

Scouts BSA
TROOP 9226
GUIDELINES
FOR THE TROOP



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TROOP 9226

COMMUNICATIONS

Any Scout and/or Adult sending emails, text messages and/or any other form of communication to a Scout must copy at least one additional adult, such as the Scoutmaster, Scout parent(s)/guardian(s), or other Troop Leadership position adult. Examples: Patrol Leader to Patrol members copy in the ASM assigned to that Patrol; Eagle mentor to Life Scout, copy in Scouts' parent(s)/guardian(s) and/or Scoutmaster. Parent or Troop Leadership position adult to a Scout, copy in Scout's parent(s)/guardian(s) and/or Scoutmaster.

TROOP ACTIVITIES

Planning

A copy of the calendar of events will be sent via Scoutbook. A copy will also be given to the Chartered Organization Representative.

Parent/Guardian information meetings are held periodically to inform them of the activities taking place in the Troop. These meetings provide parent(s)/guardian(s) with the necessary information for finances, time, health, safety, training and changes, etc. Ample notice will be given for these meetings. Annually, Scoutmaster and Cubmaster will collaborate regarding meeting with the Webelos and Arrow of Light Scouts regarding transition to Scouts BSA.

Parents/Guardians/Guests are by invitation only or upon request by a parent/guardian to the Troop Committee Chair to attend a troop committee meeting or Patrol Leaders' Council meeting. These meetings are where the business of the Troop is formulated and will be informative about Troop operations.

Weekly Meetings

The Senior Patrol Leader assigns the meetings to Patrols to plan the meeting for a maximum of ninety minutes. Thirty minutes is the minimum amount of time for the meeting. Different Patrols may be assigned responsibility for various assignments during the month. Any materials needed for the meeting should be placed in their proper places in advance to avoid wasting time during the meeting. Patrols having responsibilities for activities during a meeting MUST arrive early enough to secure the necessary equipment for conducting their portion of the meeting. The Patrol Leader is to use his Patrol as needed and avoid using members of other Patrols. Guests may be invited to speak or to present demonstrations on subject matters pertaining to a meeting.

Troop Meeting Plans are filled out by the Patrol Leader of the Patrol in charge of the meeting and may designate responsibilities to a particular Patrol individual. Originals are to be kept by the Patrol Leader, and copies of each meeting plan are to be given to the Senior Patrol Leader and Scoutmaster. Troop Meeting Plans for the following month MUST be submitted to the SPL and Scoutmaster at least 1 month in advance and reviewed at PLC. Training will be provided, so that information necessary to fill out the Troop Meeting Plans are done correctly and entirely. To get blank copies of the Troop's meeting plans, please see Troop 9226 website.

Troop Outings

Preparation is the responsibility of the Patrol Leaders' Council, along with the assigned Patrol/Scout(s). Each outing, including at least one overnight, should have a planned campfire, weather permitting. A copy of the Troop Camping Plan and Troop Camp Duty Planning Form needs to be completed prior to campouts. To get blank copies of the Troop Camping Plan and the Troop Camp Duty Planning Form, please see Troop 9226 website.

Meals planned for outings, complete with a written menu and completed Troop Camp Duty Planning Form, are to be submitted one week in advance of the outing. Each meal will consist of all four of the basic food groups and will have an average cost of no more than \$3.50 per Scout per meal. Cracker Barrels will have an average cost of no more than \$1.00 per Scout. These figures reflect the average cost of meals and cracker barrels per Scout. This cost-average applies whether the Troop cooks Patrol or Troop style. These costs may be adjusted to reflect the costs of special meals ONLY if prior approval of the Scoutmaster is received. Patrol can combine members when only a few Scouts from a Patrol are signed up for an outing. All receipts MUST show Scout and Adult names that are covered in each receipt, and the receipt is to be turned in within 30 days to the Troop Treasurer at the end of the campout/event outing.

The Troop Quartermaster will check out Troop equipment for each outing to each Patrol/Scout(s) assigned to the outing. Each Patrol/Scout(s) assigned MUST sign out the equipment and be responsible for returning that same equipment clean, dry and in good condition. It MUST be packed, rolled, folded, tied, or boxed in an appropriate manner.

The cost of Troop outings will be estimated prior to the signup for the outing. When the outing is completed and all the costs are totaled, the actual cost will be determined and charged to each participant. If a participant signs up for an outing, but does not attend, they are still responsible for their share of the cost of the outing. Participants MUST cancel their signup by noon on the Wednesday before final preparations for the outing. If a participant cancels after final preparations are made, they may find a substitute to take their place. The original participant may still be financially responsible for their cost of the outing unless they have negotiated an agreement with the substitute.

For outings of three (3) days or less, the first two (2) Adult Leaders signed up don't pay as their cost will be included in the total cost and shared equally by the remaining participants (this does not apply to High Adventure outings). If additional Adults are required (because of a large number of Scouts attending), the Troop may pay for up to the first three (3) Adult Leaders signed up.

For outings beyond three (3) days, each participant pays their own way. For significant distance trips over 150 miles (one-way) transporting multiple Scouts and/or equipment, the cost of gas for primary vehicles will be included in the total cost for the outing and shared equally by all participants.

For Tomahawk or any week-long Council summer camps, the Troop may pay for up to three (3) Adults who spend the entire seven (7) days at camp. These three (3) Adults may include the Scoutmaster or an acting Scoutmaster and, the Troop's Adult Brownsea coordinator, and the next Adult signed up.

Parents' costs for outings can be paid out of their Scout's Boy Account.

INSURANCE

The National Scouts BSA holds an insurance policy as set forth in the Guide to Safe Scouting.

