

TROOP 501

Grace Church of the Nazarene



POLICY MANUAL

Revised November 2003

TABLE OF CONTENTS

<p>1.00 TROOP MISSION, VISION, SPONSOR, AND MEMBERSHIP</p> <p>1.01 Troop Mission and Vision</p> <p>1.02 Troop Sponsor</p> <p>1.03 Definition of Troop Membership</p>	<p>10.00 TROOP CALENDAR</p> <p>10.01 Troop Calendar of Events</p> <p>10.02 Troop Newsletter</p> <p>10.03 Troop Phone Tree</p>
<p>2.00 TROOP</p> <p>2.01 Meeting Location</p> <p>2.02 Meeting Time</p> <p>2.03 Grace Church Phone</p> <p>2.04 Troop Meetings</p>	<p>11.00 TROOP ROSTER</p> <p>12.00 TROOP TRANSPORTATION POLICY</p>
<p>3.00 TROOP UNIFORM</p> <p>3.01 Class A Uniform</p> <p>3.02 Headgear</p> <p>3.03 Class B Uniform</p>	<p>13.00 PERMISSION/RELEASE FORMS</p> <p>13.01 Administration of Medication</p>
<p>4.00 TROOP COMMITTEE</p> <p>4.01 Members</p> <p>4.02 Meetings/Time/Location</p> <p>4.03 Executive Committee</p>	<p>14.00 CAMPOUT COSTS/TROOP EQUIPMENT</p> <p>14.01 Mileage Costs</p> <p>14.02 Campout Costs</p> <p>14.03 Troop Equipment</p>
<p>5.00 TROOP PROGRAM</p> <p>5.01 Overview</p> <p>5.02 Troop Elections</p> <p>5.03 Discipline</p> <p>5.04 Patrol Method</p> <p>5.05 Leadership Appointments</p>	<p>15.00 TOTIN' CHIP/FIREM'N CHIT PRIVILEGES</p> <p>15.01 Totin' Chip</p> <p>15.02 Firem'n Chit</p>
<p>6.00 PARENTAL INVOLVEMENT</p> <p>6.01 Adult Leadership</p> <p>6.02 Family Involvement</p>	<p>16.00 ANNUAL SUMMER CAMP</p> <p>17.00 HIGH ADVENTURE PROGRAMS</p>
<p>7.00 COSTS</p> <p>7.01 Registration/Dues</p> <p>7.02 Troop Activities</p> <p>7.03 Training Costs</p> <p>7.04 Fund Raising</p> <p>7.05 Distribution of Proceeds</p> <p>7.06 High Adventure Funds</p> <p>7.07 Tomahawk (Summer Camp) Fees</p> <p>7.08 Tim Beckmann Memorial Scholarship Fund</p>	<p>18.00 CAMPOUT POLICIES</p> <p>18.01 Rides</p> <p>18.02 Departure from Events</p>
<p>8.00 ADVANCEMENT</p> <p>8.01 Working with your Son</p> <p>8.02 Advancement Approval</p> <p>8.03 Merit Badges</p> <p>8.04 Merit Badge Counselors</p> <p>8.05 Service to Others</p> <p>8.06 Scoutmaster Conference/ Boards of Review</p> <p>8.07 Courts of Honor</p>	<p>19.00 ORDER OF THE ARROW</p> <p>19.01 General Overview</p> <p>19.02 Election</p> <p>19.03 Youth and Adult Membership Requirements</p> <p>19.04 What to do before the Election</p>
<p>9.00 TRAINING</p> <p>9.01 Junior Leader Training</p> <p>9.02 Silver Pathfinder Training</p>	<p>ADDENDUMS</p> <p>1. The Promise of Scouting</p> <p>2. The Aims of Scouting</p> <p>3. The Scout Oath</p> <p>4. The Scout Law</p> <p>5. A Guide to Conducting Boards of Review</p>

1.00 TROOP MISSION, VISION, SPONSOR, AND MEMBERSHIP

1.01 Troop Mission and Vision

Mission:

It is the mission of this Troop to deliver the Promise of Scouting by using the Methods of Scouting. We will deliver the promise (as stated in the Boy Scout Handbook) to all the boys in our Troop.

Vision:

It is the vision of this Troop to be a strong cog in the wheel of Scouting. This will be accomplished by:

- Delivering the promise to our Scouts
- Maintaining a strong relationship with our partner Pack
- Assisting other Packs and Troops to the best of our ability when we have an opportunity
- Supporting our District by being an active Troop and assisting them with our resources.

1.02 Troop Sponsor

The Grace Church of the Nazarene, Inver Grove Heights, MN sponsors Boy Scout Troop 501.

1.03 Definition of Troop Membership

Troop members include registered Boy Scouts and registered adults in Troop 501, Indianhead Council.

2.00 THE TROOP

2.01 Meeting Location

Our normal meetings are held at Grace Church of the Nazarene, 7950 Blaine Ave. E., Inver Grove Heights, MN 55075

2.02 Meeting Times

Meetings are held on Monday of each week (except the first Monday of each month), from September through summer camp in July. The meetings begin at 7:00 sharp and end at 8:30. Please do not arrive much before the meeting time, but then do not be tardy either. Anyone picking his or her son up after the meeting is also asked to be punctual. Adult leaders may not leave until all boys have departed.

The Patrol Leaders Council meets the Sunday or Monday following the Committee Meeting at a designated location. All members of the PLC, including the scribe, are expected to attend the meeting. If a member cannot make it, he is expected to ensure that his assistant will be there, and he is expected to notify the Senior Patrol Leader.

2.03 Grace Church of the Nazarene Phone

In the event you need to contact someone at the Church, the phone number is 651-455-9464. This phone is for local calls only.

2.04 Troop Meetings

It is during Troop meetings that the boys develop the plans for the various activities throughout the year, develop menus for camp outs, learn life saving techniques, work on elements in their Boy Scout Handbooks that can be done as a group, and work on individual advancement. Generally, some sort of "Rowdy. . . Energetic. . . Fun" activity will be a part of the meeting.

