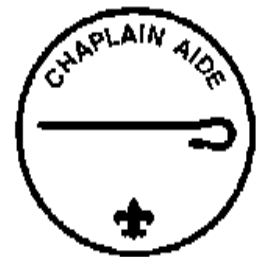




**BOY SCOUT TROOP
125
COMMACK
NEW YORK**

**TROOP
GUIDE
BOOK
REVISED 1/14/14**



Introduction

During the summer of 1998, a Troop Goals Committee was formed to review the overall organization of the Troop. Invited to meet with members of the Troop Committee were boys who either, held senior leadership positions and/or had attended JLTC. The original guidelines grew out of their discussions about goals, organization and structure of the Troop. This is our Troop Guidebook. We sincerely welcome anyone's suggestions as to how it might be improved. Please discuss your ideas with either the Scoutmaster or Troop Committee Chairman so that we can make necessary future revisions.

Statement of our goal as a troop – A BOY RUN TROOP!

Troop 125 believes that our goals in scouting, to develop character, citizenship and leadership ability, can best be achieved by giving our members responsibility for organizing themselves to plan and implement the Troop programs. To the maximum extent consistent with safety, and national Boy Scouts of America policy, we intend to let the Scouts learn by having the opportunity to try, occasionally fail, and more often succeed – but to do so while the adults stand aside and let the Scout have the initiative, experience and pride of their own efforts.

This is what we mean by a **BOY RUN TROOP – THIS IS OUR GOAL!**

Troop 125 invites every boy to join our fellowship for friendship, fun and adventure, and to grow in the spirit of Scouting – preparedness, readiness to help others, honesty, and responsibility.

Troop Mailing Address:

Commack United Methodist Church
Boy Scout of America Troop 125
486 Town Line Road
Commack, New York 11725

E-Mail Address: troop125.ny.org/e-mail.html

Troop Public Website: www.troop125.ny.org

Troop Members Only Website: <http://www.troopwebhost.org/Troop125Commack/>

A. Background

Troop 125 is a chartered troop of the Boy Scouts of America, chartered by the Commack United Methodist Church. The Troop was formed in 1969. Troop 125 is run by Scouts, notably the Senior Patrol Leader, Assistant Senior Patrol Leaders and Patrol Leaders. A Troop Committee, made up of parents, provides overall guidance and policy. The Troop has been very active over the years, as a member of the Matinecock District of BSA's Suffolk County Council.

B. Goals of the Troop

The purpose of the Troop is to enable boys to enjoy and benefit from the national Scouting program, as outlined in the Boy Scout Handbook. The major aims of the Scouting program are: growth in moral strength and character, participating in citizenship, and development of physical, mental, and emotional fitness. The Troop's goal is to encourage boys' development in leadership, responsibility, and public service through providing a variety of activities that are enjoyable.

C. Meetings

1. When and where:

The troop meets year round (except during designated weeks in July and August) on Tuesday nights from 7:30 to 9:00 p.m. in the Fellowship Hall of the Commack United Methodist Church.

2. Purpose/What happens at meetings:

Meetings are held to-

- (a) Provide leadership opportunities for the boys,
- (b) Plan outings and other troop activities,
- (c) Enjoy lively games and competition,
- (d) Provide experiences toward advancement and merit badge attainment,
- (e) Feature occasional outside speakers on a variety of topics interest to the boys,
- (f) Reinforce the principles of Scouting. Ceremonies also play an integral part of meetings.

3. General behavior guidelines:

The guidelines for the acceptable behavior of a Scout are contained in the Scout Oath and Law as stated on pages 5-8 in the Boy Scout Handbook and explained in Chapter 24, "The Spirit of Scouting", pages 549-561.

The Scout Oath

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

The Scout Law

A Scout is trustworthy, loyal
helpful, friendly, courteous, kind,
obedient, cheerful, thrifty, brave,
clean, and reverent.

Fighting, hitting, harassing, or in any way causing harm or subjecting a Scout to harm is out of character with scouting and is prohibited. Each Scout in Troop 125 (and, similarly, any of his family members) has a responsibility to protect and respect Commack United Methodist Church property as well as the property of the Troop and his fellow Scouts. Any damage or loss incurred will be the responsibility of those who cause it. National Scout policy prohibits alcohol and/or drug use by anyone at any Troop activity.

4. Outdoor activity guidelines:

The camping and hiking programs are essential elements of the advancement process. Scouting in the outdoors helps to teach self reliance by utilizing and developing skills such as swimming, camping, hiking, cooking and backpacking. Boys learn to accommodate to group needs as well as to eventually provide group leadership. The Scout will not be pushed beyond his capability. The Troop is organized so that older Scouts and trained adults will provide instruction and support as new experiences are encountered.

Camping and other outdoor experiences throughout the school year are held in various public campgrounds, parks and reserves. Standard state campground rules, such as the prohibition of all firearms, apply on all outings. In addition, the Troop Committee and Scoutmasters prohibit unsafe or distracting items on outings and at Scout activities. Unless specified on an outings flyer as allowable, such items as audiovisual equipment (CD's, portable radios, tape players or TV's), any guns, fire works or water-spewing items (including balloons), fixed blade or sheath knives, or any toy or other item that might be unsafe to use or distracting from Scout activities should be left at home. If any such item is brought on a Scout outing, it will be confiscated and returned to the boy's parent with an explanation.

D. Organization of the Troop

a. Patrols:

When a boy joins the Troop, he will be assigned to a specific patrol. He and his fellow patrol members will plan their activities and outings as a patrol, either during troop meetings or at a separate time and place of their choice. Each patrol elects its own patrol leader.

The Patrol:

The patrol is a group of Scouts who belong to a troop and who are generally close in age, development and interests. 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 patrols to learn skills and complete advancement requirements. At other times, they will compete against those same patrols in Scout skills and athletic competitions.

The members of each patrol elect one of their own to serve as patrol leader. Patrol size depends upon a troop's enrollment and the needs of its members, though an ideal patrol size is eight Scouts. Patrols with fewer than eight Scouts should try to recruit new members to get their patrol size up to the ideal number.

Types of Patrols:

There are three kinds of patrols: new-Scout patrols, regular patrols, and Venture patrols.

New-Scout patrols are for those Scouts who have recently joined the troop and are together for the first year in the troop. An older, experienced Scout often is assigned as a troop guide to help the new-Scout patrol through the challenges of troop membership. An assistant Scoutmaster will also support the Troop Guide to ensure that each Scout has every opportunity to succeed right from the start.

Regular patrols are made up of Scouts who have completed their First Class requirements. They have been around scouting long enough to be comfortable with the patrol and troop operation and are well-versed in camping, cooking, and other basic scouting skills.

A Venture patrol is an optional patrol within the troop made up of Scouts **age 14 and older and who have completed their Star Class requirements.** These troop members have the maturity and experience to take part in more challenging high-adventure outings. The Venture patrol elects a patrol leader, who works with an assistant Scoutmaster to put the patrol's plans in action.

Patrol Meetings:

Patrol meetings may be held at any time and place. Many troops set aside a portion of each troop meeting for its patrols to get together. Others encourage patrols to meet on a different evening at the home of a patrol member. The frequency of patrol meetings is determined by upcoming events and activities that require planning and discussion. Patrol meetings should be well-planned and businesslike. Typically, the patrol leader calls the meeting to order, the scribe collects dues if needed, and the assistant patrol leader reports on advancement. The patrol leader should report any information from the latest patrol leaders' council meeting. The bulk of the meeting should be devoted to planning upcoming activities, with specific assignments made for each patrol member.

Patrol Activities:

Most patrol activities take place within the framework of the troop. However, patrols may also conduct day hikes outings and service projects independent of the troop, as long as they follow two rules:

The Scoutmaster approves the activity.

