

# **Troop 32 Guidebook**

# **Boy Scouts of America**

**Longhorn Council – Mustang District**

**Proudly Sponsored Since 1927 by:**

**The Knights of Columbus**

**Msgr. R. M. Nolan**

**Council #759**

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## **ADULT ADVISORS**

# WELCOME TO TROOP 32

Whether you are joining us from a Cub Scout Pack, coming from another Scout Troop, or are a “newcomer” to Scouting, we trust that you will find a friendly welcome in Troop 32.

Begun in England well over 90 years ago by Lord Baden-Powell, Scouting has a rich tradition of service to youth. Through the skill learned, developed and used in the Scouting program, boys are provided with excellent opportunities for developing character and citizenship, as well as physical, mental and moral fitness.

Troop 32 has quite a tradition of our own. We were chartered on March 17, 1927 through the Knights of Columbus Council #759 in Downtown Fort Worth. Stories of panthers sleeping on the steps of the Tarrant County Courthouse prompted the troop to design a neckerchief with a panther face in 1967. The panther has been used as a symbol of the troop since that time. Troop 32 migrated out of Fort Worth and is now resident in Keller, Texas. During the first 49 years of our history, the Troop was led by Scoutmaster John Edward “Ole Man” Gillespie. Throughout his term, “Ole Man” indelibly marked hundreds of Scouts with the joys of Scouting. The “Ole Man Campsite” at Worth Ranch was built and named in his honor.

One of Gillespie’s original Scouts was Austin Lee “Judge” Crouch. “Judge” remained active in the Troop continuously from the time he was 11 years old. Upon the death of “Ole Man,” “Judge” Crouch assumed the position of Scoutmaster for the following 19 years. In 1994, the Troop Committee appointed Al Walker as the third Scoutmaster in our history. In 1999, Bruce Simonson began as Scoutmaster and served until 2002. As the fifth Scoutmaster in its history, Jerry R. Lewis currently serves Troop 32 as its leader. The Troop continues to grow under the generous and uninterrupted sponsorship of the Knights of Columbus.

We are providing this guidebook as your reference on the policies of Troop 32. This guidebook is intended to serve as a supplement to the published literature and programs of the Boy Scouts of America, emphasizing those areas that have special importance and focus within our own Troop. We trust that you will find these few pages helpful and useful.

There is much to learn in scouting, but not just “book learning.” We like to learn by doing. Camping, hiking, swimming, canoeing, helping others – doing these activities; and the planning of these activities – help give our Scouts these skills and values that will not only develop their physical fitness, but their mental and spiritual growth as well. Special activities may include but are not limited to Philmont Trek, Philmont Winter Kanik, National Jamboree, World Jamboree, Cavalcade, and other High Adventure Treks.

The purpose of Boy Scouting is to provide an opportunity for the Scout to learn, to grow and to have fun doing so. Boy Scout Troop 32 has established a reputation in the Keller area of providing excellent opportunities for Scouts to do just that. Inherent in the learning process is a structure, and the Boy Scouts of America all participate in their own way, with the appropriate dedication and enthusiasm for their role. In joining Troop 32, a Scout and his family become important members of the structure.

All Scouts and their parents are required to read this Troop 32 Guidebook then sign the form located in Appendix E. Upon completion, the Scout will present the signed form to the Scoutmaster. This will assure the Scoutmaster that every Scout and his family have read and understand Troop 32 Rules and Regulations.

Troop 32 is fortunate to have a large group of energetic and active Scouts with dedicated parents. There's room for more! Get involved! Our philosophy is "get a lot of people to help a little, then nobody is overwhelmed." We think you will find the return that you get from working with these Scouts is, indeed, much greater than the effort that you put in. Welcome!

## **CHARTER ORGANIZATION**

Our Troop exists through the acceptance of our sponsor or charter organization. The Knights of Columbus (KC) Council 759, a fraternal charitable organization with a mission to improve the community through various works of charity, has continually sponsored Troop 32 (T32) for 75 years. The Troop Committee encourages every eligible adult to join our charter organization according to the following KC membership guidelines:

1. A male Roman Catholic in good standing with his parish, and
2. 18 years or older

If someone is already a KC, we encourage a transfer of membership to our charter organization.

### **Charter Organization Representative (COR)**

The adult Scout position of COR preferably consists of a member of the KC who is also an active Scouter within the Troop. This position is appointed and approved by the Executive Officer (Grand Knight) of the Knights of Columbus. The COR serves as a voting member of the Longhorn Council BSA, the Mustang District, and as the liaison between T32 and the Knights of Columbus.

### **Troop Participation in Charter Organization Activities**

In order to build a greater bond with KC Council 759, Troop 32 strives to participate in activities such as:

1. Saint Elizabeth Ann Seton Fall Fest conducted yearly in October.
2. Ensure a presence of Troop 32 adults at KC meetings.
3. Ensure a high level of report on Troop 32 scout activities is given at every KC meeting.
4. COR reports to the troop on upcoming KC activities as the activities might relate to the troop.
5. Present a thoughtful request for funds as is necessary.
6. Present Eagle Scout Projects and /or other community projects as necessary.
7. Consideration in KC fundraiser activities as can be accommodated within the Troop schedule.

## **BOY LEADERSHIP**

There is a big difference between the Boy Scout program and the Cub Scout program. Cub Scouts is an adult organized program. Boy Scouts is a Scout-run program with adults providing advisement. The Troop program is planned and executed by the Scouts themselves rather than the adult leaders.

If one were to observe several Troop meetings or other Troop activities, you would quickly see that it is the Scouts who provide the leadership. Under this boy leadership, some meetings or activities may appear to be chaotic, while some run smoothly. The Scouts learn and grow from their challenges and their success. It is our job as Scouters and parents to encourage and support the Scouts as they develop their own leadership skills. The Scouts have the opportunity to serve in various leadership roles within the Troop and Patrol.

## **ELECTION OF SCOUT LEADERS**

Troop elections are held twice a year, in February and August. The newly elected leaders serve six-month terms beginning in March and September. These leaders are required to attend Junior Leadership Training. The Scouts of the Troop elect their Senior Patrol Leader (SPL), who is responsible for running the Troop with the support of his Assistant Senior Patrol Leaders (ASPL), the Troop's Scoutmaster and Assistant Scoutmasters. The SPL is one of the older, more experienced Scouts of at least Life Scout Rank. Scouts interested in running for SPL must be nominated by a Scout and be approved by the Scoutmaster. The ASPL and other Troop leadership positions are selected by the SPL with the concurrence of the Scoutmaster. The SPL presides over PLC meetings and is a voting member of the PLC.

The Scouts in each patrol will elect their own Patrol Leader, who in turn selects his assistant Patrol Leader, Patrol Quartermaster, and Patrol Scribe. These Scout leaders organize their patrols and represent their patrols in the Patrol Leaders' Council. The Patrol Leaders' Council is the governing body of the Troop's operation, and each Patrol Leader is a voting member of the PLC.

## **TROOP JUNIOR LEADER TRAINING**

This training conference is held following Troop elections for the Troop officers and patrol leaders. The event is hosted by Crew32, and conducted by the Scoutmaster. Its purpose is to reinforce the patrol method and to allow members of the patrol leaders' council to set goals for themselves, their patrols, and their troop. JLT workshop gives boy leaders an overview of their jobs.