Patrol meetings are activities that the patrol wants to do. Troop meetings cover subjects that involve the entire Troop. Formats of the Troop and Patrol meetings are developed by the Scouts during the Patrol Leaders Council. Patrol meetings may be held during the Troop meetings. Patrols may also hold patrol meetings at other times apart from these meetings; the Patrol Leaders will make these arrangements.

3.00 TROOP UNIFORMS

3.01 Official Class "A" Uniform includes:

- A Tan Boy Scout Shirt (short sleeve or long sleeve);
- An American Flag emblem on right sleeve;
- Red Shoulder Loops;
- An Indianhead Council Shoulder Patch;
- 501 numerals;
- A World Crest Emblem;
- The Scouts current Rank Badge;
- A Neckerchief OR Bolo tie for older Scouts who have earned them (Order of the Arrow, etc.);
- A Neckerchief slide (may be hand made);
- A merit badge sash (for those Scouts who have earned merit badges);
- Neat pants or shorts; sweat pants are not allowed

The Class "A" uniform is considered our "Dress Uniform" and must be worn at all formal occasions. (Courts of Honor, parades, some campouts, etc.) The Class "A" uniform must be worn to all weekly Scout meetings, with the exception of the neckerchief and merit badge sash, which are optional.

3.02 Headgear

No headgear other than Official Boy Scout headgear may be worn as part of the Class "A" uniform, and then only during formal ceremonies. No headgear may be worn inside of any building. (BSA regulation)

3.03 Class "B" Uniform

While the Boy Scouts of America does not officially recognize a Class "B" uniform, we consider a Troop T-shirt, or other Scout related T-shirt, (OA, etc.) a Class "B" uniform.

The Class "B" uniform may be worn during travel to and from campouts and other Scout activities, and other times at the discretion of the Scoutmaster.

4.00 TROOP COMMITTEE

4.01 Members

Charter requirements are that we have a Committee Chairperson, a Secretary, a Treasurer, and two other committee members (as a minimum). More members will be recruited as necessary. The Committee oversees the Troop and Troop policies and procedures.

4.02 Meeting Time/Location

The Committee Chairperson currently holds committee meetings on the first Monday of each month at 7:00 p.m. at the Church. Parents are always welcome to attend any and all Committee meetings.

4.03 Executive Committee

The Troop executive committee shall be made up of the Scoutmaster, Committee Chairperson, Secretary, and Treasurer. The Advancement Chairperson and the High Adventure Coordinator will be consulted on an as needed basis.

The executive committee is granted the power to make decisions in the event that a decision needs to be made between regularly scheduled committee meetings. This may also include decisions where confidential information is involved such as camperships, etc.

The executive committee will report details of decisions made back to the entire committee at the next regularly scheduled meeting.

5.00 TROOP PROGRAM

5.01 Overview

The Boy Scout program uses the "PATROL METHOD" to allow for the organized development of young boys into young men. While the program is designed to provide activities that are fun and a real adventure for the boys, it allows for character development, pride in country (citizenship), and mental/physical fitness. It also demonstrates respect for others, and allows for the desire to lead others.

The Boy Scout program, unlike the Cub Scouts or other Scouting functions, is run by the boys, with the gentle guidance through leadership training, of an adult Scoutmaster and his staff. It's not a program outwardly run by adults. Adults are there to teach and to ensure safety. This is important, because on occasion, what may look like "disorganization" is really a learning program. What may be something we as adults are not excited about, is something the boys said they wanted to do. Leaders follow one very basic rule of Scouting: "NEVER DO FOR A BOY, WHAT A BOY CAN DO FOR HIMSELF."

5.02 Troop Elections

Boys are elected into key leadership roles. To be a candidate, each boy must be willing to complete Junior Leader Training.

Elections for Patrol Leaders are held in March and September, including for new patrols, and are for 6-month periods. Prior to actual voting, the Adult Leaders overseeing the elections will ensure each Scout interested in holding a Patrol leadership position is given an opportunity to speak to his patrol about why he is interested in being a leader, and what qualifications he feels he has for the job. Boys need not be present to vote, but must inform an adult leader of their vote prior to the time of the vote. A notice to this effect will be published in the Newsletter prior to a meeting where a vote will be taken.

The election for Senior Patrol Leader is held the last day of summer camp at Tomahawk, and is for a twelve-month period.

5.03 Discipline

The rules of Troop 501 are founded on the Scout Oath and the Scout Law.

Learning and displaying appropriate language, actions, and activities are all a part of the Scouting program. All Scouts are expected to follow the Scout Law and to obey their boy and adult leaders. Although Scouting is a lot of fun, the program does not fit the needs of all boys. The Scoutmaster will notify the family of any boy who does not want to work within the rules of the Troop. In extreme cases the parents will be required to immediately come and get their boy. Boys who continually cause discipline problems within the Troop will be asked to leave the Troop.

Any Scout who knowingly destroys or damages another persons property (clothes or otherwise) will be held responsible for the replacement or repair of the item(s).

5.04 Patrol Method

The Patrol Method is the key element in developing leadership skills, including the many individual skills. Troop 501 endorses, and uses, the Patrol Method. Patrols compete with each other and help your son "belong" with boys who want to share the adventure. Remember which patrol he is in, as it's one of the essential parts of his Scouting adventure.

Each new boy will be assigned to a patrol when he joins the Troop. It is our Troop's philosophy that new Scouts are grouped together into the same patrol, and that boys stay with the same patrol throughout their tenure in Troop 501, except under unusual circumstances.

5.05 Leadership Appointments

Assistant Patrol Leaders are appointed by Patrol Leaders.

The Assistant Senior Patrol Leader, Scribe, Librarian, Historian, Chaplain's Aide, Quartermaster, Instructor, and Bugler positions are appointed by the Senior Patrol Leader.

