

BSA Troop 81

Troop Handbook

March, 2005

BSA Troop 81 Handbook

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Mission Statement

The goals of Troop 81 are consistent with the goals of the Boy Scouts of America. Our specific goals are listed below to emphasize those which are especially meaningful to Troop 81.

We will strive to develop leadership qualities in each boy, by constantly working toward and refining the meaning of a "boy run troop". We will accomplish this goal by actively engaging each boy in meaningful opportunities to lead his peers, while receiving advice and counsel from the adults and by following the precepts of Scouting's "patrol method".

We will work diligently to provide an environment which encourages the boys to limit physically, socially, or spiritually destructive behavior, (like swearing, drinking alcohol, smoking, taking drugs, etc.). Emphasis will be given toward living the Scout Law with a focus on "A Scout is Reverent" (*Scout Law: A Scout is Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean and Reverent.*)

We will strengthen citizenship characteristics in the boys by teaching and practicing appropriate attitudes and actions relative to our rights and responsibilities as United States citizens. To aid the Troop in accomplishing this goal, we will learn and engage in appropriate, respectful practices relative to the flag of the United States.

We will teach Scouts to be proficient and confident with various skills including camping, cooking, basic survival and first aid, and practical knots. Our camping experience will follow the Outdoor Code (*"As an American, I will do my best to - Be clean in my outdoor manners, Be careful with fire, Be considerate in the outdoors, and Be conservation minded.*)

We will strive to be among the best troops in Circle 10, showing consistency in our uniforms, equipment, and leadership, while practicing Scoutcraft and Scout skills.

Finally, and perhaps most importantly, we will provide an environment that emphasizes fun.

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General Information

CODE OF CONDUCT

Troop 81 expects Scouts' behavior to reflect the Scout Law. A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, reverent.

TROOP MEETINGS

Troop meetings will be held each Monday from 7:00 PM to 8:30 PM per the troop calendar. Always bring pen & paper together with your Scout Handbook and this Handbook to every meeting. See the Troop Meeting Agenda section in this Handbook to see how Troop meetings are organized.

PATROL MEETINGS

Patrol meetings are held during the weekly troop meeting (or when scheduled by your PL).

WEARING THE SCOUT UNIFORM

The Dress Class A uniform will be worn for/at:

1. Court of Honor.
2. Scoutmaster Conference.
3. Board of Review.
4. Camporee.
5. Any other activity voted on by the PLC.

The Class A uniform will be worn:

1. At weekly Troop Meetings.
2. Traveling to/from monthly campout.
3. Traveling to/from Summer/Winter camps.
4. Traveling to/from Scout High Adventure camps.
5. At any other formal BSA-sponsored event.

The Class B uniform will be worn during campouts and camps when Class A is not required.

See the Uniform Guide section of this Handbook for details on all uniform requirements.

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Troop Meeting Agenda

REGULAR MEETING

(Usually 2 per Month)

7:00-7:10	10	Opening & announcements
7:10-7:40	30	One or more of the following 1. Patrol Competition 2. Troop training 3. Guest Speaker 4. Election (OA, SPL, etc.) 5. ????
7:40-7:50	10	Closing
7:50-8:30	40	Merit Badge Classes and TFC Program

PRE-CAMPOUT MEETING

(No Merit Badge Classes)

<u>Time</u>	<u># of Min.</u>	<u>Event</u>
7:00-7:10	10	Opening & announcements
7:10-7:20	10	Campout information
7:20-7:50	30	Patrol campout planning
7:50-8:20	30	Game or patrol competition (if all campout plans complete) SM Conferences or Boards of Review
8:20-8:30	10	Closing & announcements

POST-CAMPOUT MEETING

7:00-7:10	10	Opening & announcements Read PLC minutes
7:10-7:40	30	Patrol meetings to: 1. Discuss PLC minutes 2. Return campout equipment 3. Mentor/Scout meetings to sign progress sheet 4. SM Conference or Boards of Review
7:40-7:50	10	Closing and announcements
7:50-8:30	40	Merit Badge Classes and TFC Program

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Uniform Guide

The Class A Dress uniform consists of:

1. Shirt -- Official BSA Short #598 or Long #588 sleeve shirt
 - a. Left Sleeve
 - i. Circle 10 Council insignia.
 - ii. Troop 81 numerals.
 - iii. Badge of office/position.
 - b. Right Sleeve
 - i. U.S. Flag.
 - ii. Patrol Medallion.
 - iii. Quality Unit Patch (if earned by troop).
 - c. Left Pocket
 - i. Arrow of Light (if earned as a Cub Scout).
 - ii. Cloth Badge of Rank (No metal badge of rank).
 - d. Right Pocket
 - i. Temporary Insignia (maximum of one).
 - ii. Interpreter's Strip (above pocket, optional).
 - iii. Troop name tag.
 - e. Red Shoulder Loops #R00676, are worn over each epaulet (after attaining the rank of Tenderfoot).
2. Trousers or Shorts (and socks)
 - a. Trousers - (Long legged) Official BSA #588.
 - i. Can be worn all year round.
 - ii. BSA belt (web, Philmont, etc.) with buckle.
 - iii. Dark colored socks are preferred over white socks.
 - iv. Official Scout socks, #R566, are optional.
 - b. Shorts - Official BSA #R598.
 - i. Official Scout socks #R566 are required with shorts.
 - ii. BSA belt (web, Philmont, etc.) with buckle.
 - iii. Shorts are usually worn between April and October.

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3. Shoes, Sneakers and/or Hiking Boots -- Personal preference, guided by environment, season and weather conditions.
4. Neckerchief and Tie Slide
 - a. Neckerchief
 - i. The official BSA red neckerchief with a yellow border, or
 - ii. Any neckerchief awarded to you personally, while a Boy Scout, as a result of
 - iii. participating in an official BSA activity (Jamboree, Eagle, etc.).
 - iv. Any historic neckerchief of family origin.
 - b. Tie Slide
 - i. Any slide of any origin may be worn.
 - ii. Tying a knot in the neckerchief in lieu of using a tie slide is discouraged.
5. Headgear - Troop 81 red baseball cap only.
6. All Other Uniform Items
 - a. Coup Beads.
 - i. Worn on right side on your web belt.
 - b. Scout Knife - Tote 'N' Chip required.
 - i. Carried in pocket, or
 - ii. Carried in sheath on belt & worn on right side, or
 - iii. Attached to belt via clip & worn on right side.
 - c. Knot Practice Rope
 - i. worn on your left side, secured around the web belt (with a "larks head" knot).
 - d. Boy Scout Handbook.
 - i. Always carry Fireman's Chit and Tote N' Chip on inside of back cover.
 - e. This Troop 81 Handbook.

The Class A uniform is the same as the Dress Class A except:

1. No neckerchief is required.

The Class B uniform is the same as Class A except:

1. Any Scout T-shirt (which has any preprinted BSA emblem or identification marked/ sewn on it) can be worn in place of the official Scout shirt.
2. Any approved Boy Scout cap or Patrol approved cap can be worn.

The Class C uniform implies any casual non-Scout clothing.

Purchase uniform components from Scoutfitters.

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Coup Beads

1. One coup bead will be awarded for attendance at:
 - a. Every four (4) troop meetings.
 - b. Each campout.
 - c. One coup bead will also be awarded for each Honor Camper (1 per Patrol) and Super Honor Camper (1 per Troop) for each campout.
 - d. Each of the following extra credit activities:
 - i. Summer Camp,
 - ii. Winter Camp,
 - iii. High Adventure Camps,
 - iv. Merit badge clinics,
 - v. Scout Show,
 - vi. Oak Leaf Training or staff,
 - vii. Staff at Cub Scout Twilight Camp,
 - viii. Staff at Webelos Day Camp,
 - ix. Working on an Eagle Scout project, and
 - x. Any other activity approved by the Scoutmaster.
2. Accumulate 10 beads per string, with 5 strings on the coup bead holder.
 - a. Separate Immediate Recognition beads (Tenderfoot - 3 white, Second Class - 4 green, First Class - 3 red) from other Coup Beads.
3. When a Scout has collected 50 coup beads, he will receive his choice of one of the following:
 - a. A camp stool,
 - b. A folding camp shovel, or
 - c. A camp stove.

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Rank Advancement

1. Have each rank requirement signed off in your Scout Handbook as soon as you complete it! Don't wait until months later and expect someone to remember that you completed a requirement "back during the May campout".
2. The following persons are authorized to "sign off" on the completion of an advancement requirement:
 - a. Your Patrol Counselor.
 - b. Any Troop 81 adult leader who can validate the completion of the requirement.
 - c. Parents can not sign off on an advancement requirement, but they should write a note to the Patrol Counselor to acknowledge the completion of a specific requirement.
3. It is the Scout's responsibility to schedule a Scoutmaster conference when he has completed all the requirements for a rank advancement. The purpose of the Scoutmaster Conference is to verify that a Scout is ready for advancement to the next rank.
 - a. Use the sign up sheet located in the troop meeting room at RBF.
 - b. Have your Patrol Counselor initial the sign up sheet to verify that you are ready.
 - c. You must be in Dress Class A for your Scoutmaster Conference.
 - d. This conference is performed by the Senior Scoutmaster or a Scoutmaster.
 - e. At the completion of the conference, you will be given a form which must be brought with you into your Board of Review.
4. Following the completion of your Scoutmaster conference, ask your Patrol Counselor to schedule a Board of Review.
 - a. Use the sign up sheet located in the troop meeting room at RBF.
5. In the Board of Review you will be asked questions about your Scouting experience and Scout spirit. The board may ask you to recite the Scout Law, Oath, etc., but it is not intended to be a "test". If the Board is satisfied, you will immediately be promoted to the next rank.
 - a. You must be in Dress Class A for your Board of Review.
 - b. The Board of Review is composed of 3 adults, (excluding any adult relative and/or your patrol counselors). The first three ranks may use 2 adults and a senior Scout (Star and above).

Remember, the objective of advancement is for you to learn skills and obtain knowledge that will help you to help yourself and others, and make life more interesting and fun. Just passing the requirements so you can get the rank or merit badge is of little value. If you cheat on a requirement, the only person you cheat is yourself.

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Merit Badges

1. The Merit Badge Coordinator:
 - a. Coordinates troop merit badge classes.
 - b. Assists the Scout in finding a Merit Badge Counselor for unscheduled merit badges.
2. When beginning a merit badge,
 - a. Secure a Merit Badge Counselor.
 - b. Get a “blue card” from the Merit Badge Counselor or Merit Badge Coordinator.
 - c. Get an official BSA Merit Badge Handbook.
 - i. Specific for each merit badge.
 - ii. Borrow from the troop library or buy from Scoutfitters (approx. \$2.00).
3. During the process of earning a merit badge,
 - a. Get each requirement signed off on the “blue card” by the Merit Badge Counselor as soon as it is completed.
 - b. Parents can not sign off on the “blue card”, but they should write a note to the Merit Badge Counselor to acknowledge the completion of a specific requirement.
4. After completing all requirements,
 - a. Make sure the Merit Badge Counselor has signed off (initialed & dated) each requirement on the “blue card”.
 - b. Get Merit Badge Counselor’s signature (2 places) on the “blue card”.
 - c. Get the Scoutmaster’s signature (2 places) on the “blue card”.
 - d. After the “blue card” is completely signed off, it should be processed as follows:
 - i. Give the appropriate section of the “blue card” to the Merit Badge Counselor.
 - ii. Give the appropriate section of the “blue card” to the Advancement/Awards coordinator at the weekly troop meeting.
 - iii. Keep your section of the “blue card” until you receive your merit badge. It is your proof that you completed the badge in case the other parts of the “blue card” get lost or misplaced.
5. Badge presentation
 - a. Once the “blue card” is completely signed off and turned in, your merit badge will be presented to you at the next Court of Honor.
 - b. Once you receive the merit badge, keep the card which comes with it! It is required documentation for the Eagle rank.
 - c. You can start earning merit badges as soon as you become a Scout, but you can not wear them on your uniform until you reach the rank of First Class.