Comprehensive General Liability Insurance

This coverage provides primary general liability coverage for registered volunteer Scouters with respect to claims arising out of an official Scouting activity, which is defined in the insurance policy as consistent with the values, Charter and Bylaws, Rules and Regulations, the operations manuals, and applicable literature of the Scouts BSA (BSA). This coverage responds to allegations of negligent actions by third parties that result in personal injury or property damage claims that are made and provides protection for Scouting units and chartered organizations.

The BSA general liability insurance program provides volunteers additional excess coverage for automobiles above a local council's automobile liability policy or a volunteer's watercraft liability policy. The owner's vehicle or watercraft liability insurance is primary. The excess insurance, whether it is the local council auto or BSA general liability, is available only while the vehicle or watercraft is in the actual use of a Scouting unit and being used for a Scouting purpose.

The insurance provided to unregistered Scouting volunteers through the general liability insurance program is excess over any other insurance the volunteer might have to his or her benefit, usually a homeowner, personal liability, vehicle, or watercraft policy.

The general liability policy does not provide indemnification or defense coverage to those individuals who commit intentional and/or criminal acts. The BSA does not have an insurance policy that provides defense for situations involving allegations of intentional and/or criminal acts.

Automobile Liability Insurance

All vehicles, whether owned or non-owned, **MUST** be covered by a liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed. (It is recommended, however, that coverage limits are at least \$100,000 combined single limit.) Any vehicle carrying 10 or more passengers should have limits of \$1,000,000 single limit. All vehicles used in travel outside the United States must carry a liability insurance policy that complies with or exceeds the requirements of that country.

The above are secondary policies designed to assume whatever additional costs the personal medical policy of the injured member does not cover.

Each member of Troop 9226 is to be covered by some type of personal medical liability insurance at a cost assumed by the individual or the parent(s)/guardian(s) of the registered member of the Troop. This policy is to assume the liability of any accident incurred by a family member registered with Troop 9226. The policy and I.D. number(s) **MUST** be included in the membership application health form when registering with the Troop.

BEHAVIOR

Troop 9226 operates under the Aims and Methods of Scouting. Throughout these guidelines, each Boy Scout is required to live under the Scout Oath and Promise, the Scout Law, the Scout Slogan, and the Scout Motto.

Each Scout is "On His Honor" to do his best in all areas of Scouting and also in his everyday

life. Mistakes are going to occur, and these are what we learn from. It is the obligation of every Scout and Adult Leader to point out incorrect language or inappropriate behavior by an offender.

Gestures or language inferring profanity or indecent, bullying, or harassing behavior not indicative of the Scouts BSA will be looked upon by the Youth and Adult Leaders of Troop 9226 as a problem requiring attention. First and second offenses will require conferences with the Scoutmaster or an Assistant Scoutmaster of the Troop. The third offense will require a conference with the Scout and his parent(s)/guardian(s). If the Scout continues to present offensive behavior at Troop outings, the Troop Committee will then determine the Scout's future in regards to Scouting.

CLOTHING

Troop 9226 camps in all four (4) seasons of the year. The Troop conducts orientation sessions to prepare Scouts for these outings. These sessions highlight the activities taking place during the outing and the type of personal equipment needed by each Scout.

The *Official Scouts BSA Handbook for Boys* contains a section on personal equipment needed for camping in both warm and cold weather. Parent(s)/guardian(s) should review with their Scout the appropriate sections of the handbook and Guide to Safe Scouting to determine appropriate clothing and equipment for each outing.

Personal clothing items need to be kept in order, neat, and clean on all campouts. The Scouts BSA *Official Uniform* MUST be worn at assemblies, inspections, and at other times when called for by the leadership of the Troop or Camp Staff. The uniform should be packed away neatly so it can be worn presentably.

Proper clothing should be worn in place of the uniform when not required. On weekend outings, the washing of clothes is not expected. On long-term outings, it may be necessary to wash clothes mid-week. Non-phosphate laundry detergent may be needed for long-term outings.

Safety for Scouts is the number one concern for each member of the Troop. If there is doubt as to the health and safety of a Scout, he will be removed from the present risk and placed in a non-risk environment. If a Scout comes to a Troop outing improperly attired for weather or other conditions, Adult Leaders will take the initiative to contact the parent(s)/guardian(s) to correct the situation. In the event the situation cannot be easily corrected, the parent(s)/guardian(s) will be asked to pick up the Scout and take him home.

PERSONAL HEALTH & ACTIVITY CONSENT INFORMATION

When applying for membership in Troop 9226, each Scout must complete and submit an Annual Health Medical Record Form. This form is 3 pages and also MUST be completed and submitted by everyone attending outings.

For a long-term outing, each Scout, Adult Leader, and Parent(s)/Guardian(s) MUST complete and submit an Annual Health Medical Record Form which includes a section that MUST be completed and signed by a Physician. This form is 4 pages and MUST be completed and submitted before attending any long-term outings. These forms need to be updated annually and are kept by the Troop's Medical Forms Coordinator and are considered confidential in nature. All medical form templates are on the Troop 9226 website.

COVID-19 guidelines are to be followed per Northern Star Scouting guidelines.

PERSONAL HYGIENE

Each Scout is required to have and use his own personal hygiene toiletry kit. The *Official Scout BSA Handbook for Boys* identifies these items and suggests which are not necessary.

Inspections are continuous when it comes to personal health. Each Scout and adult watches to ensure good health practices are used, especially during meal preparation, consumption, and during clean-up.

TROOP EQUIPMENT

Troop equipment is to be used only by the Troop for Troop functions, NO personal use.

COOKWARE

Personal cookware owned by each Scout is to be purchased and maintained individually. The Scout may elect to either purchase a personal mess kit or assemble a set of personal dinnerware from home.

Items needed are flatware (knife, spoon, and fork), a plate, bowl, cup or plastic glass, and a water bottle. The flatware should be made of stainless steel or polycarbonate plastic; all other items should be either metal or plastic.