The patrol activity does not interfere with any troop functions.

Patrol Spirit:

Patrol spirit is the glue that holds the patrol together and keeps it going. Building patrol spirit takes time; because it is shaped by a patrol's experiences-good and bad. Often misadventures such as enduring a thunderstorm or getting lost in the woods will contribute much in pulling a patrol together. Many other elements also will help build patrol spirit. Creating a patrol identity and traditions will help build each patrol member's sense of belonging. Every patrol needs a good name-something to do with nature, a plant, or animal, or something that makes the patrol unique.

Patrol Flag:

A patrol flag is the patrol's trademark, and it should be a good one. Have a competition to see who comes up with the best design and who the best artist is. Make the flag out of a heavy canvas and use permanent markers to decorate it. In addition to the patrol name, the patrol flag should have the troop number on it as well as the names of all the patrol members. Mount the flag on a pole, which also can be decorated. Remember, the patrol flag should go wherever the patrol goes.

Every patrol has a patrol yell, which should be short and snappy. Choose words that fit the patrol's goal. Use the yell to announce to other patrols that your patrol is ready to eat or has won a patrol competition. Some patrols also have a patrol song.

Other patrol traditions:

Other patrol traditions include printing the patrol logo on the chuck box and other patrol property. Many troops designate patrol corners somewhere in the troop meeting room; patrols may decorate their corner in their own special way. Some patrols like to specialize in doing something extremely well, such as cooking peach cobbler or hobo stew.

The Patrol Leaders' Council:

As a patrol leader, you are a member of the Patrol Leaders' Council, and you serve as the voice of your patrol members. 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. The Patrol Leaders' Council is made up of the senior patrol leader, who presides over the meetings; the assistant senior patrol leaders; all patrol leaders, and the troop guide. The Patrol Leaders' Council plans the yearly troop program at the annual troop program planning conference. It then meets monthly, fine-tuning the plans for the upcoming month. The PLC should also meet briefly before and after Troop meetings to discuss the plan of the meeting and how the meeting's program was conducted.

Duties as a Patrol Leader:

When you accepted the position of patrol leader, you agreed to provide service and leadership to your patrol and troop. No doubt, you will take this responsibility seriously, but you will also find it fun and rewarding. As a patrol leader, you are expected to do the following:

- Plan and lead patrol meetings and activities
- Be responsible for your patrol to the rest of the Troop
- Keep patrol members informed
- Assign each patrol member a specific duty
- 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

Tips for Being a Good Patrol Leader:

Take Pride-Have and present a sense of pride in your patrol members and in the position you hold as Patrol Leader. Inspire a sense of trust from the members of your patrol that you are looking out for them as members of the Troop

Keep Your Word – Don't make promises you can't keep.

Be Fair to All – A good leader shows no favorites. Don't allow friendships to interfere with your being fair to all members of your patrol. Know who likes to do what, and assign duties to patrol members by what they like to do.

Be a Good Communicator – You don't need a commanding voice to be a good leader, but you must be willing to step out front with an effective "Let's go". A good leader knows how to get and give information so that everyone understands what's going on.

Be Flexible – Everything doesn't always go as planned.

Be Prepared – to shift to "plan B" when "plan A" doesn't work.

Be Organized – The time you spend planning will be repaid many times over. At patrol meetings, record who agrees to do each task, and fill out the duty roster before going camping.

Delegate – Some leaders assume that the job will not get done unless they do it themselves. Most people like to be challenged with a task. Empower your patrol members to do things they have never tried.

Set an Example – The most important thing you can do is to lead by example. Whatever you do, your patrol members are likely to do the same. A cheerful attitude can keep everyone's spirits up.

Be Consistent – Nothing is more confusing than a leader who is one way one moment and another way a short time later. If your patrol knows what to expect from you, they will more likely respond positively to your leadership.

Give Praise – The best way to get credit is to give it away. Often a "nice job" is all the praise necessary to make a Scout feel he is contributing to the efforts of the patrol.

Ask for Help – Don't be embarrassed to ask for help. You have many resources at your disposal. When confronted with a situation you don't know how to handle, ask someone with more experience for some advice and direction.

Training for Patrol Leaders – Scouting takes pride in giving youth members' unique leadership opportunities and training. Patrol leaders may have the opportunity to participate in all or some of the following leader training.

Introduction Leadership-

This is the first step of leadership training. It is usually conducted by the Scoutmaster within a few days after a troop election. It may last about two to three hours, and it covers the responsibilities of a patrol leader and other leadership positions within the troop.

Troop Junior Leader Training –

This is a daylong training conference conducted by the scoutmaster and senior patrol leader. Its' purpose is to reinforce the patrol method and allow members of the patrol leaders' council to set goals for themselves, their patrols, and their troop.

Council Junior Leader Training-

Many councils offer weeklong junior leader training conferences at their camps for key troop leaders. This course supplements troop training and introduces leadership skills in an outdoor environment.

b. Leadership:

Scouting offers many opportunities to develop leadership skills. Junior Leader Training (NYLT), are leadership training opportunities that are offered by the District or Council for all interested boys. The Troop offers a weekend JLT that is required of all boy leaders. Dates will be announced in the Troop Newsletter and /or at Troop meetings, and qualification and application should be discussed with the Scoutmaster.

Troop positions are described in detail in the Boy Scout Handbook and in the Patrol Leaders Handbook (available at the Council office or on loan from the Troop's Librarian).

The major leadership positions are: Junior Assistant Scoutmasters, Senior Patrol Leader, Assistant Senior Patrol Leaders, Patrol Leaders and Assistant Patrol Leaders. Other leadership positions include: Troop Guides, Outings Leaders, Chaplain Aide, Den Chiefs, Scribes, Librarian, Historian, and Quartermasters to name a few.

The Senior Patrol Leader (SPL) is the youth leader of the Troop. He is elected by popular vote by all the Scouts in the troop. This election usually occurs annually in February. The SPL is responsible to the Scoutmaster for the operation of all activities of the Troop involving the Scouts. He appoints, with the Scoutmaster's concurrence, his Assistants and Staff -- Assistant Senior Patrol Leaders (ASPL), Scribe, Quartermasters, Historian, Librarian, Bugler, and Troop Guides. He is the leader of the Patrol Leaders' Council.

The Patrol Leaders' Council is made up of the Senior Patrol Leader, patrol leaders, troop guides, other leadership positions and others invited by the SPL. Leadership positions are a commitment by the Scout to active service. The SPL, his staff, and patrol leaders take on extra obligations. All rank advancement above First Class requires satisfactory leadership service. Failure to follow through on outings, meetings, special events, or carry out responsibilities may result in the leadership position being transferred to another Scout.

Leadership Position Description

SENIOR PATROL LEADER

GENERAL INFORMATION:

Type: Elected by the members of the troop

Term: One Year

Reports to: Scoutmaster

Description: The Senior Patrol Leader is elected by the Scouts to represent them as the top junior leader in the troop.

Comments: The Senior Patrol Leader is the focal point of the troop. He needs to attend as close to all **troop functions** as possible. One of the major parts of the SPL's job is to appoint other troop leaders. He must choose leaders who are able, not just his friends or other popular Scouts.

Continually evaluate and advise all boy leaders of their performance.

Work with the Scoutmaster and other adult leaders in training junior leaders.

QUALIFICATIONS

Age: None

Rank: 1st Class or higher

Experience: Previous service as SPL, ASPL, PL, or APL

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Effort: You are expected to give this job your best effort

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Runs all troop meetings, events, activities, and the annual program planning conference

Runs the Patrol Leader's Council meeting

Appoints other troop junior leaders with the advice and counsel of the Scoutmaster

Assigns duties and responsibilities to junior leaders

Assists the Scoutmaster with Junior Leader Training

Leadership Position Description

ASSISTANT SENIOR PATROL LEADER FOR OUTINGS

GENERAL INFORMATION:

Type: Appointed by the Senior Patrol Leader with Scoutmaster approval

Term: One Year

Reports to: Senior Patrol Leader

Description: The Assistant Senior Patrol Leader is the second highest ranking patrol leader in the troop. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the SPL or when called upon. He also provides leadership to other junior leaders in the troop.