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Patrol Method

A Troop is composed of Patrols. A Patrol is a group of boys who function together as a lively, loyal team. A Patrol succeeds because it does things for the common good of the Patrol.

The success of your Patrol depends on the effort and Scout Spirit that its members put into it. One of the goals of a Patrol should be to be so well trained in camping that it can take off on its own overnight campout.

Two things that should happen at every Patrol meeting are:

1. Help one another with advancement, and
2. Decide what things you want to do as a Patrol.

Before the first Fall campout, your Patrol should:

1. Choose Patrol leadership positions,
2. Create a Patrol Flag, attached to a staff,
3. Choose tent mates.

Prior to each campout, a Patrol should:

1. Plan a menu,
2. Plan its part in a Troop activity,
3. Prepare a Duty Roster, and
4. Practice for a skit or show.

The Patrol Meetings are planned and led by the Patrol Leader, with assistance from the Patrol Counselor when applicable.

Refer to Appendix I for a description of leadership positions and duties.

Refer to the BSA Handbook (Your Scout Patrol), for additional information on the functioning of a patrol.

The Patrol Method encourages your Patrol to work together, make things together, and do things together.

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Venture Scouting

In Troop 81, a Venture Scout is one who has progressed beyond his first year in the Troop and has attained the Rank of First Class. There is no age requirement to be a Venture Scout.

We see High Adventure Scouting, or Venture Scouting, in Troop 81, as when you use your newly acquired First Class Scoutcraft skills as a background to get you started. As a Venture Scout you refine and perfect these skills with activities which will lead you to ultimate adventures. You'll learn the things you need to know to have safe, exciting experiences in the outdoors, like canoeing, rock climbing and rappelling, back packing, etc.

The Venture program is an exciting opportunity for you to "show your stuff" and have some heavy duty fun.

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Campout Procedures

1. Attendance Requirements
 - a. Each Scout should try for perfect attendance of all campouts.
 - b. Each Scout should attend the meeting prior to the campout.
2. Uniform
 - a. Always leave and return in Class A.
 - b. Camp in Class B.
 - c. Bring Dress Class A if you have scheduled either a Scoutmaster Conference or Board of Review.
3. Transportation and Campsite Cost –
 - a. The transportation and campsite cost will vary with each campout. The cost is calculated on a "pay-if-you-go" basis and is payable by check to Troop 81 or Scout Account Withdrawal slip on the Monday prior to the campout.
 - b. Campout fees are, in general, non-refundable. If a Scout is unable to attend, due to illness or emergency, the troop will reimburse a portion of his fees, after all income and expenses for the troop are accounted for, if total income exceeds total expenses.
4. Menu Cost –
 - a. Approximately \$10.00 (could vary by Patrol), cash, due on the Monday prior to the campout.
 - b. Non-refundable.
 - c. Balance (if Patrol grubmaster overspends) due on day of campout.
5. Personal Camping Gear --
 - a. Read BSA handbook and the Personal Camping Gear section of this Handbook for needs.
6. Tents
 - a. See the Tent section of the Troop Handbook for directions on how to pitch a tent.
 - b. Each patrol's tents should be pitched together, in a row or circle.
 - c. Each tent is to have name stakes.
 - d. No Scout should enter another Scout's tent or even another patrol's campsite without asking and receiving permission.
7. Duty Roster -- Who does what. Read BSA handbook.
 - a. Assigned by the Patrol Leader on a rotating basis.
 - b. All Scouts should have a turn at the various patrol duty roster jobs.
 - c. No switching assignments without approval of Patrol Leader.
 - d. See Campout Planning section of this Handbook for a duty roster template.

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8. Fuel/Water -- Read BSA handbook pages 82-95. It is the fire team's responsibility to:
 - a. Keep enough water at the campsite for safety, cooking, and cleaning.
 - b. Gather/bring enough wood/charcoal to cook the meal and to boil water.
 - c. Start the fire and keep it going (as requested by the cooking Scout) through that meal.
 - d. When no longer needed, put out the fire completely.
 - e. Fires must be attended at all times. If the patrol all want to leave your campsite, your fire must first be properly and completely extinguished.
9. Meals
 - a. Bring a sack lunch & drink for Friday night.
 - b. The patrol grubmaster should bring all other food for the campout.
 - c. The cooking duty will be per the Duty Roster.
 - d. Scouts should vary their menus. At least one meal a day should be cooked over a fire as opposed to eating only cold meals like sandwiches.
 - e. See the Grubmaster Policy section of this Handbook for other information.
 - f. Read BSA handbook pages 97-120 for other helpful information
10. Clean-up -- Read BSA handbook pages 123-127.
 - a. All Scouts should pick up trash as they see it. Campsites should always be neat and orderly.
 - b. It is the clean-up team's responsibility to have 2 pots of boiling water for the Patrol and to clean all items used to prepare and cook the meal, and to wash the dishes.
 - c. If personal mess kit and utensils are used, it is the individual Scout's responsibility to wash them.
 - d. The three-bucket method of cleaning food utensils is to be strictly followed. Scrape all food off plates and pans into a trash bag. Only after a plate or pan "looks" clean, is it ready to be washed.
 - i. Wash in warm, soapy water.
 - ii. Rinse in cold water, and
 - iii. Final rinse in very hot water. Use a dunking bag to avoid burns.

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Personal Camping Gear

REQUIRED

1. Tent and ground cloth
2. Class A Uniform.
3. Scout Handbook and Troop Handbook.
4. Tote 'n' Chip -- carried in envelope in back of BSA Handbook.
5. Fireman's Chit -- carried in envelope in back of BSA Handbook.
6. Sleeping Bag or blankets.
7. Canteen or water bottle
8. Mess Kit - knife, fork, spoon, plate, bowl, cup, etc.
9. Rain suit or poncho.
10. Toiletries -- Soap (in a box), toothbrush, toothpaste, washcloth.
11. Pen or pencil.
12. Personal first aid kit.
13. Medicine (see Medical Policy elsewhere in this Troop Handbook).

RECOMMENDED

1. Foam pad or air mattress.
2. Extra Scout pants/shorts, Class-B T-shirts, socks, shoes, etc.
3. Sweatshirt or jacket. In winter, a heavy coat, warm hat, gloves, long underwear.
4. Waterproof plastic bags in which all clothes are packed
5. Flashlight, with spare batteries.
6. Compass (with all points on dial).
7. Scout knife (only if you have your tote 'n' chip).
8. Sunscreen, mosquito repellent.

OPTIONAL

1. Bible or prayer book of choice.
2. Sunglasses.
3. Toiletries: Body towel, toilet paper, metal mirror.
4. Wallet with identification.
5. Camera with extra film.
6. Safety pins, needle with thread, extra buttons, spare shoelaces.
7. Backpack.
8. Nylon rope.

PROHIBITED

1. Consumer electronic devices. Leave electronic games and music players at home.
2. Alcohol, drugs and tobacco.
3. Guns, bows/arrows, other weapons, and fireworks.

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Patrol Camping Gear

The following items are available to each patrol:

1. Chuck Box (see section titled "Patrol Chuck Box")
2. Dining Fly
3. Saw
4. Camp shovel
5. Ropes
6. Twine or nylon line
7. Dutch oven
8. Coleman camp stove
9. Lantern
10. Matches/butane lighter
11. Pails or wash basins
12. Water jug

The Patrol Quartermaster is responsible for each item. If lost or broken, it needs to be reported to Troop Quartermaster and replaced by the Patrol.

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Patrol Chuck Box

Each Patrol Chuck Box is equipped with the following items:

PROVIDED BY TROOP

1. Trail kit (pots, pans, skillet).
2. Mixing bowls (plastic).
3. Carving knife.
4. Large fork and spoon.
5. Ladle.
6. Spatula.
7. Potato peeler.
8. Food tongs.
9. Can opener.
10. Hot pot tongs (pliers).
11. Measuring spoons.
12. Plastic measuring cup.
13. "Hot" Gloves.
14. Pitcher (1 gallon with lid).

PROVIDED BY PATROL

1. Sugar, salt, pepper.
2. Foil (heavy duty).
3. Clear wrap, plastic bags.
4. Heavy duty trash bags.
5. Handwashing soap.
6. Dishwashing soap.
7. Scouring pads.
8. Paper towels.
9. Dish rag and towels (Patrol Quartermaster washes these after each campout.)

The Patrol Quartermaster is responsible for each item; if lost or broken, it needs to be reported to Troop Quartermaster and replaced by the Patrol.

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Tent Guidelines

TENT

1. Each Scout is responsible for providing his own tent.
2. A typical tent package consists of the following:
 - a. 1 ground cloth.
 - b. 1 tent with 2 poles.
 - c. 1 rain fly with 1 pole.
 - d. 6 tent stakes (4 for the tent & 2 for the rain fly).
 - e. 1 tent stake bag.
3. Each item should be marked so that if something is lost, its owner can be easily identified.
4. On each campout, pair up with a buddy so only one of you needs to bring a tent.
5. You and your tent mate are equally responsible for any tent damage or missing parts.
6. Report any damage -- tears, holes, etc. -- or any missing parts to your Patrol QM.

TRAILER ACCESS

1. During camp set up and tear down, only the QMs and their assistants are allowed in the trailer to take/return their patrol's chuck box, food box, and ice chest.
2. At all other times, the Patrol Quartermaster must get permission from the Troop Quartermaster before entering the trailer.

HINTS FOR SAFE AND HAPPY CAMPING

1. Clear the campsite of twigs, small rocks, and any other debris that could damage or puncture the tent floor.
2. Pitch your tent at least ten feet away from fire rings.
3. If possible, pitch the tent on ground slightly higher than the surrounding area. Avoid ground depressions where water can collect.
4. Always use a ground cloth under your floor. Avoid having the ground cloth stick out from the bottom of the tent, lest it collect rain that will run under the tent.
5. When staking the tent, drive the stakes into the ground at an angle with the stake head pointing away from the tent.

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ASSEMBLY INSTRUCTIONS FOR TYPICAL DOME TENTS

1. Set stakes at all 4 tent corners. Note, start each stake half way into the ground until entire tent is erected; then drive stakes fully into the ground, positioning stake head away from the tent
2. Thread poles through tent sleeves. Raise center of tent and set poles at all 4 corners.
3. Set pole in pockets of rain fly. Attach rain fly to all 4 tent corners. Stake sides of rain fly.
4. Keep tent bags inside erected tents.

PREPARING TENT FOR REPACKING

1. It is highly recommended that you take down and pack your tent before breakfast on Sunday morning, if it is dry.
2. Brush or sweep tent surfaces to clear dirt and debris.
3. Empty the tent.
4. Sweep out the interior of the tent.
5. Zip closed the window and doors.
6. Release all guy ropes.
7. Remove all tent stakes from the ground and store in the bag provided. Do not pull tent stakes out with tent loops, use one of the stakes to pull out the others.

