trail to First Class (ASM for TTFC) is a resource for tracking progress toward First Class, and consults with the Troop Guide(s)

with an eye to organizing activities to complete needed requirements from Tenderfoot to First Class. The TTFC ASM also keeps an eye out for activities beneficial to boys outside of Gnu Guys Patrols who have not yet achieved First Class. To help the TTFC ASM track progress toward ranks, boys are asked to bring their Scout Handbooks to all Troop Meetings. Traditionally there has been a small reward for showing progress towards a new rank.

The TTFC ASM also serves as a mentor to the Patrol Advisors of Gnu Guys Patrols. Patrol Advisors are Assistant Scoutmasters, who are usually parents of one of the boys who is an active member of a patrol. There are usually 2 (or more) Patrol Advisors for each patrol. As a mentor, the TTFC ASM may for example help the Gnu Guys PAs file the appropriate paperwork for their outings, and ensure they have the necessary training (Youth Protection and STAND) before they go on an outing. They are not required to attend campouts with the Gnu Guy Patrol, though they might if asked.

The Troop Guide, Troop Instructor, and ASM for TTFC are not alone in bringing the boys along to First Class. It takes the whole troop! All Star, Life, and Eagle scouts are encouraged, and permitted to sign off on a TTFC Scout's handbook for requirements up to and including First Class. There are some benefits for older scouts who assist with TTFC activities, including Honor Scout "brownie points", and requirements toward other coveted awards, like the Paul Bunyan Woodsman.

Finally, any Scoutmaster or ASM is permitted to sign off on the requirements in any boy's Scout Handbook, with the exception that a Scoutmaster or Assistant Scoutmaster is not permitted to sign off in his/her own son's Handbook.

A boy who reaches the rank of First Class is eligible to join another patrol following the Court of Honor recognizing his achievement. Once a Gnu Guy Patrol loses enough membership that it is no longer viable to operate independently, the members will either join another Gnu Guy Patrol, or in the absence of a viable Gnu Guy Patrol, the boys will be eligible to join other patrols in the troop.

### ***3.2 Star-Life-Eagle***

Scouts who have achieved First Class rank are expected to be active in the troop, demonstrate scout spirit, independently work on Merit Badges, perform community service and seek elected positions in the troop necessary to advance to Star, Life, and even Eagle.

The period of activity varies for each rank, but the scout is expected to be present at 50% or more of all troop meetings in the period in question, as described in section 1.3.2. If a scout holds a troop leadership position, the scout is further expected to attend, or send a representative to 75% of the Patrol Leader's Councils. Beyond these expectations, the Senior Patrol Leader is

expected to provide leadership at Summer Camp (if elected in March), and a combination of 3 District Events [Field Sports Challenge, Orienteering Challenge, Woodsmoke, Klondike, and Scouting for Food] or troop events [Homeless Shelter, Ski Trip] (if elected in September). The ASPL is likewise expected to provide leadership in troop activities in the absence of the SPL.

In the event that a scout is unable to secure an elected or appointed position in the troop, a Scoutmaster Assigned Leadership Project may be substituted. Examples of such projects include leading Scouting for Food, Woodsmoke, or Cuboree service projects to scouts, or participating as a weeklong volunteer at Cub Scout Day Camp.

Election or Scoutmaster selection to a leadership position does not in and of itself fulfill the leadership requirement for rank advancement. See section 2.2.

The Scout Spirit requirement may be signed-off for a one-time, above-and-beyond demonstration of Scout Spirit. More typically it is signed-off at the Scoutmaster Conference for upholding, demonstrating and living by the Scout Oath and Law during the tenure period. ***The Scout Spirit requirement is a very important part of the rank of Star-Life-Eagle.*** A Star rank candidate must generally exhibit good Scout spirit during scouting events. A Life rank candidate must show Scout Spirit in a clearly observable fashion by adults and fellow Scouts. An Eagle rank candidate must be a role model for all other Scouts at all times in and outside of Scouting and actively promote Scout Spirit within the Troop. At the Scoutmaster's discretion, he/she will ask one other adult leader about a Star candidate, two for Life and three for the Eagle candidate for their advice on the Scout's conduct regarding the Scout Spirit. *This additional adult input is not an additional requirement* that the Scout must fulfill. The intent of this consultation is to accept advice from other adult leaders that may observe the Scout demonstrating scout spirit outside the Scoutmaster's presence. This in no way should be used by the Scoutmaster as a restrictive test such as "two other adult leaders must attest to this Scout's demonstrated scout spirit before signing off the requirement." The Scoutmaster should not delay (or avoid) signing off the scout spirit requirement solely based on another adult's opinion. The Scoutmaster should personally observe the shortcoming in scout spirit firsthand. If the Scoutmaster has reservations about signing this requirement, a meeting with the Scout (and possibly the parents) should occur *before* the signoff request so that a remedial course of action can be outlined and metrics of successful completion are clearly understood by the Scout and his parents. The Scout may additionally identify other adult leaders (other than the scout's family) who have observed the Scout's Spirit. The Scoutmaster will contact the adults the scout has named, or alternate adults at the Scoutmaster's discretion, to learn about demonstrated Scout Spirit, and then sign off on the Scout Spirit requirement. It is thus in the Scout's best interest to demonstrate Scout Spirit at all times in order to have this requirement completed at Scoutmaster conference time.