Plan and coordinate outings as assigned by the Outings Chairman.

Evaluate outings which are held with Outing Chairman.

Attend Patrol Leaders' Council Meetings

Work with the ASPL for advancement to maximize utilization of resources to ensure lower rank scouts have opportunities to work on lower rank requirements more suited for the indoors.

Comments: The most important part of the ASPL position is his work with the other junior leaders. The ASPL should be familiar with the other positions and stay current with the work being done.

QUALIFICATIONS

Age: None

Rank: 1st Class or higher

Experience: None

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Helps the Senior Patrol Leader lead meetings and activities

Runs the troop in the absence of the Senior Patrol Leader

Helps train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian and Chaplain Aide

Serves as a member of the Patrol Leaders' Council

Leadership Position Description

ASSISTANT SENIOR PATROL LEADER FOR PROGRAM

GENERAL INFORMATION:

Type: Appointed by the Senior Patrol Leader with Scoutmaster approval

Term: One Year

Reports to: Senior Patrol Leader

Description: The Assistant Senior Patrol Leader is the second highest ranking patrol leader in the troop. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the SPL or when called upon. He also provides leadership to other junior leaders in the troop.

Plan, organize, coordinate, and assist the SPL in leading the troop meetings and activities as assigned.

Evaluate the meetings and activities with SPL, PL's and SM

Attend Patrol Leaders' Council Meetings.

Work with the ASPL for advancement to maximize utilization of resources to ensure lower rank scouts have opportunities to work on lower rank requirements more suited for the indoors.

Comments: The most important part of the ASPL position is his work with the other junior leaders. The ASPL should be familiar with the other positions and stay current with the work being done.

QUALIFICATIONS

Age: None

Rank: 1st Class or higher

Experience: None

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Helps the Senior Patrol Leader lead meetings and activities

Runs the troop in the absence of the Senior Patrol Leader

Helps train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian and Chaplain Aide

Serves as a member of the Patrol Leaders' Council

Leadership Position Description

ASSISTANT SENIOR PATROL LEADER FOR ADVANCEMENT

GENERAL INFORMATION:

Type: Appointed by the Senior Patrol Leader with Scoutmaster approval

Term: One Year

Reports to: Senior Patrol Leader

Description: The Assistant Senior Patrol Leader is the second highest ranking patrol leader in the troop. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the SPL or when called upon. He also provides leadership to other junior leaders in the troop.

Review the progress of Scouts through the utilization of advancement records and take appropriate action.

Attend Patrol Leaders' Council Meetings

Work with the Outing ASPL and Patrol Leaders to maximize utilization of resources to ensure lower rank scouts have opportunities to work on lower rank requirements more suited for the outdoors.

Work with the SPL, PL's and the Program ASPL to maximize utilization of resources to ensure lower rank scouts have opportunities to work on lower rank requirements more suited for the indoors.

Be responsible for the training and giving direct leadership to the following appointed junior leaders: Troop Instructors and Troop Librarian

Comments: The most important part of the ASPL position is his work with the other junior leaders. The ASPL should be familiar with the other positions and stay current with the work being done.

QUALIFICATIONS

Age: None

Rank: 1st Class or higher

Experience: None

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Helps the Senior Patrol Leader lead meetings and activities

Runs the troop in the absence of the Senior Patrol Leader

Helps train and supervise the Troop Scribe, Quartermaster, Instructor,
Librarian, Historian and Chaplain Aide

Serves as a member of the Patrol Leaders' Council

Leadership Position Description

PATROL LEADER

GENERAL INFORMATION:

Type: Elected by members of the patrol with Scoutmaster approval

Term: 6 months

Reports to: Senior Patrol Leader

Description: The Patrol Leader is the elected leader of his patrol. He represents his patrol on the Patrol Leaders' Council.

Plan and lead patrol meetings and activities

Keep patrol members informed

Share leadership by giving each patrol member a job

Represent the **Patrol at all PLC meetings**

Prepare the patrol to take part in all troop activities

Develop patrol spirit

Work with other patrol leaders to make the troop run well

Know what other patrol members and other leaders can do

Comments: The Patrol Leader may easily be the most important job in the troop. He has the closest contact with the patrol members and is in the perfect position to help and guide them. The Patrol Leaders, along with the Senior Patrol Leader and Assistant Senior Patrol Leader are the primary members of the Patrol Leaders' Council.

QUALIFICATIONS

Age: None

Rank: None

Experience: None

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Appoints the Assistant Patrol Leader

Represents the patrol on the Patrol Leaders' Council

Plans and steers patrol meetings

Helps Scouts advance

Acts as the chief recruiter of new Scouts

Keeps patrol members informed

Knows what his patrol members and other leaders can do

Leadership Position Description

ASSISTANT PATROL LEADER

GENERAL INFORMATION:

Type: Appointed by the Patrol Leader with Scoutmaster approval

Term: 6 months

Reports to: Patrol Leader

Description: The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in his absence.

Comments: Substituting for the Patrol Leader is only part of the Assistant Patrol Leader's job. The APL actively helps run the patrol.

QUALIFICATIONS

Age: None

Rank: None

Experience: None

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Helps the Patrol Leader plan and steer patrol meetings and activities

Helps the Patrol Leader keep patrol members informed

Helps the patrol get ready for all troop activities

Represents his patrol at Patrol Leaders' Council meetings when the Patrol Leader cannot attend

Lends a hand controlling the patrol and building patrol spirit

Leadership Position Description

TROOP SCRIBE – ATTENDANCE

GENERAL INFORMATION:

Type: Appointed by the Senior Patrol Leader with Scoutmaster approval

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council and keeps a record of dues, advancement, and Scout attendance at troop meetings.

Comments: To be a good Scribe you need to attend nearly all troop and Patrol Leaders' Council meetings.

QUALIFICATIONS

Age: None

Rank: 1st Class or higher

Experience: None

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Work with Patrol Leaders at each meeting in taking of attendance

Review each patrol's attendance at end of meeting for corrections

Help other scribes as needed

Works with the Troop Committee members responsible for records and finance

Leadership Position Description

TROOP SCRIBE - POSTER

GENERAL INFORMATION:

Type: Appointed by the Senior Patrol Leader with Scoutmaster approval

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council and keeps a record of dues, advancement, and Scout attendance at troop meetings.

Comments: To be a good Scribe you need to attend nearly all troop and Patrol Leaders' Council meetings.

QUALIFICATIONS

Age: None

Rank: 1st Class or higher

Experience: None

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Assemble and make troop posters of outings and events

Post said posters for Courts of Honor, Open Houses or whenever deemed necessary

Help other scribes as needed

Works with the Troop Committee members responsible for records and finance

Leadership Position Description

TROOP SCRIBE – PHONE

GENERAL INFORMATION:

Type: Appointed by the Senior Patrol Leader with Scoutmaster approval

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council and keeps a record of dues, advancement, and Scout attendance at troop meetings.

Comments: To be a good Scribe you need to attend nearly all troop and Patrol Leaders' Council meetings.

QUALIFICATIONS

Age: None

Rank: None

Experience: None

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Call scouts and/or adults per request from troop boy leaders or adult leaders

Help other scribes as needed

Works with the Troop Committee members responsible for records and finance

Leadership Position Description

TROOP LIBRARIAN

GENERAL INFORMATION:

Type: Appointed by the Senior Patrol Leader with Scoutmaster approval

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Troop Librarian takes care of troop literature.