REPACK TENT

1. Fold the tent into fourths.
2. Begin rolling the tent, placing the poles and stake bag into the roll, along with the rain fly and ground cloth, so it's wrapped into one tight package.
3. Place the rolled tent into the storage bag.
4. If your tent is wet or dirty, take it home to clean and dry it out at the first opportunity!

Do Your Best to make your tent look good and last a long time.

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Lanterns

Safety Procedures For The Use Of Coleman (Any White Gas) Lanterns

The Troop QM is responsible for the care, storage and control of the lanterns, their supplies/spares, and their fuel.

The Troop QM, or his adult mentor, is responsible for training Scouts in the correct procedure for handling fuel, and the care and use of the lantern. Specifically:

1. Only "certified" Scouts will be allowed to handle the fuel and lanterns.
2. Once "certified", the appropriate notation will be placed on the Scout's Fireman Chit.
3. Previously certified Scouts will be continually appraised

Guidelines:

1. You must be a First Class Scout in order to be certified to handle a lantern and its fuel.
2. At no time will any uncertified Scout be allowed to fill, light, pump, or turn off a lantern.
3. Once lanterns have been set (hung) in a campsite, they should not be moved. They are not a "flashlight" to be used by individuals.
4. If you have not been "certified" and you touch the lantern, the following penalties apply:
 - a. 1st time -- lose a corner off Fireman's Chit
 - b. 2nd time -- lose a corner off Fireman's Chit and Patrol loses use of lantern for the remainder of the campout.

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Grubmaster Policy

1. Grub money is due to your Patrol Grubmaster the Monday night meeting prior to the campout.
2. Once the Patrol Grubmaster has collected money and purchased the food, no refunds will be given if you do not attend the campout or if the campout is canceled. If the campout is canceled, all perishable food immediately belongs to the Patrol Grubmaster. Non-perishable food should be stored and used for the next campout.
3. The Patrol Grubmaster should attempt to spend all the money collected for food and chuck box supplies. Any money left after food and essential supplies are purchased, should be spent on items that will be consumed in the future (i.e., SOS pads, paper towels, aluminum foil, etc.) or saved for the next campout.
4. If the Grubmaster overspends, the patrol will have to share in the expense.
5. After the last meal of the campout, the Grubmaster should offer any leftover perishable food to the other members of the Patrol on an equal share basis. Anything not claimed belongs to the Grubmaster. Non-perishable food and supplies should be stored in the grub box or chuckbox and a list made of the contents. This list should be used by the Patrol in menu planning for the next campout.

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Patrol Campout Plan and Duty Roster

Patrol _____ Campout Date _____

Campout Patrol Leader _____

Attendance / Tentmates (* Mark who is to bring his tent.)

Campout Patrol Counselor _____

Drivers

DUTY ROSTER

Day	Fuel/Water	Cooking	Cleanup	Other
Saturday Breakfast				
Saturday Lunch				
Saturday Dinner				
Sunday Breakfast				

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Patrol Campout Menu

Patrol _____ Campout Date _____

MENU

Sat. Breakfast Main _____
 Sides _____
 Drink _____

Sat. Lunch Main _____
 Sides _____
 Drink _____

Sat. Dinner Main _____
 Sides _____
 Drink _____

Cracker Barrel _____

Sun. Breakfast Main _____
 Sides _____
 Drink _____

SHOPPING LIST Cash available: \$ _____

Breads _____ Fruits and _____
 _____ Vegetables _____

Meat _____ Milk and _____
 _____ Cheese _____

Chips and _____ Drinks _____
Snacks _____

Foil, Paper, _____ Charcoal, _____
Plastic _____ Matches, Ice _____

Cleaning _____ Other _____
supplies _____

Scoutmaster Approval _____

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Host Patrol Campout Check List

- ___ 1. Prepare a Campout Information Sheet, detailing campout location, departure and arrival times, and emergency telephone numbers.
Attach a map.
- ___ 2. Prepare a Campout Cost Sheet, showing the cost of the campout for each individual Scout.
- ___ 3. Prepare a Campout Schedule, showing the time for each activity and which patrol is responsible for that activity.
- ___ 4. Have the Campout Packet (includes information sheet, cost sheet, and schedule) approved by the SPL and the Scoutmaster.
- ___ 5. Present the Campout Packet to the PLC and the Troop Committee (TC) the month prior to the campout. (PLC meets the Monday after a campout. TC meetings are normally the third Wednesday of each month.)
- ___ 6. Make 70 copies of the approved Campout Packet.
- ___ 7. Give 1 copy of the Campout Packet to each Scout and adult leader two (2) meetings prior to the campout. This will inform the parents of the cost of the campout which is due the Monday meeting prior to the campout.
- ___ 8. Give 15 copies of the Campout Packet to the Scout Travel Librarian for the Travel Notebooks.
- ___ 9. Enjoy your campout!

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Campmaster Campout Check List

The Campmaster is the PC for the Patrol responsible for the campout.

- ___ 1. Make reservations for the campsite. Ask about site fees, entrance fees, parking fees, etc.
- ___ 2. Help your Patrol establish the campout cost.
- ___ 3. File a tour permit.
- ___ 4. Pay any necessary fees for the campsite and/or activity fees (canoe rental, etc.,). These fees will be reimbursed by the Troop.
- ___ 5. Work with your Patrol to help them think through their planning and complete their check list on time.
- ___ 6. Be the grubmaster for the adults or find a replacement for that job.
- ___ 7. Determine the number of drivers available for the campout. Determine if there are enough seatbelts available in those drivers' cars to transport all Scouts who wish to attend the campout. Secure additional drivers if necessary.
- ___ 8. Arrange for drivers to pull the Troop trailer(s).
- ___ 9. Before leaving the parking lot, make sure the Travel Librarian gives each driver a Troop 81 Travel Notebook and collects a completed Troop 81 Drivers Data Sheet.
- ___ 10. Before leaving the parking lot, make sure the SPL takes attendance from the list of Scouts who signed up for the campout (provided by the adult Troop Treasurer).
- ___ 11. Make sure the Travel Librarian collects the Transportation Reimbursement Forms from all the adult drivers before the end of the campout. He should turn these in to the adult Troop Treasurer.

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Campout Information Sheet

(Complete and hand out two meetings prior to the campout.)

Primary Activity _____
Name of Camp _____
Location _____

Departure Date _____ Return Date _____
Gathering Time _____ Return Time _____
Leaving Time _____ Return Location _____
Departure Location _____

To check on revised plans, call the troop
voicemail at 972-238-8722 ext 81

Camp phone _____
Cell phone _____

Other instructions _____

Campout Cost Sheet

(Complete and hand out two meetings prior to the campout.)

TROOP EXPENSES

- | | | | | | | |
|------------------------------|----------------------|---|--------------|---|----------------|---------|
| a. | \$0.25 per mile | X | _____ miles | X | _____ cars | = _____ |
| b. | \$0.345 per mile | X | _____ miles | X | _____ trailers | = _____ |
| c. | _____ site usage fee | | | | | = _____ |
| d. | _____ parking fee | X | _____ cars | X | _____ days | = _____ |
| e. | _____ activity fees | X | _____ adults | X | _____ days | = _____ |
| Sum of Troop Expenses | | | | | | = _____ |
| (add a through e) | | | | | | |

FEES PER SCOUT

- | | | | | |
|--|---|------------|--------------------|---------|
| g. | _____ | divided by | _____ | = _____ |
| | sum of troop expenses | | estimated # Scouts | |
| h. | Camp activity fees per Scout (registration, equipment rental, etc.) | | | = _____ |
| Cost per Scout payable to Troop Treasurer | | | | = _____ |
| (add g and h) | | | | |

ADDITIONAL FEES (PAID SEPARATELY)

- | | | |
|----|---------------------------------------|---------|
| j. | Grubmaster (cost will vary by patrol) | = _____ |
| k. | Other (specify) _____ | = _____ |

The "Cost per Scout payable to Troop Treasurer" can be paid by check made out to Troop 81 or by Scout Account Withdrawal slip. Grubmaster money needs to be paid in cash to the patrol grubmaster. All fees are due the Monday prior to the campout.

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Scout Account Withdrawal Slip

- Scout name (print legibly): _____
- Patrol: _____
- Reason for withdrawal: _____
- Withdrawal amount: \$ _____

Campout Schedule

Example for mm/dd/yy

Day	Time	Activity	Location	Uniform	
Fri	6:00 pm	Gather	RBFC	A	
	6:30	Depart for Camp	RBFC	A	
	8:30 - 9:30	Setup camp	T81 campsite	B	
	10:30	Taps	in tents	C	
Sat	6:30 am	Reveille	in tents	C	
	6:45 - 7:30	Breakfast	T81 campsite	B	
	8:30	Flag ceremony	T81 campsite	A	
	9:00 - 11:30	Activities	various places	B	
	11:45 - 12:45	Lunch	T81 campsite	B	
	1:00 - 4:30	Activities	various places	B	
	4:30 - 5:30	Free time		B	
	5:45	Flag Ceremony	T81 campsite	A	
	6:00 - 7:00	Dinner	T81 campsite	B	
	7:30 - 8:30	Campfire	T81 campsite	A	
	9:00 - 9:30	Cracker Barrel	T81 campsite	A	
	11:00	Taps	in tents	C	
	Sun	6:30 am	Reveille	in tents	C
		6:45 - 7:30	Breakfast	T81 campsite	B
7:30 - 8:30		Pack gear, tents	T81 campsite	B	
8:30		Flag Ceremony	T81 campsite	A	
8:45		Chapel	T81 campsite	A	
9:00 - 10:00		Clean up campsite	T81 campsite	B	
10:00		Depart for home	T81 campsite	A	
12:30 pm		Arrive home	Blockbuster	A	

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Honor Camper

PROCEDURE

1. An Honor Camper will be selected from each Patrol.
 - a. Each Patrol member attending is eligible.
 - b. The selection will be made by the Patrol Leader, after conferring with the Patrol Counselor.
 - c. The reward (in addition to knowing you have done your best) is a Gold coup bead.
2. A Super Honor Camper will be selected from the troop.
 - a. Each Honor Camper is eligible.
 - b. The selection will be made by the Patrol Counselors and the Scoutmaster.
 - c. The reward is a Wooden coup bead.
 - d. Will have the privilege of firing troop cannon.

CRITERIA

1. Demonstrating and fulfilling the Scout Promise and the Scout Law.
2. Helping younger Scouts.
3. Learning, practicing and showing improvement of the Basic Scout Skills.
4. Following the Outdoor Code.
5. Showing Scout Spirit.

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Troop Discipline Policy

Troop 81 expects Scouts' behavior to reflect the Scout Law. A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, reverent.

Disorderly conduct will result in your being expelled from a meeting and parents will be called to pick you up. You may return to the next meeting if you can demonstrate courtesy. The second offense disallows you from attending any function until approved by the Patrol Leaders Council. If a third offense occurs, you should reconsider your reasons for being in Scouting and in Troop 81.

The following is the process for dismissing Scouts who are disruptive, uncooperative, or show significant disregard for the Scout Oath or Scout Law.

This policy is essentially a "three strikes and you're out" policy.

1. Upon a significant or persistent infraction, a Scout will receive a First Warning letter.
2. Upon a second significant or persistent infraction, a Scout will receive a Second Warning letter and be placed on six months probation.
3. The Scout will be subject to dismissal by the Troop Committee if he commits another infraction within the six months probation period.

An infraction which occurs after the six month probation period results in reissuing a Second Warning letter and immediately starts another six month probation period. The Troop Committee will be kept informed of all letters written.