6.00 PARENTAL INVOLVEMENT

6.01 Adult Leadership

Although a program by boys, it's necessary that these young men have adult leadership to help develop their leadership skills and ensure that the program accomplishes its goals. The boys deal directly with the Scoutmaster and the Assistant Scoutmasters. We will look to each adult for help from time to time.

Training, of Adult Leaders and boys, is important to ensure the best possible program for each of our sons. It's highly recommended that all registered leaders attend Boy Scout Leader Basic Training (Scoutmaster Fundamentals). It is also desirable to have all members attend Wood Badge Training as well.

A minimum of two adults must be present at all Troop functions that involve any registered Scouts within our Troop, including both Troop and patrol activities (Two-deep leadership). At least one must be a registered Adult Leader. (National BSA Policy).

A minimum of THREE adults is recommended on any Troop overnight, or longer, campout (for safety reasons).

Troop 501 uses the "Buddy System" as outlined in the Boy Scout Handbook.

6.02 Family Involvement

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

7.00 COSTS

7.01 Registration/Dues

Troop dues are determined annually by the Troop Committee. This fee includes registration and Boys Life Magazine. We re-charter in February, so these fees are due in January. Boys who register in the middle of a year will pay fixed costs such as neckerchiefs and books, plus pro-rated registration dues and prorated Boys Life Magazine. Boys who will turn 18 during the year and will be in the Troop less than 6 months before their birthday that year will pay only the current registration fee.

The Troop pays for Adult Leader registrations.

7.02 Troop Activities

Activities are planned throughout the year and many have a fee. These costs will be collected in advance of the event from those scouts/adults who will participate. Each scouts/adults is responsible for individual costs. Last minute cancellation or no shows will be assessed all costs incurred by the Troop. Verbal commitments to attend are considered binding when the Troop must prepay based on show of hands.

If however, money is not paid before an activity, that amount will be deducted from Scout's High Adventure Account (7.06) as of the date of the activity. If a scout has a zero or negative balance, that scout will not be able to attend the next scouting activity until such balance has been paid.

7.03 Training Costs

Training costs vary depending on the type of the training. In most cases, the Scout is responsible for these costs.

7.04 Fundraising

It takes much more than annual dues to run an effective Troop. Fundraisers are used to generate revenues needed to meet the expenses of Scouting. Some fundraisers we use include:

Christmastime Tree Lot, in conjunction with Troop 450
Wreath Sales
Product Sales (i.e. Council Popcorn)

Fundraising is the responsibility of the Troop Committee, and is determined by them with input by the boys.

All Scouts should participate in all fundraising events, thus paying their own way as recommended by the Boy Scouts of America.

7.05 Distribution of Proceeds

Our philosophy is to give as much of the fundraisers as possible to the boys, after ensuring the Troop has enough funds to operate.

Generally, proceeds from the fundraiser are divided between the General Fund and the participating boys' High Adventure Fund accounts, prorated by the amount of profit generated or number of hours worked by each boy. The Troop Committee will determine how the split is made, dependent on the prospective expenses of the Troop.

7.06 High Adventure Funds

Troop 501 uses a unique Scout account program, called the High Adventure Fund. This program allows Scouts to participate in such a way that they are paying for their Scouting experience. Each Scout will have an individual High Adventure Fund account. Money earned from fundraisers is credited to their accounts, as defined in 7.05.

Scouts may use their High Adventure Funds to pay for registration, dues, camp fees, or other Scout related items. The Scout may never receive cash from this account. The Funds may only be used for Troop items or functions. No Scout may "borrow" funds that do not exist in his fund. A form, obtained from the Troop Treasurer or the Scoutmaster, must be completed and signed by the Scouts parents or guardian prior to a Scout using funds from his account. This is to ensure that the parents or guardian is aware of the Scouts intention. Account information may be obtained from the Troop Treasurer.

When a Scout leaves the Troop, he has 90 days in which to use the money in his account for camping equipment. A letter will be sent to him explaining the balance in his account and how this disposal can be made.

If a Scout transfers to another Troop that uses the individual Scout Account method, funds may be requested by that Troops Treasurer or Scoutmaster. The request must be received within 90 days of transfer. A check will then be written in the name of the new Troop.

7.07 Tomahawk (Summer Camp) Fees

A policy has been established to allow this fee to be paid in installments. A deposit is due by the middle of March. The balance is due usually by the end of May. Interim installments may be paid if desired. It is the responsibility of the Scout and/or his parents/guardian to make sure the payments reach the Troop Treasurer on time. A \$10.00 penalty per Scout is assessed by Indianhead Council for late payment. Once a payment, either deposit and/or balance, has been made to Indianhead Council, it is not refundable.

All or any part of this fee may be taken from the High Adventure Fund.

7.08 Tim Beckmann Memorial Scholarship Fund

The Tim Beckmann Memorial Scholarship Fund has been established in memory of former Scout Tim Beckmann.

The Fund was started by an initial donation by the Beckmann family. Our goal is to maintain the Fund at the level of \$1,000. On an ongoing basis, we will add to the Fund as follows:

- 50% of the interest on our money market fund will go to the fund
- 25% of the Troop profit from our wreath sale fundraiser
- Inactive Scouts who leave High Adventure Fund money with the Troop
- Special donations so designated

Scholarship Recipients:

- Scouts attending Silver Pathfinder Junior Leadership Training
- Any Scout who would like to participate but is unable due to a financial situation. This can be used for dues, uniforms, camping, equipment, etc.

The Troop Committee makes decisions on the granting of Scholarship Funds.

8.00 ADVANCEMENT

8.01 Working With Your Son

Your son will be making personal growth agreements with his Scoutmaster that encourages him toward the achievement of the necessary activities to earn the badges in the Scouting program.

8.02 Advancement Approval

Each Scout must have a Boy Scout Handbook.