Disrespecting other Scouts, adults or property is not showing good Scout Spirit and will result in a delay (and remedial action) in meeting this requirement.

Eagle Scout candidates are required to plan, develop and give leadership to others in a service project helpful to some not-for-profit organization (other than Boy Scouts) in the community. These projects should provide ample opportunities for scouts to earn service hours toward their ranks. Other service to the community satisfies this goal, including troop activities (Scouting for Food, Homeless Shelter), helping with activities at church, and other opportunities in the community (Habitat for Humanity).

Life Scouts are encouraged to choose an Eagle Scout Leadership Service Project in line with their interests and abilities. While some boys will not show the maturity to complete a project until they are older, the average age of a boy reaching the rank of Eagle is 14 years, 9 months. Therefore we encourage boys to work on the project as soon they reach Life rank, before the onset of high school sports teams, car-fumes and per-fumes.

Troop 783 has designated a team of Life-Eagle ASMs to encourage boys to make their Eagle Rank upon attainment of Life. They:

1. Inform the boys of the District Life-to-Eagle Seminars at the October and April Roundtables
2. Set up seminars during the first meeting of the month to educate life scouts on the process of preparing the Eagle Scout Leadership Service Project for approval.
3. Aid scouts in discerning a project aligned with their own interests. The Life-Eagle ASMs maintain a list of potential Eagle projects available in the area, and can provide scouts with information about these potential projects if they are having trouble identifying a project on their own.
4. Track scouts' progress toward Eagle

In general, signatures indicating approval of the candidate's Eagle Scout Leadership Service Project are required in the following order:

- 1) Institutional Representative
- 2) Scoutmaster, Coach, or Advisor. The coach or advisor must be approved by the Scoutmaster.
- 3) Troop Committee. Note that the Troop 783 Committee requires an oral presentation of the project at a regularly scheduled Troop Committee Meeting. The scout must arrange for this presentation a week prior to the meeting, and present the proposed project to the committee in full Class A uniform. The Troop Committee normally meets the 4<sup>th</sup> Thursday of the month.
- 4) District Advancement Committee. Current procedures in the Four Rivers District require that a District Advancement Committee representative preview the proposal prior to review by the committee. The District Advancement Committee meets on the 4<sup>th</sup> Monday of the month. In

certain rare cases the project proposal can be reviewed between regular meetings at the Advancement Committee's discretion. It is strongly recommended that the Life Scout discuss his idea with his Scoutmaster and the District Advancement Committee representative (or the Troop's Eagle project advisor) before beginning the writing process. Certain projects such as blood drives, park ranger planned tasks or routine maintenance projects are not eligible Eagle projects and will be rejected by the committee.

The scout should note that there is a significant amount of coordination; in particular, the 4<sup>th</sup> Monday of the month for the District Advancement Committee Meeting often falls before the 4<sup>th</sup> Thursday of the month when the Troop 783 Committee meets. This may mean that nearly a month may pass before the District Committee reviews the proposal! The scout must not start work on the project without all approval signatures in place.

Additionally, each of the reviewers may make comments or ask further questions. These comments or questions are not personal attacks on the scout, but are constructive criticisms meant to make the project succeed! The scout should address all of these comments. All questions regarding the District Advancement committee's reviews should be directed to the Troop Eagle project advisor or by directly contacting one of the members. The scout must remember that it is HIS project and make the right decision regarding reviewer's comments. It is a good idea if the scout notes any concerns with the reviewer's comments then discuss them during his Eagle board of review.

### ***3.3 Scoutmaster Conference***

All rank advancements require that the Scout meet with either the Scoutmaster or an Assistant Scoutmaster. The scout should schedule the scoutmaster conference a week prior to the actual meeting. The scoutmaster conference is not to be scheduled during the normal troop meeting period, so as not to interfere with the scout's participation in the troop meeting. A scout is required to wear his full Class A Uniform, including Merit Badge or Order of the Arrow Sash, to a Scoutmaster Conference.

The purpose of this meeting is not to retest the Scout but rather to understand how the Scout is incorporating and applying this knowledge towards the aims and goals of Scouting. In addition, this time provides an opportunity for the Scoutmaster to better know and understand the Scout and to get feedback about the Scouting program being implemented by Troop 783 adult leadership. Although the Scout Handbook (required for all Scouts) lists this conference near the end of the requirements, it can be held at any point while working on that rank. It is required however that Scoutmaster (or Assistant Scoutmaster) sign the Scout Handbook recommending the Scout for a Board of Review which is always the last requirement before being awarded that rank.

The Scoutmaster (or their designee) is the only person who may sign-off the Eagle Scout requirements, although merit badge counselors still sign the “blue cards.” In keeping with the integrity and honor of Scouting, it is considered good not to have a parent sign-off any requirement for their son.

In the event that the Scout has not successfully completed all the requirements for the next rank (typically the Scout Spirit) the Scoutmaster may have multiple conferences before signing off the conference requirement. In such cases however, the Scoutmaster will articulate clear goals and an unambiguous course of action to remedy shortcomings to the Scout (and his family if requested) and a definite timetable to successfully complete the Scoutmaster conference.