## **SENIOR PATROL LEADER**

The Senior Patrol Leader is elected by the Scouts to represent them as the Scout leader in the troop. He must have reached the rank of at least Life Scout. The Senior Patrol Leader must have attended and completed Twin Arrows training. The Scout reports to Scoutmaster. The successful performance of this office will qualify for leadership credit for advancement to Eagle Scout. The Senior Patrol Leader duties:

- Preside at all troop meetings, events, activities, and the annual program planning conference.
- Chairs the Patrol Leaders' Council (PLC) meeting once a month.
- Appoints other boy leaders with the advice and consent of the Scoutmaster.
- Assigns duties and responsibilities to other junior leaders.
- Assists the Scoutmaster in training junior leaders.
- Delegates tasks to the ASPL. Makes sure an ASPL attends any meeting/function he will not be able to attend.
- Oversees the planning efforts of Scouts for all Troop campouts.
- Maintains good attendance at Troop meeting.
- Sets a good example.
- Enthusiastically wears the Scout Uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

## **ASSISTANT SENIOR PATROL LEADER(S)**

The Assistant Senior Patrol Leader is the second highest-ranking junior leader in the Troop. The Senior Patrol Leader with the approval of the Scoutmaster appoints these Scouts. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the Senior Patrol Leader or when called upon. He also provides leadership to other junior leaders in the Troop. He reports to Senior Patrol Leader. The successful performance of this office will qualify for leadership credit for advancement for all ranks up to Eagle Scout. The Assistant Senior Patrol Leader duties:

- Helps with leading meetings and activities as called upon by the Senior Patrol Leader.
- Takes over troop leadership in the absence of the Senior Patrol Leader.
- Is responsible for training and giving direct leadership to the following appointed junior leaders: Scribe, Bugler, Troop Guides, Librarian, Historian, Quartermaster and Chaplain Aide.

- Performs tasks assigned by the Senior Patrol Leader.
- Serves as a member of the Patrol Leaders' Council (PLC) and attends the PLC meetings occurring during his service period.
- Has good attendance at Troop meeting.
- Sets a good example.
- Enthusiastically wears the Scout Uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

## **QUARTERMASTER**

The Troop Quartermaster keeps track of troop equipment and sees that it is in good working order. He reports to the Assistant Senior Patrol Leader and works with an ASM. The successful performance of this office will qualify for leadership credit for advancement for all ranks up to Eagle Scout. The Troop Quartermaster duties:

- Keeps records on patrol and troop equipment.
- Keeps equipment in good repair.
- Issues equipment and see that it is returned in good order.
- Suggests new or replacement items.
- Works with the Troop Adult Quartermaster to keep gear in good working order.
- Has good attendance at Troop meeting.
- Sets a good example.
- Enthusiastically wears the Scout Uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

## **SCRIBE**

The Troop Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council (PLC) and keeps a record of dues, advancement, and Scout attendance at troop meetings. He reports to the Assistant Senior Patrol Leader. The successful performance of this office will qualify for leadership credit for advancement for all ranks up to Eagle Scout. Troop Scribe duties:

- Attends and keep a log of Patrol Leaders' Council (PLC) Meetings.
- Records attendance at troop functions.

- Works with the Troop Advancement Chairman.
- Has good attendance at Troop meetings.
- Serves as Troop host to visitors.
- Sets a good example.
- Enthusiastically wears the Scout Uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

## **BUGLER**

The Bugler plays the bugle at troop ceremonies. He reports to the Assistant Senior Patrol Leader. The successful performance of this office will qualify for leadership credit for advancement for all ranks up to Eagle Scout. The Bugler duties:

- Plays bugle as requested by troop leadership. Playing:
  - Reveille
  - Taps
  - Tattoo
  - Assembly
  - Taps
- Has good attendance at Troop meetings.
- Serves as Troop host to visitors.
- Sets a good example.
- Enthusiastically wears the Scout Uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

## **CHAPLAIN AIDE**

The Chaplain Aide works with the Troop Chaplain to meet the religious needs of the Scouts in the troop. He also works to promote the religious emblems program. He reports to the Assistant Senior Patrol Leader. The successful performance of this office will qualify for leadership credit for advancement for all ranks up to Eagle Scout. Chaplain Aide duties:

- Keeps troop leader apprised of religious holidays when planning activities.

- Assists Chaplain or religious coordinator in meeting the religious needs of troop members while on activities.
- Encourages saying grace at meals while camping or on activities.
- Tells Scouts about the religious emblem program of their faith.
- Helps plan for religious observance in troop activities.
- Serves as Troop host to visitors.
- Sets a good example.
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

## **HISTORIAN**

The Historian keeps a historical record or scrapbook of troop activities. He reports to the Assistant Senior Patrol Leader. The successful performance of this office will qualify for leadership credit for advancement for all ranks up to Eagle Scout. Historian duties:

- Gathers pictures and facts about past troop activities and keeps them in scrapbooks, wall displays or informational files.
- Take care of troop trophies, ribbons, and souvenirs of troop activities.
- Keeps information about former members of the troop.
- Serves as Troop host to visitors.
- Sets a good example.
- Enthusiastically wears the Scout Uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

## **LIBRARIAN**

The Librarian takes care of troop literature. He reports to the Assistant Senior Patrol Leader. The successful performance of this office will qualify for leadership credit for advancement for all ranks up to Eagle Scout. Librarian duties:

- Establishes and take care of the troop library.
- Keeps records on literature owned by the troop.
- Add new or replacement items as needed.

- Keeps books and pamphlets available for borrowing at troop meetings.
- Keeps a system for checking books and pamphlets in and out.
- Follow up on late returns.
- Serves as Troop host to visitors.
- Sets a good example.
- Wears the Scout Uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

## **TROOP GUIDES**

The Troop Guides' goal is to guide new Scouts to rank of First Class; to assist them through the early challenges of Scouting while building relationships within the Troop, its leaders and its program. The Troop Guide is both a leader and a mentor to the members of the "New Scout" patrol. The Troop Guide will attend the Patrol Leaders' Council meetings with the new Scout Patrol Leader. The Troop Guides will serve for six months and must continue to work on his own rank advancements.

The Troop Guides must have achieved the rank of Star Scout and have strong interest and skills to work with the new Scouts. Troop Guides are appointed by the Senior Patrol Leader in consultation with the Scoutmaster with the Assistant Scoutmaster assigned as the Patrol Advisor. The successful performance of this office will qualify for leadership credit for advancement for all ranks up to Eagle Scout. Troop Guides should:

- Set a good example.
- Teach Basic Scout Skills.
- Provide leadership direction and mentoring to "New Scout" patrol leader at meetings and outings.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

## **OA TROOP REPRESENTATIVE**

An Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and his troop. In his troop, he serves as a communication and programmatic link to the Arrowman and adult leaders and Scouts who are not presently members of the Order. He does this in a fashion that strengthens the mission of

the lodge and purpose of the Order. By setting a good example, he enhances the image of the Order as a service arm to his troop. OA Troop Representative Duties:

- Serves as a communication link between the lodge or chapter and the troop.
- Encourages year round and resident camping in the troop.
- Encourages older Scout participation in high adventure programs.
- Encourages Scouts to actively participate in community service projects.
- Assists with leadership skills training in the troop.
- Encourages Arrowmen to assume leadership positions in the troop.
- Encourages Arrowmen in the troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Sets a good example
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath, Scout Law and OA Obligation
- Shows Scout spirit
- Under 18 years old
- Appointed by SPL with SM approval
- OA Member in good standing

## **DEN CHIEF**

Scouts may be asked by Cub Scout Den Leaders to serve as a Den Chief. Under the direct supervision of the Den Leader, the Den Chief assists the Den Leader and provides the Cub Scout Den leadership and teaches basic scouting tasks. Terms for Den Chief are usually 4 to 6 months long. Scouts may use the Den Chief position for leadership credit for advancement for all ranks up to Eagle Scout.

Prior to a scout serving as a Den Chief, the Den Leader will provide the Scoutmaster with a letter requesting a Den Chief. The letter may name a specific Scout. The letter will name the Cub Scout Pack and Den requesting the Den Chief. It will specify the term's duration, and frequency and location of Den Meetings the Den Chief will be expected to attend. A copy of the Den Leaders Youth protection Card will be attached.

To be eligible to serve as a Den Chief the scout will be at least Scout First Class. To earn credit for service, the Den leader will write the Scoutmaster a letter crediting the scout with service as a Den Chief. The letter will include duration, den meetings attended, den meetings held, duties performed. Without a satisfactory letter from the Den Leader, no credit for advancement will be given. The successful performance of this office will qualify for leadership credit for advancement for all ranks up to Eagle Scout.