You, too, can help. Encouragement is the best way. You can participate with him, but unlike Cub Scouts, you do not sign off requirements in his Boy Scout Handbook. The Scoutmaster, any Adult Leader, or any Scout of Star rank or above may sign off in his Handbook.

8.03 Merit Badges

Part of a Scout's advancement requires him to earn Merit Badges. Generally, these badges are earned by the Scout through individual effort. However, on occasion, merit badge clinics are held so a group of Scouts may work on a specific badge together. This is especially true during Summer Camp.

In all cases, the Scout must discuss his intentions with the Scoutmaster and the Merit Badge Counselor PRIOR to working on any badge. The Scout must obtain a yellow Merit Badge Application card from the Scoutmaster prior to starting the merit badge. A Scout must work only with a counselor who has been approved by and is registered with Indianhead Council.

8.04 Merit Badge Counselors

Only those individuals who have properly registered with Indianhead Council may counsel a Merit Badge. A Counselor must ensure that a Scout completes all requirements of the badge he is counseling; no more, and no less.

A list of Merit Badges may be obtained from the Scoutmaster should you wish to become a Counselor. If you have a special interest or talent, please share it with the Troop. The Troop is always in need of Merit Badge Counselors.

Remember that the advancement "trail" in Boy Scouts is to the rank of Eagle Scout.

8.05 Service to Others

Also a part of advancement requires a Scout to perform Service Hours. The Scout will need to perform one (1) hour of service for Second Class rank, and six (6) hours for each Star rank and Life rank. Generally, these hours of service must be of the Scouts choosing. The Scoutmaster and/or Troop committee is not responsible for providing the service hours projects for the Scout. He must, however, receive approval of any and all service projects from the Scoutmaster PRIOR to starting any projects. Only projects that have been approved in advance by the Scoutmaster will be credited. These hours need to be service to the Troops Charter Partner, a Church or religious organization, a local government, or other Service Organizations. They may not be to any sports group or to another Scout group. Service hours can not be credited if the Scout or Troop is reimbursed.

8.06 Scoutmaster Conference/Boards of Review

As your son advances along the trail to Eagle Scout, he must complete a variety of accomplishments. Each rank has a series of requirements that need to be completed. When all requirements for a specific rank are completed, the final requirements are to have a Scoutmaster Conference and then pass a Board of Review. It is during the Scoutmaster Conference that the Scoutmaster ensures that the Scout has fulfilled these requirements. Once satisfied, the Scoutmaster will make arrangements with the Troop Advancement Chairperson to have a Board of Review interview.

The Board of Review, which consists of a minimum of three adults who are registered Adult Leaders, will conduct the interview with the Scout. They will determine whether the Scout is ready to advance to his next rank. A Senior Scout may be on the Board at the discretion of the Advancement Chairperson.

8.07 Courts of Honor

A Court of Honor, a special meeting held approximately every three months, is for awarding merit badges, rank advancements, and any other award(s) earned by the Scouts. This is a FAMILY meeting and all family members are encouraged to attend. It's a very special time to your son. He will be recognized for his achievements. We ask that you be there to share this recognition. Times and dates are published in the Troop newsletter and other notifications.

9.00 TRAINING

9.01 Junior Leader Training

On dates designated by the Scoutmaster, training sessions will be conducted to train the Scouts in leadership. This training is recommended for all Troop positions of responsibility, and it is required prior to attending Silver Pathfinder. Eventually, all Scouts in the Troop should have this training.

9.02 Silver Pathfinder Training

Each summer a Leader training session for Scouts, called "Silver Pathfinder," is conducted under the direction of the Indianhead Council. This is a full week session held at the Council's Tomahawk Scout Reservation, located near Rice Lake, WI. A Scout who is interested in this training, must make it known to the Scoutmaster in time to make application. He must have had the Junior Leader Training mentioned in Article 9.01. The Troop may pay part (typically, ½ the cost for two boys) of the training fees for the boys selected for this training.

10.00 TROOP CALENDAR

10.01 Troop Calendar of Events

Troop calendar event dates are prepared annually by the Patrol Leaders Council and the Scoutmaster during a planning session held each September.

The Troop tries to have an event each month. The boys determine these events during the planning session each year. Information about these events is sent out with sign-up flyers and is shown in the Troop newsletter.

Troop 501 operates all year long. We request that Scouts stay active during the winter months as well. It is during the winter that we work on indoor items. Although Scouting is meant to be outdoors, it is neither always practical nor safe to be outdoors. Many of the skills used outdoors can be taught indoors.

Good Medicine, Snow Huskies, and Spearhead at Tomahawk are some of the opportunities we have for winter camping.

10.02 Troop Newsletter

Troop 501 publishes a Troop newsletter. This is published generally monthly. The newsletter will provide useful information, dates, upcoming events, and special notices. Everyone is encouraged to use this newsletter to communicate to other members of the Troop 501 family.

10.03 Troop Phone Tree

Troop 501 uses a phone tree to distribute short time notices to each Scout in the Troop. The information normally goes from the Scoutmaster to the Senior Patrol Leader, then to the patrol leaders. It is the responsibility of the patrol leaders to see to it that each member of his patrol receives the information sent through the phone tree. If the Patrol Leader is not available, the Assistant Patrol Leader must take this responsibility.

It is very important that the information be passed on to everyone so the entire Troop is informed.

11.00 TROOP ROSTER

Periodic Troop rosters include names, addresses, and phone numbers. These lists are updated as necessary and will be supplied on request.

12.00 TROOP TRANSPORTATION POLICY

The Scoutmaster and Adult Leaders for an activity will arrange transportation to and from an activity. Departure time, location, destination arrival time and return time will be announced in advance. It is imperative that Scouts arrive at the meeting place at the pre-established time, to load equipment and be ready to leave on time.

Driver Qualifications: All drivers must have a valid driver's license and be at least 21 years of age.