All of these items MUST be able to withstand washing in 200-degree soapy water, cold bleach water, warm, clear rinse water, and air-dried. Metal cookware will be extremely hot when immersed in hot wash water. Second-degree burns can result from the handling of these items in the wash water or when holding hot food items in them. Each Scout NEEDS to be aware of these hazards when using or handling metal dinner/cookware.

TROOP COOKWARE

The Troop cookware consists of aluminum and cast-iron cookware, stainless steel flatware and stainless steel and plastic cooking accessories. These are cleaned in the same manner as the personal dinnerware.

Some outings require Scouts to take the Troop's cookware home to clean and return it to the Troop Quartermaster. Sometimes, this is just part of sharing the responsibilities, and at others, this may be part of a disciplinary action for the Scout ignoring his responsibility on a duty planning form or other assignment.

If the Scout feels he is assigned unfairly, he should report it to the SPL or Scout in charge of the campout and then Adult Leader at the outing if needed.

TENTS

Each Scout is issued the use of one of the Troop's tents to use on outings. This is to be the Scout's home during the outing. The Scout is expected to keep the tent neat and free of litter through the end of the outing. Accidental damage to the tent will be paid for by the Troop, but malicious or neglectful use will result in the repair or replacement fee being charged to the Scout. Food in tents will be covered in the "Snacks" section.

Personal tents for Scouts may NOT be brought on outings without the knowledge and prior approval of the SPL or Scout in charge of the outing and then the Scoutmaster. The owner of

the tent is responsible for any damage that may occur.

TENTING ASSIGNMENTS

Tent assignments may be assigned by the Patrol Leader when camping by Patrol. When camping as a Troop, tenting assignments will be directed by the assigned Patrol/Scout(s). If complications occur, the Adult Leaders of the campout will make necessary corrections. Tenting assignments will be in accordance with youth protection guidelines.

SNACKS

Scouts are allowed to bring personal snacks with them on outings. The requirements are as follows:

- Snacks must NOT serve as a replacement for meals.
- Each Scout is required to place all packaging of snacks into refuse containers or pack them out to a place of proper disposal.
- Snacks CANNOT be kept in tents; for safekeeping, they may be kept with the Adult Leaders on outings. They will be stored in bear bags/boxes or the Troop trailer.
SNACKS ARE NEVER TO BE KEPT IN TENTS!
- Snacks are NOT to be used to gain friends or for financial gain.

If an Adult Leader determines that snacks are causing problems, they will be confiscated and returned to the Scout's parent(s)/guardian(s) at the end of the outing.

ITEMS NOT APPROVED IN SCOUTING

It would be impossible to mention all of the various items NOT approved for possession or exhibit at Scout functions. It would be safe to assume that if it is NOT listed in the *Official Scout BSA Handbook for Boys*, it should NOT be at a Scouting function.

NO electronics (phones, iPods, iPads, Computers, etc.) are allowed at Troop meetings, outings, or any Troop/Patrol outings except for use during planning meetings. Scouts bringing non-approved items to Scout functions will be asked to relinquish those items to the Adult Leaders until the end of the meeting, or outing. The items will be returned to the Scout, providing it is deemed returnable. Any item considered questionable in nature and NOT in character of the age of the Scout will be discussed with the Scout's parent(s)/guardian(s).

EMERGENCIES

Communication

While in Scouting, each Scout, along with his parent(s)/guardian(s), must provide a link between the Troop Leadership and the parent(s)/guardian(s) or adult(s) responsible for the Scout when engaged in Scouting activities. If a parent, guardian, or another adult is going to leave a Scout at a meeting or other Scouting outing, the Adult Leaders in charge of that event must know where the responsible party can be reached. No matter what the reason, the safety of the Scout is the Troop's greatest concern, and the Troop will NOT assume to fill the role of the parent(s)/guardian(s), except in emergency life-threatening situations.

Location, times, and telephone numbers for the parent(s)/guardian(s) should accompany each Scout on every Troop outing. The address of the Troop during these outings will be communicated to the Scout and his parent(s)/guardian(s), along with a departure time and an approximate return time. Adult Leaders attending the outing having a cell phone should give

parent(s)/guardian(s) that number to call in case of emergencies and they need to contact their Scout.

The Adult Leaders of the Troop will make every effort to communicate to the parent(s)/guardian(s) any situations that arise requiring parent(s)/guardian(s) involvement. It is the desire of the Troop to handle each situation as logically and diplomatically as possible, being fair and reasonable as each occurrence of emergency situation arises.

Medical

At all Troop functions, if and when medical emergencies occur, the Troop will administer first aid to injured persons and will contact medical personnel as quickly as possible. The Troop will give all of the necessary information to the medical team, assuming responsibility for the injured. The Troop Adult Leaders will contact the parent(s)/guardian(s) responsible for the injured person.

Weather

Troop 9226 follows Stillwater School District weather procedures. If school is canceled, let out early, or has all evening activities are canceled on a troop meeting night; the troop meeting would also be canceled.

DISASTERS

During disasters, Boy Scouts may be asked to participate in disaster recovery situations following Guide to Safe Scouting guidelines. When the Troop participates in these situations, it is assumed on a volunteer basis. No Scout will be forced to become involved in disaster recovery activities if he or his parent(s)/guardian(s) do not wish for him to be in the area of disastrous situations.

At no time will the Scout's life be placed in jeopardy or exposed to high-risk situations where a dangerous accident could result. Most jobs involve assisting homeless, feeding people, hauling supplies, clean-up, closing up houses, sandbagging in potential flood areas (not in dangerous torrential waters), traffic control, etc.

SPECIAL EVENTS

Special events occurring for Troop 9226 are those out of the realm of the Troop meetings and advance-planned outings.

SPECIAL NEEDS

If a Scout has special needs, the Troop will make every effort to see that accommodation is made for those special needs.