### ***3.4 Board of Review***

The Board of Review is similar to the Scoutmaster conference in purpose but a panel of at least three committee members takes the place of the Scoutmaster. No Scoutmaster or Assistant Scoutmaster may serve on a Board of Review panel. It is the scout’s responsibility to contact the Advancement Chairman one week in advance of a Board of Review. As with Scoutmaster Conferences, Scouts are required to wear his full Class A Uniform, including Merit Badge or Order of the Arrow Sash, to a Board of Review.

### ***3.5 Court of Honor***

Four (4) Courts of Honor are held each year to recognize the achievements made by Scouts since the last Court of Honor. This public recognition is for parents, friends, family and relatives of the Scout. As Scouts complete a rank or a merit badge, the badge(s) are given out at every Scout meeting as soon as possible after completing the requirements. The Scouts desire recognition for their accomplishments immediately after completing the requirements.

In February of each year the “winter” court of honor is traditionally a sit-down festive occasion. Food, drinks, awards and entertainment are standard fare for this celebration. Other Courts of Honor occur in May, August and November of each year.

### ***3.6 Merit Badges***

The Scout is responsible for seeking out merit badge counselors for all of their merit badge requirements. The Troop adult leadership does run “classes” for popular merit badges from time to time. Watch for announcements for upcoming classes. It is expected that a Scout attend ALL classes for a merit badge once signed up.

## **4 ACTIVITES**

### ***4.1 Meetings***

The Troop meetings occur every Wednesday from 6:30 – 8:00pm in the upper hall of the parish center. Occasionally the meetings are held in the lower hall if there is a church activity in the upper hall. If the public schools are closed for the day or an early dismissal occurs because of weather, the Troop meeting is cancelled.

Planning the Troop meetings is the responsibility of the Senior Patrol Leader. He may delegate that to individual patrol leaders for specific meetings on a voluntary basis. The meetings should:

- Provide leadership opportunities for boys
- Plan and prepare for various troop outdoor activities
- Reinforce the principles of Scouting
- Provide advancement and merit badge opportunities
- Feature occasional speakers on topics of interest to Scouts
- Have lively games, competition and other recreational activities

The adult leadership may plan specific meeting activities with the permission of the Senior Patrol Leader.

The 6:30 – 7:00 time slot is specifically allocated for administrative and advancement activities. Ideally, all Scoutmaster conferences, Board of Reviews, First Class advancement activities and merit badge classes occur during this time slot. Administrative items such as permission slip turn-in, driver sign-ups and event payment need to be completed by 7:00 so that the adult leadership can participate in the meeting plan with their patrols. It is very important that the patrol advisors stay with their patrol during the meeting. This helps to form closer bonds with adult mentors and keeps the patrol focused on the activity at hand. Adults should not view the Troop meeting as a “social hour” away from the Scouts. The flag ceremony is held promptly at 7:00pm. The meeting plan should generally follow the Troop meeting plan published by the BSA. A small amount of time is provided at each meeting for “patrol corners” for a brief meeting on upcoming events.

Review of Scout skills and the introduction of new techniques for camping, hiking or backpacking should always be a part of the Troop meeting. The inter-patrol competition time should be approximately 20 minutes long followed at 7:50 by the awards, circle-up and closing activities by 8:00pm.

The Senior Patrol Leader is responsible for seeing that the room is cleaned with chairs and tables returned to their pre-meeting spots. Again he may delegate this to the patrol planning and executing the Troop meeting.

Patrols planning, executing and turning in a meeting plan to the Scoutmaster will receive BONUS points towards the quarterly honor patrol competition.

## **4.2 Campouts**

A campout is the primary method used to promote leadership and self-reliance growth. Every Scout should try to attend every campout. It is fun and rewarding. Successfully dealing with the natural elements is very motivating to Scouts (and parent's too!) Since campouts involve work and planning, each Scout needs to do his share by helping setup and tear down camp. Late arrivals and early departures are discouraged. It is expected that a Scout or adult will occasionally need to arrive late or leave early with permission from the adult-in-charge of the event. Numerous or repeated occurrences by the same Scout transfers an unfair amount of additional work to the remaining Scouts and adults and will not be tolerated.

### **4.2.1 Patrol**

The primary camping experience for Troop 783 is patrol campouts. The "patrol method" is heavily advocated by Troop 783 leadership. Each patrol leader and adult advisor is asked to plan one camping trip for the patrol. Several patrols may get together and plan a joint camping trip depending on the activity. For instance, 40 people cannot go on an Appalachian Trail hike because this will overload the small camping areas and damage the environment. For this reason, the patrol is limited in size to 10 scouts.

Each patrol quartermaster will receive a patrol box that has communal gear such as stoves, gas lamps, pots and pans, soap etc. used by the patrol on campouts. For a weekend campout, scouts are expected to plan and cook (using a stove or fire) at least two of the meals, consistent with the Boy Scout Handbook First Class cooking requirement. Following a campout, no food is to be stored in a patrol box.

The Troop Quartermaster inspects patrol boxes every six months to check inventory. The Troop Quartermaster will present the committee with a list of equipment needed for each patrol box. The committee will authorize the Adult Quartermaster to purchase the appropriate items from this list.