13.00 PERMISSION /RELEASE FORMS

It is required that all boys have a medical examination form on file with the Scoutmaster. A physical exam is required every three years for Tomahawk, however, the parent or guardian must complete a form each year indicating that there are no changes in their son's health since the previous year. If there are changes, the Scout must have another physical exam

for Tomahawk. Additionally, a permission/release form must be completed by the parent or guardian for each outing the Scout attends. We cannot assume by his payment of fees and his presence that he has gotten permission to attend. These permission/release forms must be turned in to Troop by the date indicated on the form in order to attend.

13.01 Administration of Medication

Written parent permission is required for any medication to be given at camp or outings. Permission forms are available on the troop web site or from the troop secretary.

Medication to be given at camp or outings is to be supplied in the original prescription bottle or container. Two containers of the medication should be prepared by the pharmacist, one for home and one for camp. Any over-the-counter medication must be in the original container.

Medication must be turned over to designated adult leader prior to event departure. An exception will be made if the parent/guardian of a scout will attend the event. All medication must be accompanied by specific instructions including when and how it is to be given and for how many days. All medication will be administered in as private manner as camp conditions allow and will be kept in a secured storage container.

14.00 CAMPOUT COSTS/ TROOP EQUIPMENT

14.01 Mileage Costs

A fuel surcharge may be added to the cost of an activity when that destination is an extended distance from Inver Grove Heights.

This is intended as a partial reimbursement for adults who support the boys and the troop.

The money collected will be distributed to the drivers based on a distribution plan agreed on by the drivers.

14.02 Campout Costs

Current Troop policy assesses the cost of each camp or event to the Scout/Adult. It generally covers the cost of food and event costs. In the event that the Troop must pre-register, the Troop will issue a check and the Scout/Adult is required to reimburse the Troop. Verbal commitments to attend are considered binding in such cases. Scouts/Adults having paid, but then cancel or are a no-show, are still obligated to pay all costs incurred by the Troop. There will be no refunds issued.

The Troop pays for Adult Leader registration at events as follows:

For Council and District events, Adult Leaders will pay any Council/District fees.

For Troop events not involving the Council/District, Adult Leaders will pay for half the cost of the event, and the Troop will pay for half.

14.03 Troop Equipment

The Troop equipment is owned by the Troop's Charter Organization. A Troop cannot, by regulation, own equipment. This equipment was generally purchased through fundraisers or donations. A Scout may borrow this equipment by checking it out through the Troop Quartermaster or Scoutmaster. The cost of repair and/or replacement will be assessed to the family of the boy who damages or loses Troop property. This includes any books from the Troop library. All books may also be borrowed and must be checked out through the Troop Librarian.

15.00 TOTIN' CHIP / FIREM'N CHIT PRIVILEGES

15.01 Totin' Chip

In order for a Scout in Troop 501 to use a knife, saw, axe, or hatchet, it is necessary for him to attend "Totin' Chip" training. This is a class in the safe use of woods' tools, including a pocketknife. Once the "Totin' Chip" is obtained, the boy may use these tools. If a boy does not follow the safe use rules, he will lose a corner of the card for each infraction. If all four corners are lost, the boy no longer has the privilege, and must take the training again. Severe cases of unsafe use will result in immediate loss of privileges.

15.02 Firem'n Chit

In order for a Scout in Troop 501 to build and use a fire, either for cooking or a campfire, he must attend training in the safe use of fire, thus earning his "Firem'n Chit". As with his "Totin' Chip," any unsafe acts will result in the loss of the card.

16.00 ANNUAL SUMMER CAMP

Tomahawk Scout Reservation – Rice Lake, Wisconsin

Troop 501 attends summer camp each year. This summer camp is a significant element in the success of the Troop and the personal Scouting experience. However, Summer Camp isn't something a boy "just signs up for". The privilege of going to Summer Camp is something that must be earned. We strongly encourage each Scout to attend this experience. If you have any questions about summer camp, please contact the Scoutmaster.

17.00 HIGH ADVENTURE PROGRAMS

As the boys get older and more experienced in Scouting, they want to continue learning; and they want even more adventure. Troop 501 has adopted the Venture high adventure program as outlined by the Boy Scouts of America. This Venture Patrol is made up of Scouts meeting the high adventure requirements, plus additional requirements as specified by the Scoutmaster and the Venture Assistant Scoutmaster. The crew works all year toward an "ultimate" adVENTURE.

The Venture Patrol(s) will do more challenging outings, such as the 12-day, 50 plus mile backpack trek at Philmont Scout Ranch in New Mexico. There may be a canoe trip, or rafting, or backpacking, or any of several activities that continue to stretch the limits of their abilities.

These outings call for a much greater degree of experience in some key areas, such as hiking, first aid, camping, and many other skills that have taken many campouts to develop. The requirements to participate with this group are:

- (1) First Class or greater and at least 13 years old;
- (2) Merit Badge required: First Aid
- (3) Skills required: camping, hiking, cooking, canoeing, swimming (depending on the outing);
- (4) Willingness to work hard.

Canoe outings require that Scouts have Canoeing Merit Badge. Swimming Merit Badge is not required for canoe outings, but Scouts without Swimming Merit Badges cannot participate in any swimming activities on Canoe Trips.

18.00 CAMPOUT POLICIES

18.01 Rides

The Troop transportation policy as outlined in Article 12.00 applies and is strictly enforced.

18.02 Departure from Events

NO SCOUT will be allowed to leave the event until all Troop gear is cleaned and packed, the campsite has been cleaned and inspected, and the Senior Patrol Leader has released the Troop. Please do not ask to leave early. If you leave early, someone else has to do your share of the cleanup. All gear must be put in its proper place in the trailer before anyone may leave. It is not the responsibility of the Troop Quartermaster and/or the Scoutmaster to stow the gear.

If you have a special requirement for arriving late or leaving before the event is complete, it must be cleared with the Scoutmaster in advance.

Please be on time to pick up your Scout(s). The adults must wait until all Scouts have been picked up.