The Scout, along with his parent(s)/guardian(s), must address these issues on an individual basis with the Scoutmaster and the Troop Committee apprising them of the special needs. If any instructions or observations are needed, they should be written out legibly and presented to the Adult Leaders for review and explanation. The Troop Committee and Scoutmaster will then decide if this is a responsibility that the Troop can assume.

TRANSPORTATION

Parent(s)/guardian(s) of Scouts are expected to assume the cost of transportation to/from Troop outings. This will be accomplished in the following manner: the Scout is a member of an individual group called a Patrol. A Patrol can consist of as many as 8-10 Scouts or as few as 4-5 Scouts. The Patrol Leader/Scout(s) of the Patrol in charge of the Troop outing is responsible for securing enough vehicles to transport the following: all of the Scouts, all of the Scout's personal gear, and any Patrol, Troop, or other equipment necessary. This responsibility of cost, time, and vehicle is to be shared by all parent(s)/guardian(s) of the Scouts who are attending the Troop outing. This can be accomplished by taking turns driving.

For High Adventure trips, transportation is arranged and paid for by each participant. The Troop does not cover any cost.

When an adult pulls the Troop's trailer to an outing, that adult is eligible to have gas costs reimbursed upon submitting receipts to the Troop Treasurer. For significant distance trips over 150 miles (one-way), transporting multiple Scouts and/or equipment, the cost of gas for primary vehicles will be included in the total cost for the outing and shared equally by all participants.

ADVANCEMENT

Parent(s)/Guardian(s) Responsibilities

When a new Scout is received into the Troop, the Scoutmaster will review with the Scout and his parent(s)/guardian(s) the necessity of the Scout consulting with his parents on the requirements of the rank advancement on which he is working on. His success depends on a steady association with his *Official Scout BSA Handbook for Boys*. To understand the book and rank requirements, it will be necessary to spend time with him reviewing the requirements and assisting in finding resources with which to learn. Parent(s)/guardian(s) and Scout siblings are NOT allowed to sign off on rank advancement requirements.

Troop Responsibilities

Scouts are encouraged to advance in rank annually. The Troop will make every effort to provide each Scout the opportunity to camp up to 20 nights and assist in identifying Merit Badge Counselors for each Merit Badge sought by the Scout.

Opportunities to schedule Scoutmaster Conferences will be available at each Troop meeting for a Scout completing requirements for rank advancements. The Troop Committee will conduct interim reviews with each Scout when his progress slows.

The Scoutmaster is responsible for informing the Troop Advancement Chair when a Scoutmaster Conference has been completed for a Scout. The Troop Advancement Chair will schedule and conduct Boards of Review as needed. Boards of Review are NOT scheduled by the Scout and or parent(s)/guardian(s) of Scouts. Boards of Review are done in order of completion date of the Scoutmaster Conference and if the Scout is prepared (dressed in full uniform and has his Scout Handbook).

The Patrol Leaders' Council will make every effort to include advancement opportunities for new Scouts into the Troop meeting plans throughout the year. Every effort should be made to provide opportunities for the Scout to obtain First Class within 24 months of joining the Scout Troop.

Merit Badge Procedure

When a Scout wants to earn a merit badge, he must adhere to the following procedures:

1. The Scout selects the merit badge he wishes to work on, acquires a Blue Card from designated adults in the Troop, and completely fills out the Application For Merit Badge section. He also puts his name and the Merit Badge on all locations on the Card.
2. The Scout has the Scoutmaster, a fully trained Assistant Scoutmaster, or a fully trained designated Adult Unit Leader* sign the front side under the Application for Merit Badge section of the card and give it back to the Scout. It might be recommended that the Scout choose an alternate Merit Badge or do more advancement before working on the chosen Merit Badge, as some are more advanced and may require pre-requisite work.
3. The Scout must acquire a Merit Badge Book to read and use when working on the requirements and/or filling out the Merit Badge worksheet. Merit Badge books can be checked out from the Troop library or located on-line. Ensure that the most current edition of the Merit Badge Book is being used as requirements and information may change over time.
4. The Scout needs to contact a registered Merit Badge Counselor for that specific Merit Badge before starting the Merit Badge to ask what they want/need from the Scout in order to complete the Merit Badge. Expect to meet multiple times with the Merit Badge Counselor during the course of completing a Merit Badge.
5. Upon satisfactory completion of the Merit Badge with the Counselor, Scout needs to have the Merit Badge Counselor sign (2 places on the card), list their counselor information, fill in the requirement approval table section, and fill in the date it was completed. It is the Scout's responsibility to make sure the Merit Badge Counselor has filled out all of their information on the card. The Merit Badge Counselor will keep their completed portion of the Merit Badge Card and give the Scout back the remaining sections. It is ok to finish with a Merit Badge Counselor different from the one you started with. If a Scout completes the Merit Badge with a new Counselor, that counselor must also sign (2 places on the card), list their counselor information, fill in the requirement approval table and fill in the date it was completed.
6. The Scout returns their two (2) remaining sections of the Merit Badge Card to the Scoutmaster, a fully trained Assistant Scoutmaster, or a fully trained designated Adult Unit Leader* to show they have completed the Merit Badge. The Leader will sign on the Applicant's Record section under the signature of the unit leader.
7. The Scout takes these two (2) fully signed sections of the Merit Badge Card to the Troop Advancement Chair for their signature. The Advancement Chair will return the Applicant's Record portion of the Merit Badge to the Scout. It is the Scout's responsibility to keep this piece in case they ever need to prove they completed this Merit Badge. The Advancement Chair will file the paperwork, and the Merit Badge will be acknowledged at an upcoming Troop meeting and presented to the Scout at an upcoming Court of Honor.