This process will not preclude the Troop Committee from immediately dismissing any Scout for a flagrant or especially dangerous violation of the Scout Oath or Law, Troop 81 rules, BSA rules, or any State or local laws.

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Flag Ceremony

INTRODUCTION

A flag ceremony should be a proud, impressive event. As a Boy Scout, you should attempt to show pride in yourself and in your Country whenever you participate in a flag ceremony. Joy is indicated by flying the flag at full staff. Hoist it briskly in the morning, but not earlier than sunrise. Lower it slowly in the evening, but not later than sunset. Practice this ceremony at least twice before attempting to do it in front of the troop, or anyone else!

ROLES

1. Scout 1:
 - a. Gives the commands.
2. Scout 2:
 - a. Prepares the halyard,
 - b. Attaches (removes) the Flag to (from) the halyard,
 - c. Raises (lowers) the Flag, and
 - d. Secures the halyard.
3. Scout 3:
 - a. Carries the Flag to (from) the flagpole,
 - b. Assists in attaching (removing) the Flag to (from) the halyard,
 - c. And prevents the Flag from touching the ground.
4. Scout 4:
 - a. Plays the music (bugle or other).
5. Scout 5:
 - a. Fires the cannon.

DIRECTIONS

Scout 1

1. Command the Troop to attention: "*Troop Attention!*"
2. Command Scouts to the flagpole: "*Color Guard Advance!*"
3. Command Scouts to begin the flag ceremony: "*Present The Colors!*"
4. When Flag is attached to halyard and ready to be raised (lowered), give the command "*Hand Salute!*". [Cannon is fired (Scout 5) and music starts (Scout 4)].
5. After the Flag has reached the top of the pole and after the music has finished, give the command "*Two!*"
6. Raising: After Scout 2 ties off the halyard & stands at attention with Scout 3, give the command: "*Color Guard Retreat!*"
7. Lowering: After Scouts 2 & 3 have folded the Flag and come to attention, give the command: "*Color Guard Retreat!*"
8. When Color Guard Scouts have returned to their Patrol, give the command: "*Troop - At Ease!*"

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Scout 2

1. At the command: *Color Guard Advance*, move out of your Patrol, join Scouts 3 and 4 and move to flag pole [position 1 -- left side].
2. At the command: *Present The Colors*, (Retire the Colors) untie the halyard from the flag pole.

Raising procedures

1. Lower the halyard until both snaps have come down.
2. Look upwards to top of pole to ascertain the halyard is not twisted or tangled.
3. Grasp the top snap in right hand and attach to grommet in blue field.
4. Grasp the other snap and attach to grommet in the red/white field.
5. At the command: *Hand Salute!*, raise the Flag.
6. When the Flag has reached the top of the pole, and looking straight ahead (not at the Flag), wait with the halyard in your hands until the command: *Two!* is given.
7. Tie off halyard, and then turn in unison to face the Troop. Wait for command: *Color Guard Retreat*.

Lowering procedure

1. At the command: *Hand Salute!*, lower the Flag at a rate that will put it completely in the hands of Scout 3 as the music ends.
2. When Scout 3 has Flag fully in his grasp, remove the snaps (blue field first - red field last) and tie off the halyard to the flagpole.
3. Assisted by Scout 3, fold the Flag.
4. Move to left side of Scout 3 and turn to face Troop.
5. At the command: *Color Guard Retreat*, march with Scout 3 to rear of Troop formation.

Scout 3

1. At the command: *Color Guard Advance*, move out of your Patrol, join Scout 2 and 4 and move to flag pole [position 2 - center].

Raising procedures

2. Pull out corners of Flag to expose both grommets.
3. Hold Flag up so Scout 2 can attach halyard snaps.
4. Once Flag starts up, keep arms below Flag to make sure it does not touch the ground!
5. Once bottom of Flag is above your hands, take one step back, then hand salute. Look straight ahead -- not up at the Flag.

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Lowering procedure

1. At the command: *Hand Salute!*, salute. Look straight ahead -- not up. Watch for the descending Flag out of the corner of your eye. When you first see the Flag (about head level), drop your salute and grab the Flag. Gather it into your arms and hold it until Scout 2 has removed the snaps and secured the halyard. You then fold the Flag with Scout 2 assisting you.
2. Once the Flag is folded (on lowering) or halyard secured (on raising), turn in unison with Scout 2 and face the Troop.
3. Wait for the command: *Color Guard Retreat*. March with Scout 2 and 4 to rear of Troop formation.

Scout 4

1. At the command: *Color Guard Advance*, move out of your Patrol, join Scout 2 and 3 and move to flag pole [position 3 -- right side].
2. Responsible for music (either tape recorder or bugle).
3. Practice with tape or bugle before coming to ceremony.
4. After the cannon has fired, begin playing the music. Stand at attention (do not salute).
5. Wait for the command: *Color Guard Retreat*. March with Scout 2 & 3 to rear of Troop formation.

Scout 5

1. At the commands: *Hand Salute!*, fire the cannon.
2. Continue to follow the commands of Scout 1, as if you were standing in formation with your Patrol.
3. Stay with the cannon until relieved by the Scoutmaster or his designee.

Retiring the Flag

Saturday evening only: Done without entire Troop present. Scouts in vicinity should participate in the ceremony. If in doubt, as to whether you should or should not participate, because of your proximity to the flagpole, go ahead and participate in the flag ceremony.

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Cannoneer's Creed

Scout must read, understand and sign before firing cannon!

1. Safety is the policy when operating this cannon. Never touch the cannon without the express consent and permission of the Scoutmaster or his designated assistant!
2. Never use cartridges with smokeless powder. Never use cartridges containing shot or slugs.
3. Do not insert any foreign objects into the bore of the cannon.
4. Be certain the muzzle area of the cannon is clear from obstructions for at least 20 meters (60 feet).
5. Ask the Troop QM, to verify the bore is clear of any obstructions before you fire cannon.
6. The cannon will be loaded, aimed and cocked (to fire) by the Troop QM (may also be fired by an Honor Camper under the guidance of the Troop QM).
7. Never attempt to fire the cannon by hand, as this could cause severe personal injury. Always use the lanyard, (rope).
8. The cannon is fired by giving a quick, rearward pull on the lanyard.
9. Since the cannon report is quite loud, hearing protection is provided, and should be used.
10. Firing the cannon calls attention to a most solemn event. Keep your dignity by maintaining an attitude of seriousness, with silence.
11. The cannon will be unloaded and cleaned either by or under the direction of the Troop Quartermaster.

I have read and understood the information provided herein. I agree to adhere to the rules listed above. I understand there may be some danger firing the cannon, but I choose to fire the cannon anyway.

(Name)

(Date)

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Rope Advancement

The color of your “Knot Tying Practice Rope” (which is part of your formal uniform) will be a function of your knot tying skill. The objective is to learn knots you can use in every day life. These guidelines apply to both Scouts and Adult Scouters.

1. Advancement is achieved only through practice, on your own, and/or working with someone.
2. Testing
 - a. Conducted by a Scouter, or by a Scout who has earned a gold rope, (hereafter called a "tester").
 - b. The tester calls the name of the knot, and the Scout or Scouter, must tie the knot without the benefit of any help, i.e., no pictures or words.
 - c. As each knot is successfully tied, the tester dates and signs the appropriate knot page in your Troop Notebook.
 - d. If the knot isn't tied correctly on the second attempt, the tester should demonstrate to the Scout(er) exactly how to tie the knot.
 - i. If the Scout(er) can then successfully tie the knot on the next attempt, the Scout(er) can be considered to know that knot.
 - ii. If the Scout(er) can not successfully tie the knot, there should be a waiting, or practice period before the Scout(er) is again tested.
3. Knot Tying Skill Rank (Forty Knots)

Red Chord

1. Bowline
2. Chain Hitch
3. Clove Hitch
4. Double Overhand
5. Figure Eight Knot
6. Half Hitch
7. Larks Head
8. Overhand Knot
9. Sheet Bend
10. Square Knot
11. Taut-line Hitch
12. Timber Hitch
13. Two Half hitches

Blue Chord

14. Blackwall Hitch
15. Bow Knot
16. Double Sheet Bend
17. Figure Eight Knot
18. Fisherman's Knot
19. Granny Knot
20. Killick Hitch
21. Marlinspike Hitch
22. Miller's Knot
23. Overhand Bow
24. Running (slip) Knot
25. Slippery Hitch
26. Surgeon's Knot

Gold Chord

27. Bowline on Bight
28. Carrick Bend
29. Cat's Paw
30. Fisherman's Bend
31. Fisherman's Eye
32. Halyard Bend
33. Hitching Tie
34. Lariat Loop
35. Midshipman Hitch
36. Rolling Hitch
37. Sailor's Knot
38. Sheepshank
39. Stevedore's Knot
40. Tiller's Hitch

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Red Chord Skill Level



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Blue Chord Skill Level



BLACKWALL HITCH



MARLINSPIKE HITCH



BOW KNOT



MILLER'S KNOT



SHEET BEND DOUBLE



OVERHAND BOW



FIGURE EIGHT DOUBLE



RUNNING KNOT



FISHERMAN'S KNOT



SLIPPERY HITCH



GRANNY KNOT



SURGEON'S KNOT



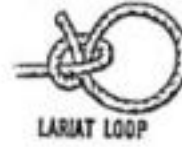
KILLICK HITCH

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Gold Chord Skill Level



BOWLINE ON BIGHT



LARIAT LOOP



CARRICK BEND



MIDSHIPMAN'S HITCH



CAT'S PAW



ROLLING HITCH



FISHERMAN'S BEND



SAILOR'S KNOT



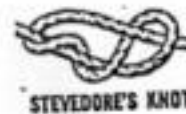
FISHERMAN'S EYE



SHEEPSHANK



HALYARD BEND



STEVEDORE'S KNOT



HITCHING TIE



TILLER'S HITCH

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The Eagle Badge

STEPS TO COMPLETING YOUR EAGLE BADGE

1. Select your Eagle project. The "Life to Eagle Package" contains a detailed description of what qualifies, but basically it should:
 - a. Benefit your church, school, or community
 - b. Be planned and directed by you ("directed" implies a group of people, probably scouts, that you will lead)
 - c. Be somewhat permanent in nature (e.g., a massive project to mow the lawns at every school in town is NOT a good project.)
 - d. NOT benefit the troop or BSA
 - e. NOT be just a fundraiser. (But raising funds for the project can be part of the project.)

See the Eagle Package for a more detailed description and some examples. You can call your local church, school, etc. for ideas, or sometimes (lots of times, actually), your Eagle Scout advisor or Scout leaders have ideas for the project. Start tracking your time NOW. Keep dates, amounts of time, and brief descriptions of what was done. (e.g., April 3, 10 minutes, discussed possible projects with Mr. S. C. Outmaster.)