19.00 ORDER OF THE ARROW

19.01 General Overview

The Order of the Arrow plays a vital role in the camping program of Troop 501 and the Indianhead Council. Scouts who have demonstrated their ability as honor campers are recognized through their election into the Order of the Arrow.

Scouts and Scouters who have been elected to the OA, will be "called out" during a ceremony held on the Sunday evening that Troop 501 is at Summer Camp at Tomahawk Scout Reservation. All Scouts' families are welcome to attend.

19.02 Elections

Order of the Arrow youth elections are held in qualified Troops under the direction of the Lodge. Adult elections are handled through the adult nomination selection committee. In order for a Troop to conduct a youth election, there must be 50% of the active registered Scouts in the Troop present on the election date. All youth elections shall be overseen by the Scoutmaster, but conducted by two OA youth members and an adult OA member who are not members of Troop 501. The Scoutmaster is the only person within the Troop to know the results of the election.

19.03 Youth and Adult Membership Requirements

A Scout must have the Scoutmaster's approval as to:

- His Scouting Spirit;
- His adherence to the Scout Oath and Scout Law;
- His active participation in Troop activities and events.

A Scout or adult must have fifteen nights of camping under the auspices of the Boy Scouts of America within two years prior to the election. These fifteen nights must include one long term BSA camp experience (6 consecutive nights) and at least nine nights of short term camping (1, 2, or 3 nights).

A Scout must hold the rank of First Class.

19.04 What to Do before the Election

The Scoutmaster is to have a discussion with the Scouts of Troop 501 about the election itself. The Scouts are to be made aware of the fact that this should not be considered a popularity contest. The Order of the Arrow is looking for those Scouts who show true understanding of the Scouting ideals as set forth in the Scout Oath and Law. The younger Scouts should be told that this is a private election - no one will know how they voted. They should not be voting for a Scout who appears to be the most popular.

ADDENDUMS

ADDENDUM 1

The Promise of Scouting

Scouting promises you the great outdoors.

Scouting promises you friendship.

Scouting promises you opportunities to work toward the Eagle Scout rank.

Scouting promises you tools to help you make the most of your family, your community, and your nation.

Scouting promises you experiences and duties that will help you mature into a strong, wise adult.

Adventure, learning, challenge, responsibility – the promise of Scouting is all this and more!

ADDENDUM 2

The Aims of Scouting

1. To build character
2. To foster citizenship
3. To develop fitness

Physical fitness

Mental fitness

Emotional fitness

Moral fitness

ADDENDUM 3

The Scout Oath

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

ADDENDUM 4

The Scout Law

A Scout is **TRUSTWORTHY**

A Scout is **LOYAL**

A Scout is **HELPFUL**

A Scout is **FRIENDLY**

A Scout is **COURTEOUS**

A Scout is **KIND**

A Scout is **OBEDIENT**

A Scout is **CHEERFUL**

A Scout is **THRIFTY**

A Scout is **BRAVE**

A Scout is **CLEAN**

A Scout is **REVERENT**

ADDENDUM 5

A Guide to Conducting Boards of Review

Table of Contents

- Purpose of a Board of Review
- Composition of a Board of Review
- Mechanics of a Board of Review
- The Nature of the Questions
- What Every Scout Should Know
- Tenderfoot Rank
- 2nd Class Rank
- 1st Class Rank
- Star Rank
- Life Rank

This document was designed to assist our unit in conducting Boards of Review. It is only a guide, and can be modified it as appropriate.

Purpose of a Board of Review:

The members of a Board of Review should have the following objectives in mind:

- To make sure the Scout has completed the requirements for the rank.
- To see how good an experience the Scout is having in the unit.
- To encourage the Scout to progress further.

Additionally, the Board of Review provides "quality control" on advancement within the unit. It provides an opportunity for the Scout to develop and practice those skills needed in a interview situation, and it is an opportunity for the Scout to review his accomplishments.

The Board of Review is NOT a retest; the Scout has already been tested on the skills and activities required for the rank. However, the chairman of the Board of Review should ensure that all the requirements have been "signed off" in the Scout's handbook. Additionally, the chairman should ensure that leadership and merit badge records are consistent with the requirements for the rank.

The Board of Review is an opportunity to review of the Scout's attitudes, accomplishments and his acceptance of Scouting's ideals.

Composition of a Board of Review:

For all ranks, the Board of Review consists of three to six members of the Troop Committee. The Troop Advancement Chairperson typically acts as the chairperson of the Board of Review. Relatives or guardians may not serve as members of a Scout's Board of Review. Unit leaders (Scoutmaster, Assistant Scoutmasters, etc.) should not participate in a Board of Review unless absolutely necessary.

Mechanics of a Board of Review:

The Scout is introduced to the board by the Chairperson of the board.

The Scout should be in full uniform if possible. (Exception may be made at summer camp or other scouting activities).

The chairman of the Board of Review should ask the Scout to come to attention, and recite one or more of the following:

The Scout Law

As Scout is ... Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, Reverent.

The Scout Oath

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

The Scout Motto

Be Prepared.

The Scout Slogan

Do a good turn daily.

The Outdoor Code

As an American, I will do my best to --

Be clean in my outdoor manners,
Be careful with fire,
Be considerate in the outdoors, and
Be conservation-minded.

For the lower ranks, one or two (usually the Law and Oath) should be sufficient. For higher ranks, more may be expected. One or two re-tries are appropriate, especially for younger Scouts, or if the Scout appears nervous.

The board members are invited to ask questions of the Scout (see the sections appropriate to each rank). The questions should be open-ended, offering an opportunity for the Scout to speak about his opinions, experiences, activities, and accomplishments. Avoid questions which only require a simple one or two word answer. If an answer is too brief, follow up with a, "Why?" or, "How can that be done?" to expand the answer. The questions need not be restricted to Scouting topics; questions regarding home, church, school, work, athletics, etc. are all appropriate. The Chairperson should be made aware of any "out-of-bounds" areas; these should be communicated to the board before the Board of Review begins (e.g., if a Scout is experiencing family difficulties due to a divorce, it would be prudent to avoid family issues.)