Comments: The library contains books of historical value as well as current materials. All together, the library is a troop resource worth hundreds of dollars. The Librarian manages this resource for the troop.

QUALIFICATIONS

Age: None

Rank: None

Experience: None

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Sets up and takes care of a troop library

Keeps records of books and pamphlets owned by the troop

Adds new or replacement items as needed

Keeps books and pamphlets available for borrowing

Keeps a system for checking books and pamphlets in and out

Follows up on late returns

Leadership Position Description

TROOP GUIDE

GENERAL INFORMATION:

Type: Appointed by the Scoutmaster

Term: One Year

Reports to: Scoutmaster

Description: The Troop Guide works with new Scouts. He helps them feel comfortable and earn their First Class rank in their first year.

Comments: The first year as a Boy Scout is a critical time with new places, new people, new rules, and new activities. The Troop Guide is a friend to the new Scouts and makes first year fun and successful. This is an important position.

QUALIFICATIONS

Age: None

Rank: 1st Class or higher

Experience: None

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Introduces new Scouts to troop operations

Guides new Scouts through early Scouting activities

Shields new Scouts from harassment by older Scouts

Helps new Scouts earn First Class in their first year

Guide new Scouts through early troop experiences to help them become comfortable in the troop and in the outdoors (going with them on outings)

Teaches basic Scout skills

Coaches the patrol leader of the new Scout patrol on his duties

Works with the patrol leader at Patrol Leaders' Council meetings

Attends Patrol Leaders' Council meetings with the patrol leader of the new Scout patrol

Leadership Position Description

INSTRUCTOR

GENERAL INFORMATION:

Type: Appointed by the Scoutmaster

Term: One Year

Reports to: Scoutmaster

Description: The Instructor teaches Scouting skills.

Comments: The Instructor will work closely with both the Troop Guide and with the Assistant Scoutmaster for new Scouts. The Instructor does not have to be an expert but should be able to teach the Scout craft skills needed for Tenderfoot, Second Class, and First Class ranks. The troop can have more than one instructor.

QUALIFICATIONS

Age: 14 years or older

Rank: 1st Class or higher

Experience: None

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Teaches basic Scouting skills in troop and patrols

Instruct scouting skills as needed within the troop or patrol

Prepare well in advance for each teaching assignment

Leadership Position Description

TROOP QUARTERMASTER

GENERAL INFORMATION:

Type: Appointed by the Senior Patrol Leader with Scoutmaster approval

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Troop Quartermaster keeps track of troop equipment and sees that it is in good working order.

Comments: The Quartermaster does most of his work around campouts. There are times when the Quartermaster has to be available to check equipment in and out.

QUALIFICATIONS

Age: None

Rank: None

Experience: None

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Keeps records on patrol and troop equipment

Makes sure equipment is in good working condition

Issues equipment and makes sure it is returned in good condition

Makes suggestions for new or replacement items for equipment

Gets the U.S., Troop, and Patrol flags for meetings and ceremonies

And puts them away afterwards

Leadership Position Description

TROOP HISTORIAN

GENERAL INFORMATION:

Type: Appointed by the Senior Patrol Leader with Scoutmaster approval

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Troop Historian keeps a historical record or scrapbook of troop activities.

Comments: The true value of a good Historian does not show up until years later. The Historian provides material for displays and presentations of current activities. In addition, the work of the Historian provides a link with the past.

QUALIFICATIONS

Age: None

Rank: None

Experience: None

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Gathers pictures and facts about past troop activities and keeps them in a historical file or scrapbook

Takes care of troop trophies, ribbons, and souvenirs of troop activities

Keeps information about former members of the troop, (alumni)

Keeps the troop display cabinet updated and in order

Maintains troop photo CD's, music CD's and DVD's

Leadership Position Description

CHAPLAIN AIDE

GENERAL INFORMATION:

Type: Appointed by the Senior Patrol Leader with Scoutmaster approval

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Chaplain Aide works with the Troop Chaplain to meet the religious heads of Scouts in the troop. He also works to promote the religious awards program.

Comments: “Duty to God” is one of the core beliefs of Scouting. The Chaplain Aide helps everyone in the troop by preparing short religious observations for campouts and other functions. The Chaplain Aide does not always lead the observation himself and can have other troop members help.

QUALIFICATIONS

Age: None

Rank: None

Experience: None

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Assists the Troop Chaplain with religious services at troop activities

Tells Scouts about the religious emblem program for their faith

Makes sure religious holidays are considered during troop program planning

Helps plan for religious observance in troop activities

Gives overview of various religious emblems programs to troop at least annually, instructing scouts to contact their own clergy person or religious counselor to guide them in the appropriate study program

Serve as the youth coordinator for the observance of the annual Scout Sabbath and Scout Sunday

Compose a Sabbath service appropriate for all troop members during weekend campouts and prepares a troop prayer

Leadership Position Description

ORDER OF THE ARROW REPRESENTATIVE

GENERAL INFORMATION:

Type: Appointed by the Senior Patrol Leaser with Scoutmaster approval

Term: One Year

Reports to: Scoutmaster

Description: The Order of the Arrow Representative serves as a program and communication link between the OA lodge, chapter, and Troop.

Comments: To be a good Order of the Arrow Representative you need to attend nearly all troop and Patrol Leaders' Council meetings, and OA lodge chapter meetings.

QUALIFICATIONS

Age: None

Rank: 1st Class or higher

Experience: None

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Duties are to encourage

1) older-Scout participation in high adventure programs

2) year-round and resident camping in the troop, and

3) Arrowmen to assure leadership positions in the troop, participate in lodge and/or chapter activities and seal their OA membership by becoming Brotherhood members

Leadership Position Description

JUNIOR ASSISTANT SCOUTMASTER

GENERAL INFORMATION:

Type: Appointed by the Scoutmaster

Term: One Year

Reports to: Scoutmaster

Description: 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. He's appointed by the Scoutmaster because of his leadership ability.

Comments: In many cases the JASM has the same responsibilities as an Assistant Scoutmaster.

QUALIFICATIONS

Age: At least 16 years old

Rank: Eagle

Experience: Previous leadership positions

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Functions as an Assistant Scoutmaster

Accomplish any duties assigned by the Scoutmaster

Performs duties as assigned by the Scoutmaster

c. Adult Leadership:

The Charter holder is the Commack United Methodist Church. The Pastor selects the Charter Representative. The Charter Representative is responsible for selecting the Scoutmaster and the Committee Chairman and oversees general troop activity and policy. The Committee Chairman selects the committee and assigns the positions as needed. Assistant Scoutmasters are selected by the Scoutmaster and the Committee Chairman. The committee oversees advancement and financial matters, approves outings and establishing Troop policy.

The Scoutmaster has responsibility for overseeing all Scouting activities. He serves at the pleasure of the Troop Committee. It is his task to make sure that "it happens, that it's purposeful, that it's safe, and that it accomplishes the aims of Scouting." He is responsible for training boy leaders. He is the advisor to the Patrol Leaders' Council and is the link between the Scouts and the Troop Committee.

The Scoutmaster is assisted in his responsibility by Assistant Scoutmasters, Junior Assistant Scoutmasters and interested parents.

It is mandatory for all adult leaders (SM, ASM, Committee Members, and Merit Badge Counselors) to take BSA Youth Protection Training every two years and provide proof of training to Committee Chairman. It is highly recommended that any adult interacting with the Scouts take the Youth Protection Training.

E. Uniforms

1. Purpose and reason for uniform wear:

The appropriate, complete uniform is worn by all Scouts in order to unify the Troop and to identify its members.

2. Requirements and recommendations for uniform wear:

There are two uniforms: class A (the field uniform) and class B (the activities uniform). (See Boy Scout Handbook, pages 32-33). These may be purchased at the Scout Shops, or through the Boy Scouts of America Retail Catalog (1-800-323-0732).