## **PATROLS**

A Patrol is a smaller group of boys within the Troop. The boys in a patrol will work, play, and camp together on most of their Scouting activities. The Scouts select their Patrol name (such as the “Falcon Patrol” or the “Arrow Patrol”). Since a Scout Troop usually has several patrols, and with the Scouts taking pride in their own patrol, good-natured rivalries and competition often occur.

Patrols are ideally made up of about eight boys. The Scout will remain in their assigned patrol unless reorganization becomes necessary. Each patrol will elect a Patrol Leader who will attend the Patrol Leaders’ Council meetings and have a vote. He will serve for 6 months. Patrol “hopping” from one patrol to another is generally not allowed. Each Scout should accept his responsibility to support his patrol and its activities.

## **PATROL LEADER**

When a scout is elected to the position of patrol leader he agrees to provide service and leadership to his patrol and troop. The Patrol Leader will serve for six months. The successful performance of this office will qualify for leadership credit for advancement for all ranks up to Eagle Scout. The duties of a patrol leader may include:

- Plan and lead patrol meetings and activities.
- Keep patrol members informed.
- Assign each patrol member a specific duty. Including cleaning.
- Assign cleaning up jobs for the pots, pans, and patrol cooking utensils.
- Represent your patrol at all patrol leaders' council meetings and the annual program planning conference.
- Prepare the patrol to participate in all troop activities.
- Work with other troop leaders to make the troop run well.
- Know the abilities of each patrol member.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and develop patrol spirit.

## **ASSISTANT PATROL LEADER**

The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in his absence. The Assistant Patrol Leader will serve for six months Assistant Patrol Leader duties:

- Assist the Patrol Leader in:
  - Planning and leading patrol meetings and activities.
  - Keeping patrol members informed.
  - Preparing your patrol to take part in all troop activities.
  - Steer patrol meetings and activities
- Take charge of the patrol in the absence of the Patrol Leader.
- Represent the patrol at Patrol Leaders' Council (PLC) meetings in the absence of the Patrol Leader.
- Work with the other troop leaders to make the troop run well.
- Help develop patrol spirit.
- Set a good example.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout Spirit.

## **PATROL QUARTERMASTER**

The Patrol Quartermaster is appointed by the Patrol Leader and checks out and in required equipment from the Troop Quartermaster. He also makes sure everyone in his patrol has required equipment for each event. He keeps patrol gear organized. He reports to both the Patrol Leader and the Troop Quartermaster. The Patrol Quartermaster will serve for six months. The Patrol Quartermaster duties:

- Keeps all the patrol gear in order.
- Makes sure the gear is clean and in good working order when checked back into the troop gear storage.
- Notifies Patrol Leader and/or Troop Quartermaster of gear needing repair or replacement
- Sets a good example.
- Wears the Scout Uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

## **PATROL SCRIBE**

The Patrol Scribe is appointed by the Patrol Leader and keeps patrol records. He reports to the Patrol Leader. The Patrol Scribe will serve for six months. Patrol Scribe duties:

- Keep the patrol log, containing minutes of last patrol meeting, duty roster, etc.
- Keep attendance records.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

## **GRUBMASTER**

The Grubmaster is appointed by the Patrol Leader and shops for food. Duties rotate each outing. He reports to the Patrol Leader . The Grubmaster duties:

- See that the patrol eats proper, nutritional food.
- Set a good example.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

## **CHIEF COOK**

The Chief Cook is appointed by the Patrol Leader and prepares edible food for the patrol. Duties rotate for each outing or each meal. He reports to the Patrol Leader. Chief Cook duties:

- Gather food from the chuck box.
- Organize the meal.
- Supervise cook helpers.
- Make sure the meal is prepared well and on time.
- Set a good example.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

## **PANTHER PATROL**

The “Panther Patrol” is a patrol structured for new Scouts. The purpose of this Patrol is to introduce Scouts to Boy Scouting the “T32 way.” As a member of the “Panther Patrol” and by attending “Panther Trails” and “Panther Camp,” the Scout will be well on his way to First Class Scout. New Scouts will be strongly encouraged to attend the “Panther Trails” outing and “Panther Camp” summer camp designed especially for them.

Like any other patrol, the Panther Patrol will have a Patrol Leader, Assistant Patrol Leader, Patrol Quartermaster, and Patrol Scribe. Boys will serve in these positions only a short time so the other members of the Panther Patrol can share in the leadership experience. The Patrol Leader will attend the Patrol Leaders’ Council Meetings and have a vote. The Scout will be assigned to his permanent patrol upon receiving the Tenderfoot Rank or completing Panther camp.

## **PARENTS**

The BSA recognizes that no activity can be successful without participation and work. Each Scout accepts responsibility to his Patrol and to the Troop to support its activities. Occasionally, the Scouts need parents to participate in this process. Individually, Scouts need parental support to accomplish Scouting Projects or Merit Badges. Each requirement for Advancement and Merit Badges is “signed off” by approved Adult Patrol Advisors, Scout Instructors, and Merit Badge Counselors. Parents therefore cannot evaluate or approve work for their son as they did in Cub Scouting. We ask that the parents encourage their son(s) to read the Scouting materials and requirements pertaining to their current advancement activities.

The Scouts will need parental support for equipment, supplies, transportation or finances to support their activities. This type of parental participation is imperative for a successful Scouting experience. The Troop invites all parents to camp with the Troop and to visit campsites during the day. The adults should bring tents and cooking equipment for their use. The Scouts enjoy having their parents participate in this way since adults have their own campsite and can enjoy the great outdoors with their sons in a “separate but together” way.

Parents may serve the Troop in many ways. They may work with the Committee or after training serve as a Adult Patrol Advisor, Assistant Scoutmaster or Scoutmaster. There are many training programs offered by the Council for adults. Troop 32 joins with the Boy Scouts of America in seeking to provide protection from all harm for the Scouts. Troop 32 has pledged to strictly follow BSA’s policy of “two-deep leadership”.

There is a 2-hour Youth Protection Training Course designed to inform adult leaders about the law, Council policies, and potential abuse situations. Every Scouting activity will require that a Youth Protection trained adult be in attendance. Troop 32 encourages parents to attend one of these courses, so that they will be informed as to Council policies. The training is valid for 3 years. You must carry the signed and dated Youth Protection card to Scouting activities in order to provide proof of certification.

Adults camping with Troop 32 are required to be registered as an adult leader in the Troop and have completed, or be current with BSA Youth protection training with the following exceptions:

1. Webelos parents attending Webelos weekend campout with their son
2. Parents who normally do not camp but want to attend troop 32 family camp with their family
3. Other exceptions approved by Scoutmaster.

Parents should become familiar with the Scouting Oath, Law, and philosophy when their son becomes a Scout. Support of these principles at home does a lot to help develop the Scouts of Troop 32 to become future leaders of our community. Remember to “Be Prepared” and “Do a Good Turn Daily.”

## **SCOUTMASTER AND ASSISTANT SCOUTMASTERS**

The Scoutmaster (SM) and the Assistant Scoutmasters (ASM) are the most visible of Troop 32’s adult leadership. Theirs is the formidable task of ensuring that each and every Scout derives all the benefit that he can from Scouting. Their job is to see that the aims of Scouting are the aims of Troop 32 and that the methods of Scouting are faithfully utilized by Troop 32 to meet those aims. The Scoutmaster and the Assistant Scoutmasters are required to be trained in Youth Protection and Scoutmaster Fundamentals.

The Scoutmaster is the ranking adult leader. The Scoutmaster is a very unique individual serving in many diverse capacities – ranging from long-range planning advisor all the way to chief cactus-thorn remover. The Scoutmaster is the “Final Authority” in Troop operation matters. Troop 32 has long insisted that their Scoutmaster be experienced, well trained and have a proven track record of service to youth.

The Assistant Scoutmasters serve as additional eyes, ears, arms, legs and backs for the Scoutmaster. The Scoutmaster, the Assistant Scoutmasters enjoy working together to provide a first-rate Scouting Program for the boys of Troop 32.