A step-by-step example sheet can be found on how to fill out a Merit Badge Card on the BSA Guide to Advancement site. The current list of Troop 9226 Merit Badge Counselors and the list of all Northern Star Scouting Merit Badge Counselors can be found in Scoutbook.

*Designated Adult Leaders – Mr. Bolopue, Mr. Jensen, Mr. Schomburg, Mrs. Bolopue, Mrs. Grant, Mrs. Danielson, Mr. Kriesel, or Mr. Salmen

**Troop Advancement Chair - Mrs. Bolopue (If Mrs. Bolopue is not at the meeting, please submit the card to Mrs. Danielson or Mr. Bolopue.)

COURTS OF HONOR

Troop 9226 will conduct at least two (2) Courts of Honor each year. The purpose of the Courts of Honor is to present advancement and/or other recognition to the Scouts and Adult Leaders of the Troop. Courts of Honor are very important events for the Scout. He is recognized by the Troop for his endeavors. The person(s) the Scout most wants to see his recognition is his parent(s)/guardian(s). Pride and self-esteem are developed through recognition of achievements, and it is strongly recommended that at least one parent/guardian attend each Court of Honor.

YOUTH RANKS - STAR, LIFE, EAGLE

First Class to Star Rank

To fulfill the responsibilities of Star rank, commitments change. Attendance, communication, attitude (Scout Spirit), and respect are attributes that are looked at. This is the Scout's contribution to the Troop as a recognized Leader. The Scout begins to earn the respect of his fellow Scouts in the Troop by taking training and using leadership skills learned to take charge of the assigned responsibilities of his leadership position.

At this point in the Scout's advancement career, he must decide which direction to follow: (i) continue to participate in Troop meetings and outings with no regard for advancement; or (ii) continue seeking advancement to the rank of Star, Life and/or then working towards the rank of Eagle.

If option (i) is selected, no leadership requirement will be implemented. Both the Scout and the Troop leadership will understand that the Scout doesn't seek the rank of Star. If later the Scout seeks further rank advancement, successful fulfillment of the leader position will be required.

If option (ii) is selected, the Scout must begin to assume a leadership role in the Troop by becoming one of the Troop's leadership positions. His efforts will be monitored by Adult Leaders and his Troop's position mentor. The Scoutmaster and the Scout's position mentor will continue advising the Scout as to his progress in his leadership responsibilities. This leadership position is for a period of not less than four (4) months.

At the Scoutmaster conference for Star rank, regardless of which option is selected, the Scout and Scoutmaster will review the leadership roles the Scout is to assume if he wishes to attain the rank of Life and/or Eagle.

Star to Life Rank

While serving at the rank of Star working towards the Life rank, the Scout must serve in another leadership role in the Troop by becoming one of the other Troop's Scout positions. His efforts will be monitored by Adult Leaders and his Troop Position's mentor. The Scoutmaster and the Scout's position mentor will continue advising the Scout as to his progress in his leadership responsibilities. This leadership position is for a period of not less than six (6) months.

Life to Eagle Rank

While serving at the rank of Life and working towards the Eagle rank, the Scout must serve in another leadership role in the Troop by becoming one of the other Troop's Scout positions. His efforts will be monitored by Adult Leaders and his Troop Position's mentor. The Scoutmaster and the Scout's position mentor will continue advising the Scout as to his progress in his leadership responsibilities. This leadership position is for a period of not less than six (6) months.

Upon successful completion of requirements and a Board of Review for the rank of Eagle, the Troop will contribute \$100 towards the Scout's Eagle Ceremony. Itemized receipts must be provided to the Troop Treasurer for reimbursement.

YOUTH LEADERSHIP POSITION ELECTIONS

Prior to the election, Senior Patrol Leader (SPL) candidates **MUST** get approval from the Scoutmaster to run for this position. One week prior to the ballot election, Senior Patrol Leader candidates **MUST** be prepared to give a short presentation to the Scouts of Troop 9226 on why they feel they are qualified for this position.

After the election, Scouts seeking a Troop Leadership position tell the newly elected Senior Patrol Leader what position they are interested in. The Senior Patrol Leader will supply a list of names to the Scoutmaster for review. The Scoutmaster will give his approval or recommendation to the Senior Patrol Leader. The Senior Patrol Leader will let each Scout know in regard to their Leadership position. Each Patrol must also decide and vote on a new Patrol Leader and Assistant Patrol Leader.

Troop Leadership positions require that each Scout participates in Junior Leader Training (JLT). This training session is conducted by the outgoing SPL under the guidance of the Scoutmaster.

YOUTH AND ADULT LEADERSHIP TRAINING

Youth: Grey Wolf training is National Youth Leadership Training held during the summer at one of the Northern Star Scouting official Scout Camps. The optimum time for Scouts to take this training is when the Scout is 13-14 years of age. The Troop will refund ½ of the cost of this training upon successful completion of the course. *Before assuming the position of Assistant Senior Patrol Leader or Senior Patrol Leader, it is recommended that a youth have taken or be enrolled in a National Youth Leadership Training (Grey Wolf) session.*

Adults (Scouters): Wood Badge training is held over 2 weekends (must attend both weekends) at a Scout Camp throughout the year. This training is, first and foremost, learning by doing, learning the skills and methods of Scouting. The first part of the course utilizes a classroom environment and practical exercises to teach the essentials of leadership. The second half is a combination of a classroom and an outdoors setting that helps those to learn to apply the skills to make one function better as a leader within the unit. The Troop will refund ½ of the cost of this training upon successful completion of the five (5) "tickets" goals and receiving their certificate.

YOUTH LEADERSHIP (RESPONSIBILITIES) POSITIONS

These are requirements that should be fulfilled to the best of the Scout's ability to qualify as Leadership for rank advancement. Troop Leadership positions require that each Scout participates in Junior Leader Training (JLT). This training session is conducted by the SPL under the guidance of the Scoutmaster. All Youth Leadership Positions are to be reviewed and approved by the Senior Patrol Leader and Scoutmaster before the assignment of the position. Position evaluation forms are found on the Troop 9226 website.