2. Discuss the project with your Scoutmaster or Eagle Scout advisor to make sure the idea is good enough to run with.
3. Fill out pages 2 and 3 of the Eagle package ("Project Description" and "Planning Details"). It is important to be as thorough as possible in the planning details. If you want to write it up on your own PC (a good idea), follow the same format as pages 2 and 3 of the booklet, (i.e., copy the headings "Project Description", "Concept", etc. Don't forget the signature lines. Write-ups will not be signed off until they are in the same format as the project workbook.) **DON'T GET STUCK AT THIS POINT! CALL YOUR EAGLE SCOUT ADVISOR IF YOU HAVE QUESTIONS.**
4. Call your Eagle Scout advisor to review the plan. Usually there'll be an iteration or two before approval to head to step 5.
5. Present your project to the Troop Committee for approval. Come dressed in class A with 8-10 copies of your project plan and be prepared to give a verbal summary of your project and plan. When it is signed by everyone except the district Eagle designee, proceed to step 6.
6. Call and meet with one of the "Eagle Designees" for North Trail District approval.
7. **DO THE PROJECT.** Make sure two adult leaders (one can be a parent) are present whenever you have scouts helping you. Keep track of time spent by all. Keep the troop Eagle advisor posted.

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8. Fill out the post project report, "Carrying out the Project", pages 4 through 7. Again, be sure to follow the format of the "Life to Eagle Packet". Include a section on "What I learned" (especially the leadership and planning aspects) and "What I would do differently if I had to do it over". Present this to the Eagle Scout Advisor for signature.
9. Complete your merit badge requirements and 6 month leadership requirements (see below).
10. Fill out the Eagle Application Worksheet and Eagle Scout Rank Application. Make sure the badges listed on your application match the ones signed off in your scout handbook. Make copies of all your merit badge cards, troop membership card, and rank advancements. The merit badge copies should be in the same order they appear in on your application. Also, include copies of any extra merit badge cards and other recognitions, such as the mile swim, OA, etc., as well as any thank you notes related to your project. Present this to your Eagle Scout advisor for review. After review, get the official red, white and blue Eagle Application from the advisor and fill it out. Examples of this package of paperwork are available.
11. Complete Requirement 6 of the Eagle Scout Rank application:
12. Statement of life's goals and ambitions, etc., followed by a Scoutmaster conference. Bring along all your paperwork.
13. When the above is complete, your Eagle Scout advisor will arrange a Board of Review. Dress in class A and bring 4 copies of your application, worksheet, project write-up, and goals & ambitions. Use a three ring binder for originals and put the 4 copies in folders. Bring along a blank "Advancement Report" for the Board of review Chairman to fill out.

LEADERSHIP REQUIREMENTS

Becoming an Eagle Scout requires *active* demonstration of leadership skills for at least 6 months. You must demonstrate these skills during 15 meetings and 5 campouts.

"Demonstration" usually means that you are either helping to run the meeting in a significant way at a troop level or guiding/teaching other Scouts. Attendance at a merit badge class during the meeting will not count towards leadership. If it is not clear to you what you can do to help, troop guides should be checking with the patrol counselors you're helping and your own patrol counselor to see how you can help. SPL and ASPLs, etc., that are running functions at a troop level should check with the Scoutmaster and Assistant Scoutmasters. You should keep reminding them that you are available to help. If you have trouble making it to meetings or campouts, you may substitute *some* meeting time for campout time and vice versa (3 meetings equal one campout) at your patrol counselor's discretion.

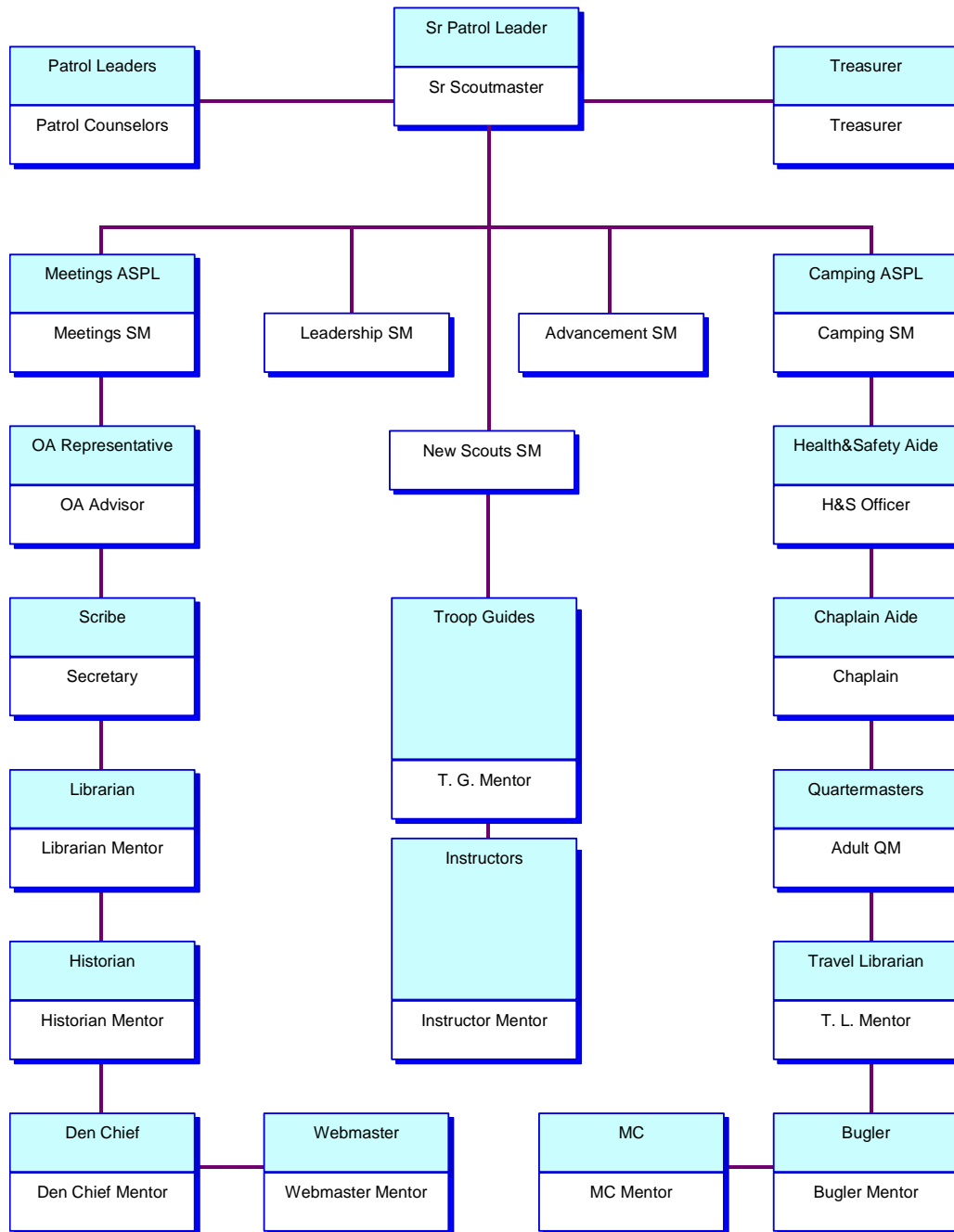
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Appendix I - Scout Leadership Positions

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Leader Positions in Troop 81



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Junior Leader Positions in Troop 81

BSA BACKGROUND

After achieving the rank of First Class, BSA requirements state that a Scout must “SERVE ACTIVELY in one or more positions of responsibility” for further rank advancement. For the rank of Star, the period is 4 months. For Life & Eagle, it is 6 months. *Once a Scout accepts a position of responsibility, he is officially a leader and becomes a member of the junior leader team in the Troop (JLH 1). This is more than an honor; it is also a challenge (JLH).*

The BSA job description for each junior leader position is included in Appendix 1 of the Troop 81 Handbook. Each of these job descriptions lists the specific duties for that position. *All the points in each job responsibility add up to service and/or leadership (SJLTK 27).*

Learning to be an effective leader is a challenging opportunity a Scout will never regret. He will be rewarded with self confidence and leadership skills he will use for the rest of his life. In the Eagle letter, Ralph Cook, who owned and operated a construction company for 20 years stated. “I can directly relate my success in college and career to the confidence, teamwork, and leadership I learned in advancing to Eagle Scout. My whole life has been guided by those Scout principles.”

TROOP 81 PHILOSOPHY

The list of all leadership positions that qualify for the ranks of Star, Life, and Eagle identified in the Scout Handbook are included in the table below. Troop 81 will accept each of these positions for advancement; however, our philosophy is that as a Scout progresses in rank, he should be encouraged to take on positions with increasing opportunity to develop his leadership skills.

Most of the junior leader positions given to a First Class or Star Scout are more “task” oriented as opposed to leadership positions requiring “guidance and direction” of other Scouts. It is through giving “guidance and direction” of others that this advanced skill develops. To that end, Troop 81 aspires that a Life Scout either help run the troop or guide/teach younger Scouts.

As a senior member of the junior leader team, the Life Scout will increase his ability to use *teamwork and mutual respect to accomplish his goals and objectives (JLH2)*. He will learn the importance of sharing his vision and getting others to buy into that vision. The Scout will learn this from both a philosophical and practical points of view. If any one key element is missing, he will quickly find out the consequences. Later, when he attempts an Eagle Project, he will be more successful because of what he learned from his leadership experience.

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Note: All sections above in italics are quotes or paraphrases from BSA's *Junior Leader Handbook* (JLH) or BSA's *Scoutmaster's Junior Leader Training Kit* (SJLTK).

All the junior leadership positions in Troop 81 are listed below. Troop 81 has added positions for First Class Scouts because of our large number of Scouts.

Junior Leader Position	Qualifies for BSA Requirement			Troop 81 Minimum		
	Star	Life	Eagle	Rank*	Age	Service Time**
Senior Patrol Leader	X	X	X	Star		1 Year
Troop Guide	X	X	X	Life		1 Year
Asst Senior Patrol Leader	X	X	X	Star		1 Year
Jr. Assistant Scoutmaster	X	X	X	Star	16	1 Year
Scribe	X	X	X	Star		1 Year
Patrol Leader	X	X	X	Star		½ Year
Senior Quartermaster	X	X	X	Star		1 Year
Quartermaster	X	X	X	1 st Class		1 Year
Historian	X	X	X	1 st Class		based on rank
Bugler	X	X		1 st Class		based on rank
Librarian	X	X	X	1 st Class		based on rank
Chaplain Aide	X	X	X	1 st Class		based on rank
Den Chief	X	X	X	1 st Class		based on rank
Instructor	X	X	X	1 st Class		based on rank
OA Troop Representative	X	X	X	1 st Class		based on rank
Treasurer***	X			1 st Class		1 Year
Health & Safety Aide***	X			1 st Class		½ Year
Master of Ceremonies***	X			1 st Class		½ Year
Webmaster***	X			1 st Class		½ Year
Travel Librarian***	X			1 st Class		1 Year

* Minimum rank required if there is anyone eligible who needs a leadership position. If not, Scouts from the next lower rank will be eligible, with Scoutmaster approval.

** Some Troop 81 time-in-service requirements exceed BSA minimums. Some vary from rank to rank. The minimum BSA requirements for each rank advancement are:
Star: 4 months, and Life and Eagle: 6 months

*** Indicates a Troop 81 added position

The primary position utilized by Life Scouts progressing toward Eagle is Troop Guide since at this level the Scout has usually completed most required merit badges and can afford to spend more time teaching younger Scouts. Scouts should work with the Scoutmaster to assure that they do not jeopardize either their merit badge requirements or their leadership obligations.

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“TIME IN POSITION” vs “ACTIVE SERVICE”

The key to meeting the service requirements is through demonstration of active service while holding a job. It is not merely “time in position”, but rather the active service during that period of time. For instance, since the Troop does not meet in July, it would be difficult to serve actively during that time period. If a Scout misses too many meetings or campouts or does not adequately perform his duties when present, he can not fulfill the requirement of active service.