Assistant Scoutmasters will be selected by the Scoutmaster and approved by the Committee Chair. The Scoutmaster will use the following criteria to select ASMs:

- Be at least 18 years old.
- Demonstrates Scout Spirit
- Demonstrated Willingness to comply with BSA policies and procedures.
- Have successfully completed the Scoutmaster Fundamentals Course.
- Be willing to sign up for a troop enhancing ticket as assigned by the Scoutmaster.
- Be willing to attend two troop meetings monthly and participate in three of six troop outings over a six-month period.

## **EAGLE SCOUT COACH**

The Scoutmaster shall assign ASM’s as required to serve as Eagle Scout Coaches. The Eagle Scout Coach (ESC) helps the Scout during his final lap on his journey to Eagle Scout. The ESC does this through administrative guidance and program mentorship. The

ESC insures the Scout understands his leadership and management obligations regarding the Scout's Community Service Project. The ESC helps the scout by identifying BSA required tasks, and assists in creating a major event calendar. The ESC does not relieve the scout from any Planning, Administrative, or Leadership duties.

## **JUNIOR ASSISTANT SCOUTMASTERS**

The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18. The JASM is a Boy Scout who by virtue of his age, scouting experience, and maturity contributes to the troop by providing instruction, completing tasks, and coordinating activities normally reserved for the Assistant Scout Masters. Junior Assistant Scout Masters will be selected by the Scout Master and approved by the Committee Chair. The Scout Master will use the following criteria to select JASMs:

- Earned Eagle Scout Rank
- Be at least 16 years old
- Have successfully served in a Senior Leadership position.
- Be willing to sign up for a troop enhancing ticket
- Be willing to attend two troop meetings monthly and participate in three of six troop outings over a six month period

Every six months the JASM will meet with the Scoutmaster to determine what his ticket items will be for the next six months. Examples: Provide cooking instruction to three patrols. Coordinate and run a merit badge session. Coordinate an outdoor event.

Once the Ticket items are agreed upon an ASM will be assigned to mentor the JASM through the task and add adult presence/supervision as required by the BSA. He reports to the Scoutmaster. Junior Assistant Scoutmaster duties:

- Function as an Assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 years of age or older).
- Accomplish any duties assigned by the Scoutmaster.
- Set a good example.
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Terms are for six months. The Scoutmaster will evaluate the JASMs performance, and Scout Spirit for the preceding six months before renewing the JASM's term.

## **INSTRUCTOR**

An Instructor is a Boy Scout who by virtue of his age, scouting experience, and maturity contributes to the troop by providing instruction to other scouts. Instructors will be selected by the Scout Master using the following criteria:

- Earned Eagle Scout Rank
- Be at least 16 years old
- Be willing to sign up for a troop enhancing ticket
- Be willing to attend two troop meetings monthly and participate in three of six troop outings over a six month period

Every six months the Instructor will meet with the Scoutmaster to determine what his ticket items will be for the next six months. Examples: Provide cooking instruction to three patrols. Coordinate and run a merit badge session. Coordinate an outdoor event.

Once the Ticket items are agreed upon an ASM will be assigned to mentor the Instructor through the task and add adult presence/supervision as required by the BSA. He reports to the Scoutmaster. Instructor duties:

- Accomplish any duties assigned by the Scoutmaster.
- Set a good example.
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Terms are for six months. The Scoutmaster will evaluate the Instructors performance, and Scout Spirit for the preceding six months before renewing the Instructors term.

## **OUTDOOR PROGRAM COMMITTEE**

The members of the Outdoor Committee are appointed by the Scoutmaster with approval of the Committee Chairman. The principal roll of the Outdoor Committee is to conduct the coordination necessary to fulfill the troop's outdoor program. The troop's annual calendar delineates the dates and themes for each outing. Taking direction from the troop's calendar, the Outdoor Committee performs the logistical tasks usually considered beyond the scope of the scouts. Tasks include transportation, reservations, permits, and specials equipment procurement.

Typically the Outdoor Committee uses the following process: 1) About 6 weeks before the outing the coordinator will review the troop's theme with the scoutmaster and the senior patrol leader to discuss potential locations, agenda and special interests of the troop. 2) At the patrol leader's conference preceding the outing, the coordinator will submit the agenda to the PLC. The coordinator will make suggestions as to how best to prepare for the outing regarding skill training, and equipment. 3) At the troop meeting 10 days prior to the scheduled outing, all fees and permission slips will be turned in to the treasury group. 4) At the troop meeting immediately preceding the outing the coordinator will provide the SPL with a list of scouts planning to attend the outing. This will allow the troop leadership time to plan the troop programs, organize patrols as necessary, and procure equipment as necessary. Patrols will plan menus and identify equipment requirements. 5) During the PLC immediately following the outing, the senior patrol leader will give the coordinator feedback from the Troop.

## **ADULT PATROL ADVISOR**

A Patrol Advisor will be appointed by the Scoutmaster to give overall adult supervision to each Scout Patrol. The Patrol Advisor will be an Assistant Scoutmaster and will have received the required training. It is recommended that they have received training at Four Winds for Leadership Specific Training and Outdoor Skills. The Adult Patrol Advisor should give general direction to the Patrol. They must develop a close relationship with parents of the Scouts, and promote their active involvement. The Patrol Advisor's role is critical in helping teach the key Scouting skills. While working with their Patrol they must be aware of the influences they have on the assigned Troop Guide. They must support the Troop Guide as he develops his leadership skills.

## **THE TROOP COMMITTEE**

Although the Boy Scouts are, indeed, a "boy led" program, there is much "behind the scenes" work for the adults to do. This work is done by a group of volunteer men and women – usually former Troop members and parents of Scouts in the Troop. These volunteers make up the Troop Committee – a group of at least 3 that exists to give focus, direction and the support of adult resources to the overall program of Troop 32.

A Troop Committee Chairperson along with a Vice-Chairperson leads the Troop Committee. These posts are a 2-year renewable tenure position.

The Troop Committee meets together with all interested parents at 7:30 p.m. on the first Monday after the first Thursday of every month at Knights of Columbus Hall. The Troop Committee is responsible to the chartered organization (The Knights of Columbus). The committee has many specific responsibilities, including the job of recruiting the best possible adult leaders (Scoutmasters) for the Troop operation.

The Troop Committee is always interested in finding parents interested in supporting the Troop through service on the Troop Committee. This is an ideal place for you to get involved with your Troop and to keep abreast of Troop activities or to contribute your own ideas. Every Scout is encouraged to have an adult in attendance.

## **TROOP FINANCES**

Expenses are a necessary part of any worthwhile organization, and Troop 32 is no exception. It is the responsibility of each Scout to learn to accept his share of those expenses by paying dues, and by his participation in fund raising activities. Troop 32 fees provide for various patches, awards, badges, literature, goodwill, etc.

Several fund raising projects are undertaken each year to purchase and maintain equipment for Troop 32. To finance Troop activities throughout the year, the Troop Committee will organize and manage one major fundraiser each year.

It has long been the position of Troop 32 that participation in fund raising activities is required. The Troop Committee allows Scouts, who participate in fund raising activities, to receive a portion of the proceeds as Scout Bucks. These Scout Bucks are maintained in, individual Scout Accounts, by the Troop Committee. Scouts may also pay into these accounts for

use in future activities. These Scout Bucks may be applied toward summer camp, treks, outings, equipment and other Troop expenses.

The Troop Committee, through the Troop Treasurer, will be responsible for all monies within the Troop. Fees for camping, registration, activities and fund raising must be deposited into the Troop's checking account. The Troop will reimburse expenses for food purchased for patrol or camping activities that are part of the Troop's approved events. All other reimbursements must have the Troop Committee prior approval.

No one may use of the "Troop 32" logo without prior written approval from the Troop Committee.