Senior Patrol Leader (SPL)

- Chair the PLC meetings.
- Preside at all troop meetings, events, activities, and the annual program planning meeting.
- Appoint boy leaders with the advice and consent of the Scoutmaster.
- Work with the Scoutmaster in training youth leaders.
- Wear the Scout uniform correctly.
- Set a good example and live by the Scout Oath and Law.
- Show and help develop Scout spirit.

Assistant Senior Patrol Leader (ASPL)

- Function as a member of the PLC while attending PLC meetings.
- Be responsible for training and giving direct leadership to the following appointed youth leaders: Historian, Scribe, Librarian, Quartermaster, Chaplain Aide, Instructor, and if the Troop has an Order of the Arrow Troop representative.
- Help lead meetings and activities as called upon by the Senior Patrol Leader.
- Perform tasks assigned by the Senior Patrol Leader.
- Guide the troop in the Senior Patrol Leader's absence.
- Wear the Scout uniform correctly.
- Set a good example and live by the Scout Oath and Law.
- Show and help develop Scout spirit.

Patrol Leader (PL)

- Represent the Patrol at all PLC meetings and the annual program planning meeting.
- Plan and lead Patrol meetings and activities.
- Keep Patrol members informed.
- Assign each Patrol member a task and help them succeed.
- Prepare the Patrol to take part in all Troop activities.
- Work with other Troop leaders to make the Troop run well.
- Know what Patrol members and other leaders can do.
- Wear the Scout uniform correctly.
- Set a good example and live by the Scout Oath and Law.
- Show and help develop Scout spirit.

Assistant Patrol Leader

- Perform tasks assigned by the Patrol Leader.
- Guide the Patrol in the Patrol Leader's absence.
- Wear the Scout uniform correctly.
- Set a good example and live by the Scout Oath and Law.
- Show and help develop Scout spirit.

Troop Guide (1 year recommended)

- Attend PLC meetings with the Patrol Leader of the new Scout Patrol.
- Introduce new Scouts to Troop operations.
- Guide new Scouts through early Scouting activities.
- Teach basic Scout skills.
- Shield new Scouts from harassment by older Scouts.
- Coach the Patrol Leader of the new Scout Patrol on his duties.
- Coach individual Scouts on Scouting challenges.

- Wear the Scout uniform correctly.
- Set a good example and live by the Scout Oath and Law.
- Show and help develop Scout spirit.
- Establish a plan to achieve Second Class in the first year and First Class by the end of two years.

Den Chief (1 year recommended)

- Serve as the activities assistant at Den meetings.
- Meet regularly with the Den Leader(s) to review the Den and pace meeting plans.
- If serving as a Webelos den chief, help prepare boys to join Boy Scouts.
- Project a positive image of Boy Scouting.
- Wear the Scout uniform correctly.
- Set a good example and live by the Scout Oath and Law.
- Show and help develop Scout spirit.
- Serve as a mentor to Denner and Assistant Denner (if applicable).
- The Den Chief must serve 1 year and complete all requirements in the Den Chief Handbook to earn a Den Chief service cord.

Quartermaster (QM)

- Keep records of Patrol and Troop equipment.
- Keep equipment in good repair.
- Keep the equipment storage area neat and clean.
- Issue equipment and see that it is returned in good order.
- Suggest new or replacement items.
- Work with Troop Committee Member responsible for equipment.
- Wear the Scout uniform correctly.
- Set a good example and live by the Scout Oath and Law.
- Show and help develop Scout spirit.

Scribe

- Attend and keep a log of PLC meetings and send all PLC meeting notes to SPL, Scoutmaster, and Committee Chair.
- Record attendance at all Troop functions.
- Work with the appropriate Troop Committee Members responsible for records/advancement.
- Handle correspondence appropriately.
- Wear the Scout uniform correctly.
- Set a good example and live by the Scout Oath and Law.
- Show and help develop Scout spirit.

Historian

- Gather pictures and facts about past/current activities of the troop and share them with the Troop.
- Take care of Troop trophies and keepsakes.
- Keep information about Troop alumni.
- Wear the Scout uniform correctly.
- Set a good example and live by the Scout Oath and Law.
- Show and help develop Scout spirit.

Librarian

- Establish and maintain a Troop library.

- Keep records on literature owned by the Troop.
- Add new or replacement items as needed.
- Have literature available for borrowing at Troop meetings.
- Maintain a system to check literature in and out. Follow up on late returns.
- Wear the Scout uniform correctly.
- Set a good example and live by the Scout Oath and Law.
- Show and help develop Scout spirit.

Chaplain Aide

- Keep Troop leaders apprised of religious holidays when planning activities.
- Assist the Charter Organization Rep in meeting the religious needs of Troop members while on activities.
- Encourage saying grace at meals while camping or on activities.
- Lead worship services on campouts.
- Tell Troop members about the religious emblems program for their faith.
- Wear the Scout uniform correctly.
- Set a good example and live by the Scout Oath and Law.
- Show and help develop Scout spirit.

Order of the Arrow (OA) Representative

- Be a current member of OA and in good standing.
- Attend OA meetings.
- Keep OA members updated on events and activities.
- Wear the Scout uniform correctly.
- Set a good example and Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

Instructor(s) – Knot or First Aid

- Scout must be at 1st class rank
- Instruct Scouting skills as needed within the Troop or Patrols.
- Prepare well in advance for each teaching assignment.
- Wear the Scout uniform correctly.
- Set a good example and live by the Scout Oath and Law.
- Show and help develop Scout spirit.

