

# BOY SCOUT TROOP 418

## HANDBOOK



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## Troop 418 Information Booklet

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## Introduction

### Welcome

Dear Scouts and Parents,

Welcome to Troop 418!

Troop 418 is a member of the Natchez Trace District of the Middle Tennessee Council, BSA. Our troop has been chartered by Holy Family Catholic Church in Brentwood Tennessee since 1996.

Since that time, many young men have had the rewarding experience of learning skills, enjoying fellowship, and gaining knowledge that has assisted them in becoming leaders in our community, with one of them earning the Eagle Scout award per year, on average.

While joining a Boy Scout Troop can be an exciting time, it can also present many questions to both Scouts and parents. This handbook attempts to give an overview of our Troop, its policies, and the Scouting program we so proudly deliver. As with any document, it cannot cover everything, so please feel free to contact our Scoutmaster, Committee Chair, or Charter Organization Representative with any other questions you have. (See below for contact information)

### General Troop Information

#### **Troop Meetings**

The Troop meets each Monday night, following the Williamson County School calendar. If there is no school due to a holiday or inclement weather, there will not be a meeting. Troop meetings usually start at 7:00 pm at Holy Family Catholic Church, unless an alternate meeting time or site has been set. Troop meetings are used to prepare for outdoor program activities, develop skills, pass requirements, and have fun. Although parents are welcome to stay for occasional meetings, it is preferred that only registered adult leaders (e.g. Scoutmaster, Assistant Scoutmasters, Committee members) who are participating in the program attend the meetings as to provide guidance to the Scouts

#### **Patrol Leaders Council (PLC) Meetings**

The youth leadership of the troop schedules planning meetings. The frequency and time may vary depending on the needs of the PLC and their availability, but typically it is the first Monday of each month. This group also holds an annual program planning meeting in the late spring / early summer.

#### **Adult Leader Meetings**

The Scoutmaster (SM) and Assistant Scoutmasters (ASMs) meet informally before or after troop meetings, during outings, or as called for by the Scoutmaster.

#### **Troop Committee Meetings**

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The Troop Committee meets periodically as scheduled by the Committee Chair. The purpose of the committee is to help the Troop complete the program that was developed by the Patrol Leaders Council. The Scoutmaster attends to give program updates and discuss Troop needs and issues. Coordinating with the Scoutmaster, the Senior Patrol Leader may attend if he wishes to address the Committee, or if the Committee requests his presence. Any parent who wishes to be a part of the Committee should discuss their interest with the Committee Chair. Their request will be considered as long as they agree to complete any required training and will support the goals of the troop.

### **Key Contacts**

Contacts are provided to all new scouts and parents upon joining the troop.

### **Chartered Organization**

The Chartered Organization holds the formal, legal relationship with the Boy Scouts of America for the purpose of offering the Scouting program to its membership and the surrounding community. Troop 418 is chartered by Holy Family Catholic Church in Brentwood, TN.

### **Dues**

At present our dues are \$85 per year. The money covers registration, insurance, advancement awards, activity badges, and basic operating supplies for the troop. The Troop Committee reviews the amount of the dues annually and adjusts as needed.

### **Service Hours**

Service to others is a very important part of Scouting. The Troop routinely participates in projects benefiting Holy Family and the surrounding communities. We also participate in Eagle Scout Projects. Each Scout is expected to participate; service time is also required for the ranks of Second Class, Star, Life and Eagle. Service time not done as a troop activity is encouraged but must be pre-approved by the Scoutmaster if it is to be counted for advancement.

### **Fundraisers**

A Scout is thrifty! Boys need to learn to “pay their own way” by participating in Troop fundraisers. Our primary Troop fundraising event is a holiday wreath sale. Fundraising helps the Troop to deliver a quality program and pay for equipment and activities. Other fund-raising opportunities may be considered based upon Troop needs.

### **Camping**

Troop 418 aims to go camping approximately once every six weeks. Two registered Adult leaders, or one registered leader and another adult who has completed Youth Protection Training are required for all trips and outings. Each scout is responsible for providing their personal camping equipment. The Troop does have a few loaner backpacks, but most Scouts eventually purchase a backpack that is sized appropriately for them. Tents, meals, and other arrangements are planned out at Troop meetings prior to the campout. At the conclusion of a camping weekend all Scouts are expected to take home their share of the Troop equipment for cleaning, and then return them at the next meeting.

### **Boy-Led Programming**

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The Boy Scouts of America promote a boy-led, boy-run, adult guided organization. The boys must be trained to be leaders. The main goal of the Scoutmaster is to prepare the boys to be leaders, and to set them up to be successful in those roles. In support of this program, Troop 418 adult leaders are present as advisors - ensuring safety and keeping the program oriented toward Scouting ideals. Troop, Patrol and Patrol Leaders' Council meetings, camping trips and day trips shall be planned and executed by boy leaders, with appropriate adult leader guidance. On occasion, boy-led can lead to what may resemble a chaotic, unorganized situation. Adult leaders are responsible to be attentive. However, in Scouting we believe that the best way to develop leadership is to provide the Scouts as much freedom as possible; applying just enough adult direction to keep them safely focused on the task at hand. As long as the Scouts are sincerely trying to accomplish the duties of their position, they are learning the fundamentals of leadership as promoted and prescribed by the Scouting program.

### **Journey to Excellence**

Journey to Excellence (JTE) is a performance recognition program that is designed to measure the performance of Troops and encourage their success. It outlines all of the important measurables for running a successful Troop. Troop 418 aims to achieve the Bronze level achievement annually, at a minimum.

### **Gear and Equipment Needs for New Scouts**

A new Scout shall have a Boy Scout Handbook by his first meeting. The Scout must bring the handbook to all Scouting functions unless told otherwise by the Scoutmaster.

Uniform requirements are covered later in this document. The shirt with the proper identification is the first priority.