No boy will be turned away from Troop 32 for financial reasons. If the Troop fees or uniform cost creates a hardship, the Scoutmaster should be contacted. All or part of the fee can be waived in return for participation in Troop fundraising activities. This information will be kept in strict confidence. Any Scout who has left Troop 32 and wishes to re-join must consult with the Scoutmaster and pay all fees just as though he were a "new" Scout.

Troop 32 fees for annual Re-chartering are due every March. The Troop Committee reviews the fee each year. The fees to be collected are:

- \$ \_\_\_\_\_ per Scout (includes Boys' Life Magazine)
- \$ \_\_\_\_\_ per Scout (no Boys' Life Magazine)
- \$ \_\_\_\_\_ per adult to register as an Assistant Scoutmaster or Troop Committee member
- \$ \_\_\_\_\_ Assessment fee per family that is required for Troop maintenance

See Appendix "C" for current fees

## **MULTIPLE ENROLLMENTS**

As the Scout progresses through the Scouting Program from one unit to another, there could be time when he find himself enrolled in more than one Scouting unit (a "unit" is a Cub pack, Scout Troop, Venture or Varsity Crew). This is permissible for a limited period of time, such as when a Scout is in transition between Webelos and Scouts, or between Scouts and Venturing. However, Troop 32 believes strongly that active participation in another Scout Troop is not in the best interest of the Troop or the Scout. Troop 32 policies do not allow dual registration in other Boy Scout Troops. Registrations in Order of the Arrow or Venture Crew 32 high adventure activities are permitted.

## **VENTURE CREW 32**

Venturing is a co-ed, high-adventure program of the Boy Scouts of America for young men and women ages 14 who have completed the eighth grade through 20 years. Smaller than a troop, consisting of more experienced members; a venture crew maintains a more focused program. To increase the challenge and enhance the leadership opportunities, venture crews are given more authority and allowed more flexibility. Crew officers assume a higher degree of responsibility for program planning and execution.

Maintaining ultimate responsibility, adult Scouters encourage high-adventure activities and perform advisory and mentorship rolls.

Expeditions and Skill Training. As a high-adventure organization, Crew 32's principle activities are rigorous expeditions that require a great deal of planning and skill preparation. The Crew 32 officers will create and execute skill-training programs to meet each expedition's requirements.

Service to BSA and Troop 32, Keller, TX. A corner stone in Crew 32's charter is service to Troop 32. Under the supervision of the Troop 32 Scoutmaster and in coordination with the Senior Patrol Leader; Crew 32 provides skill training monthly, hosts the Pathfinder JLTC semi-annually, and serve as camp director and staff on both the Panther Trails outing and Panther Camp for new scouts.

Advancement: Venture crewmembers may advance through ranks of Bronze, Gold, and Silver and may earn the Ranger award. Crew 32 is not equipped to promote scouts through the Boy Scout ranks.

Joining Venture Crew 32. Crew 32 is open to young men and women age 14 through 20 who desire to be part of a high-adventure team. It is highly recommended that prospective members from within the BSA be Life Scout or higher and complete a conference with their Scoutmaster prior to application. All prospective members will have a conference with the Crew President to cover crew goals and expectations. Eligible crewmembers are highly encouraged to hold joint membership in BSA Troop 32.

Chartering Organization and Adult Scouters. Crew 32's chartering organization is the Knights of Columbus chapter 759, of Elizabeth Ann Seton Catholic Church in Keller. As such Crew 32 has a crew committee consisting of adults organized to monitor program activities and execute administrative tasks. The Crew's adult advisors are responsible to monitor day-to-day program activities and plans. The Advisor and the Committee Chairman ensure that an adult associate advisor or committee member is assigned to mentor and develop a day to day working relationship with each of the Crew's principal officers; President, Vice-Presidents, Secretary and Treasurer.

## **ORDER OF THE ARROW**

The Order of the Arrow recognizes those Scouts who best exemplify the Scout Oath and Law in their daily lives. It helps to develop and maintain camping traditions and spirit and to promote Scout camping. The Order helps to crystallize the Scout habit of helpfulness into a life of purpose in cheerful service to others.

To become a member, a youth must be a registered member of a Boy Scout troop or Varsity Scout team and hold First Class rank. The youth must have experienced 15 days and nights of camping during the two years before his election. The 15 days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the Boy Scouts of America. The balance of the camping must be

overnight, weekend, or other short-term camps. Their fellow troop members elect scouts to the Order with the approval of the Scoutmaster.

The induction ceremony, called the Ordeal, is conducted at Scout camp and is the first step toward full membership. During the experience, candidates maintain complete silence, receive small amounts of food, work on camp improvement projects, and are required to sleep alone, apart from other campers, which teach significant values.

After 10 months of service and fulfilling certain requirements, a member may take part in the Brotherhood ceremony, which places further emphasis on the ideals of Scouting and the Order. Completion of this ceremony signifies full membership in the OA.

After two years of service as a Brotherhood member, and with the approval of the national Order of the Arrow Committee, a Scout may be recognized with the Vigil Honor for outstanding service to Scouting, his lodge, and the community. This honor is bestowed by special selection and is limited to one person for every 50 members registered with the lodge each year. The Vigil Honor is given by the Lodge not earned.

Each Order of the Arrow lodge is granted a charter from the National Council, BSA, upon annual application by the local council. The OA lodge helps the local council provide a quality Scouting program through recognition of Scouting spirit and performance, development of youth leadership and service, promotion of Scout camping and outdoor programs, and enhancement of membership tenure.

An Order of the Arrow section consists of lodges within a geographic area of the region. Once every year, representatives of lodges in the section come together for a conclave to share in fellowship, skills, and training. All of the elected section chiefs form the conference committee for a national Order of the Arrow event, which is held under the guidance of the national Order of the Arrow Committee.

## **ANNUAL PLANNING**

Once each year, usually in August, the PLC meets to create the Troop's annual calendar of activities. With the Scoutmaster's support and guidance, the PLC plans Troop activities from September through December of the following year. This yearly calendar becomes the Troop's annual program plan.

## **MONTHLY PLANNING**

The PLC meets monthly from 7 p.m. until 8:30 p.m. on the 3<sup>rd</sup> Tuesday at Knight of Columbus Hall. The PLC led by the SPL, works together with the Scoutmaster to organize the appropriate and meaningful programs responsive to the Troop's needs.

Attendance by Patrol Leaders, their assistants, and other Troop Leaders is required, and any Scout is welcome to attend and participate (although only the Patrol Leaders and the SPL are

voting members of the PLC, ideas from “other Scouts” are welcome and often affect decisions made by the PLC).

## **WEEKLY MEETINGS**

Troop 32 meets most Tuesday nights from 7:00 p.m. to 8:30 p.m. in Keller, TX. The exception is the one Tuesday reserved for leadership planning and training. This Patrol Leaders’ Council (PLC) meets once per month – usually on the third Tuesday. Attendance at Troop meetings, as well as other Scouting activities, is vitally important to the success of the Troop and also to the success of the individual Scout. Each Scout should accept his responsibility to support his Troop and its activities. The vending machines at all Troop Meetings are off limits.

## **PATROL LEADERS COUNCIL**

The patrol leaders' council is made up of the senior patrol leader, who presides over the meetings; the assistant senior patrol leader, quartermaster, scribe, bugler, historian, all patrol leaders, and troop guides. The patrol leaders' council plans the yearly troop program at the annual troop program planning conference. It then meets monthly to fine-tune the plans for the upcoming month. As a member of the patrol leaders' council, you serve as the voice of your Troop. You should present the ideas and concerns of your patrol and in turn share the decisions of the patrol leaders' council with your patrol members.

## **PATROL MEETINGS**

Troop 32 recognizes the importance of Boy-Run patrols in achieving the aims of scouting and further recognizes the significant contributions made by the Adult Patrol Advisors serving as mentors to help the scouts bond as a team, accomplish goals, provide community service and advance in rank.

Troop 32 encourages each patrol to earn two gold National Honor Patrol stars prior to the patrol’s 24<sup>th</sup> month. Additionally patrols are highly encouraged to meet monthly outside the regularly scheduled troop meetings and outings. Patrol meetings may include regular meetings to plan an outing or event, a patrol service project, a campout, or even a trip to a baseball game.