Occasionally, the departure of a scout or reorganization of the Troop may result in a patrol box being returned to the Troop Quartermaster. The Troop Quartermaster will store this patrol box in the Quartermaster Locker in the basement of the church. No food will be stored in the Quartermaster Locker in or out of a patrol box.

A Troop owned tent might be used if available only after the Scouts using the equipment are trained in the appropriate use and care of the tent by the Troop quartermaster. If a Scout wishes to use his personal tent on a campout it must meet these minimum requirements:

- Must have a separate rain fly that covers the tent completely and goes all the way to the ground surrounding the tent.
- Must have “bathtub” style floor that is factory seam sealed
- Should be completely seam sealed at the factory with additional touchup of key areas such as ties and attach points.
- Be a lightweight nylon type tent suitable for both hiking and car camping.

These requirements have been adopted because boys with inferior tents have gotten wet causing others to re-arrange plans to accommodate the now wet and cold Scouts. The Troop Quartermaster must approve the use of all personal tents. A maximum of 2 Scouts are permitted to sleep in each tent.

Scouts and their families are responsible for the following equipment:

- Hiking boots – should be at least water resistant
- GorTex socks – keep feet dry even with leaky boots and can fit boys’ growing feet longer than boots!
- Sleeping bag – a mummy style bag works best. Should be rated at least to +20 degrees. Thinsulate or Holo-fill type insulation works well even if wet. Down bags are lighter but do not insulate when wet and should not be used.
- Sleeping pad – a “closed-cell” type pad like Z-rest or Therma-rest work well. The sleeping pad is an integral part of the sleeping gear. It is MANDATORY for all camping activities except summer camp and indoor cabin camping.
- Rain gear – Packable coated nylon type jacket and pants are recommended for Scout use. Large sheet type ponchos do not work well in bad weather in our experience. A good quality rain suit can be found for \$40 or so.
- Mess Kit – lightweight and packable works best
- Eating utensils – Lexan works best
- Canteen or water bottle
- First aid kit
- Waterproof match case
- Liquid filled compass
- Flashlight
- Folding pocket knife
- Backpack – Can be expensive. Suggest fitting by professional like EMS or Hudson Trail Outfitter type stores. Boys should plan on carrying 30% of their body weight on backpacking trips. Suggest talking with a patrol advisor or Scoutmaster before purchase for additional information.
- Class A and B uniforms
- Scout Handbook

Equipment NOT to buy:

- Sheath knives are NOT ALLOWED by BSA
- Axes of any type
- No liquid fuel devices without permission of Scoutmaster (this includes butane lighters)
- Candles for lighting use (NO FLAMES IN TENTS)
- Open cell sleeping pad or canvas sleeping bag (absorbs water)
- No aerosol cans – insect spray, deodorant etc (FLAMMABLE)

Knives can only be carried by Scouts after earning the Totin' chip card. Scouts can only carry matches after earning the Fireman's chit card. These cards **MUST BE CARRIED** when having matches or knives. The Scouts are responsible for these cards. Loss of these cards will result in the Scout re-earning them.

#### **4.2.2 Monthly Troop**

Troop 783 is active within the Four Rivers District. We regularly attend district planned camping activities such as Spring and Fall camporees, Woodsmoke, Klondike Derby etc. Besides summer camp and the winter Ski Trip, these are the only Troop-wide camping activities planned. They occur about every other month. The need to plan and execute patrol camping is evident. The Scoutmaster is responsible for planning these Troop wide events with consultation with the Senior Patrol Leader.

#### **4.2.3 Summer Camp**

Troop 783 goes to a one (1) week summer camp each year. We traditionally visit a variety of local camps from year-to-year. This keeps it interesting to older Scouts who want to experience different programs and opportunities available at other camps. Summer camp will cost about \$275 for the week. Information handouts and sign-ups for camp normally start in January of each year. Adults attending summer camp must be registered as an adult leader with BSA and receive youth protection training. First year Scouts are encouraged to take at least the SWIMMING merit badge along with the Trail to First Class sessions at camp.

#### **4.2.4 Adults on Campouts**

All adults on a campout are part of the "parents' patrol." They plan, cook and eat meals separately from the Scouts. Parents must not "do the Scout's work" in any way during the event. Part of the learning experience for the Scouts will involve failure. This is normal and expected. By intervening and thwarting the failure experience by the Scouts only slows the maturing process and must be avoided. Letting Scouts fail in a constructive way is important to let happen. It is expected to happen. Although it is natural for a parent to always help their child, letting them explore their world in a safe environment is very important to the child development process. *A serious threat to safety would obviously be a different situation and adult intervention should occur.* Non-registered adults are welcome to accompany the patrol or Troop on campouts (except summer camp) but must

let the Scouting process happen. Any person over the age of 18 years must have at least BSA's Youth Protection Training to attend a campout.

#### **4.2.5 Campout Permission Slips**

For each event, a permission slip is generated. These permission slips include the dates of the event, the times and locations of scout pick-up and drop-off, and the names of the Scout in Charge, and the Adult in Charge. The expected time of return for many district events may not be known at the time of generation of the permission slips. In the case that a new expected return time is known, or in the case of a change of a scout or adult in charge, prior to departure, an updated information portion of the permission slip will be made available to parents at the time of departure.