Due to the cost of equipment, purchasing should be restricted to essential items until you confirm the level of your Scout's interest in outdoor camping. The following personal equipment items will be required at some time during a Scout's career. **Discuss equipment purchases with the Scoutmaster or an experienced Scout before you make expensive purchases.**

Troop 418 Scouts should have a small backpack (a.k.a "go bag) that contains the *Ten Scout Essentials* as described in the Scout Handbook. The go bag should be brought to each event.

- Inexpensive, but well-fitting hiking boots
- Sleeping bag rated 20 degrees Fahrenheit or lower
- Nalgene bottle 32 Ounces (2)
- Backpack with internal or external frame
- Head lamp with fresh batteries
- Toilet kit with personal hygiene items to include toothbrush, toothpaste, comb, soap, bath towel, wash cloth, deodorant, etc.
- Emergency toilet paper
- Sweater/jacket/sweatshirt in fall, winter and spring
- Rain jacket and pants – ponchos are discouraged

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- Change of socks, underwear or outerwear
- Personal first aid kit as described in Scout Handbook.
- Compass
- Pocket knife

## **Chapter 1 – Parent Participation**

### **General**

The adults who provide supervision, support and time to make Troop 418 a success are trained volunteers. They will need your help. The way you choose to support your son's troop depends on your talents and available time. Both mothers and fathers can give a few hours to provide transportation, help maintain troop equipment, be a merit badge counselor, serve on our troop committee or serve in some other leadership positions. Whatever your volunteer role, our troop needs you to keep operating as a quality unit which makes our troop worthy of the fine Scouts it serves.

Parent interest in the Scout's activities is a key element. "Interested" parents are a key aspect in motivating the Scout to practice skills outside of Troop events. Scouts are encouraged to show / teach others using the EDGE Method. Explain. Demonstrate. Guide. Enable. Ask your Scout to EDGE you on a task they are learning. Knots and First Aid are very likely examples.

Unlike Cub Scouts, parents are not permitted to give final approval or 'sign off' on Boy Scout requirements. Any rank requirement indicated as "complete" by a parent or the Scout themselves in Scoutbook will be re-tested by a qualified youth or adult leader. Parents are encouraged to volunteer as merit badge counselors; Troop 418 requires that a Scout is reviewed by registered merit badge counselors other than their parents.

## **Chapter 2 – New Scouts**

### **General**

Troop 418 has a long history in Brentwood, TN. While most new members advance from the Cub Scout Webelos program in local Cub Scout Packs, the troop does accept Scouts transferring from other troops, districts and councils, as well as youth with no prior Scouting experience.

The Scoutmaster, Senior Patrol Leader or representative members from Troop 418 will attend Webelos bridging ceremonies with local Cub Scout Packs. Each Webelos Scout who has stated his intent to join Troop 418 will be presented items specific to the Troop and warmly welcomed.

All new boys joining the Troop will be placed in a patrol. An Assistant Scoutmaster and/or Troop Guide will be designated to work with the new Scouts.

## **Troop Information/Permission Requirements**

Prior to any Scout participating in his first Troop 418 event, the following shall be returned to the Scoutmaster or Advancement Chair:

- Completed BSA Youth Application, unless completed online
- Payment of current troop dues
- BSA Health and Medical Form

## **Troop Uniform Policy**

Wearing the Boy Scout uniform is key to Scouting as it supports the patrol method, promotes unity, and provides visible Scout spirit. It is not the purpose of the Scout uniform to hide the differences between Scouts or make them feel they are all the same. Scouts come from all racial and ethnic backgrounds. They have their own religious beliefs and family traditions. Scouting wants youth to take pride in these differences rather than to hide them or suppress them. The uniform is one way all Scouts are alike. Whenever a Scout sees another Scout in uniform he knows he is like that person because both have committed to the principles of the Scout Oath and Scout Law. The Scout Oath and Law bind all Scouts, the world over, in a common purpose. The Scout uniform identifies Scouts openly with someone of the same beliefs and values. By wearing the uniform, Scouts are taking an open stand for their convictions. BSA policy allows a troop several options regarding uniforms. Troop 418 has elected the following:

### **Field Uniform (aka Class A)**

Regularly worn during the school year

- Scout shirt
- Scout trousers (long or short)
- Scout neckerchief (Troop 418 color)
- Any closed-toe shoes or boots (as a safety precaution, Scouting policy prohibits the wearing of sandals at Scouting events)
- If a hat is worn, it must be an official Troop 418 hat or official Scout merchandise

### **Activity Uniform (aka Class B)**

May be prescribed for summer events or meetings or when authorized by the Scoutmaster.

- Scout T-shirt. The preferred T-shirt is the current Troop 418 T-shirt. However, any Scouting related T-shirt is acceptable.
- Khaki or green trousers (long or short)
- Any closed-toe shoes or boots (as a safety precaution, Scouting policy prohibits the wearing of sandals at Scouting events)
- If a hat is worn, it must be an official Troop 418 hat or official Scout merchandise

Scouts must wear their uniform for all Scouting activities. An entire Class A uniform (see above) is required for Scoutmaster Conferences, Board of Review, Court of Honor, some district, council and out-of-council events (e.g. summer camp) and during travel to certain events. The merit badge sash is a required uniform item for special occasions, once merit badges are earned. Order of the Arrow sash is worn at Order of the Arrow events.



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A few gently used Scout shirts and pants may be available in our Scout Closet. Please consider donating any uniforms your scout grows out of into our Scout Closet for other Scouts to utilize.

If for any reason a Scout is unable to afford such a uniform, the Troop will help arrange for one. The Scout's parents or guardian will discuss with the Scoutmaster or Troop Committee Chair, in private, the particular financial circumstances. Personal details will remain confidential.

The youth leaders will conduct uniform inspections periodically.