The time for a Board of Review should be from 15 to 30 minutes, with the shorter time for the lower ranks. When all members have had an opportunity to ask their questions, the Scout is excused from the room. The board members then consider whether the Scout is ready for the next rank; the board's decision must be unanimous. Once the decision is made, the Scout is invited back into the room, and the Chairperson informs the Scout of the board's decision. If the Scout is approved for the next rank, there are general congratulations and hand shakes all around, and the Scout is encouraged to continue advancing. If there are issues which prevent the Scout from advancing to the next rank, the board must detail the precise nature of the deficiencies. The Scout must be told specifically what must be done in order to be successful at the next Board of Review. Typically, an agreement is reached as to when the Scout may return for his subsequent Board of Review. The Chairperson should then send a written follow up, to both the Scout and the Scoutmaster, regarding the deficiencies and the course of action needed to correct them.

Tenderfoot Rank

This is the Scout's first experience with a Board of Review. The process may require some explanation on the part of the Board of Review Chairperson.

The first few questions in the Board of Review should be simple. The Board of Review should try to gain a sense of how the Scout is fitting in to the Troop, and the Scout's level of enjoyment of the Troop and Patrol activities. Encourage advancement to 2nd Class. Point out that the Scout may have already completed many of the requirements for 2nd Class.

The approximate time for this Board of Review should be 15-20 minutes.

Sample Questions:

1. When did you join our Troop?
2. How many Troop meetings have you attended in the last two months?
3. What did you do at your last meeting?
4. Tell us about your last Troop campout.
5. How would the first aid skills you must know for Tenderfoot help on a campout?
6. Where did you learn how to fold the American flag? Tell us about your first experience with this skill.
7. How would you avoid poison oak (poison ivy, sumac)?
8. Where did you go on your hike? How did you choose the location?
9. If you were on a hike and got lost, what would you do?

10. Why do we whip or fuse the ends of a rope?
11. What is the "Buddy System" that we use in Scouting? When do we use it?
12. Why do you think there are physical fitness requirements (push-ups, pull-ups, etc.), and a retest after 30 days, for the Tenderfoot rank?
13. What does it mean to a Tenderfoot Scout to "Be Prepared"?
14. Do you feel that you have done your best to complete the requirements for Tenderfoot? Why?
15. What "good turn" have you done today?
16. Please give us an example of how you obey the Scout Law at home (school, church)?
17. What do you like best about our Troop?
18. What does it mean for a Scout to be "Kind"?
19. Do you have any special plans for this summer? The Holidays?
20. When do you plan to have the requirements completed for 2nd Class?

2nd Class Rank

This is the Scout's second Board of Review. The process should be familiar, unless it has been some time since the Board of Review for Tenderfoot.

Questions should focus on the use of the Scout skills learned for this rank, without retesting these skills. The Board of Review should try to perceive how the Scout's patrol is functioning, and how this Scout is functioning within his patrol.

Encourage work on the remaining requirements for 1st Class; many of the easier ones may have already been completed.

The approximate time for this Board of Review should be 15-20 minutes.

Sample Questions:

1. How many patrol meetings have you attended in the last 3 months?
2. What did your patrol do at the last meeting?
3. Tell us about a service project in which you participated.
4. Where did you go on your last Troop campout? Did you have a good time? Why?
5. Why is it important to be able to identify animals found in your community?
6. Tell us about the flag ceremony in which you participated.
7. What is in your personal first aid kit?
8. What have you learned about handling woods tools (axes, saws, etc.)?
9. How are a map of the area and a compass useful on a campout?
10. Have you ever done more than one "good turn" in a day? Ask for details.
11. Have you earned any merit badges?
 - If "Yes": Which ones? Why did you choose them? Who was your counselor?
 - If "No": Encourage getting started, and suggest one or two of the easier ones.
12. Did you attend summer camp with our Troop last summer?
 - If "Yes": What was your best (worst) experience at summer camp?
 - If "No": Why not?
13. Do you plan to attend summer camp with our Troop next summer?
 - If "Yes": What are you looking forward to doing at summer camp?
 - If "No": Why not?
14. What suggestions do you have for improving our Troop?
15. How do you help out at home, church, school?
16. What class in school is most challenging for you? Why?
17. One of the requirements for Tenderfoot is to participate in a program regarding drug, alcohol and tobacco abuse. Tell us about the program in which you participated.
18. How is it possible to live the Scout Oath and Law in your daily life?
19. What does it mean to say, "A Scout is Trustworthy"?
20. When do you expect to complete the requirements for 1st Class?

1st Class Rank

By this point the Scout should be comfortable with the Board of Review process.

The Scout should be praised for his accomplishment in achieving 1st Class (particularly if he joined Boy Scouts less than a year ago). In achieving the rank of 1st Class, the Scout should feel an additional sense of responsibility to the troop and to his patrol.

The 1st Class rank will produce additional opportunities for the Scout (Order of the Arrow, leadership, etc.).

Merit badges will begin to play a role in future advancement to the Star and Life ranks. Encourage merit badge work if it has not already begun.

The approximate time for this Board of Review should be 20 minutes.

Sample Questions:

1. On average, how many Troop meetings do you attend each month?
2. What part of Troop meetings are most rewarding to you?
3. What is the Scout Slogan? What does it mean for a 1st Class Scout?
4. Tell us about your last campout with the Troop. Where did you go? How did you help with meal preparation? Did you have a good time? (If "No", why not?)
5. If you were in charge of planning and preparing a dinner for your next campout, what would you select?
6. As a 1st Class Scout, what do you think the Star, Life, and Eagle Scouts will expect from you on an outing?
7. Does your family do any camping? What have you learned in Scouts, that you have been able to share with your family to improve their camping experiences?
8. Why do you think that swimming is emphasized in Scouting?
9. Why is it important for you to know how to transport a person who has a broken leg?
10. Why is it important for you to be able to recognize local plant life?
11. What did you learn about using a compass while completing the orienteering requirement?
12. What does it mean to say, "A Scout is Courteous"?
13. Why are merit badges a part of Scouting?
14. How frequently do you attend religious services? Does your whole family attend?
15. What is your most favorite part of Scouting? Least favorite?
16. How does a Scout fulfill his "Duty to Country"?
17. How do you define "Scout Spirit"?
18. What is the Order of the Arrow? What is the primary function of OA?
19. Who was Lord Baden-Powell?
20. When do you think you might be ready for Star Scout?