In all events, there is the possibility that the group can return late. The further away the event is, the more likely the chance to return late. In the event that the group will return more than 1 hour late, the Adult in Charge will ensure that someone in Annapolis/Arnold is contacted with an expected arrival time and location. The contact in Annapolis will in turn contact the parents of scouts on the trip with the new expected return time.

#### **4.3 Meeting Summary**

- Troop meetings every Wednesday 6:30 – 8:00pm
- PLC Meetings 2<sup>nd</sup> Thursday each month
- Scoutmaster's Meeting 3<sup>rd</sup> Thursday each month
- Committee Meeting 4<sup>th</sup> Thursday each month
- Patrol Meetings twice each month as Patrol Leader schedules
- All meetings at St. Andrews by the Bay Catholic Church unless prior notice given.
- Troop meetings are cancelled when school is closed or early dismissal for emergency situations. Troop meetings on or close to major holidays will normally be cancelled. Prior notice will be given and the website calendar will have current information.

#### **4.4 Service Projects**

There are several types of service projects:

1. Community service – counts towards rank service hour requirements and organized by the Committee Volunteer coordinator.
2. Eagle Scout Project – helps fellow Scout towards obtaining his Eagle rank. Counts towards rank service requirements
3. Paid service projects – fundraising type service where the Scout realizes additional money into his Scout account. DOES NOT COUNT TOWARDS rank service requirements.

Service to others in the community is a fundamental component of Scouting. It should be vigorously pursued and promoted within Troop 783.

## **Changing this Document**

This handbook's goal is to accumulate the practices, procedures and principles of the BSA scouting program as experienced by Scouts and adults over many years at Troop 783. It is expected that as the great Scouting tradition continues at Troop 783, new experiences and fresh wisdom will need to be additionally captured in future revisions of this handbook. Changes to this document can be made by the Troop committee with appropriate involvement by the program leadership, Scouts, parents and other interested adults. All parties should be informed prior to the committee discussion as to allow effective exchange of ideas and viewpoints prior to any committee vote finalizing the changes.

## Appendix A: SCOUTING GLOSSARY

**Advancement** – there are 7 levels of Boy Scouts: Scout, Tenderfoot, Second Class, First Class, Star, Life and Eagle. When a Scout completes the requirements for each level he is advanced to the next level. This is a big deal and the troop makes sure the Scouts feel proud of this accomplishment. See the scout handbook for a complete listing and explanation of the requirements.

**ASM** – see Assistant Scout Master

**ASM meeting** – held on the third week of the month, alternating on Wednesday or Thursday night, at the Scoutmaster's discretion. The Scoutmaster and Assistant Scoutmasters discuss how to implement any plans voted on by the Scouts at the PLC the week before.

**ASPL** – see Assistant Senior Patrol Leader

**Assistant Senior Patrol Leader (ASPL)** – the Scout who is elected to the second most top position in the troop

**Assistant Scoutmasters** – adult leaders who work directly with the Scouts as Patrol Advisors, Adults in Charge at events, and advisors at meetings and events. They may do double duty as Merit Badge Counselors. They are almost always parents of current troop Scouts.

**BAC** – see Baltimore Area Council

**Baltimore Area Council** – the regional section of the Boy Scouts of America that we fall under. The Council runs certain events throughout the year and we try to make some of them. The Council owns and maintains Broad Creek Scout Reservation, in Harford County, where we sometimes camp. The website for BAC is [www.baltimorebsa.org](http://www.baltimorebsa.org).

**BCMSR** – Broad Creek Memorial Scout Reservation; see Broad Creek

**Blue Card** – obtained from the SM, the blue card is the record of the scout's achievements toward a particular merit badge. He must obtain a blue card before approaching the merit badge counselor for the merit badge. Once the blue card is completed by the counselor, it is turned into the Advancement Chair who records the merit badge and returns one (of three) sections of the blue card to the scout. *Keep these blue card sections!* They are the scout's only official record of having completed a merit badge. They will be necessary to advance, especially for Eagle. We suggest keeping a binder with baseball card pockets for the blue cards and any other official cards the scouts earn.

**Board of Review** – for advancement, scouts must schedule a board of review with at least three committee members, to discuss his achievements, continued advancement plans, and suggestions or complaints he may have for the troop leadership. The scout must wear his class A uniform. The scout should contact the Advancement Chair to schedule the Board of Review.

**Border Patrol** – one of the Troop patrols. See Patrols

**“Boy led”** – a term you will hear meaning that the Scouts make the decision about what the troop will do. Adult leaders make sure it is legal, safe and conforms to BSA standards, then work with the boys to make it happen.

**Broad Creek** – Broad Creek Memorial Scout Reservation is owned and operated by the Baltimore Area Council. We typically use the camping sites at Camp Spencer and Camp Saffran which are located within the reservation. BCMSR is located in upper Harford County, near the Pa. border, off of Route 136.

**Brother Pack** – we regard Pack 723 (Windsor Farm) and Pack 707 (Cape St. Claire) as our loosely affiliated brother packs.

**BSA** – Boy Scouts of America; not Baby Sitters of America

**Chaplain’s Aide** – a Troop officer – the Scout elected to lead the troop in prayer at various functions and to advise the boys on earning religious emblems.