## **Calendar of Events**

The troop calendar is presently published on the Troop website. [www.Troop418.us](http://www.Troop418.us)

Troop meetings and monthly events are planned for a 12-month period.

### **Courts of Honor**

Troop 418 conducts at least two Courts of Honor during the Scouting year to recognize our Scouts' hard work. Courts of Honor are family affairs and parents are encouraged to attend to honor not only their Scout but also all Scouts for their achievements. Eagle Courts of Honor are conducted separately from the regularly scheduled events.

### **Summer Camp**

Every summer, Troop 418 attends one week of camp at either Camp Boxwell or some other regional camp. Summer camp begins on a Sunday and ends the following Friday evening. All Scouts are encouraged to attend summer camp. Summer camp offers one of the best opportunities for advancement both in personal skills and Scouting requirements.

### **Short-term camping**

Troop 418 conducts a camping, hiking, or other special event every 4-6 weeks. When possible, these events will take advantage of events planned by the district or council. Short-term camps promote advancement opportunities, fun, fitness and comradeship.

### **Other camping**

As opportunities arise, the Troop will participate in High Adventure Camps, National Jamborees, and other special events depending on the number of eligible scouts and their desires.

In preparing the annual calendar, the Senior Patrol Leader will canvas the troop for desired events and merit badges. The Senior Patrol Leader will then lead a meeting of the Patrol Leaders' Council (the Troop's Scout and adult leadership) and prepare a proposed calendar for the approval of the troop committee. The troop committee will consider the boys' desires for an annual program with respect to the ability to support the program. Once the calendar of events is approved, the Scoutmaster will arrange for the calendar to be presented to the Troop. Although our calendar is always subject to change, we try to adhere to our schedule as closely as possible.

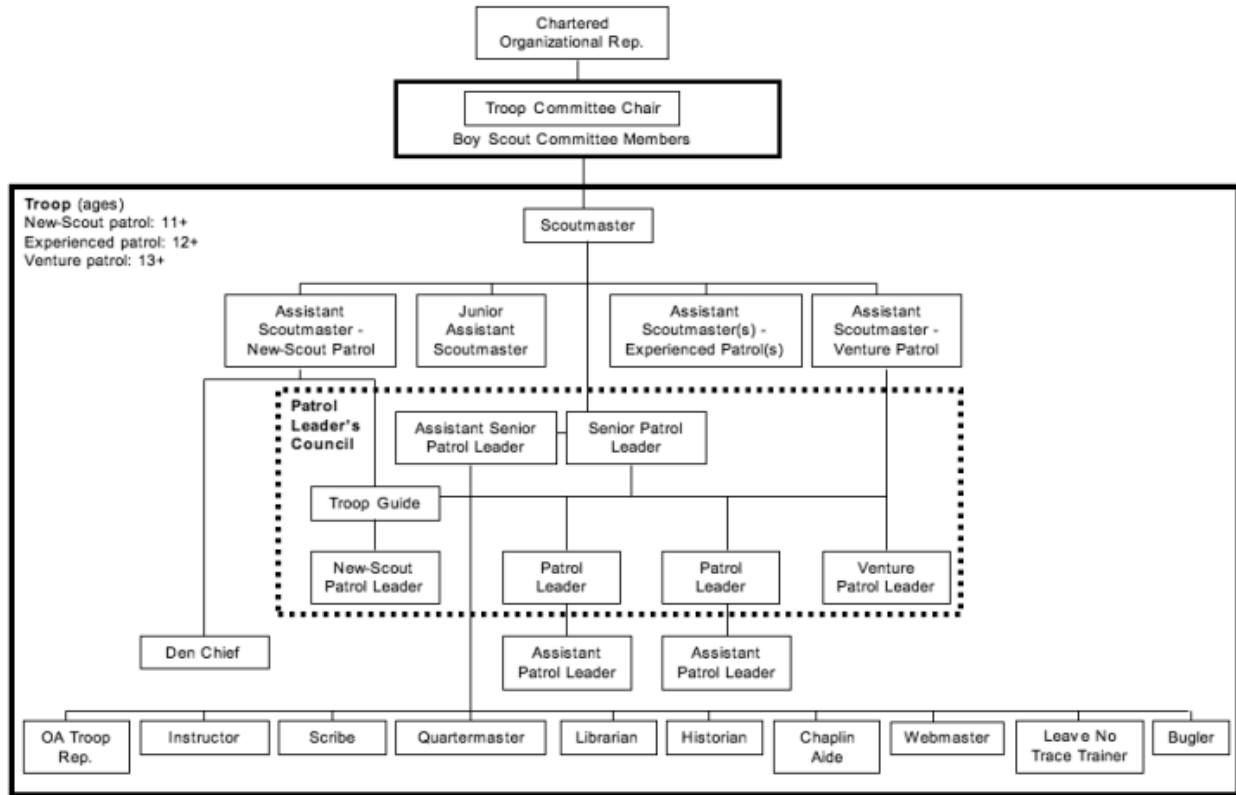
## **Chapter 3 – Troop Organization**

### **General**

Troop 418 is organized in accordance with BSA guidelines. The following descriptions highlight areas within the Troop's organization.

## Organization

### Boy Scout troop organization chart



## Adult Leadership

### Troop Committee

The Troop Committee is a group of adults, including both parents of the Scouts and other friends of Scouting, who support the troop by:

- Ensuring that the troop's adult leadership is adequate
- Providing various support functions
- Helping the Scoutmaster deliver a quality troop program
- Handling troop administration
- Ensuring that the troop is functioning according to official BSA policy

Committee meetings are held as agreed upon by the Troop Committee. There are multiple positions available on the Committee, including the chair, secretary, treasurer, advancement chair, equipment coordinator, outdoor/activities chair, training chair, fundraising chair, membership chair, public relations chair, and Friends of Scouting / scouting for food chair.