The full class A uniform is comprised of the official beige Scout shirt, troop neckerchief and hat and slide, merit badge sash (if owned), Order of the Arrow sash (if owned), olive green shorts and belt, and red-cuffed olive green socks. The class B uniform consists of an official Troop 125 Yellow shirt, BSA shorts or long pants

a. Requirement for weekly meetings:

The Class A uniform is to be worn at ALL meetings unless otherwise noted.

b. Recommendation for outings:

Will be determined by outings; see outing announcement.

c. Requirement for special events:

(1) Board of Review: Class A uniform with merit badge sash and dress shoes (if at all possible).

(2) Court of Honor: Full class A uniform with merit badge sash, Order of the Arrow sash (if owned), and dress shoes (if at all possible).

(3) Camporee: Class A uniform without merit badge sash or OA sash

(4) Scout Sunday or Sabbath: Class A uniform with merit badge sash, Order of the Arrow sash (if owned), and dress shoes (if at all possible).

3. Jacket:

The Troop recommends the official red lined nylon jacket. If he chooses to do so, the scout can properly wear all of the patches that he earns.

F. Troop Activities

1. Outings

a. *Kinds of outings:*

Outings include a wide range of activities which are of interest to boys. Typical outings include hiking, camping, swimming, boating, cycling, sailing, repelling, skiing, waterskiing, challenge course, Camporee, summer camp, service projects, etc. On the average, there is a troop overnight outing once a month.

b. *Schedules of events:*

Events are posted and announced at Troop meetings, and listed on the Troop Calendar and on the web site. Also, events can be found on the online calendar. In addition, a separate outing announcement will be sent in advance of each event. The outings announcement will cover the activities planned for the outing, the location, estimated transportation and food costs, equipment arrangements, clothing needs, and sign-up procedures. **It is important that parents as well as Scouts read all Troop communications and keep them handy for regular reference.**

c. *Sign up procedure/Remittance:*

The Tuesday night 2 weeks before an outing is the deadline for commitment or reservation for an outing, unless stated otherwise by the outing announcement. At that time, Patrol Leaders will ask each Scout in their patrol for a firm commitment as to whether he plans to attend the outing. The Patrol Leader must then notify the SPL by phone on Tuesday night (before the meeting) or at the meeting before opening (a scout that has not made a commitment to his Patrol Leader by now is A NO GO answer) in order to deduct the outing charge from each boy's troop scout account. If a boy does not have sufficient funds in his troop account to cover the outing, he must submit cash or a check to the Treasurer no later than Tuesday night 2 weeks before the outing. This outing charge will not be reimbursed unless the outing is canceled for everyone because it helps to pay for the campsite reservation fees and other advance charges. Food charges and transportation charges are included in the outing fee. Food charges will be reimbursed by the treasurer to the patrol member responsible for shopping when he submits the proper receipts. Only reasonable and customary food expenses will be reimbursed. Transportation charges will be calculated and all drivers will be reimbursed.

2. *Service Projects*

The Troop's expectation is for all boys to help whenever they are needed or called upon, not just to complete the service obligation for rank advancement, but whenever possible; to help our sponsor organization (the Commack United Methodist Church), to help with Community needs, to help Eagle candidates with their Eagle projects, and just to be helpful as part of the Scouting Spirit.

3. *Camporees*

Camporees are events held on a District or Council level at different times throughout the year. At these events, patrols and troops compete with other patrols and troops in Scouting-based activities. Awards are given for achievement in events, special, competitions held between troops, and for overall display of the Scouting spirit.

4. *Annual "major summer outings"*

There are usually four or so major summer outings of at least a week's duration: Our annual Scout summer camp (chosen by the Scouts each year), (there is an option to attend other camps with other troops); a National Scout outing such as the National Scout Jamboree in Virginia ; National Scout High Adventure camps (such as the Philmont Scout Ranch in New Mexico, the Northern Tier National High Adventure Canoe Trip in Minnesota and the Florida National Sea Base High Adventure Camp); and a Troop sponsored advanced skills outing such as a High Sierra 50 mile back pack trip , white water raft trip , sailing or bicycling trip.

Generally speaking, the Troop has gone to at least one High Adventure camp and taken camping, backpacking, or cycling trips each summer.

In addition, the Suffolk leadership camp is held in summer, as is the Order of the Arrow National encampment. A one week JLT camp is held with the District.

Regional Jamborees are held throughout the world at various times of the year. The National Jamboree and World Jamboree are each held every four years, two years apart from each other. The next National Jamboree will be held in 2010.

G. **Advancement**

1. *Rank Advancement:*

The ranks of Scouting and the requirements to advance through the ranks are described in the Boy Scout Handbook (pages 14-16 and 594-596).

To attain the higher ranks in Scouting, you must acquire certain merit badges. Some of these are specified (such as those from the Eagle merit badge requirement list) and some you can choose from the complete list according to your own interests. (See the Boy Scout Handbook, pages 598-619, as well as the current Boy Scout Requirements book available through the Troop Librarian, to make your choices.) You may also be required to show other skills and/or participate in service projects.

For the early ranks (Tenderfoot, Second Class and First Class), authorized older Scouts may be appointed by the Scoutmaster to verify your completion of requirements. Parents and parents who are leaders are not permitted to pass their sons on any requirement without scoutmaster approval.

One of the requirements common to all ranks is to show Scout Spirit. That means to obey the Scout Law and to be a worthy member of the Troop.

2. *Scoutmaster Conference:*

When you have completed all the requirements for your new rank you must call the Scoutmaster to make an appointment for a Scoutmaster Conference. This is the scout's informal discussion with the Scoutmaster. The scout must bring his Boy Scout Handbook to the conference. At the conference, you and the Scoutmaster will talk about a variety of subjects such as: the troop, troop activities, the scout's expectations from the troop and the troop's expectations of the scout, the standards the scout has or has not achieved, the scout's growth within the Scouting ideals, and the scout's goals for the future.

3. *Board of Review:*

As a final step in advancing rank, you will have a Board of Review: a meeting with a group of adults from the Troop who will also review your rank advancement efforts to see if you have met the standards. The scoutmaster doesn't attend the board of review. This is not a retest. The scoutmaster will determine when the scout is ready for his Board of Review. They may talk with you about what you have done and what you learned in the process, or they may ask you about your ideas about Scouting, and Troop activities in which you have participated. Be sure to bring your Boy Scout Handbook with you. Be sure to wear your full Class A uniform (including sash if you have six or more merit badges). Sometimes, a boy leader from the Troop may be requested to sit on your Board of Review and he will join in talking with you about your development as a Scout.

If you have completed all the requirements for the rank successfully, had your Scoutmaster Conference and a successful Board of Review, you will be informed that you have achieved the rank you are seeking.

When you advance in rank, the new rank dates from your day of passage, even though you may not receive your new rank patch until the next meeting or receive official recognition of your advancement until the next Court of Honor. This means that you can begin working toward your next rank as soon as you pass the last one.

4. *Merit Badges:*

Merit badge requirements are listed in merit badge booklets which can be purchased at Council office, the Scout Shops, through the BSA Retail Catalog (1-800-323 0732), or on the internet at <http://www.usscouts.scouter.com/mb/>. Or www.meritbadge.org and click on workbooks. They can also be borrowed from the troop's collection by contacting the Troop Librarian. There is a listing in the Boy Scout Handbook in the Merit Badge chapter.

Pick a subject-

Talk to your Scoutmaster about your interests. Read the requirements of the merit badges you think might interest you. Pick one to earn. Your Scoutmaster will give you the list of counselors to choose from. Once a counselor is selected the Scoutmaster will issue the scout a signed blue card. The counselors have special knowledge in their merit badge subjects and are interested in helping you. All

counselors must be approved by the Suffolk County Council. Scouts may not begin working on a merit badge until the Scoutmaster has issued the Scout a SIGNED blue card.