Leave No Trace Trainer

- Working on or have earned the Camping and Environmental Science Merit Badges.
- Actively pursuing or have completed Leave No Trace training.
- Tell Troop members and teach them the Leave No Trace principles.
- Encourage the Troop to follow the Leave No Trace principles on Troop outings.
- Assist Scouts in earning the Leave No Trace award.
- Wear the Scout uniform correctly.
- Set a good example and Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

Junior Assistant Scoutmaster

- Must be at least 16 years of age who have shown outstanding leadership skills and be endorsed by the Scoutmaster.
- Follows the guidance of the Scoutmaster in providing support and supervision to the other Scout Leaders in the Troop.

- Performs duties assigned by the Scoutmaster.
- Wear the Scout uniform correctly.
- Set a good example and live by the Scout Oath and Law.
- Show and help develop Scout spirit.

ADULT LEADERSHIP (RESPONSIBILITIES) POSITIONS

All registered Adult Leaders who participate in campouts and other Troop activities MUST complete all necessary training to fulfill the requirements set by the Scouts BSA. This includes, but may not be limited to, Youth Protection Training, Safe Swim Defense, Safety Afloat, CPR, and Basic First Aid.

Scoutmaster – Adult Leader responsible for the image and program of the Troop. The Scoutmaster trains the boys to be leaders, makes available to them the resources and guidance they need to lead well, and then steps into the background and lets the youth leaders do their jobs. This position is selected by the Chartered Organization Representative and the Troop Committee Chair and serves as an Adult Leader at the pleasure of the Chartered Organization. This position needs to be approved and voted on by the Charter Organization.

Troop Committee Chairperson – Calls, presides over and promotes attendance at Troop Committee meetings. The Committee Chairperson is responsible for organizing the Troop Committee to ensure that all functions are delegated, coordinated, and completed. This position is appointed by the Chartered Organization Representative and is one of the three adult leader positions serving at the pleasure of the Chartered Organization. This position needs to be approved and voted on by the Charter Organization.

Chartered Organization Representative – Must be a member of the Chartered Organization. This position maintains a liaison between the Troop and the Chartered Organization. This position is selected by the governing body of the Chartered Organization and serves as an Adult Leader at the pleasure of the Chartered Organization. This position needs to be approved and voted on by the Charter Organization.

Assistant Scoutmaster – Assists the Scoutmaster in Troop operations. Each Assistant Scoutmaster may be assigned specific duties to support the Scoutmaster. They report to the Scoutmaster. Strongly recommend ASM be 21 years of age or older. Troop Committee approval is needed for those under 21.

Troop Treasurer – Handles all Troop funds. The Treasurer pays bills as appropriate and as authorized and maintains the Troop checking and savings accounts. The Troop Treasurer maintains adequate financial records for the Troop.

Troop Secretary – Records the minutes of and reports on Troop Committee meetings. The Secretary may perform additional duties as assigned by the Committee Chairperson.

Troop Communications Coordinator – Gathers information pertinent to Troop operations and Troop activities and disseminates it to the members of the Troop and parent(s)/guardian(s) via Scoutbook or other electronic distribution.

Troop Outdoor Activities Coordinator – Advises on the appropriateness of various outdoor opportunities (local/Council/District/National) and events for the Troop. They secure reservations at camps, parks, or other venues. They make sure the Guide to Safe Scouting, state and local government regulations are followed.

Troop Advancement Coordinator – Encourages Scouts to advance in rank; maintains all Scout

advancement records. Makes a prompt report on the correct form to the council service center when a Troop Board of Review is held and/or when merit badges are earned. They secure badges and certificates.

Troop Training Coordinator – Responsible for informing the Scouts and Troop Leaders of upcoming training opportunities and keeping records of all Scouts and Adult training.

Troop Equipment Coordinator – Responsible for procurement and maintenance of Troop equipment with the Quartermaster. Makes mandatory safety checks every 6 months on all of the Troop's camping gear, cooking appliances, and troop trailers and encourages the Troop in the safe use of all outdoor equipment. The Equipment Coordinator can authorize the Quartermaster to spend up to \$50 of Troop funds on Troop gear without prior Troop Committee approval. Detailed receipts must be submitted for reimbursement.

Troop Medical Forms Coordinator – Responsible for obtaining all health forms for both Scouts and Adults. Make sure copies for all campers are given to the Adult Leader on all campouts and events.

Troop Fundraising Coordinator – Supervises and reports on money-earning projects. These duties include researching profitable projects, ordering products, distributing products, and collecting money from individual Scouts.

Troop Webelos Transition Coordinator – Responsible for communication to the Pack and coordination of any Troop and Pack joint activities (i.e., Fall Camporee, highway cleanup, Blue & Gold, etc.) with the Den Chief. They, along with the Troop Guide, ensure a smooth transition of 5th-grade Webelos to the Troop. They also work with the Den Chief to ensure appropriate support to the Den Leader(s). Facilitate parents/guardians meeting with AOL parents/guardians to discuss parent/guardian involvement and expectations in the transition to Scouts BSA.

Troop Committee Member – All registered Adult Leaders must be trained and are members of the Troop Committee. The Scoutmaster and Assistant Scoutmasters are non-voting members of the Committee. All other registered Adults have a single vote. The Committee Chair and the Charter Organization Representative MUST approve all Adult applications. Committee members attend Troop Committee meetings to support Troop fundraisers, service projects, and other activities. They may be asked to participate in Boards of Review as requested by the Troop's Advancement Coordinator.

Committee Members have the authorization to spend up to \$50 of Troop funds for Troop expenses with the Committee Chair and/ or two other Committee members' approval. Detailed receipts must be submitted for reimbursement.

Merit Badge Counselor – Must be registered (application as Merit Badge Counselor with Council), be 18 years or older, complete YPT, and complete Merit Badge Counselor online training. Be recognized as having the skills and knowledge in the Merit Badge subjects covered and have the ability to work with Scout-age youth.