Although it is possible to be a Committee member without taking on a specific role, it is greatly appreciated and helpful to the Troop if you would consider taking on one of these roles.

### Troop Committee Chair

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The committee chair serves as the “chairman of the board”, the board being the Troop Committee.

### **Scoutmaster**

The Scoutmaster is responsible for overseeing the operations of the troop. The Scoutmaster serves as the “chief executive officer”. The Scoutmaster’s main responsibility is to train youth leaders to run the troop by providing direction, coaching, and support. He or she uses the methods of Scouting to achieve the aims of Scouting while working with other responsible adults to bring Scouting to boys. The Scoutmaster attends troop committee meetings and reports the status of the troop and the annual program of events.

### **Assistant Scoutmaster**

Reports to the Scoutmaster; provides guidance to the troop’s Patrols by ensuring all their intended functions are being carried out in accordance with BSA policy.

### **Secretary & Membership**

Attends all committee meetings, takes minutes and types and distributes minutes for approval, coordinates recruiting efforts and activities, handles publicity/newsletters, plans family activities, leads fundraising activities

### **Treasurer**

Responsible for the entire troop’s financial records (this includes the recording of all incoming and outgoing monies) and provides a regular written report on troop finances to the troop committee. Helps determine the troop budget and keeps them on track.

### **Activities Coordinator**

Works with the Patrol Leaders’ Council and the Scoutmaster to determine any requirements or permits for camping trips and/or special events, organizes drivers and vehicles for trips and or events.

### **Advancement Coordinator**

Responsible for the administration of the troop advancement program, keeps records and prepares reports for submission to the Middle Tennessee Council through ScoutBook.

### **Chaplain**

Works with the Chaplain Aide to provide spiritual tone, give spiritual counseling, and promote the regular religious participation of each member.

### **Training Coordinator**

Ensures training opportunities are available for the scouts and the adult leaders, maintains training records, and is responsible for tracking BSA Youth Protection Training.

### **Quartermaster (Equipment Coordinator)**

Responsible for working with the Troop Quartermaster in the organization, control and maintenance of troop equipment.

### **Public Relations Chair**

Responsible for communication inside the Troop, and to outside interested parties, including local Packs for recruitment efforts.

### **Youth Protection Training**

It is the policy of the Boy Scouts of America that Youth Protection Training is required for all BSA-registered adult volunteers, and that Youth Protection Training must be re-taken every two years.

You do not have to be a BSA-registered volunteer to take Youth Protection Training, so the troop strongly encourages all troop parents to take it, especially those who interact with our Scouts by helping out with troop meetings and events, campouts, etc. The training can easily be done online at <http://my.scouting.org>.

### **Youth Leadership**

#### **Senior Patrol Leader (SPL)**

The Senior Patrol Leader is the youth leader of the troop elected by his fellow Scouts. He sets the agenda and presides at all Patrol Leaders' Council meetings, runs the weekly troop meetings and - with the guidance of the Scoutmaster - appoints other boy leaders assigning specific responsibilities as needed. A Scout must be at least First Class to be considered for the SPL role.

#### **Assistant Senior Patrol Leader (ASPL)**

The assistant Senior Patrol Leader(s), appointed by the Senior Patrol Leader, assists the Senior Patrol Leader in conducting meetings and acts as the Senior Patrol Leader in the Senior Patrol Leader's absence. They are responsible for training and giving direction to the quartermaster, scribe, troop historian, librarian and instructors. A Scout must be at least First Class in order to be appointed as ASPL.

#### **Patrol Leaders**

Patrol Leaders are elected by the Scouts within the patrol and are responsible for their individual patrols at all times. They preside at patrol meetings, as well as lead their patrol during troop functions. They represent their patrol at Patrol Leaders Council meetings and report to the Senior Patrol Leader for all matters concerning their patrol.

#### **Troop Guides**

Older, experienced Scouts appointed by the Scoutmaster and the SPL. They help younger Scouts progress through the ranks of Scouting. A Scout must have earned the rank of Star in order to be appointed as a Troop Guide.

#### **Quartermaster**

The Quartermaster keeps an inventory of troop equipment and sees that the gear is in good condition. At meetings of the Patrol Leaders' Council, he reports on the status of equipment in need of replacement or repair. In carrying out his responsibilities, he will have the guidance of a

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member of the troop committee. A Scout must have completed a minimum of one year of Scouting before being eligible to be Quartermaster.

### **Scribe**

The scribe is the troop's secretary. Though not a voting member, he attends meetings of the patrol leaders' council and keeps a record of the discussions. He is responsible for recording and distributing any relevant information that is discussed at Troop meetings. A Scout must have completed a minimum of one year of Scouting before being eligible to be Scribe.

### **Historian**

Collects and preserves troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia and makes materials available for Scouting activities, the media, and troop history projects. A Scout must have completed a minimum of one year of Scouting before being eligible to be Historian.

### **Librarian**

Oversees the care and use of troop books, pamphlets, magazines, and audiovisuals. He checks out these materials to Scouts and leaders and maintains records to ensure that everything is returned. He may also suggest the acquisition of new literature and report the need to repair or replace any current holdings. A Scout must have completed a minimum of one year of Scouting before being eligible to be Librarian.

### **Chaplain Aide**

The chaplain aide assists the troop chaplain in serving the religious needs of the troop. He ensures that religious holidays are considered during the troop's program planning process and promotes the BSA's religious emblems program. He may perform the invocation at a troop Court of Honor or other ceremony. A Scout must have completed a minimum of one year of Scouting before being eligible to be Chaplain's Aide.

### **Den Chief**

The den chief is an experienced Scout who is selected by the SPL and Scoutmaster, at the request of a Cubmaster. He must be approved by the Cubmaster and Pack Committee. He works with a den of Cub Scouts and with its adult leaders. He takes part in den meetings, encourages Cub Scout advancement, and is a role model for younger boys. To be eligible, the Scout must have earned the First Class rank.