Scout Buddy System-

You must have another person with you at each meeting with the merit badge counselor. This person can be another Scout, your parents or guardian, a brother or sister, a relative or a friend.

Call the counselor-

The first thing to do when you're ready to start a merit badge is to get from the Scoutmaster a "blue card" (an Application for Merit Badge). Once you have your blue card, you can call a merit badge counselor who can guide you through the requirements.

When you know what is expected, start to learn and do the requirements. Ask your counselor to help you learn the subjects you need to know or do. **You should read the merit badge pamphlet on the subject.** Many troops and school or public libraries have them. When you are ready, call the counselor again to make an appointment to meet the requirements. When you go, take along the items you have made to meet the requirements. If they are too big to move, take pictures or have an adult tell in writing what you have done. The counselor will ask you to do each requirement to make sure that you know your stuff and have done or can do the things required.

Getting the Badge

When the counselor is satisfied that you have met each requirement, he or she will sign your application (blue card). Give the signed application to your Scoutmaster so that your merit badge emblem can be secured for you. The badge will be presented to you at the next Troop meeting. You will receive your portion of the blue card at the Troop Court of Honor. **KEEP THIS CARD**, as you will need it during the Eagle Scout application process.

Requirements

You are expected to meet the requirements as they are stated - no more and no less. You are expected to do exactly what is stated in the requirements. If it says "show or demonstrate" that is what you must do. Just telling about it isn't enough. The same thing holds true for such words as "make", "list", "in the field", "collect", "identify", and "label".

Note: There is NO DEADLINE for earning merit badges, except the Scout's 18th birthday. Once a Scout has started working on a merit badge (i.e. obtained a signed "blue card application" for merit badge from his Scoutmaster, had an initial discussion with a merit badge counselor, and started working on the requirements), he may continue using those requirements until he completes the badge or turns 18.

THERE IS NO ONE YEAR LIMIT ON SO-CALLED "PARTIALS".

In Contrast to the rule for rank advancements, which imposes a specific deadline for using the old requirements, the rule for merit badges is as follows:

If the requirements change while a Scout is working on the badge, he may continue to use the OLD requirements until he completes the work, or he may use the new requirements if he wishes. It is HIS choice, and his alone.

If a merit badge is discontinued, Scouts working on the badge when it is removed from the Boy Scout Requirements booklet may continue to work towards completing the badge, and get credit for earning the badge, until they turn 18. However, it may not be possible to obtain an actual merit badge patch, once the local council's supply is exhausted. If a discontinued merit badge is replaced with one or more other merit badges covering the same or similar topics (such as Rifle and Shotgun Shooting MB which was replaced by Rifle Shooting MB) a Scout that has earned the discontinued badge may also earn the new badge or badges. Scouts may NOT earn the badge again, if it is simply renamed (such as Firemanship MB which was changed to Fire Safety MB). If the badge number in BSA's numbering system is the same before and after the change, it is a renaming. If a new number is assigned, it is a replacement.

LIST OF MERIT BADGE BOOKS

[American Business](#), [American Culture](#), [American Heritage](#), [American Labor](#),
[Animal Science](#), [Archaeology](#), [Archery](#), [Architecture](#), [Art](#), [Astronomy](#), [Athletics](#),
[Atomic Energy](#), [Auto Mechanics](#), [Aviation](#).

[Backpacking](#), [Basketry](#), [Bird Study](#), [Bugling](#).

[Camping](#), [Canoeing](#), [Chemistry](#), [Cinematography](#), [Citizenship in the Community](#),
[Citizenship in the Nation](#), [Citizenship in the World](#), [Climbing](#), [Coin Collecting](#),
[Collections](#), [Communications](#), [Computers](#), [Cooking](#), [Crime Prevention](#), [Cycling](#).

[Dentistry](#), [Disabilities Awareness](#), [Dog Care](#), [Drafting](#).

[Electricity](#), [Electronics](#), [Emergency Preparedness](#), [Energy](#), [Engineering](#),
[Entrepreneurship](#), [Environmental Science](#).

[Family Life](#), [Farm Mechanics](#), [Fingerprinting](#), [Fire Safety](#), [First Aid](#), [Fish and
Wildlife Management](#), [Fishing](#), [Forestry](#).

[Gardening](#), [Genealogy](#), [Geology](#), [Golf](#), [Graphic Arts](#).

[Hiking](#), [Home Repairs](#), [Horsemanship](#).

[Indian Lore](#), [Insect Study](#).

[Journalism](#).

[Landscape Architecture](#), [Law](#), [Leatherwork](#), [Lifesaving](#).

[Mammal Study](#), [Medicine](#), [Metalwork](#), [Model Design and Building](#), [Motor Boating](#),
[Music](#).

[Nature](#).

[Oceanography](#), [Orienteering](#).

[Painting](#), [Personal Fitness](#), [Personal Management](#), [Pets](#), [Photography](#), [Pioneering](#),
[Plant Science](#), [Plumbing](#), [Pottery](#), [Public Health](#), [Public Speaking](#), [Pulp and Paper](#).

[Radio](#), [Railroading](#), [Reading](#), [Reptile and Amphibian Study](#), [Rifle Shooting](#),
[Rowing](#).

[Safety](#), [Salesmanship](#), [Scholarship](#), [Sculpture](#), [Shotgun Shooting](#), [Skating](#), [Small-
Boat Sailing](#), [Snow Sports](#), [Soil and Water Conservation](#), [Space Exploration](#), [Sports](#),
[Stamp Collecting](#), [Surveying](#), [Swimming](#).

[Textile](#), [Theater](#), [Traffic Safety](#), [Truck Transportation](#).

[Veterinary Medicine](#).

[Water Skiing](#), [Weather](#), [Whitewater](#), [Wilderness Survival](#), [Wood Carving](#),
[Woodwork](#).

APPLICATION FOR BLUE CARD

69


Information for Applicant

- A merit badge application can be approved only by a registered merit badge counselor.
- You must have a buddy with you (Scout buddy system) at each meeting with the merit badge counselor.
- Turn in your approved application to your unit leader. You will be awarded the merit badge emblem and certificate at a suitable occasion.

Information for Counselor

- Merit badge applications must be signed in advance by the applicant's unit leader.
- The Scout must have his buddy (Scout buddy system) in attendance at all instructional sessions.
- You may not change any requirement, but you may share your knowledge or experience that will make the counseling more interesting and valuable.

#34124A



Counselor Initial	
Date of approval	
Registration No. and label	
Counselor Initial	
Date of approval	
Registration No. and label	

APPLICATION FOR MERIT BADGE

Name _____
 Address _____
 City _____

is a registered
 Boy Scout Varsity Scout Venturer
 of _____ TROOP No. 125
Troop, team, crew, ship

District _____
 Council _____
Matinecock
Suffolk County

and is qualified to begin working for merit badge noted on the reverse side

Date _____
 Signature of unit leader _____

BOY SCOUTS OF AMERICA
 4415AA
 1926 Boy Scouts of America
 5 3 2 7 6 5 4 8 2 1

Your Name, Address, City goes here
Print so all can read it

You are a Boy Scout

The Date you ask the Scoutmaster to start

This must be completed by the Counselor

YOU MUST HAVE SCOUTMASTER SIGNATURE TO START

FOR TROOP USE

checked and recorded: _____
 certificate and badge presented _____ Date _____

Applicant will turn in this portion to his unit leader for record posting.

BACK SIDE

APPLICANT'S RECORD

Name _____ YOUR NAME

has given me his completed application for the
NAME OF MERIT BADGE

Completed on _____ / _____ / _____
Month/Day/Year

Signature of counselor _____

Signature of unit leader _____

NOTE TO BOY SCOUT, VARSITY SCOUT, OR VENTURER: Retain this copy for your permanent records.