Successful service as a patrol Leader earns the scout leadership credit for all ranks including Eagle Scout. The patrol’s adult advisor will sign-off the scout’s Boy Scout Handbook based on the scout’s demonstration of leadership commensurate with his rank including leading his patrol through a minimum of three patrol meetings.

## **SCOUTMASTER CONFERENCE**

Scoutmaster Conferences will be conducted by appointment with the Scoutmaster on the 1<sup>st</sup> and 5<sup>th</sup> Tuesday of each month at regular Troop meetings. A Scout may arrange for a conference with the Scoutmaster at any Troop activity. The Scout must be in a complete Class A uniform as defined by the Troop.

## **BOARDS OF REVIEW**

The Board of Review's chief purposes are two fold: first to determine the Scout's attitude and application of Scouting ideals, and second, to make sure that a good standard of performance has been met. The reviewers do not retest the Scout on requirements, but try to ensure that the Scout knows the value of doing his best and is not just getting by. The Board of Review also counsels Scouts who are not advancing, so that the Troop may take steps to stimulate their advancement progress. All Scouts will be reviewed at least once every 12 months. Boards of Review will be conducted by appointment with the Scoutmaster or his designee on the 1<sup>st</sup> and 5<sup>th</sup> Tuesday of each month.

Before a Scout can meet with the Board of Review for advancement:

- The Scout must have all the requirements completed for the rank being reviewed.
- The Scout must have attended a Scoutmasters conference.
- The Scout must be in complete Class A Uniform as defined by the Troop.
- The Scout must have his official Boy Scout Handbook
- There are no standard questions that will be asked. The Scout should be prepared to discuss:
  - The Scout Oath and Law
  - Where you learned your skills, who taught them and the value you gained from passing the requirements.
  - Service projects you have participated in (for ranks that require service hours)
  - Your position of responsibility (is required for rank)

## **COURTS OF HONOR**

The Court of Honor is a very special ceremonial occasion. It is a validation of a Scouts accomplishment in Scouting. Parents, siblings, family and friends should make every effort to attend. The Court of Honor is scheduled every 3 months on the 4<sup>th</sup> Tuesday of the month at 7 p.m. As the Scout has earned rank advancement, he will present a Parent's Pin to his parent. Additional Parent Pins are available for the Scout to present to both Mother and Father if needed. The Scout should notify the Advancement Chairperson if an additional pin(s) are needed.

## EAGLE COURT OF HONOR

The Eagle Scout and his family in coordination plan the Eagle Court of Honor with Troop 32. This special Court of Honor recognizes the Scouting's highest rank – the rank of Eagle Scout. These Courts of Honor bring special recognition for outstanding achievement and service. They also serve as an inspiration and motivation for the younger Scouts. Every member of Troop 32's Scouting family is urged to attend the Scout's Eagle Court of Honor. Complete Class A Uniform is required.

## UNIFORM

The uniform for the Scouts and for the Scouters is extremely important! The uniform is one of the most recognized uniforms in the world. It is a uniform that clearly indicates that its wearer "stands" for certain principles and values. It is the policy of Troop 32 that a "Class A" Scout uniform should be worn at most Scout functions. An exception is that the uniform is not worn at non-BSA fund raising events.

The uniform should be worn properly and with pride. The shirttail tucked in, belt and all patches in their proper locations. Questions concerning the uniform should be directed toward the Scoutmaster, Assistant Scoutmasters or Patrol Advisors. No camouflage, fluorescent colors or any clothing that disrespects the Scout uniform or spirit will be allowed.

Occasionally, a Scout may indicate a disregard for the uniform as demonstrated by a pattern of being out of uniform (or improperly uniformed) at Troop Meetings or Scouting events. Troop 32 takes such apparent disregard quite seriously, and the Troop Committee fully supports the Scoutmaster's right to send a boy home from a Troop Meeting or other Scout activity if the boy fails to conform to the Troop's uniform policy.

The "Class A" uniform is the most formal of the Boy Scout uniforms. Troop 32 has adopted the following as its official "Class A" uniform. The official Scout khaki shirt with red shoulder loops, the Troop 32 neckerchief worn under the shirt collar, neckerchief slide, BSA approved Scout Pants/Shorts, Blue Jean Pants/Shorts, and Khaki or Green Cargo type shorts, all other colored shorts including gym shorts are not acceptable with Class "A" uniform, the Scout web belt or Scout leather belt, Troop 32 hat, appropriate Socks and Shoes, Other "special" neckerchiefs are considered to be "Class A" standard if the neckerchief indicates a particular significant activity or award for the Scout or Scouter; i.e., Twin Arrows, Wood Badge.

The "Class B" uniform is the least formal uniform. The "Class B" uniforms consist of: Scout-related Cap/hat, Scout-related Shirt, Scout Pants/Shorts or Blue Jean Pants/Shorts, Scout Belt, Appropriate Socks and Shoes. Shirts or hats labeled to reflect activities or products that are not consistent with the ideals and aims of Scouting are not permitted.

Opened toed shoes, sandals or flip-flops are not appropriate for Troop meeting, outings or activities. These shoes might be worn during aquatic activities.

An overview of when to wear each uniform is as follows:

**Class A** (Refer to definition of "Class A" uniform on page 25)

**Troop Meetings** (Labor Day thru Memorial Day)

**Courts of Honor** (with Sash and Merit Badges)

**Traveling**  
**Training Events**  
**Scoutmaster Conference**  
**Boards of Review**  
**Making presentations to the Troop Committee**

**Class B** (Refer to definition of "Class B" uniform on page 25)

**Troop Meetings** (Memorial Day thru Labor Day)

**Camping** (Appropriate for weather and activity)

**Summer Camp**

**Activities as assigned**

## **ADVANCEMENT, INSIGNIA AND AWARDS**

Advancement is not a primary goal of Scouting! Advancement is the natural result of (1) a well-planned and executed Troop Scouting Program, (2) active participation by the Scout, and (3) parent support and encouragement. If any of these 3 elements are missing from the boy's scouting experience the progression from rank to rank will suffer. Advancement and recognition for advancement is very attractive to the Scouts. Advancement is what the boys seek, but character, skills, self-confidence, self-reliance, and integrity is what they actually get.

The ranks of Star, Life and Eagle each require holding a leadership position for a specified term. Successful service in the positions of SPL, ASPL, Troop Guide, and QM serve as leadership credit for all ranks up to Eagle Scout. Successful service in the positions of other troop staff, patrol leaders, den chief and special projects serve as leadership credit for all ranks up to Life Scout.

Notations and initials denoting leadership credit in the Boy Scout Handbook for SPL, ASPL, Troop Guide, QM, and special projects are to be completed by the Scoutmaster. All other rank advancement qualifying leadership positions are to be authorized and initialed by the scout's ASM Patrol Advisor.

Troop 32 has an outstanding reputation in our district and council for strict adherence to the overall Scouting Program. All advancement requirements are done "by the book." Shortcuts to Advancement and Merit Badges are not taken. All completed work is "signed off" by the appropriate authority. It should be noted that each requirement for Advancement and Merit Badges are "signed off" by a Scout of First Class or higher, Scout instructors, the Scoutmaster, Assistant Scoutmasters, and Merit Badge Counselors who are approved by the Troop and the District. Parents cannot evaluate or approve work for their son(s) as they did in Cub Scouting. If your son is in one of your programs, we will ask another approved Scouter to sign off his work. This is a matter of the Scout working on Advancement and Merit Badge requirements with people outside his own family and is an integral part of the broadening experience provided through Scouting. Please remember that it is up to the Scout to get his requirements "signed off" by the proper approval authority and, upon completion, to take the evidence of his completed work "signed off" to the Advancement Chairperson.