## **Patrol Method**

Robert Baden-Powell, the founder of Scouting, stated that *“The patrol system is not one method in which Scouting for boys can be carried on. It is the only method.”*

The patrol is a group of Scouts who belong to a troop. The patrol method allows Scouts to interact in a small group outside the larger troop context, working together as a team and sharing the responsibility of making their patrol a success. A patrol takes pride in its identity, and the members strive to make their patrol the best it can be. Patrols will sometimes join with other

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patrols to learn skills and complete advancement requirements. At other times they will compete against those same patrols in Scout skills and athletic competitions. Troop 418 does not create age or rank based patrols, rather creates patrols made up of scouts at all ranks so Scouts interact with, and learn from other Scouts.

The members of each patrol elect one of their own to serve as patrol leader. The troop determines the requirements for patrol leaders, such as rank and age. Patrol size depends upon a troop's enrollment and the needs of its members.

## Chapter 4 – Adult Leader Policy

### General

The adult leadership of Troop 418 has two major goals.

- Provide an environment for the boys to live the ideals of Scouting, including the development and demonstration of leadership abilities.
- Provide an adult organization structure that supports the Scouting program, focuses on the boy's needs, and can adapt to changes in its staffing.

In keeping with these goals the adult leaders will act primarily as advisors giving maximum opportunity for the Scouts to show responsibility.

### Adult Leader Training

Any adult who becomes involved with the troop is strongly encouraged to take advantage of Leadership Training courses offered by the Middle Tennessee Council, and other councils. This training ensures the troop's adult leaders remain on target with the aims of Scouting. All adult leaders will be required to complete Youth Protection Training, and Position Specific training. All of these can be completed online at <http://my.scouting.org>

At its discretion, The Diocese of Nashville may mandate other training courses, which include its own version of Youth Protection.

After the basic adult leadership courses are completed, there are many other online and hands-on training classes that may be highly suggested, or even required, depending on what role you would like to serve within Scouting. These may include, but are not limited to, Position-Specific Training, Troop Committee Challenge, University of Scouting, Outdoor Leadership Skills, Wood Badge, and Philmont Leadership Challenge.

### Adult Leader Conduct

Adult leaders shall exhibit the ideals of Scouting when working with boys and other adults. They will strive to set an example in their handling of the boys. Standards of conduct in personal habits, language, hygiene and interaction with Scouts will be in accordance with the Scout Oath, Law and Outdoor Code. The Scoutmaster is responsible for the conduct of other adult leaders.

## Chapter 5 – Youth Leader Policy

### General

Like any other activity, a leadership role within Scouting requires an extraordinary commitment. A leadership role with Troop 418 demands time and sacrifice of the Scout. Although Scouting is open to any boy at least 11 years old and finished 5<sup>th</sup> grade, Troop 418 leadership positions should only be considered by those boys who:

- Demonstrate the proper example, show Scout spirit, and live by the Scout Oath, Law and Outdoor Code
- Are willing to give to the troop more than they receive
- Are willing to put troop activities on a higher priority than other comparable activities

### Available Boy Leader Positions

#### Elected positions:

- **Senior Patrol Leader (SPL)** - Elected by the troop
- **Patrol Leader (PL)** - Elected by individual patrol members

#### Appointed positions:

- **Junior Assistant Scoutmaster** - Appointed by the Scoutmaster (SM)
- **Troop Guide(s)** - Appointed by the SPL and SM
- **Den Chief** - Appointed by the SPL and SM
- **Assistant Senior Patrol Leader (ASPL)** - Appointed by the SPL with guidance from the SM
- **Assistant Patrol Leader** - Appointed by the PL with guidance from the SPL and SM
- **Scribe** - Appointed by the SPL with guidance from the SM
- **Chaplain's aide** - Appointed by the SPL with guidance from the SM
- **Quartermaster** - Appointed by the SPL with guidance from the SM
- **Librarian** - Appointed by the SPL with guidance from the SM



- **Historian** - Appointed by the SPL with guidance from the SM

## **Troop Elections**

Troop elections are held annually (September) or semi-annually (September and April) unless designated otherwise. Newly elected leaders assume their new posts at the next regularly scheduled meeting.

A general election of the entire troop will be conducted for Senior Patrol Leader (SPL). The Senior Patrol Leader may not succeed himself. After standing down one term, the Scout is again eligible to run for SPL. The Scoutmaster and outgoing Senior Patrol Leader (or another designee) will preside over the election, accepting nominations and supervising the distribution and collection of ballots. Votes will be cast by secret ballot. Election for Senior Patrol Leader will be conducted first in order to allow those unsuccessful candidates for SPL the opportunity to be appointed Assistant Senior Patrol Leader or elected Patrol Leader. The Scoutmaster or an Assistant Scoutmaster and the outgoing Senior Patrol Leader or a Junior Assistant Scoutmaster will count and verify the vote. The candidate receiving a simple majority of the members present will be declared winner. If more than two boys are running for a position and no one receives 50 percent of the votes, a runoff election will immediately be held between the two candidates receiving the highest number of votes until one candidate receives a majority of the votes.

Individual Patrols will elect their Patrol Leader. A Patrol Leader may succeed himself. A Patrol Leader election will be held immediately following the election of the Senior Patrol Leader. Only patrol members will vote for their respective Patrol Leader. Votes will be cast by secret ballot. Ballots will be counted and verified by the Scoutmaster or an Assistant Scoutmaster and the outgoing Senior Patrol Leader or a Junior Assistant Scoutmaster.

All other leadership positions will be recommended by the Senior Patrol Leader and approved by the Scoutmaster.