CONCLUSION

We have attempted to cover many areas as we want the Scouts, Adults, and all family members to have as much information as possible from which to safely and successfully have an enjoyable experience in Scouting and with Troop 9226.

If any Scout, parent(s)/guardian(s), or other concerned parties have questions or concerns about the operation of Troop 9226, they should feel free to consult our Charter Organization (Memorial Lutheran Church), the Adult Leaders of the Troop, or the Scouts BSA.

We are open to discussion about our Troop and its policies at any time before or after Troop Meetings, in Troop Committee Meetings, or privately.

APPENDIX A

Pre-Meeting

NO electronics (phones, iPods, iPads, Computers, etc.) are allowed at Troop meetings, outings, or any Troop/Patrol outings except for use during planning meetings. Scouts bringing non-approved items to Scout functions will be asked to relinquish those items to the Adult Leaders until the end of the meeting, or outing. The items will be returned to the Scout, providing it is deemed returnable. Any item considered questionable in nature and NOT in character of the age of the Scout will be discussed with the Scout's parent(s)/guardian(s).

Youth Leaders, Adult Leaders, and members of the Patrol in charge of the Troop meeting should all arrive by 6:45 p.m.

The Patrol in charge of the Troop meeting places flags in the proper position, begins pre-opening activities, and sees that all necessary equipment is in place for the meeting.

Post-Meeting

The Patrol in charge of the Troop meeting is also responsible for clean-up after the meeting with the assistance of all Scouts present. This includes putting tables and chairs back in place, returning flags and any items used during the Troop meeting, vacuuming, etc.

All Scouts in attendance are expected to help with clean-up after all meetings.

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APPENDIX B

Troop 9226 List of Fees

(Fees are subject to change without notice)

National Dues (Registration) - \$180 annually per Youth and \$42 per Adult

Boy's Life Magazine (Optional) - \$12 annual/year subscription

Troop 9226 Dues - \$25 annually per Youth

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APPENDIX C

Important Camping FAQ

1. How does the troop choose and get registered for campouts?

The scouts holding a troop position get together in July/ August each year and put together the annual planning calendar, which includes meeting themes, and campouts, as the patrols are in charge of them. Then, the boys contact the Outdoor Activities Coordinator to submit the appropriate permits to hold a reservation for the troop. MANY campout locations fill early, and the boys ask the troop to put a deposit down early. For example, campouts at Fred C. Anderson need to be reserved at least 6 months early. **None of these deposits are refundable.** Some are transferable.

Tomahawk Summer Camp requires a deposit over a year in advance. Philmont and other high adventure camps require a 2-year lead time. Hence, the planning time and some monies are invested early.

2. How should scouts sign up for campouts? Paper sign-up vs. Online?

As the camps get closer, the patrol of the camp announces the campout and begins a signup list:

- The paper signup is for the scouts to use at meetings. This allows them to take responsibility for signing up themselves. Thus, it is also the scout's responsibility to share with his parents what he has signed up for.
- The online signup is started when the BOY in charge of the campout puts together a paper signup sheet and makes the announcement. It is the scout's responsibility to get the ball rolling (except when an adult is in the lead for Philmont or the annual Tomahawk trip, for example). The adult in charge of the online account will then transfer the names from the paper sheet to the online site.

The online signup is a very helpful supplemental tool. There are many adults in charge of the various camping administration records who need to know beforehand who is going on the campout. The health form coordinator, treasurer, unit commissioner, chartered organization rep, outdoor activities coordinator, campout leaders, patrol leaders, and scoutmaster can all access the current list and complete their responsibilities without having to wait for an email chain to go back and forth. Therefore, errors and time are greatly reduced.

If a scout needs to cancel, you only need to email me, mary@engineeredsupply.com, to remove your son's name. Unless the scout signed up online on Scoutbook, then they may change their attendance status.

Understand that deposits may or may not be refundable. For example, the \$25 deposit for Snow Base is not refundable. If another scout takes their place, that's fine. There is no fee for canceling from a boy-led camp such as Kiwanis, providing the cancellation happens before the cut-off, which is generally one week before camp unless otherwise announced.

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3. What is the adult master sign-up list, and where do I find it?

Our troop scoutmaster asks all families to sign up for the number of nights they can commit for the calendar year of camping. They don't have to designate dates at this time. You can email me at mary@engineeredsupply.com or tell the Scoutmaster to be added to the list.

4. Why is this list and signing up for campouts important?

Having your name on the campout list helps the scouts know which parents might be available for a specific campout, and it makes organizing the campouts easier for them. For example, if a parent signs up with "summer only," you might be asked for a summer trip. Or if you say 2 nights anytime, then the boys know you will lead for 2 nights. If a parent isn't comfortable leading the trip, then they can choose to camp at an event that is staffed and led by council staff (Snow Base, Tomahawk, etc....)

Because campout monies have to be sent in so early, and if we don't have committed adults, campouts run the risk of being canceled and families losing money.

5. Why do we ask every family to commit to at least one campout per year?

When our scoutmaster looks at the calendar and all the campouts for the upcoming year, he calculates the # of upcoming nights camping and an average of 2 adults per campout. That would be a large load for just a few volunteers, so we ask every family to help out with driving and camping during the year.

You do not have to be an assistant scoutmaster or experienced camper. Adults attending must be Youth Protection Trained and must be 21 years of age or older. Youth protection training is available on my.scouting.org and must be renewed every 2 years. Ask Carol Zupfer for details on where to find the training link. carolzupfer@gmail.com. The campouts are a great time!

If you have not already signed up for a campout or two, please let me know how many nights I should put you down for, and I'll make sure it gets on the master list.

Thank you in advance!

YIS,
Mary Grant/Outdoor Activities Coordinator
612-508-7287
mary@engineeredsupply.com