COUNSELOR'S RECORD

Applicant _____ YOUR NAME

Troop Unit number _____ 125
 Team
 Crew

NAME OF MERIT BADGE _____
Merit badge

Date completed _____ / _____ / _____

Remarks: _____

YOUR REMARKS IF ANY

It is suggested that the counselor keep this record for at least 1 year in case any question is raised later in regard to this award.

NAME OF MERIT BADGE COUNSELOR NAME AND ADDRESS AND PHONE # DONE BY COUNSELOR

COUNSELOR SIGNATURE FOR COMPLETED (A MUST)

5. *Court of Honor:*

A Court of Honor is the ceremony in which formal recognition of achievement is given to all the members of the Troop who have advanced rank, completed merit badges, won awards, or otherwise distinguished themselves. The full Class A uniform (with merit badge and OA sashes and shoes) is worn to a Court of Honor by every member of the Troop. Courts of Honor are usually held two times a year.

6. *Eagle Court of Honor:*

The Eagle is Scouting's highest rank award and the Eagle Court of Honor is a national Court, the most formal ceremony conducted. A national Scouting representative will open and close the Court and speakers will outline the achievements of each of the new Eagle Scouts. All troop members and their families attend the Eagle Court of Honor. Scouts wear the complete Class A uniform, as above.

H. Finances

1. Dues:

The Troop dues are \$110.00 per year per boy and are due the first meeting in October.

A Scout whose dues are delinquent will not be able to attend any outings, nor will he be allowed to sign up on reservation lists for major outings, until his dues are paid.

If there are any personal problems or hardships, please contact the Committee Chairman or the Scoutmaster. All conversations are kept private and confidential.

2. Outings: (See Troop Activities/Sign-up Procedure/Remittance)

It is recommended that a Scout deposit \$30 to \$50 in a scout account at the beginning of the year. The Treasurer maintains these accounts. This enables the Scout to reserve a place on an outing or activity by having the Troop Treasurer debit from his account the amount needed for the outing rather than having to deliver an individual check to the Treasurer for each outing. All outings must be paid for at the time the Scout makes a reservation to go on the outing. (Unless otherwise indicated on the outing announcement, reservations are always made on the Tuesday night at least 2 weeks before the outing.)

Adult drivers will be reimbursed by the Troop Treasurer for driving to and/or from outings by having their account credited with their share of the transportation fees. That share amount is equal to the total of the monies collected for transportation divided by the number of drivers.

Food for outings is purchased on a patrol basis. A food allotment has been included in the cost of the outing. The Patrol Grub-master can submit the food receipt along with a completed reimbursement form (the Scout can get this form from the Troop web site) to the Troop Treasurer for reimbursement. If a Scout decides not to go on an outing after the food has been purchased, he is still responsible for his share of the food costs. The estimated cost of the food will be stated on the outings flyer.

If a boy leaves the Troop, the credit balance in his account will be returned to the Troop 125 General Account.

Camperships are sometimes available. If needed, please call the Committee Chairman or Scoutmaster.

I. Required Forms

1. *Medical Forms:*

All medical histories and medical treatment consent forms must be current and on file with the Medical Records Chairman before Scouts may go on an outing. Adults must also have Personal Health and Medical Record forms completed before they may go on certain outings. Some of these forms can be downloaded off the internet. See the forms page on the Troop web site for more information.

[In general, for Scouts a Class 1 form (updated annually) is required for non-strenuous (home or school levels of activity) outings of less than 72 hours; a Class 2 form (updated every 36 months for participants under age 40) is required for activities of non-strenuous activities exceeding 72 hours; a Class 3 form (updated every 12 months) is required for high adventure activities, athletic competitions and World Jamborees. Adults over the age of 40 must complete a class 3 medical form. The Committee Medical Records Chairman can provide forms and further information.]

2. *Insurance forms for drivers:*

Drivers must submit forms which document current automobile insurance liability coverage and number of seatbelts. These forms are kept on file by the Committee Chairman.

3. *Permission forms:*

Other special consent forms may be required for activities such as firearm usage at Scout camps. All forms must be filed as required or a Scout may not participate in the program.

4. *Tour Permits:*

For purposes of insurance through the national Boy Scouts of America, **TOUR PERMITS ARE REQUIRED FOR ALL OUTINGS REQUIRING DRIVING BEYOND TEN (10) MILES.** It is the responsibility of the adult outing leader to submit the necessary forms for the Tour Permit. However, it is a good idea for any driver to verify in advance of the outing that the Tour Permit forms have been submitted. Forms are available through the Council office, off the internet, and, normally, through the Scoutmaster.

J. About the Parents' Role and the Need for Parents' Cooperation

A. In helping with Troop activities, organization and events:

Parents of boys in Troop 125 have a long-standing tradition of willing helpfulness when needed. Ours is a big, highly active troop and all efforts in behalf of our sons are done by volunteer helpers -- us! Therefore, we ask that both parents plan to do their part to help the Troop function. The Troop Committee Chairman is the person to contact to offer your services. He or the Scoutmaster will help you find a way to do your part.

All parents are invited to attend Troop Committee meetings which are generally held the 1st Monday evening of the month at 8:00 p.m. The monthly Troop Newsletter (previous months meeting minutes) announces the exact date and location of each month's Troop Committee meeting.

B. In prompt payment of all fees:

The Troop is continually putting out money for site and activities reservations, equipment, awards, and many other things. Therefore, it is essential that parents or the scout meet payment deadlines for Troop obligations: dues, outings fees, camp fees, and major outings payments.

C. In transporting and accompanying Scouts on outings:

It takes countless drivers and adult hikers and campers to transport and supervise our Scouts on their many outings. Your help is greatly needed and it is hoped that you will offer your help as often as possible. Please note that National Scout policy forbids the use of tobacco, controlled substances or alcohol by anyone on any Scouting activity. Drivers transporting other Scouts must be 21 years of age or older. Tour Permits are required for all outings requiring driving (see Required Forms). Also, due to policy changes, certain high adventure outings cannot be approved by the Council without adult leader completion of certain training programs (e.g., Basic Backpacking Awareness for 3+ night pack trips, paddle sports for certain, water outings, etc.).

D. In turning in all required forms promptly:

It makes the job of the volunteer who keeps track of all of these necessary forms so much easier when everyone helps by being prompt in returning them (e.g. medical and motor vehicle insurance forms).

E. In sewing badges on the Scout uniform:

A helpful Insignia Guide for placement of badges and patches is available from the Council office. Also, senior boys (or their parents) can be called upon for help. The merit badge sash is usually purchased after the Scout has earned a few badges. It is worn over the right shoulder with merit badges on the front in lines of three across (horizontal to the shoulder fold and starting about 1 1/2 " down).

K. Youth Protection Program

- A. Boy Scouts of America actively promotes training and awareness to protect Scouts from modern risks of verbal and physical abuse, kidnapping, assault and drug abuse. Guidelines and suggestions are set forth on the first pages of the Boy Scout Handbook. It is worth your time to read those pages and cover them with your Scout as a family discussion.
- B. It is national Boy Scout policy that no Scout should be alone with any adult leader or parent (other than his own). There should be a "buddy" (another scout, adult, relative or friend) present at all times.
- C. It is mandatory for all adult leaders (SM, ASM, Committee Members and Merit Badge Counselors) to take BSA Youth Protection Training every two years and provide proof of training to Committee Chair. It is highly recommended that any adult interacting with the Scouts take the Youth Protection Training.

Troop 125 Patrol Leaders' Weekend Campout Planning Guide

Patrol Name: _____

Date this form was filled out: _____

Name of Campout: _____

Status of Patrol Scouts-List **all** the Scouts in your Patrol below (including yourself, then check off their status for this campout.