An attempt will be made to get 100 percent of the troop's membership in attendance during the night of the election. The election will be conducted when at least two-thirds of the general membership are present; if less than two-thirds are present, the election may still be held at the Scoutmaster's discretion.

## **Qualifications**

### **Senior Patrol Leader**

Each Scout running for the office of Senior Patrol Leader must be at least a First Class Scout and must have attended or agree to attend Introduction to Leadership Skills for Troops (ILST).

### **Assistant Senior Patrol Leader**

Each Scout appointed to the office of Assistant Senior Patrol Leader must be at least a First Class Scout and must have attended or agree to attend (ILST).

### **Patrol Leader**

Each Scout running for the office of Patrol Leader must be at least a Tenderfoot and attend/agree to attend ILST.

### **Assistant Patrol Leader**

Each Scout appointed to the office of Assistant Patrol Leader will be at least a Tenderfoot Scout.

### **Introduction to Leadership Skills for Troops**

When instructors are available, the troop will offer an Introduction to Leadership Skills for Troops (ILST). In addition, Middle Tennessee Council usually offers ILST once a year at University of Scouting. For a Scout to be eligible to hold a senior troop leadership position he must have attended at least one of these above-mentioned courses or agree to attend the next available course. Failure to attend one of these above-mentioned courses after having agreed to attend will result in that Scout's leadership position being removed from his record.

Senior Troop Leadership are also strongly encouraged to attend other training, such as National Youth Leadership Training (NYLT) and National Advanced Youth Leadership Experience (NAYLE), as well as leadership training offered by the Order of the Arrow.

### **Patrol Leaders' Council (PLC)**

The Patrol Leaders' Council is responsible for planning and conducting the troop's activities. The troop committee interacts with the Patrol Leaders' Council through the Scoutmaster. The Patrol Leaders' Council is comprised of the following voting members:

- **Senior Patrol Leader** - Leads the Patrol Leaders Council
- **Assistant Senior Patrol Leader**
- **Patrol Leaders** - One for each patrol
- **Troop Guide(s)**
- **Scoutmaster and Assistant Scoutmasters**
- Other Scouts as required by the Senior Patrol Leader or Scoutmaster

The Patrol Leader's Council meets as often as needed to:

- Plan the calendar of events
- Plan monthly events
- Plan and organize weekly meetings and assign responsibility for planned events in accordance with the monthly activity

- Completion of the weekly meeting plan for each weekly meeting
- Discuss problems
- Make recommendations on improving troop operations

## **Chapter 6 – Advancement**

### **Advancement Program Defined**

Advancement is the process by which youth members progress from rank to rank; a means to an end, not an end in itself. It is designed to help the boy have an exciting and meaningful Scouting experience.

Education is the chief function of the Scouting movement and the basis of the advancement program. A fundamental principle of advancement is that the boy's progress is a natural outcome of his activities in his patrol and troop. The rank requirements shall furnish the basis of the activities of the unit. Recognition is gained through leadership in the troop, attending and participating in its activities, living the ideals of Scouting and proficiency in activities related to outdoor life, useful skills and career exploration.

All advancement procedures shall be administered under conditions that harmonize with the aims and purpose of the BSA: to strengthen character, body, mind and the concept of being a participating citizen.

The Boy Scout requirements for rank advancement shall be the basis for the Scouts' advancement. There are four steps in the procedure - learning, testing, reviewing and recognition.

Scouting ranks are Scout, Tenderfoot, Second Class, First Class, Star, Life and Eagle. Eagle Palms may be awarded for additional merit badges earned prior to the Scout's 18th birthday.

The responsibility of the troop committee is to ensure the troop's program is conducted in such a way that the Scouts have an opportunity to advance on the basis of learning, testing, reviewing and recognition.

The responsibility for merit badge qualifications shall rest with the merit badge counselor. Merit badge counselors are required to be registered adult members of BSA. The merit badge counselor shall prepare and qualify youth members. There is no board of review procedure for merit badges, but public recognition will be given at a Court of Honor.

### **Advancement Policy**

Advancement in BSA is totally dependent upon the boy. Each boy is expected to pursue the various advancement requirements, awards, badges and ranks at his own pace. We encourage him to involve his family, other scouts, adult leaders, and any other sources to help him.

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The troop's program will emphasize Scouting skills and leadership training; both at weekly meetings and at camping trips. As a matter of routine, merit badges will not be taught as part of Troop 418 regularly scheduled meetings.

Advancement to Tenderfoot, Second Class and First Class concentrates on Scouting skills rather than merit badges. Skills shall be taught by other Scouts and adult leaders and are only signed off on the Scout record by the Scoutmaster, Assistant Scoutmasters, Junior Assistant Scoutmasters, the SPL, and the Troop Guide.

Some meetings may focus on a particular merit badge as a means of introducing Scouts to the subject, but completion of the badges is an individual effort by the Scout. The troop will provide guidance and assistance in completing merit badges outside the weekly meetings, i.e., classes prior to meetings or on camping trips. (On occasion, a merit badge may be taught and completed in the regular meeting if for a unique reason).

The extra effort and experience gained by pursuing merit badges through approved counselors is important in maintaining the quality and maturity of the upper ranks of Star, Life and Eagle. However, Scouts are not barred from earning merit badges prior to attaining First Class rank. Although Troop 418 has registered merit badge counselors, Scouts are encouraged to seek counselors outside the troop as it promotes the Scouting spirit and makes connections outside the Troop that often last a lifetime.

The Scoutmaster shall hold Scoutmaster conferences at a mutually agreed upon time and place whenever a Scout has satisfactorily finished all requirements for a particular rank. A Scoutmaster conference can also be held any time a Scout wishes to discuss with the Scoutmaster, or if a Scoutmaster wants to see how a boy is doing with his advancements and experience.

A board of review shall be conducted as necessary and will be organized by the advancement chair with the assistance of adult leaders (excluding the T418 SM) and trained parents with no relation to the Scout being reviewed.