Frequently by the time a Scout achieves the rank of Life, he is also active in many activities in high school and/or he has a job. This often makes attendance at Troop meetings and campouts less regular. In an attempt to add flexibility for older Scouts to meet the standard of active service, Troop 81 requires Life Scouts to perform the duties in a position of responsibility at a minimum of 80% of the meetings and campouts during time in a leadership position. This amounts to 15 meetings, 5 campouts, and 5 PLC meetings for a nominal 6 month position. If a Scout remains very active in the troop, he can fulfill the active service requirements within the normal 6 months. If he is less active, it may take longer. It is possible to substitute some meeting time for campout time and vice versa (3 meetings = 1 campout) at the discretion of the Scoutmaster, but this is discouraged. Discuss this with the Scoutmaster prior to the substitution.

Each junior leader is assigned an adult leader as mentor for that position. Junior leaders should consult with their mentor at the beginning of their term of service. A *Leadership Position Tracking Chart* should be used to track duties performed. Monthly reviews should be held at which the Scout and his mentor review progress and plan opportunities for leadership development in that position. At the end of his term of active service, the Scout should have his mentor sign off on this requirement in his Scout Handbook.

Scout's Name: _____

I have discussed the “active service” requirements with the Scout.

Mentor's signature: _____ Date: _____

I have read and understand this page. I also understand the importance of filling in my “Leadership Position Tracking Chart” to get credit for my leadership requirement.

Scout's signature: _____ Date: _____

Parent's signature: _____ Date: _____

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Junior Leader Job Description for Senior Patrol Leader

INTRODUCTION: When you accepted the position of senior patrol leader, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with your Scoutmaster.

RESPONSIBLE TO: Scoutmaster

SPECIFIC DUTIES:

1. Preside at all troop meetings, events, activities, and annual program planning conference.
2. Chair the patrol leaders' council.
3. Name appointed boy leaders with the advice and consent of the Scoutmaster.
4. Assign duties and responsibilities to other leaders.
5. Work with Scoutmaster in training junior leaders.
6. Set a good example.
7. Wear the uniform correctly.
8. Live by the Scout Oath and Law.

RESOURCES: As senior patrol leader, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. Other resources include your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

1. *Boy Scout Handbook*, No. 3229
2. *Junior Leader Handbook*, No. 3500
3. *Scoutmaster Handbook*, No. 6502
4. *Woods Wisdom, Troop Program Features*, No. 7262A
5. *Fieldbook*, No. 3200
6. *Boy Scout Songbook*, No. 3224A
7. *Boy Scout Requirements*, No. 3216B (advancement)
8. Copies of work sheets from Scoutmaster's *Junior Leader Training Kit* that relate to your area of responsibility.
9. *Boys' Life*
10. Merit badge pamphlets
11. Copy of troop rules and policies
12. Troop and patrol rosters
13. Activity calendars (troop, district, school)
14. *Troop /Team Record Book*, No. 6510
15. *Campfire planner sheets*. No. 3696
16. Troop meeting planning sheets (from *Woods Wisdom*)

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Junior Leader Job Description for Assistant Senior Patrol Leader

INTRODUCTION: When you accepted the position of assistant senior patrol leader, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult troop leader.

RESPONSIBLE TO: Senior patrol leader

SPECIFIC DUTIES:

1. Be responsible for training and giving direct leadership to the following appointed junior leaders: scribe, librarian, troop historian, instructor, quartermaster, and chaplain aide.
2. Help with leading meetings and activities as called upon by the senior patrol leader.
3. Take over troop leadership in the absence of the senior patrol leader.
4. Perform tasks assigned by the senior patrol leader.
5. Function as a member of the patrol leaders' council.
6. Set a good example.
7. Wear the uniform correctly.
8. Live by the Scout Oath and Law.

RESOURCES: As the assistant senior patrol leader, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. Also, there are your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

1. *Boy Scout Handbook*, No. 3229
2. *Junior Leader Handbook*, No. 3500
3. *Scoutmaster Handbook*, No. 6502
4. *Woods Wisdom, Troop Program Features*, No. 7262A
5. *Fieldbook*, No. 3200
6. *Boy Scout Songbook*, No. 3224A
7. Copies of work sheets from *Scoutmaster's Junior Leader Training Kit* that relate to your area of responsibility.
8. *Boy Scout Requirements*, No. 3216B (advancement)
9. *Boys' Life*
10. Merit badge pamphlets
11. Copy of troop rules and policies
12. Troop and patrol rosters
13. Activity calendars (troop, district, school)
14. *Campfire planner sheets*, No. 3696
15. Troop meeting planning sheets (from *Woods Wisdom*)

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Junior Leader Job Description for Patrol Leader

INTRODUCTION: When you accepted the position of patrol leader, you agreed to provide service and leadership in our troop. That responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult troop leader.

RESPONSIBLE TO: Senior patrol leader

SPECIFIC DUTIES:

1. Plan and lead patrol meetings and activities.
2. Keep patrol members informed.
3. Assign each patrol member a job and help them succeed.
4. Represent the patrol at all patrol leaders' council meetings and at the annual program planning conference.
5. Prepare the patrol to take part in all troop activities.
6. Develop patrol spirit.
7. Work with other troop leaders to make the troop run well.
8. Know what patrol members and other leaders can do.
9. Set a good example.
10. Wear the uniform correctly.
11. Live by the Scout Oath and Law.

RESOURCES: As a patrol leader, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, troop committee members, your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature resources that can help you follow:

1. *Boy Scout Handbook*, No. 3229
2. *Junior Leader Handbook*, No. 3500
3. *Woods Wisdom, Troop Program Features*, No. 7262A
4. *Fieldbook*, No. 3200
5. Copies of work sheets from *Scoutmaster's Junior Leader Training Kit* that relate to the assistant patrol leader.
6. *Boy Scout Songbook*, No. 3224A
7. *Boy Scout Requirements*, No. 3216B (advancement)
8. *Boys' Life*
9. Merit badge pamphlets
10. Copy of troop rules and policies
11. Troop and patrol rosters
12. Activity calendars (troop, district, school)
13. *First Class Tracking Sheet*, No. 4101C
14. *Campfire planner sheets*, No. 3696
15. Troop meeting planning sheets (from *Woods Wisdom*)
16. BSA equipment catalog

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Junior Leader Job Description for Assistant Patrol Leader

INTRODUCTION: When you accepted the position of assistant patrol leader, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult troop leader.

RESPONSIBLE TO: Patrol leader

SPECIFIC DUTIES:

1. Assist the patrol leader in
 - a. planning and leading patrol meetings and activities.
 - b. keeping patrol members informed.
 - c. preparing your patrol to take part in all troop activities.
2. Take charge of the patrol in the absence of the patrol leader.
3. Represent the patrol at all patrol leaders' council meetings in the absence of the patrol leader.
4. Help develop patrol spirit.
5. Work with other troop leaders to make the troop run well.
6. Set a good example.
7. Wear the uniform correctly.
8. Live by the Scout Oath and Law.

RESOURCES: As an assistant patrol leader, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. There are also your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

1. *Boy Scout Handbook*, No. 3229
2. *Junior Leader Handbook*, No. 3500
3. *Fieldbook*, No. 3200
4. *Boy Scout Songbook*, No. 3224A
5. *Boy Scout Requirements*, No. 3216B (advancement)
6. *Boys' Life*
7. Merit badge pamphlets
8. Copy of troop rules and policies
9. Patrol roster
10. Activity calendars (troop, district, school)
11. *First Class Tracking Sheet*, No. 4101C
12. *Campfire planner sheets*, No. 3696
13. *Troop meeting planning sheets* (from *Woods Wisdom*)

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Junior Leader Job Description for Troop Guide

INTRODUCTION: When you accepted the position of troop guide, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult troop leader.

RESPONSIBLE TO: Assistant Scoutmaster-new Scout patrol

SPECIFIC DUTIES:

1. Help Scouts meet advancement requirements through First Class.
2. Advise patrol leader on his duties and his responsibilities at patrol leaders' council meetings.
3. Attend patrol leaders' council meetings with the new Scout patrol leader.
4. Prevent harassment of new Scouts by older Scouts.
5. Help assistant Scoutmaster train new patrol leader when he is elected.
6. Guide new Scouts through early troop experiences to help them become comfortable in the troop and the outdoors.
7. Set a good example
8. Wear the uniform correctly.
9. Live by the Scout Oath and Law.

RESOURCES: As a troop guide, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. There also are your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

1. *Boy Scout Handbook*, No. 3229
2. *Junior Leader Handbook*, No. 3500
3. *Woods Wisdom, Troop Program Features*, No. 7262A
4. *Fieldbook*, No. 3200
5. *Boy Scout Songbook*, No. 3224A
6. *Boy Scout Requirements*, No. 3216B (advancement)
7. *Boys' Life*
8. Copies of material from *Scoutmaster's Junior Leader Training Kit* that relate to training the patrol leader-new Scout patrol.
9. Copy of troop rules and policies
10. Patrol roster
11. Activity calendars (troop, district, school)
12. *First Class Tracking Sheet*, No. 4101C
13. *Campfire planner sheets*, No. 3696
14. Troop meeting planning sheets
15. BSA equipment catalog

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Here's the job of the TROOP GUIDE in a nutshell:

Job description: The troop guide works with new Scouts. He helps them feel comfortable and earn their First Class rank in their first year.

Reports to: the assistant Scoutmaster for the new Scout patrol in the troop.

Troop guide duties:

1. Introduces new Scouts to troop operations
2. Guides new Scouts through early Scouting activities
3. Shields new Scouts from harassment by older Scouts
4. Helps new Scouts earn First Class rank in their first year
5. Teaches basic Scout skills
6. Coaches the patrol leader of the new Scout patrol on his duties
7. Works with the patrol leader at patrol leaders' council meetings
8. Attends patrol leaders' council meetings with the patrol leader of the new Scout patrol
9. Assists the assistant Scoutmaster with training
10. Counsels individual Scouts on Scouting challenges
11. Sets a good example
12. Enthusiastically wears the Scout uniform correctly
13. Lives by the Scout Oath and Law
14. Shows Scout spirit

BSA Troop 81 Handbook



Junior Leader Job Description for Instructor

INTRODUCTION: When you accepted the position of instructor, you agreed to provide service in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult troop leader.

RESPONSIBLE TO: Assistant senior patrol leader

SPECIFIC DUTIES:

1. Instruct Scouting skills as needed within the troop or patrols.
2. Prepare well in advance for each teaching assignment.
3. Set a good example.
4. Wear the uniform correctly.
5. Live by the Scout Oath and Law.

RESOURCES: As an instructor, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. There also are your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

1. *Boy Scout Handbook*, No. 3229
2. *Junior Leader Handbook*, No. 3500
3. *Scoutmaster Handbook*, No. 6502
4. *Woods Wisdom, Troop Program Features*, No. 7262A
5. *Fieldbook*, No. 3200
6. *Boy Scout Songbook*, No. 3224A
7. *Boy Scout Requirements*, No. 3216B (advancement)
8. *Boys' Life*
9. Merit badge pamphlets
10. Copy of troop rules and policies
11. Activity calendars (troop, district, school)
12. *First Class Tracking Sheet*, No. 4101C
13. Troop meeting planning sheets (from *Woods Wisdom*)
14. BSA equipment catalog

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Junior Leader Job Description for Troop Scribe

INTRODUCTION: When you accepted the position of troop scribe, you agreed to provide service in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult troop leader.