Star Rank

With the Star rank, emphasis is placed upon service to others, merit badges, and leadership. Scout skills remain an important element for the Star Scout; however, the emphasis should be on teaching other Scouts these skills.

Explore how the Star scout can assist with leading his patrol and troop. Attempt to understand how the Scouting philosophy is becoming part of the Scout's life.

Often the Star rank is a place where Scouts "stall out". Encourage the Scout to remain active, and participate fully in his patrol and troop. If the Scout appears to be looking for additional opportunities, suggest leadership positions such as Den Chief or Troop Guide.

The approximate time for this Board of Review should be 20 minutes.

Sample Questions:

1. How many Troop outings have you attended in the last three months?
2. Tell us about the last service project in which you participated.

3. What does it mean for a Star Scout to "Be Prepared" on a daily basis?
4. How have the Scout skills that you have learned helped you in a non-Scouting activity?
5. How many merit badges have you earned? What was the most difficult (fun, challenging, expensive, etc.)?
6. Which is more important: Becoming a Star Scout, or learning the skills prescribed for a Star Scout?
7. Why do you think a Scoutmaster's Conference is required for advancement in rank?
8. What is the most important part of a Troop Court of Honor? Why?
9. What leadership positions have you held outside of your patrol? What challenges did they present? What are your personal leadership goals and objectives?
10. How would you get a Scout to do an unpleasant task?
11. What extracurricular activities do you participate in at school?
12. What responsibilities do you have at home?
13. What is our "Duty to God"?
14. What does it mean to say "A Scout is Loyal"?
15. How are the Scout Oath and Law part of your daily life?
16. What is the Outdoor Code? Why is it important?
17. If the Scout is a member of the Order of the Arrow:
 - When did you complete your "Ordeal", "Brotherhood"?
 - What does membership in the OA signify?
18. Have you received any special awards or accomplishments in school, athletics, or church?
19. Baden-Powell's first Scout outing was located on an island off the coast of Great Britain; what was the name of that island? [Answer: Brownsea Island]
20. When do you plan on achieving the Life rank?

Life Rank

The Life rank is the final rank before Eagle. The Life Scout should be fully participating in the Troop, with emphasis being placed on leadership in the unit, as well as teaching skills and leadership to the younger Scouts. Merit Badge work should be a regular part of the Scout's career. Scouting values and concepts should be an integral part of the Scout's daily life.

At this point, the Scout is starting to "give back to Scouting" through leadership, training of other Scouts, recruiting, keeping Scouts active in the program, etc.

Explore suggestions for improving the program.

The approximate time for this Board of Review should be 20 – 30 minutes.

Sample Questions:

1. What is the most ambitious pioneering project with which you have assisted? Where?
2. What has been your worst camping experience in Scouting?
3. How many meetings have you attended in the last 3 months?
4. Have any of the merit badges you have earned lead to hobbies or possible careers?
5. What are your hobbies?
6. Of the merit badges you have earned, which one do you think will be of greatest value to you as an adult? Why?
7. Why do you think that the three "Citizenship" merit badges are required for the Eagle Rank?
8. What is your current (most recent) leadership position within the Troop? How long have you held that position? What particular challenges does it present? What is Leadership?
9. Do you have any brothers or sisters who are in Scouts (any level)? What can you do to encourage them to continue with Scouts, and to move forward along the Scouting Trail?
10. How do you choose between a school activity, a Scout activity, and a family activity?
11. Why do you think that Star and Life Scouts are required to contribute so much time to service projects? What service projects are most rewarding to you? Why?
12. Why do you think that a Board of Review is required for rank advancement?
13. How has Scouting prepared you for the future?
14. What does it mean to say, "A Scout is Reverent"?
15. What does "Scout Spirit" mean to a Life Scout?

16. Why do you think that Scouting for Food is referred to as a "National Good Turn".
17. The Scout Oath refers to "Duty to Self"; what duty do we have to ourselves?
18. If the Scout is a member of OA:
 - What role does OA play in Scouting?
 - What honor do you hold in OA?
 - What is the difference between Scout "ranks" and OA "honors"?
19. In what year was Boy Scouts of America founded? [Answer: February 8, 1910 - BSA Birthday]
20. Have you begun to think about an Eagle Service Project? What are you thinking about doing? When?

Eagle Palms

Eagle Palms are awarded for continued leadership and skills development (merit badges) after the Eagle Rank has been earned. The purpose of this Board of Revoew is to ensure that the Eagle Scout remains active within the unit, contributes to the leadership of the unit, and assists with the growth of the other Scouts within the unit.

The approximate time for this Board of Review should be 15 minutes.

Sample Questions:

1. As an Eagle, have the Scout Oath and Law gained new meaning for you? How?
2. Why is it important to developing and identify leadership? How do you do this?
3. Since earning your Eagle, what merit badges have you earned?
4. Since earning your Eagle (last Palm), in what service projects have you participated?
5. How do you plan to continue your involvement with Scouting?
6. What would you say to a Life Scout who is only minimally active within his unit, and who does not seem motivated to continue along the Scouting Trail?
7. If a Life Scout was having difficulty selecting an Eagle Service Project, what would you suggest to him?
8. What is the primary role of the Scoutmaster?
9. How have you begun to "... give back to Scouting more than Scouting has given to you".
- 10 .In what year was the first World Jamboree held? [Answer: 1920]