	Name	Phone#	Definitely attending	Definitely NOT attending
1				
2				
3				
4				
5				
6				
7				
8				

Double Check! Have you accounted for every single one of your Patrol's Scouts on the above list? "No" is NOT an acceptable answer! IF a Scout is missing from the planning session(s), you MUST call him immediately and determine his status!

Once you have completed your Patrol Status list, inform the SPL of your results. If your Patrol is going to be short of experienced Scout help, make sure the SPL is aware of that fact. Once the SPL has discussed the campout with each Patrol Leader, he will inform you of which non-Patrol Scouts will be assigned to your Patrol.

Names of non-Patrol Scouts Assigned to your Patrol by the SPL:

	Name	Phone#	Definitely attending	Definitely NOT attending
1				
2				
3				
4				

Troop 125 Patrol Leaders' Weekend Campout Planning Guide

Patrol Leaders for this Campout – Note: - Must be Definitely Attending the Campout! If your patrol has no experienced Scouts attending, you may use an assigned Senior Scout as the Acting Patrol Leader.

Patrol Leader or Acting Patrol Leader: _____

Asst. Patrol Leader or Acting Asst. Patrol Leader: _____

Determine the total number of people eating with this Patrol – **Add the totals for Scouts definitely attending, non-Patrol Scouts assigned.**

Total Number of People eating with this Patrol: _____

Review the above information with the menu planners before they start planning the menu. Use the Menu/Duty Roster Planning. When complete, give the Guide to the SPL for review.

You may NOT buy food until your Menu has been approved (i.e. signed off) by both the SPL and the SM.

Which Scouts are buying the food?

Names: _____

Total Number of People Eating with this Patrol (from the Patrol Leaders Planning Guide):

TOTAL BUDGET (Multiply the Total Number of People Eating with this Patrol by \$7.00) = \$

- Please do not exceed your patrol food budget!

MENU PLANNING- Your menu should be drafted up on scrap paper and reviewed by the Patrol Leader and SM before transferring it to this form! Menus must be comprehensive! List every item and the exact amounts needed to prepare the meal! Non-comprehensive menus will be rejected!

DUTY ROSTER PLANNING-Assign all listed Duty Roster Jobs. Be fair – rotate the jobs! You may use your assigned non-Patrol Scouts in completing your Duty Roster. Rosters not meeting the listed tasks and the fairness requirement will be rejected!!

WHEN FINISHED, GIVE THIS FORM TO THE SPL FOR APPROVALS.

**Troop 125 Patrol Leaders'
Weekend Campout Planning Guide**

SATURDAY LUNCH:

SATURDAY DINNER:

Major Meal Item _____

Fruit Item: _____

Drink: _____

SATURNDAY NIGHT SNACK:

Snack Item: _____

Drink: _____

SUNDAY BREAKFAST:

Major Meal Item _____

Fruit Item: _____

Drink: _____

SUNDAY SNACK:

Snack Item: _____

Drink: _____

**Troop 125 Patrol Leaders'
Weekend Campout Planning Guide**

SATURDAY LUNCH DUTY ROSTER

PREP AND CLEAN UP (2 Scouts):

1) _____ 2) _____

SATURDAY DINNER DUTY ROSTER

PREP AND CLEAN UP – WATER-TRASH-FIRES (2 Scouts):

1) _____ 2) _____

COOKS (2 Scouts):

1) _____ 2) _____

KITCHEN CLEAN-UP (2 Scouts)

1) _____ 2) _____

SATURDAY SNACK DUTY ROSTER

PREP AND CLEAN UP (2 Scouts):

1) _____ 2) _____

SUNDAY BREAKFAST DUTY ROSTER

PREP AND CLEAN UP – WATER-TRASH-FIRES (2 Scouts):

1) _____ 2) _____

COOKS (2 Scouts):

1) _____ 2) _____

KITCHEN CLEAN-UP (2 Scouts)

1) _____ 2) _____

SUNDAY SNACK DUTY ROSTER

PREP AND CLEAN UP (2 Scouts):

1) _____ 2) _____

Troop 125 Patrol Leaders' Weekend Campout Planning Guide

Junior Scout Advancement

For all Scouts below First Class who are attending this campout, list the top four OUTDOOR requirements they need to advance to their next rank. **Please write out the Requirement** (for example, write out "Totin Chip" or "Useful Camp Gadget" not "2nd #4a or "TF #6"). If specialized equipment is needed (e.g. for map and compass, Totin' Chip), make sure that: (A) the Scout involved is aware of what he needs to bring to the campout; and (B) the SM (or ASM in charge) is aware of what the Troop needs to bring to the campout. **All Scouts** attempting to advance should be encouraged to bring their **Scout Handbooks on any "campout"**.

Name: _____

Requirement: _____

Name: _____

Requirement: _____

Name: _____

Requirement: _____

Name: _____

Requirement: _____

Name: _____

Requirement: _____

APPROVALS:

Senior Patrol Leader's Approval: _____

(Initials Required)

Scoutmaster's Approval: _____

(Initials Required)

EQUIPMENT REQUISITION FORM

PATROL NAME: _____ DATE: _____ QM: _____
EVENT: _____
REQUESTED BY: _____

QUARTERMASTER COPY

EQUIPMENT NEEDED	QTY	NUMBER	COLOR	RET DATE	NOTES
TENT					
STOVE: 2 BURNER					
STOVE: P-1					
LANTERN					
POT SET					
TARP					
UTENSILS (CHEF KIT)					
GRILL					
FUEL (PROPANE/LIQUID)					
OTHER ITEMS					

RETURNED BY: _____ DATE: _____
DAMAGES/MISSING ITEMS:

EQUIPMENT REQUISITION FORM

PATROL NAME: _____ DATE: _____ QM: _____
EVENT: _____
REQUESTED BY: _____

PATROL COPY

EQUIPMENT NEEDED	QTY	NUMBER	COLOR	RET DATE	NOTES
TENT					
STOVE: 2 BURNER					
STOVE: P-1					
LANTERN					
POT SET					
TARP					
UTENSILS (CHEF KIT)					
GRILL					
FUEL (PROPANE/LIQUID)					
OTHER ITEMS					

RETURNED BY: _____ DATE: _____
DAMAGES/MISSING ITEMS:

SUMMER CAMP LIST

NEEDED

Completed B.S.A. physical form
Scout Uniforms
Hiking boots
Socks (5-6 pairs)
Windbreaker jacket
Raincoat or poncho
Underwear (5-6 changes)
Sneakers
Troop shirt (2) or more – Class A and B
Toilet articles, toothbrush, toothpaste, comb, etc.
Mirror, soap in plastic container
Hand towel
First Aid Kit (few assorted band-aids, two quarters, adhesive tape, first aid cream, spare batteries)
Sweater or sweatshirts pajamas
Pants (1 -2 pairs)
Shorts (3-4 pairs)
Flashlight and batteries (working)
Plastic bags (large – min. 3)
Scout handbook
Pens and paper
Rope: 30' nylon cord
Matches in waterproof case
Kleenex or handkerchiefs
Compass
Wallet and money for miscellaneous items
Sleeping bag and camping type pillow, and sleeping bag mat
Day Pack (No Frame Packs)
Eating Utensils: bowl, plate, cup (good for hot and cold)
Forks, knives, spoons
Canteen or water bottle

Optional:

Watch
Camera

The Troop Committee and Scoutmasters prohibit unsafe or destructive items on outings and at Scout activities. Unless specified on an outings flyer as allowable, such items as audiovisual equipment (CD's, portable radios, Ipods, or TV's), any guns or water-spewing items (including balloons), fixed blade or sheath knives, or any toy or other item that might be unsafe to use or distracting from Scout activities should be left at home.