RESPONSIBLE TO: Assistant senior patrol leader (and works with the troop committee member responsible for records and finance)

SPECIFIC DUTIES:

1. Attend and keep a log of patrol leaders' council meetings.
2. Record attendance and dues payments.
3. Record advancement in troop records.
4. Work with appropriate troop committee members responsible for finance, records, and advancement.
5. Set a good example.
6. Wear the uniform correctly.
7. Live by the Scout Oath and Law.

RESOURCES: As a troop scribe, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. There also are your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

1. *Boy Scout Handbook*, No. 3229
2. *Junior Leader Handbook*, No. 3500
3. *Woods Wisdom, Troop Program Features*, No. 7262A
4. *Boy Scout Requirements*, No. 3216B (advancement)
5. *Boys' Life*
6. Copy of troop rules and policies
7. Troop and patrol rosters
8. Activity calendars (troop, district, school)
9. *Troop/Team Record Book*, No. 6510
10. *First Class Tracking Sheet*, No. 4101C

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Junior Leader Job Description for Troop Librarian

INTRODUCTION: When you accepted the position of troop librarian, you agreed to provide service in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult troop leader.

RESPONSIBLE TO: Assistant senior patrol leader

SPECIFIC DUTIES:

1. Establish and maintain a troop library.
 - a. Keep records on literature owned by the troop.
 - b. Add new or replacement items needed.
 - c. Have literature available for borrowing at troop meetings.
 - d. Keep system to check literature in and out.
 - e. Follow up on late returns.
2. Set a good example.
3. Wear the uniform correctly.
4. Live by the Scout Oath and Law.

RESOURCES: As a troop junior leader, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. There also are your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

1. *Boy Scout Handbook*, No. 3229
2. *Junior Leader Handbook*, No. 3500
3. *Scoutmaster Handbook*, No. 6502
4. *Woods Wisdom, Troop Program Features*, No. 7262A
5. *Fieldbook*, No. 3200
6. *Boy Scout Songbook*, No. 3224A
7. *Boy Scout Requirements*, No. 3216B (advancement)
8. *Boys' Life*
9. Merit badge pamphlets
10. Copy of troop rules and policies
11. Troop roster
12. Activity calendars (troop, district, school)
13. *Troop/Team Record Book*, No. 6510
14. Varsity activity pamphlets
15. Venture activity pamphlets
16. Index of Scouting Literature

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Junior Leader Job Description for Troop Historian

INTRODUCTION: When you accepted the position of troop historian, you agreed to provide service in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult troop leader.

RESPONSIBLE TO: Assistant senior patrol leader

SPECIFIC DUTIES:

1. Gather pictures and facts about past activities of the troop and keep them in scrapbooks, wall displays, or information files.
2. Take care of troop trophies and keepsakes.
3. Keep information about troop alumni.
4. Set a good example.
5. Wear the uniform correctly.
6. Live by the Scout Oath and Law.

RESOURCES: As a troop junior leader, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. There also are your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

1. *Boy Scout Handbook*, No. 3229
2. *Junior Leader Handbook*, No. 3500
3. *Scoutmaster Handbook*, No. 6502
4. *Woods Wisdom, Troop Program Features*, No. 7262A
5. *Fieldbook*, No. 3200
6. *Boy Scout Songbook*, No. 3224A
7. *Boy Scout Requirements*, No. 3216B (advancement)
8. *Boys' Life*
9. Copy of troop rules and policies
10. Troop roster
11. Activity calendars (troop, district, school)
12. *Troop/Team Record Book*, No. 6510

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Junior Leader Job Description for Troop Quartermaster

INTRODUCTION: When you accepted the position of troop quartermaster, you agreed to provide service in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult troop leader.

RESPONSIBLE TO: Assistant senior patrol leader (and works with the troop committee member responsible for equipment)

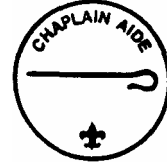
SPECIFIC DUTIES:

1. Keep records of patrol and troop equipment.
2. Keep equipment in good repair.
3. Issue equipment and see that it is returned in good order.
4. Suggest new or replacement items.
5. Work with troop committee member responsible for equipment.
6. Set a good example.
7. Wear the uniform correctly.
8. Live by the Scout Oath and Law.

RESOURCES: As a troop quartermaster, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. There also are your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

1. *Boy Scout Handbook*, No. 3229
2. *Junior Leader Handbook*, No. 3500
3. *Woods Wisdom, Troop Program Features*, No. 7262A
4. *Fieldbook*, No. 3200
5. *Boy Scout Songbook*, No. 3224A
6. *Boy Scout Requirements*, No. 3216B (advancement)
7. *Boys' Life*
8. Copy of troop rules and policies
9. Troop roster
10. Activity calendars (troop, district, school)
11. *Troop/Team Record Book*, No. 6510
12. BSA equipment catalog
13. Troop equipment inventory book

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Junior Leader Job Description for Chaplain Aide

INTRODUCTION: When you accepted the position of chaplain aide, you agreed to provide service in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult troop leader.

RESPONSIBLE TO: Assistant senior patrol leader (and works with the chaplain)

SPECIFIC DUTIES:

1. Keep troop leaders apprised of religious holidays when planning activities.
2. Assist chaplain or religious coordinator in meeting the religious needs of troop members while on activities.
3. Encourage saying grace at meals while camping or on activities.
4. Tell troop members about religious emblem program of their faith.
5. Set a good example.
6. Wear the uniform correctly.
7. Live by the Scout Oath and Law.

RESOURCES: As a chaplain aide, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. There also are your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

1. *Boy Scout Handbook*, No. 3229
2. *Junior Leader Handbook*, No. 3500
3. *Boy Scout Songbook*, No. 3224A
4. *Boy Scout Requirements*, No. 3216B (advancement)
5. *Boys' Life*
6. Copy of troop rules and policies
7. Troop roster
8. Activity calendars (troop, district, school)
9. Appropriate prayer books for troop members.
10. *Campfire planner sheets*, No. 3696
11. Troop meeting planning sheets (from *Woods Wisdom*)

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Junior Leader Job Description for Den Chief

INTRODUCTION: When you accepted the position of den chief, you agreed to provide service and leadership in our troop and assigned Cub Scout den. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult troop leader. Your den leader or Cubmaster will provide additional guidelines for your job.

RESPONSIBLE TO: Assistant Scoutmaster-new Scout patrol

SPECIFIC DUTIES:

1. Serve as the activities assistant at den meetings.
2. Meet regularly with the den leader to review the den and pack meeting plans.
3. If serving as a Webelos den chief, prepare boys to join Boy Scouting.
4. Project a positive image of Boy Scouting.
5. Set a good example.
6. Wear the uniform correctly.
7. Live by the Scout Oath and Law.

RESOURCES: As a den chief, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members, as well as the Cubmaster and den leader. There also are your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

1. *Boy Scout Handbook*, No. 3229
2. *Den Chief Handbook*, No. 3211A
3. *Junior Leader Handbook*, No. 3500
4. *Fieldbook*, No. 3200
5. *Boys' Life*
6. Copy of troop rules and policies
7. Activity calendars (troop, district, school)
8. BSA equipment catalog

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Junior Leader Job Description for Junior Assistant Scoutmaster

INTRODUCTION: When you accepted the position of junior assistant Scoutmaster, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult troop leader. You must be at least 16 years of age, but not yet 18 years of age to serve as a junior assistant Scoutmaster. On your 18th birthday, you are eligible to become an assistant Scoutmaster.

RESPONSIBLE TO: Scoutmaster

SPECIFIC DUTIES:

1. Function as an assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 and 21 years of age or older).
2. Accomplish any duties assigned by the Scoutmaster.
3. Set a good example.
4. Wear the uniform correctly.
5. Live by the Scout Oath and Law.

RESOURCES: As a junior assistant Scoutmaster, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. There also are your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

1. *Boy Scout Handbook*, No. 3229
2. *Junior Leader Handbook*, No. 3500
3. *Scoutmaster Handbook*, No. 6502
4. *Woods Wisdom, Troop Program Features*, No. 7262A
5. *Fieldbook*, No. 3200
6. *Boy Scout Songbook*, No. 3224A
7. *Boy Scout Requirements*, No. 3216B (advancement)
8. *Boys' Life*
9. Merit badge pamphlets
10. Copy of troop rules and policies
11. Troop and patrol rosters
12. Activity calendars (troop, district, school)
13. *Troop/Team Record Book*, No. 6510
14. *First Class Tracking Sheet*, No. 4101C
15. *Campfire planner sheets*, No. 3696
16. Troop meeting planning sheets (from Woods Wisdom)
17. BSA equipment catalog

BSA Troop 81 Handbook



Junior Leader Job Description for OA Troop Representative

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

RESPONSIBLE TO: Assistant Senior Patrol Leader

SPECIFIC DUTIES:

1. Serves as a communication link between the lodge or chapter and the troop.
2. Encourages year round and resident camping in the troop.
3. Encourages older Scout participation in high adventure programs.
4. Encourages Scouts to actively participate in community service projects.
5. Assists with leadership skills training in the troop.
6. Encourages Arrowmen to assume leadership positions in the troop.
7. Encourages Arrowmen in the troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
8. Sets a good example
9. Enthusiastically wears the Scout uniform correctly.
10. Lives by the Scout Oath, Scout Law and OA Obligation
11. Shows Scout spirit

QUALIFICATIONS:

1. Under 18 years old
2. Appointed by SPL with SM approval
3. OA Member in good standing
4. OA Troop Representative Reports To:
5. Assistant Senior Patrol Leader

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Appendix II - Troop Roster

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Appendix III - Troop Calendar

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Appendix IV - Troop Merit Badge Schedule

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Appendix V - Merit Badges in Progress

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Appendix VI - Information for Parents

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Finances

ANNUAL DUES

Troop 81 annual dues are \$65, payable at the first troop meeting in the fall. This covers BSA registration, *Boys' Life* subscription, awards, troop-supplied camping gear (tents, lanterns, etc.), and troop-supplied equipment and materials for some merit badge classes and troop activities. For Scouts who are inactive for an entire semester (e.g., boys who are in the marching band in the fall), annual dues are \$35, payable at the first troop meeting in the fall.

CAMPOUT FEES

Each campout is separately funded by the Scouts who attend. The fees are set by the patrol responsible for planning that campout. Fees cover transportation, entrance fees, activity fees, etc., but not meals.

Meals are planned and funded by each patrol separately. The cost is set by the patrol. Grub money is collected in cash, usually at the patrol meeting before the campout.

Adults who volunteer to attend and supervise on campouts are not charged campout fees, except for meals. Exceptions are high-adventure camps, where adults are expected to pay a fee equal to Scouts. Adults who drive to campouts, transporting either Scouts or gear, will be reimbursed for their expenses (see Driver's Data Sheet for reimbursement procedures). All reimbursement requests should be submitted on or before the first troop meeting after the campout.

For long-term campouts (i.e., Summer Camp and Winter Camp), the troop will reimburse a portion of a Scout's fees, if his parent also attends camp as an adult leader. The reimbursement is after all income and expenses for the troop are accounted for, and total income exceeds total expenses.

REFUNDS

Annual dues are not refundable.

Campout fees are, in general, not refundable. If a Scout is unable to attend, due to illness or emergency, the troop will reimburse a portion of his fees, after all income and expenses for the troop are accounted for, if total income exceeds total expenses.

Grub money is not refundable. Any leftover supplies or non-perishable food should be saved for future campouts.