Often, it is not easy for the "new" Scout to work up the initiative to work with other boy or Scouters on his requirements. Remind your Scout that his fellow Scouts, and especially his Scout Leaders, are there because they want your Scout to succeed in the Scouting program. The

Troop awards the Troop neckerchief and slide to the Scout when the Scout advances to Tenderfoot.

Awards and insignia are, of course, the Scout's visible indication of what he has done, where he has been, and (in the sense of belonging to BSA), who he is. The various awards, patches, pins, beads, etc. are understandably of great importance to the Scout and should be worn with great pride. The great feeling that a Scout gets from receiving the advancement or other award can be partially dulled if the award is not immediately and properly displayed. Parents are encouraged to learn the symbolism of each award as soon as their son earns it, and sew on the patches! Better yet, teach your Scout how to sew on his own patches. A thorough explanation of the various awards and insignias – as well as where they are worn on the uniform – can be found in the Scout Handbook.

It is a goal of the Troop Advancement Chairperson to see that awards are presented to the Scout promptly after the Scout completes the necessary requirements. While recognition may be repeated at quarterly Courts of Honor, Scouts can expect to receive rank advancements within a week after completion of all requirements. Merit Badges are held until the next regularly scheduled Court of Honor.

Notations and initials denoting leadership credit in the Boy Scout Handbook for SPL, ASPL, Troop Guide, QM, and special projects are to be completed by the Scoutmaster. All other rank advancement qualifying leadership positions are to be authorized and initialed by the scout's ASM Patrol Advisor.

## **MERIT BADGES**

The Scout must follow the proper steps prior to beginning his Merit Badge work:

1. Select the desired Merit Badge
2. Contact the approved Merit Badge Counselor to discuss the requirements and work necessary to complete the badge.
3. Ask the Scoutmaster for a signed Blue Card
4. Obtain the Merit Badge booklet either from the Troop Library or purchase at the local BSA store
5. Perform required work and have Merit Badge Counselor sign the completed requirements
6. Present completed Blue Card to Advancement Chairperson.

Troop 32 and the Council offer scheduled and organized activities for Merit Badge requirements throughout the year and they are as follows:

1. Merit Badge College in January
2. Summer Camp with Troop 32

## **ATTENDANCE AND ABSENTEEISM**

Troop 32 believes that a Scout's participation in Troop activities is essential to his success and enjoyment of the Scouting Program. A Scout who is absent penalizes himself in that he fails to derive the full benefits of the Scouting Program and of course, he will fail to advance.

Attendance is recorded at Troop Meetings and Troop Activities. **A Scout who is participating less than 50% is considered “inactive” and thus, illegible for Troop positions.** Many of our Scouts are involved with other positive activities in school, church and the community. The Troop understands that scheduling conflicts may arise causing situational prolonged absence from the Troop Program. Please notify the Patrol Leader and Patrol Advisor if this is the case. We will look forward to your return and active participation.

Occasionally, the SPL, the Scoutmaster, or an Assistant Scoutmaster will find it necessary to contact a Scout and/or the Scout’s parents in an effort to ascertain the Scout’s and his parents commitment to the Scouting Program and to Troop 32.

When the Troop applies for re-chartering each year, any Scout whose dues are not “paid in full” will not be re-chartered with Troop 32. History has shown that participation, interest, commitment, advancement and the paying of dues all go hand-in-hand. If a Scout is not re-registered he must consult with the Scoutmaster and pay the Troop Fees prior to rejoining the Troop.

## **Definition of "ACTIVE"**

A Scout will be considered "active" in his unit if he is

1. Registered in his unit (registration fees are current)
2. Not dismissed from his unit for disciplinary reasons
3. Engaged by his unit leadership on a regular basis (informed of unit activities through Scoutmaster conference or personal contact, etc.
4. In communication with the unit leader on a quarterly basis.

(Units may not create their own definition of active; this is a national standard.)

If the Scout does not initiate communication, the unit leader is to contact the Scout and ask if the youth wishes to remain in Scouting. If the answer is negative, then the unit leader should no longer communicate with the Scout. If the answer is affirmative, the unit leader should provide the unit calendar. After six months of nonparticipation, the unit leader may cease to contact with the youth and drop the Scout from the unit at recharter time.

The Scout may return to the unit at any time while on the unit charter. At any time a Scout is dropped from a charter, the youth may re-apply to a unit for readmission; the acceptance of the application is at the discretion of the unit. The youth would be reinstated at the rank and level that can be documented by either the Scout or the unit.

## **ATTENDANCE AWARDS**

Troop 32 offers awards to their Scouts that have achieved outstanding attendance at Troop Meetings and Troop Activities.

### **Outstanding Troop Meeting Attendance** **January – December**

The Scout must achieve 90% attendance of all scheduled meetings

**Outstanding Troop Activity Attendance**

**January – December**

The Scout must achieve 90% of all scheduled activities

Troop 32 recognizes their Scouts are involved in various activities outside of Scouting. Troop 32 encourages these activities. The attendance awards are designed to recognize the Scouts that meet the attendance requirements while maintaining outside commitments.

**Attendance Rosters are available at every meeting and activity**

**It is the Scout's responsibility to sign in!**

**CONDUCT AND DISCIPLINE**

Proper conduct and discipline is essential to the operation of any Scout Troop. It is expected that the Scouts and Scouters alike will follow the Troop 32 Code of Conduct and Discipline. The general provisions of the Code of Conduct and Discipline are as follows: 28

- Each person shall be respectful of every other person in deed, thought or action.
- Each person shall be respectful of personal and Troop property.
- Gambling, profanity, obscene gestures or actions, smoking or possessing cigarettes, possessing non-prescription drugs, snuff, alcohol, or other contraband will not be tolerated.
- Any action that compromises or jeopardizes the well being, health, or safety of any person will not be permitted.
- Any action or attitude, which is not consistent with the aims or methods of the Boy Scouts of America, will not be tolerated.

Occasionally, a Scout might forget his responsibilities, as noted above, and must be reminded by other Scouts or Scouters. If the occasion should arise that an individual Scout cannot support the program and live up to the Scout Oath and the Scout Law to such an extent that other Scouts cannot enjoy and benefit from the Troop's activities, then the parents of the offending Scout will be asked to intercede on behalf of the Troop. If this occurs, the parents are asked to take immediate action in support of the Scoutmaster, Senior Patrol Leader, and/or Assistant Scoutmasters in order to resolve the situation.

Scouters may not leave Troop Activities of any kind to transport an offending Scout to his home. If it becomes necessary for a Scout to be withdrawn from an activity, the parents will be called and asked to pick up their Scout. In such a circumstance, it will be necessary for the parent(s) to meet with the Scoutmaster and to assure him that appropriate corrective measures have been taken before the Scout can return to Troop meetings or activities.

Any Scout may be brought before the PLC for disciplinary action at the request of his Patrol, or the SPL. The voting members of the PLC with the support of the Scoutmaster make all PLC disciplinary decisions.

## **CAMPING**

Camping is a very important activity in the overall program of Troop 32. It is fun for Scouts and Scouters alike, and provides great learning opportunities and experiences. Typically, Troop 32 schedules a campout or an enjoyable activity each month. Inclement weather does not stop Troop 32 from the camping activities.

## **CHAPEL SERVICES**

It is the policy of the Troop to provide well-prepared non-denominational services when our outings extend to Sunday. Although not mandatory, Scouts and Scouters are encouraged to attend these services. The chapel services are the responsibility of the Scout Chaplain Aides. Any Scout who requires a certain form of religious service should make his needs known to the Scoutmaster.

## **PERMISSION FORMS and MEDICAL FORMS**

Parents are asked to sign a Troop Activities Permission Form (Appendix D) before a Scout can participate in any Troop Activity. Assistant Scoutmasters responsible for Troop Activities must assure themselves that all participants are physically sound to participate in all planned activities.