**Chartered Organization** – see Sponsor

**Circle up** – at the end of the meeting, the scouts and leaders form a circle and join hands with the left arm crossed over the right arm. This is a reverent group gathering which is completed with the scout prayer “May the great scoutmaster of all scouts be with us until we meet again”.

**Class A** – uniform consisting of official Boy Scout shirt with appropriate patches and paperwork in the left pocket, dark green pants or shorts, scout socks, neckerchief and slide (or square knot). This is necessary on the first meeting of the month, for uniform inspection (with the scout book), and optional at all other meetings. It is necessary while traveling to and from any Scout event. It is necessary at events such as Woodsmoke, Klondike Derby and Merit Badge Madness. It is necessary at Scoutmaster Conferences, Boards of Review, and Courts of Honor.

**Class B** – uniform consisting of troop t-shirt, dark green pants or shorts, scout socks. This is an option on non-uniform inspection meeting nights and for many troop activities.

**Class C** – uniform consisting of any scout t-shirt (summer camp, scout events, etc.) and neat pants or shorts. This is usually a working uniform.

**Committee** – adult leaders who work “behind the scenes” to keep the troop ticking and legal, by BSA standards. The committee typically consists of the Committee Chair, Chartered Organization Representative (COR), Secretary, Treasurer, Outdoor Activities Chair, Fund Raising Coordinator, Volunteer/Service Hours Coordinator, Health and Safety Advisor, Advancement Chair, Membership Chair, Training Coordinator, and Merit Badge Counselor Coordinator. (Nominally the church pastor and Grand Knight are also members.) These are parents of Scouts, or parents of former Scouts who continue to work with the troop because they are dedicated to the Boy Scout ideals.

**Committee meeting** – held on the fourth Thursday of each month, or at another time at the discretion of the Committee Chair. Committee members discuss troop business in order to support troop activities.

**COPE** – a high adventure program run at summer camp and elsewhere for boys 14 and over, and adults.

**Council** – the Boy Scouts of America is structured to allow for regional jurisdictions. We are part of the Baltimore Area Council (even though the rest of Annapolis is under the Washington Area Council). The BAC oversees 14 districts.

**COH** – see Court of Honor

**Court of Honor** – a quarterly event to present awards, merit badges and advancements to the Scouts. Often the COH will contain skits, flag ceremonies, etc. The winter COH is the big one with a pot luck dinner; the others have light snacks. Parents and family members are encouraged to attend to help recognize and celebrate the boys’ achievements.

**Cuboree** – in the spring the troop sets up a “mini – Woodsmoke” at Sandy Point for a weekend of teaching Webelos from our brother packs scout skills such as fire-building, knot-tying, and orienteering.

**District** – the Boy Scouts of America is structured to allow for regional autonomy. We are part of the Four Rivers District, which is under the leadership of the Baltimore Area Council.

**Eagle Required** – some Merit Badges are required to advance to the rank of Eagle. These may be completed in any order and at the Scout’s own pace.

**Firem'n Chit** – scouts must have this card on them to light or tend fires on campouts, etc. It is earned by working on requirements with an advanced scout on a campout, usually during TTFC.

**4RD** – see Four Rivers District.

**Four Rivers District** – our organizational higher-up. The District oversees 46 Cub Scout Packs, 45 Boy Scout Troops and 21 Venture Crews. They schedule events throughout the year. The Troop tries to participate as best we can. The district runs Roundtable monthly as well as leader training several times a year. The website for 4R District is: [www.crwflags.com/4rd/](http://www.crwflags.com/4rd/).

**Gnu Guy** – generally any Scout on TTFC is considered a Gnu Guy and is in the Gnu Guy Patrol.

**Gnu Guy Patrol** – Scouts new to Troop 783 are usually placed in the Gnu Guy Patrol while they are on TTFC (there have been exceptions made for boys entering during the year, or who need to be in a patrol with an older brother). This functions as a regular Patrol. Once the Scouts reach First Class, the Gnu Guy Patrol is disbanded. The former Gnu Guys may form a new patrol of their own with a name of their choice or they may elect to enter another patrol.

**Green Blaze** – an advanced scout (first class and above) leadership training course conducted by BAC. The troop leadership usually nominated 1-2 scouts per year to attend.

**Handbook** – Boy Scout Handbook – each scout must maintain his own handbook to record his steps toward advancement within each rank. It is a good idea to write the scout name on the page edge of the book so it can be distinguished from all the other books floating around. A black cover can be purchased to help maintain the book. It is extremely difficult if not impossible to duplicate, so don't lose it. The book will stay with the scout until he is out of scouting (and hopefully forever). The scout should record his steps toward rank in the front sections of the book devoted to each rank. The back section of the book is strictly for the "official" record and verification of rank achievement. Leave this for the SM, ASM, or designated advance scout, and Advancement Chairman to fill out.

**Historian** – the Scout who is elected to maintain the troop history with photos and other information regarding troop activities. The historian is charged with creating a power point montage for recruitment purposes.

**Honor Patrol** – an award given quarterly at Courts of Honor to the patrol which has accumulated the most points during that period. Patrols receive points for attendance at meetings, wearing of proper scout uniform, holding patrol meetings

and organizing patrol activities and service projects. In order to receive points, the Patrol leader must fill out the appropriate reports and hand them in to the SM.