Advancement requirements for Star, Life and Eagle ranks emphasize merit badge work only after a boy has a solid foundation of basic Scouting skills.

Eagle advancement: An advancement packet discussing Eagle requirements can be obtained from the Advancement Coordinator upon completion of the Life Scout award.

### **Merit Badges**

Earning merit badges gives Scouts self-confidence by teaching them to overcome obstacles to achieve a goal. The Scout also learns career skills, develops socially and may develop physical skills and hobbies that give a lifetime of healthful recreation. To earn merit badges the following sequential procedures shall be followed:

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- Obtain a merit badge application (blue card) from the Advancement Chair or another Adult Leader. The card must be signed by the Scoutmaster (or their designee), signifying approval before any work is started on the merit badge.
- Contact the merit badge counselor and arrange meetings. The Advancement Chair has a list of merit badge counselors. Troop 418 discourages parents or family members of a Scout to review their merit badge requirements, however, in a Troop our size, we recognize that this may happen from time to time.
- When meeting with the merit badge counselor, the Scout should wear a Class A or B uniform.
- Complete the merit badge requirements under the guidance of the counselor.
- Ensure the counselor signs the card verifying completion of all requirements.
- Return the card to the Scoutmaster and obtain his signature to indicate completion of the merit badge requirements.
- Present the completed card to the advancement chair for recording and procurement of the badge.

### **Youth Protection**

The BSA Youth Protection Program policy requires that a Scout must have at least one other person with him at each meeting with the merit badge counselor. BSA policy prohibits one-on-one situations between adults and Scouts. The buddy can be a parent or guardian, brother, sister, relative, friend or another Scout. Scouts are encouraged, but not required, to complete selected merit badges with their buddy. Each scout must complete their own work, but may find it easier to stay on track by having a buddy to keep him accountable for the work.

### **Merit badge counselor**

A counselor working with a Scout acquaints the boy with an adult knowledgeable in one of more fields. The troop Advancement chair will maintain a list of approved merit badge counselors. The troop has approved merit badge counselors other than those on the council's approved list. The council and district advancement committee must approve merit badge counselors, even those parents serving only one unit (Troop 418). There is no fee associated with becoming a merit badge counselor.

No Scout, parent, Assistant Scoutmaster or committee member will arrange for a merit badge class to run concurrent with the regularly scheduled troop meeting unless specifically approved by the Scoutmaster and Patrol Leaders' Council. Troop meetings are reserved for conducting skill and leadership training and general troop business. With the approval of both the Scoutmaster and advancement chair, merit badge classes may be scheduled during a regular meeting. Scoutmaster approval will insure reservation of a meeting place. Approval of the Advancement chair will ensure approved counselors, blue cards, merit badge books and other administrative requirements are available and met.

## **Service Projects**

### **Star and Life**

Work on service projects for credit toward advancement to Star and Life ranks shall be approved by the Scoutmaster in advance of starting the project. Only adult leaders (i.e. SM and ASMs) are authorized to sign-off service project requirements. If there is any doubt as to the validity of the project, the matter will be referred to the troop committee for resolution.

### **Eagle**

Eagle service projects shall be of lasting value to the community rather than completion of routine upkeep and preventive maintenance. The Scout must meet with the Advancement Coordinator as soon as possible after attaining the rank of Life to discuss possible projects and agree to a timeline for beginning and completion of his Eagle Project. The Scoutmaster, Advancement Coordinator, Troop Committee Chair and a member of the District Advancement Committee shall approve the project in advance of the Scout beginning any work.

Scouts of any rank can arrange for service projects that benefit the community. However, if the project will require Troop 418 resources then the project needs to be presented to the Patrol Leaders' Council for discussion, scheduling and Scoutmaster approval.

## **Position of Responsibility Requirements for Star, Life and Eagle Rank**

One or a combination of the following positions will be accepted as fulfilling the leadership requirements for the above ranks:

- Senior Patrol Leader
- Assistant Senior Patrol Leader
- Patrol Leader
- Troop Guide
- Den Chief
- Troop Chaplain
- Troop Scribe
- Troop Quartermaster
- Troop Librarian

In addition to simply holding a position, the Scout must regularly attend troop meetings and carry out the responsibilities of his particular position. Guidelines are available (from the Scoutmaster or Advancement Chair) to each Scout, which detail the responsibilities of each

position. Failure to carry out the responsibilities will result in the Scout not getting credit for having held that position.

## **Requirements for Scout Spirit and Participation**

### **Scout Spirit**

In order to fulfill the requirements for Scout spirit, the Scout must demonstrate Scout spirit by living the Scout Oath, Law and Outdoor Code in his everyday life.

### **Participation**

T418's definition of "active participant scout" is no less than 25% participation in troop meetings plus a minimum of 3 outdoor events per year. Boys pursuing the rank of Eagle, Life, and Star should expect to exceed this minimum standard.

BSA mandates that the standard must be an average over a year and that participation does not need to be continuous. Boys participating in a school sport are not expected to attend troop meetings during the season when there are scheduling conflicts between troop and sport activities, but can skew their participation to off-season, resulting in the appropriate average participation for the year. However, the Scout must take his schedule into consideration if he is running for an elected position, so that he may be present the majority of the time he holds the position.

## **Chapter 7 - Discipline**

### **General**

Discipline policy in Scouting is simple - the doors of Scouting are always open to those who strive to follow its law. Adherence to Troop 418 policies by Scouts will be primarily handled by the boy leaders with adult intervention only to maintain safety and/or restore order in extreme cases of unruliness. Adherence to Troop 418 policies by Adult Leaders and volunteers will be handled by the Scoutmaster, Committee Chair, or Charter Org Rep with support by the committee or District representative as needed.