Troop 32 does not require a Health Care Professional's medical examination for the Scouts to participate in most Troop Activities. However, BSA does require that a Health Care Professional's physical examination be performed prior to summer camp and all high adventure exercises. BSA will accept only those medical examinations, which have been completed by a licensed Health Care Professional and have been documented using the appropriate BSA medical examination form. Physicals for Scouts must be updated every 3 years. Unless the proper medical examination form has been turned into the Troop Scoutmaster or other designated Assistant Scoutmaster, a Scout will not be taken to summer camp. The proper medical examination forms are available from the Scoutmaster and are available online at [www.longhorncouncil.org](http://www.longhorncouncil.org) or [www.t32.org](http://www.t32.org).

Class 1 - The Scout's medical form is good for 3 years.

Class 2 - The Scouter that is <40 years of age. This medical form is good for 3 years.

The Scouter whose age is >40 years is required to have a new medical form completed annually.

## **TRANSPORTATION**

It is expected that each Scout's family will be willing to provide transportation to and from campout sites from time to time. We have found that if we "share" the responsibility for our Scout's transportation, it never becomes a hardship on a particular family.

We will depart at the scheduled time and we will return at a scheduled time. Prompt pick-up of your Scout by their parents at the scheduled time and location is expected and greatly appreciated by the Scoutmaster and other Assistant Scoutmasters.

## **FOOD**

It is the policy of Troop 32 that a Scout pays the Troop Treasurer in advance, the camping fee for each campout. Payment is required no later than the date indicated on the camping information sheet (usually 10 days prior to departure). Payment by check is preferred and prompt payment is required. Scouts that do not pay on time may not be permitted to attend the activity. One of the primary skills of camping is planning. Last minute changes make it difficult to plan food purchases, patrol assignments and transportation. It also reinforces a behavior that planning applies to all members of the Troop. **There are no refunds for camping fees.** The scout will be reimbursed for campout food expense at the Committee approved rate. (The August 2007 the reimbursement rate is \$3.00 per meal per scout). Within two scout meetings after the outing the scout tasked to buy the Patrol's food will submit the receipt to the Committee Treasurer.

## **PERSONAL EQUIPMENT**

Scouts provide their own tents, sleeping bags and personal hygiene equipment. Sleeping pads are recommended in tents. Cots may be used for summer camp where there are wooden platforms on the ground. Each Scout must supply, clean and store his individual plates, cups, bowls and eating utensils. Cooking equipment is provided by the Troop. Scouts should try to limit the volume and the weight of their personal gear they bring on campouts. As a general rule, a weekend campout requires no more equipment than can be carried comfortably by a Scout in a backpack or a duffel bag.

An excellent list of "what to bring" items may be found in your Scout Handbook and most boys use that list as the foundation for creating their own list of items to take camping (see Appendix A for sample checklists).

## **TROOP EQUIPMENT**

### **Procedures for Use of Troop Equipment**

Troop 32 owns camping equipment such as Lanterns, Cooking equipment, and Chuck boxes, that is available for use by patrols on troop and patrol outings. To check out this gear, patrols must use the following procedure:

1. The Patrol Leader or Patrol Quartermaster will fill out a Troop Equipment Request Form as part of the patrol's menu planning process.
2. At the Troop meeting before the outing, a Quartermaster desk will be set up for approximately 15 minutes. The Patrol Quartermaster will bring the completed request form to the Quartermaster desk to reserve the equipment. The Troop Quartermaster will check equipment availability, record the request, initial the form, and return it to the Patrol Quartermaster.
3. At the outing, the Patrol Quartermaster is responsible for picking up the equipment from the Troop Quartermaster. The Patrol Leader and Patrol Quartermaster are expected to supervise the proper use of the equipment.
4. At the end of the outing, the Patrol Quartermaster is responsible for returning the equipment to the Troop Quartermaster. The Troop Quartermaster will inspect the equipment to ensure it is clean and in good working condition. Any problems with the gear should be reported to the Troop Quartermaster at this time. The Troop Quartermaster has the right to refuse to accept any equipment that is not clean. In that event, the Patrol Leader is responsible for assigning a patrol member to take the equipment home to clean.
5. Any equipment taken home for cleaning must be returned and checked in by the Troop Quartermaster at the next Troop meeting.

In addition, the Troop Quartermaster will inspect all patrol chuck boxes before they are loaded onto the trailer at the end of an outing. Any patrol-assigned equipment that is not properly cleaned will be sent home with either the Patrol Leader or his assigned patrol member for cleaning. Again, this equipment must be returned to the Troop Quartermaster at the next Troop meeting.

Troop equipment should not be removed from the Troop trailer or storage facilities without the Troop Quartermaster, adult equipment coordinator or Scoutmaster being notified. Any equipment removed from the Troop trailer or storage facilities will be logged in and out on the Troop 32 Equipment Tracking Sheet posted in the trailer.

## **KNIVES, AXES AND SHARP OBJECTS**

Troop 32 requires that all Scouts receive training in the sharpening, uses and care of knives, axes, bow saws, etc. We require that they demonstrate the safe use of these tools before they are allowed to use them unsupervised. When a Scout completes this training, he is issued his "Totin Chip" – a card that signifies that he has received this safety training. In Troop 32, a Scout must have his "Totin Chip" before he can carry or use a knife. "Totin Chip" requirements are located in the Scout Handbook. If you lose your "Totin Chip" and it is not signed off in the Scout Handbook, the Scout will be required to complete the requirements again. Violations of safety protocol may result in loss of the card and the Scout must complete the requirements again. All wood cutting equipment is provided by the Troop.

## **ITEMS NOT ALLOWED ON TROOP 32 ACTIVITIES**

In order for the Scouting Program of Troop 32 to continue to be remarkably positive, there are rules that must be followed to ensure that safety, effectiveness, and enjoyment are hallmarks of our Scouting experience even though these rules may seem “negative.” We ask that all Scouts and Scouters carefully observe all of the rules, and we ask the Scouts’ parents to support the Troop’s leadership in upholding these rules.

- No electronic games, radio, TVs, tape players, etc. are allowed on campouts or at Troop Meetings unless specifically stated and planned for by the PLC.
- No sheath knives (“survival” type knives) are allowed.
- No aerosols.
- No carbonated soft drinks.

\*(No appendixes included at this time)

**Appendix A**

**SAMPLE PERSONAL EQUIPMENT CHECKLIST**

**Appendix B**

**TROOP FEES**

**Appendix C**

**FUELS AND FIRE PREVENTION**

**Appendix D**

**TROOP TRAVEL PERMISSION FORM**

**Appendix E**

**GUIDEBOOK ACKNOWLEDGMENT FORM**

### Changes made August 2007:

Troop committee approved the following changes to the Troop 32 Guidebook dated 02/2003:

Cover sheet and page 5 under Chartered Organizational Representative - Change Trailblazer district to Mustang District.

Page 7 - Senior Patrol Leader - Add requirement that Senior Patrol Leader Candidates must have attended and completed Twin Arrows Training.

Page 12 - Bottom line of first paragraph which reads for advancement to Star Scout - Change to read for advancement for all ranks up to Eagle.

Page 25 - Fourth Paragraph under Uniform which reads Scout Pants/Shorts or Blue Jean Pants/shorts. Change to read BSA approved Scout Pants/Shorts, Blue Jean Pants/Shorts, and Khaki or Green Cargo type shorts. Other colored shorts including Gym Shorts are not acceptable with Class "A" Uniform.

Page 26 - Remove the line reading "No cap or hat inside parish hall"

Page 26 - Under section called "Class A" - Add statement - Refer to definition of "Class A" uniform on page 25.

Page 30 - Under paragraph called "Food"  
Change - (the Jan 2003 reimbursement rate = \$2.00 per meal per scout) to read (the Aug 2007 reimbursement rate - \$3.00 per meal per scout)

### Changes made January 2009:

Renumbering of all pages for easy of updating.

Page 17 – added requirement for adults to be registered Scouters with 3 exceptions.

Page 27 – minor re-wording to correct grammar only.

### Changes Made March 2010:

Page 29 – removed “for advancement” in “Attendance and Absenteeism”

Page 29 – added “Definition of ACTIVE” from BSA requirements

Renumber pages as required