**Honor Scout** – an award given quarterly at Courts of Honor to the scout who has demonstrated the most scout spirit and participation during that period. The SM chooses the Honor Scout with input from other adult leaders.

**JLT** – see Junior Leader Training

**Junior Leader Training** – following each election, the SM arranges a weekend training session for the new Troop Leaders, including Patrol Leaders, to camp together, to become acquainted with the responsibilities of their duties, and to build team spirit.

**Librarian** – the Scout who is elected to maintain the troop library of Merit Badge books and other information.

**Life to Eagle** – special seminars are held to help these scouts keep track of their requirements and any opportunities that may help them on the trail to earning Eagle rank.

**Mail Crate** – two crates that are available during troop meetings and used to facilitate communication within the troop. Each scout and leader has a pendaflex folder in one of the crates. Each Scout should check his mail folder at the **end** of each and every troop meeting to get the latest information about events and other important communications.

**Mega-training** – twice a year, the district runs a weekend of adult leader training where you can get New Leader Essentials, Boy Scout Leader Specific, and Committee training all in one day. The troop will announce when this is available.

**Merit Badge** – once a boy reaches First Class, he must complete not only the rank requirements, but also a certain number of merit badges for advancement. Each merit badge requires a series of activities to be performed by the Scout with supervision by the appropriate Merit Badge Counselor. It is up to the Scout to ensure that he completes the activities, not the counselor. He may do so at his own pace – some boys complete a merit badge in one weekend, some boys take years to complete a badge. Badges can be earned by individual effort with a counselor, in a class run by a counselor, at a camp, or at merit badge madness weekends.

**Merit Badge Counselors** – any adult (SM, ASM, Committee Member, parent, friends, family, rangers, professionals in various fields, etc.) who has knowledge through his/her profession or a hobby may volunteer to help Scouts achieve a merit badge. Counselors must register with the troop or with the council using a

standard BSA leader application and a Merit Badge Counselor form. The registration is renewed annually. There is no registration fee.

**Merit Badge Sash** – green sash worn over the official scout shirt at formal functions such as Courts of Honor, Scoutmaster Conferences, or Boards of Review. Scouts will receive an embroidered patch for each merit badge they earn. This patch should be sewn onto the sash and displayed. There is no particular order to the patches on the sash, although many boys attach them in the order that they have earned the patches.

**Monkeys** – one of the Troop patrols. See Patrols.

**Ninja Llamas** – one of the Troop patrols. See Patrols.

**OA** – see Order of the Arrow

**Order of the Arrow** – the “honor society” of scouting, these scouts and scouters pledge to offer cheerful service throughout the scouting organization. Scouts and adult leaders can be elected by their fellow scouts in order to recognize those campers who best exemplify the Scout Oath and Law in their daily lives. Elections are held once a year, typically at the end of January. OA members can wear a lodge patch on their uniform on the left pocket flap, and at OA events and formal occasions, wear a white OA sash.

**OA Sash** – a white sash with an embroidered red arrow worn by OA members at OA functions and special scouting activities. It is worn over the official boy scout shirt, but not at the same time as the merit badge sash.

**Outdoor Leader Training** – a weekend camping trip during which leaders learn outdoor camping skills. It is the second half of ASM training. The district usually holds this twice a year. The troop will announce when this is available. It used to be known as OWL Training.

**Patrols** – the Troop is divided into patrols, much like Cub Scout dens. Each patrol has at least two ASMs as advisors, an elected patrol leader, assistant patrol leader and quartermaster. The patrols schedule their own meetings and activities – in addition to the troop meetings and activities. They compete for the quarterly title of Honor Patrol.

**Patrol Kit** – each patrol has a large plastic container with camping and cooking supplies to be used during camping activities. The patrol quartermaster should work with the troop quartermaster to maintain these kits. They are stored in the troop locker in the church hall basement.

**PLC** – see Patrol Leaders Conference

**Patrol Leaders Conference** – held on the second week of the month, on Thursday or another day at the discretion of the SM. The SPL, ASPL, Troop officers, and Patrol Leaders for each patrol discuss upcoming events and plans for the troop. Attendance at the meeting is mandatory for Scout leaders. The Scouts make the decisions. The adults meet in the subsequent two weeks to discuss how to implement them. The SM and other adult leaders are usually in attendance at the PLCs.

**Patrol Leaders** – elected within their patrol to represent and lead the patrol in activities that will help in the quarterly battle for Honor Patrol. Patrol officers are Patrol Leader, Assistant Patrol Leader, Patrol Quartermaster.

**Permission Forms** – the scouts will receive these forms at least one week prior to an event. They are usually placed in the folders in the mail crates during the troop meetings. These forms give important information about the event, including dates, times, cost, and required equipment. Scouts must return the completed bottom portion of the permission form, signed by a parent, along with the cost to the adult in charge or the Outdoor Activities Chair by the deadline on the form. Parents should retain the top portion. All activities, including patrol activities require permission forms. The permission forms accompany the adult in charge to the event and are used in case of emergency or early return.