### **Obedience and Respect**

Obedience in Troop 418 is to the Scout Oath, Law and Outdoor Code. The Oath, Law and Outdoor Code make being a good citizen of the troop, camp or community possible. Obedience to the Scout law includes respect for Scout leadership and adult leadership and all members and guests of the troop. Respect for adult and Scout leadership, as well as for other Scouts is expected. Under no circumstances will adult or youth leaders administer punishment for any reason. Hazing or bullying, of any type, will not be tolerated. No physical or mental abuse of any nature is allowed. Anyone observing such activity will take immediate measures to stop such activity and alert an adult leader.

### **Drugs, Alcohol and Tobacco**

Any Scout guilty of using, possessing and or distributing a controlled substance (drugs, alcohol and tobacco) will be immediately suspended from the troop roster. Parents of the guilty Scout will be advised of all actions taken. The Scout may later be allowed to return once his problem has been resolved to the satisfaction of the Troop Committee.

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No Scout will be allowed to use a controlled substance of any type at any Scout function. This includes those boys who have parental permission to use tobacco.

BSA recommends that leaders not use tobacco products in any form nor allow their use at any BSA activity.

Parents of Scouts required to take prescription medication over a period of a troop event will discuss the requirement with the Scoutmaster. Serious medical requirements may require a parent to attend events and to administer medication.

### Cyber Policy

Scouts should not use electronic devices at Boy Scout meetings and events unless the activity requires the use of them. For example, it would be fine to use a GPS or an app on a smartphone to go geocaching. Violations of this policy may result in the confiscation of the device for the remainder of the event.

Recognizing that our adults are role models for our Scouts, the use of electronics by adults - including visitors - is discouraged at Scout meetings and events unless the activity requires the use of them or the adult is taking pictures of the event.

We understand that many adults have jobs that require them to take phone calls or check email. There may also be other circumstances in which the use of an electronic device is necessary during Boy Scout events. If so, adults are asked to please step away from the Scouts' view to use a device during a meeting, event, or campout.

Using technology in Scouts is appropriate in the right situation, but we want to help the learn that they can have fun even without it.

### Do's and Don'ts

The Scoutmaster has the authority to confiscate and destroy all items deemed inappropriate or dangerous.

The Boy Scouts of America prohibits the securing, use and display of fireworks in conjunction with programs and activities except where the fireworks display is conducted under the auspices of a certified or licensed fireworks control expert. Scouts of Troop 418 are prohibited from possessing or using fireworks on any Troop activity.

Firearms are not permitted at a troop meeting.

For Scouts to carry pocket knives, they must have earned their "Totin' Chit" as prescribed by BSA training requirements and have their "Totin' Chit" card in their possession whenever they handle a knife. Non-folding knives are not permitted except for those approved by the Scoutmaster.



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Each Scout is responsible for making restitution for any damage caused by his actions or negligence.

Scout passengers in vehicles to and from events will remember they are a guest of the driver/owner of the vehicle. Scouts will follow the rules set by the driver/owner such as eating, drinking, seating arrangements and noise levels. BSA rules and regulations require that seat belts be worn at all times.

Fighting is not permitted at any time and is grounds for immediate disciplinary action.

Sexually explicit materials shall not be brought to Scout activities. If found, such materials will be confiscated and returned to the parents of any Scout involved.

Foul language, swearing, cursing, blasphemy and abusive and or suggestive gestures are not in keeping with the ideals of Scouting and will not be allowed.

Any adult or parent who has issues or concerns about their scout, another adult, or the troop should contact the Scoutmaster or Committee Chair. Just as the Scouts are required to follow the chain of command as designated within the patrol method, the adults are held to the same standard.

Depending on the severity or nature of any of the aforementioned offenses, the Scout or adult may be dropped from the Troop roster. The Scout or adult may later be allowed to return once the issue has been resolved to the satisfaction of the Troop Committee, Scoutmaster, and Charter Organization Representative.

## **Chapter 8 – Online Resources**

Troop leadership maintains a Google email group for mass communication. Emails sent to the entire troop come from the email address [troop418hf@gmail.com](mailto:troop418hf@gmail.com).

Troop 418 prefers to utilize the Slack app for communication. Upon joining Troop 418, access will be provided to the Scout and parent.

### **Boy Scouts of America Youth Application**

[http://www.scouting.org/filestore/pdf/524-406\\_fillable.pdf](http://www.scouting.org/filestore/pdf/524-406_fillable.pdf)

### **BSA Annual Health and Medical Record**

[http://www.scouting.org/filestore/HealthSafety/pdf/680-001\\_ABC.pdf](http://www.scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf)

### **Boy Scouts of America Adult Application**

<http://www.scouting.org/filestore/pdf/524-501.pdf>

## **Troop 418 Information Booklet**

**Boy Scout Uniform Inspection Sheet** - Shows where patches and other insignia are to be placed on the Scout uniform

<http://www.scouting.org/filestore/pdf/34283.pdf>

**Merit Badge Counselor Application**

<http://www.scouting.org/filestore/pdf/34405.pdf>

**Meritbadge.org** – a great resource for requirements, merit badges, etc

**Middle Tennessee BSA Council**

<http://mtcbsa.org/>

**Boxwell BSA Reservation**

<http://mtcbsa.org/Youth/scout/camping/boxwell.html>

**High Adventure:**

- Philmont Scout Ranch: <http://www.scouting.org/Philmont.aspx>
- Florida Sea Base: <http://www.bsaseabase.org/>
- Northern Tier: <http://www.ntier.org/>
- Summit Bechtel Reserve: <http://www.summitbsa.org/>

**Order of the Arrow - BSA**

<http://www.oa-bsa.org/>

**Boy's Life magazine**

<http://boyslife.org/>

**Scouting magazine**

<http://scoutingmagazine.org/>

**National Eagle Scout Association**

<http://www.nesa.org/>