**Philmont** – a BSA high adventure camp in New Mexico.

**Phoenix** – one of the Troop patrols. See Patrols.

**Program** – the program side of the Troop, versus the Committee side. This consists of the SM and ASMs.

**Quartermaster** – Troop officer - the Scout who is elected to maintain the troop equipment and advise the PLC when new equipment is needed

**Roundtable** – a meeting on the second Monday of each month usually at Old Mill High School where the District keeps all packs, troops and crews informed of what is going on. They can be extremely helpful.

**Scribe** – Troop officer - the Scout who is elected to keep PLC meeting minutes, compose and send out any correspondence, and any other tasks assigned by the SPL or SM.

**Scout account** – the boys can earn “money” for their “account” by participating in fundraisers the troop holds during the year. The “money” can be used towards payment of any troop event including summer camp. Contact the troop treasurer for the scout account balance.

**Scoutmaster conference** – all rank advancements require the scout to meet with the Scoutmaster (or ASM, if designated) in a formally scheduled meeting to discuss his activities and scout spirit. This is designed for guidance, not punishment. Scouts must wear their class A uniform and have their book.

**Service Hours** – Scouts beyond First Class must complete a certain number of hours doing community service of their choice to advance to the next level. The troop usually provides ample opportunity for the Scouts to complete this requirement. The Scouts are encouraged to find and complete projects on their own.

**Sign-Up Sheet** – exactly as it sounds. Prior to any activity (camping, merit badge class, fundraiser, etc) a sign up sheet may be put out at the troop meeting. It helps to plan if we know how many boys and adults will be attending.

**SPL** – see Senior Patrol Leader

**Senior Patrol Leader (SPL)** – Troop officer - the Scout who is elected to the top position in the troop

**Sponsor** – Every Scout troop or pack must have an organization sponsor it. Our sponsor is the Knights of Columbus of St. Andrew by the Bay Catholic Church. This in no way translates to a specific religious orientation in our troop. St. Andrew by the Bay merely provides space for us to meet and store our supplies. We reciprocate by doing service projects for the church throughout the year.

**Sponsoring Organization** – see Sponsor.

**STAND Training** – Since we are sponsored by, and meet at, a Catholic church, adult leaders are required by our sponsor to complete the Catholic youth protection training, known as STAND, in addition to the Boy Scout Youth Protection training. It is offered several times a year at different locations in the county. Announcements are made when it is available. There is no charge for this training.

**Totin' Chip** – scouts must have this card on them when they use a knife or ax on a campout. It is earned by working on requirements with an advanced scout, usually during TTFC.

**TTFC** – see Trail to First Class

**Trail to First Class** – This is the transitional phase from Cub Scouting to Boy Scouting. During TTFC the new Scouts are lead, more directly, through the requirements for Scout, Tenderfoot, Second Class and First Class. After that they are expected to take the lead for themselves. TTFC typically takes one year. There is a TTFC Advisor, usually an experienced ASM, and Scouts who are First

Class or above, specifically the Troop Guide and Troop Instructor who work closely with the new Scouts and help them complete the requirements.

While on the Trail to First Class, the Scouts are assigned to the Gnu Guys Patrol (depending on numbers there may be more than one patrol) and operate as a regular patrol within the troop.

**Troop elections** – held every six months. The Scouts elect their own Scout leadership.

**Troop Guide** – Troop officer - the Scout who is elected or appointed to work with the new Scouts on the TTFC.

**Troop Instructor** – Troop officer - the Scout who is elected or appointed to serve as the Troop's "expert" in scouting. He may be called on by the Troop Guide to help instruct the new Scouts on particular requirements on the TTFC.

**Troop Kit** – the troop has a large plastic container with camping supplies to be used at troop activities. The troop quartermaster is in charge of maintaining this. It is stored in the troop locker in the church basement.

**Troop Locker** – a storage cage located in the church hall basement that is for storage of troop equipment. The troop quartermaster is in charge of maintaining this.

**Troop officers** – Scouts are elected for 6 month terms to hold office in the troop. Leadership positions are required for advancement to Star, Life and Eagle. The Scout must be at least a First Class to hold office.

**Venture Crew** – another branch of Boy Scouts. This is an option for the boys when they reach the age of 14. Venture scouts are co-ed, go on more high adventure outings, and operate independent of the troop. A scout may belong to both troop and crew simultaneously. Whereas a boy finishes Boy Scouts at age 18, he may remain in Venture Crew up to age 21. The Venture Crew associated with Troop 783 is Crew 783.

**Webmaster** – Troop officer – the Scout who is elected to maintain the troop's website.

**Youth Camping Area** – some of the State parks have a special camping area designated only for youth groups, such as Boy Scouts. Sandy Point State Park has a youth area located down the left road (before the main entrance to the beach) past the ranger station. It is kept locked, so we must pre-register for the site and be issued the daily lock code to use the area.

**YPT** – see Youth Protection Training

**Youth Protection Training** – required by BSA for all adult leaders and any adult who will be in contact with youth during scouting events. This training is offered by the BSA on-line or at a 2 hour class monthly at Glen Burnie United Methodist Church. A copy of the card you receive upon completion must be presented to the Training Coordinator before you may participate in any events.

**zGhosts** – one of the Troop patrols, which consists of boys still registered with the Troop, but inactive. It does not function as a regular patrol. See Patrols.