SCOUT ACCOUNT

For convenience, the troop maintains a Scout account for each family. Money earned by boys in fund-raising activities can be deposited in this account. Expense reimbursements to adults (e.g., for driving to campouts) can be deposited in this account. This account can be used to pay for future campouts. The balance in this account can be withdrawn at any time.

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FINANCIAL ASSISTANCE

The troop has a limited ability to offer financial assistance for families that are unable to afford the expenses of Scouting.

The troop maintains a Uniform Bank of previously-owned shirts, pants, etc. Please consider donating your son's uniform when he outgrows it.

The troop offers fund-raising opportunities for Scouts to earn part of the expenses of Scouting (e.g., Scout Show ticket sales). Adults can cover part of campout expenses by transporting Scouts or gear to campouts.

Grants to cover remaining expenses, after a Scout or family has contributed all they can, are available on a case-by-case basis.

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Advancement Notes

Advancement in Boy Scouts is important -- not an end in itself, but a means to an end. The merit badges and ranks are simply the recognition and reward for learning skills that will help the Scout now and throughout his life. Skills and Knowledge that will help him:

1. Save his life or the lives of others (first aid, lifesaving, swimming, safety, emergency preparedness).
2. Develop physically (sports, personal fitness, rowing).
3. Be a better informed citizen (three citizenship merit badges).
4. Appreciate and conserve his environment (conservation, nature, forestry).
5. Learn to improvise and be comfortable in the great outdoors (camping, cooking, pioneering, hiking, wilderness survival).
6. Develop hobbies (stamp collecting, pottery, wood work, art, leatherwork).
7. Be introduced to numerous professions/trades (law, drafting, surveying, aviation, oceanography, space exploration, veterinary science, electronics, journalism).

The requirements for the first three ranks of Tenderfoot, Second Class, and First Class concentrate on basic Scouting skills -- first aid, knots, camping, hiking, outdoor cooking, etc. -- and are specific. The advanced ranks of Star, Life, and Eagle focus on earning merit badges and demonstrating leadership. There are more than 100 merit badges -- 21 are required for Eagle (12 are specified and 9 are electives). See the back section of your son's Scout Handbook.

Achieving the rank of First Class within the first year is critical since the retention rate in Boy Scouts is double for those who achieve First Class. A Scout should achieve First Class by the end of his first year. After a Scout attains the rank of First Class, advancement will be the result of their independent desire and effort, because we can't teach 100 merit badges. If the Scout is sincerely interested in earning any merit badge, we will find a counselor with the appropriate knowledge of that subject. A Scout will be discouraged, however, from working on a merit badge at the expense of completing requirements needed for the first three ranks. Whether or not a Scout advances is primarily up to him. You and we can provide the opportunity and resources, and to some extent the incentive, but we can't do the work for him.

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THE TROOP WILL:

1. Tailor our programs (weekly troop meetings and monthly campouts) to provide the opportunity and resources for instruction and testing of basic Scouting skills and merit badge requirements.
2. Concentrate formal instruction on those skills which are needed by the majority of the troop members in order to advance to the next rank. This means some of the boys are going to be "bored" unless they take this time to work on other skills - which they will be permitted to do if they have mastered the skill being taught. Alternatively, they may be asked to teach the skill (leadership development).
3. Encourage older Scouts to take on the leadership position of Troop Guide whose charter is to teach Scouting skills to younger Scouts.
4. Give both immediate and formal recognition for the Scout's accomplishment:
 - a. During the troop meeting, the Scout will be recognized for completing the merit badge, or achieving the next rank, as applicable.
 - b. At the next Court of Honor, his achievements will be formally recognized, and he will be presented with the following, as applicable:
 - i. the merit badge
 - ii. the cloth rank and mother's pin.

PARENTS SHOULD:

1. Become familiar with the advancement requirements for each rank. They are in the back of your son's Handbook. Take time to discuss those requirements he needs for his next rank.
2. Insure that your son attends each Troop function (meeting, campout). If he misses an instruction session, it may be months before that subject/skill is taught again.
3. Send your son to Summer Camp, Winter Camp, Merit Badge Camp and Merit Badge Clinics. A Scout can earn 4-5 merit badges in one week of Summer Camp, 3-4 merit badges at one week of Winter Camp or Merit Badge Camp, and 1 merit badge at a 1/2 day Merit Badge Clinic.
4. Encourage advancement and praise achievement.

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WHO CAN SIGN

Only the following are authorized to sign (in your son's Scout Handbook or on a merit badge application form) for the completion of rank advancement requirements, or for merit badge requirements:

1. Individual Rank Requirement
 - a. Registered (with Circle Ten Council) Adult Leaders of Troop 81.
 - b. Council/District approved camp counselors.
2. Merit Badge Requirements
 - a. Adult merit badge counselors who are approved by the Troop and are registered with North Trail District.
 - b. National/Council/District approved merit badge counselors (includes camp counselors).
3. Rank
 - a. Troop 81 Scoutmaster followed by a Troop 81 Board of Review

However, you can inform us that your son has completed a specific requirement for the Tenderfoot, Second Class, or First Class rank or a merit badge by writing a note such as...

My son, Roger, has completed Tenderfoot requirement 9b.

/signed/ Mrs. Nancy Johnson
(date)

We will also accept similar notes from your son's teachers, coaches, ministers, etc., regarding skills or accomplishments which they may observe. We only ask that they include a statement indicating that they understand the specific requirement (listing same by requirement number) and have observed your son's performance, and to include their position and phone number.

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Eagle Project

PARENTS' ROLE

1. Do understand the Eagle Rank requirements.
2. Do understand the *"Steps to completing your Eagle Badge"* document.
3. Do encourage your son to remain active and satisfy his participation requirements.
4. Do encourage your son to move forward when he gets complacent or bogged down.
5. Do encourage your son to call the Eagle Scout Advisor when he needs help or direction.
6. DO NOT pick your son's project. You may make broad suggestions regarding projects or project sponsors, but your son must pick the project.
7. DO NOT actively participate in the planning of the project. It is your son's total responsibility to make all phone calls, purchases, scheduling, typing, etc. You may encourage him to do these things or even take him where he needs to go, but in no way do it for him.
8. DO NOT direct your son or any other workers during the project. It is your son's total responsibility to manage and provide leadership during the project. He may ask you to go pick up lunch or some other item needed, but he should initiate all direction.
9. DO NOT actively participate in the documentation of the project. The post-project documentation, thank you letters, etc. must be handled by your son.
10. DO NOT participate in preparation of the Eagle Rank paperwork. You may encourage him and ask questions, but not do any of it for him.

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Boards of Review

PURPOSE

The members of the Board of Review (BOR) should have the following objectives in mind:

1. To make sure the Scout has completed the requirements for the rank.
2. To see how good an experience the Scout is having in the unit
3. To compliment the Scout's current progress & encourage him to progress further

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

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

The BOR is an opportunity to review the Scout's attitude, accomplishments, and his acceptance of Scouting ideals. The atmosphere of the BOR should attempt to put the Scout at ease with warm friendly adults who are willing to listen if the Scout expresses a problem.

PROCEDURE

1. The Scout is introduced to the board by the Chairperson of the board.
2. The Scout should be in Dress Class A uniform.
3. The chairperson should ask the Scout to come to attention, and recite one or more of the following: Scout Law, Scout Oath, Scout Motto, Scout Slogan, or Outdoor Code.
4. The board members are invited to ask questions (see attached sample questions on the Troop 81 "Board of Review Report"). Good eye contact during answers to questions is encouraged.
5. The time of the BOR should be from 15 to 30 minutes, with the shorter time for the lower ranks.

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6. When all members have had an opportunity to ask their questions, the Scout is excused from the room. The board members then consider whether the Scout is ready for the next rank; the board's decision must be unanimous. Once the decision is made, the Scout is invited back into the room, and the chairperson informs the Scout of the board's decision. If the Scout is approved for the next rank, there are general congratulations and hand shakes all around, and the Scout is encouraged to continue advancing.
7. If there are issues, which prevent the Scout from advancing to the next rank, the board must detail the precise nature of the deficiencies. The Scout must be told specifically what must be done in order to be successful at the next BOR. Typically, an agreement is reached as to when the Scout may return for his subsequent BOR. At least 2 members of the current BOR should also sit on the Scout's subsequent BOR.
8. The Troop 81 "Board of Review Report" is filled out and each of the 3 copies given to the appropriate Troop 81 adult.

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The Eagle Board of Review

PURPOSE

To determine if the Eagle Scout candidate has met the requirements for the rank of Eagle Scout.

PAPERWORK PACKAGE

The Eagle Scout candidate should provide a binder plus 4 copies of the following:

1. Eagle Scout Rank Application.
2. Letters of recommendation.
3. Statement of ambition and life purpose (Requirement 6).
4. Eagle Application Worksheet.
5. Service Project plan and report.
6. Membership card, all rank advancement cards, and all merit badge cards (the ones that come with the merit badges, not the blue cards) organized in a baseball card (or equivalent) organizer.

The Eagle Scout Advisor will provide:

1. Advancement Report

PROCEDURE

1. The Board consists of 3 to 6 members including one District-level representative.
2. The Eagle Advisor will select the BOR panel, determine the BOR chairman, arrange for the District representative, and schedule the time and place.
3. The Board chairman manages the meeting and process; he/she should be an experienced leader of the troop.
4. The BOR chairman should request the paperwork (originals and 4 copies) from the candidate a few days before the scheduled BOR in order to
 - a. Overview the forms.
 - b. Review/read the Eagle project plan and report.
 - c. Review/read the candidates Statement of ambition and life purpose (requirement 6)
 - d. Review/read the 3 letters of recommendation (if not included, give each reference listed a call to discuss the candidate's character prior to the BOR).

In addition, the BOR chairman should visit the project site; if not possible, call the project sponsor for feedback.

5. At a pre-BOR briefing (usually 30 minutes before the formal BOR begins), the BOR chairman distributes and overview s the candidates paperwork package and identifies any particular areas that need to be addressed in the BOR.

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GUIDELINES FOR INTERVIEW

1. The review is not an examination; the Board does not test the candidate. However, the Board should not be a "rubber stamp" approval process. Appearance of the candidate before the Eagle BOR does not mean automatic attainment of the Eagle Rank. The BOR should:
 - a. attempt to determine the Scout's attitude towards and acceptance of Scouting's ideals (as defined in the Scout Oath and Law),
 - b. make sure that a good standard of performance has been met in carrying out the project, and
 - c. make sure that a good standard of performance has been met in all aspects of his life.
2. Be sure the candidate recognizes and understands the value of Scouting in his home, troop, school and community.
3. The Scout should be encouraged to talk - don't ask yes or no questions.

INTERVIEW

The following areas should be included/discussed. Included are suggested questions for each area. Remember, by your questioning, you must determine if the Scout candidate has accepted and practices Scouting ideals.

1. Perform uniform inspection (dress class A), then have the candidate stand and recite the Scout Oath, Law, Motto, and Slogan.
2. Discuss the project. (The board should make sure a good standard of performance has been met.)
 - a. Was the project successfully carried out?
 - b. How did the candidate demonstrate leadership? (Plan, Organize, Lead, Control)
 - c. Did anyone else direct the project?
 - d. What was the project's value to the recipients?
 - e. Did the project follow the plan?
 - f. What did the candidate learn from leading the project?
 - g. Thirty years from now when someone asks him what he did for his Eagle project, what will stand out in his mind - how will he answer that question?
3. Discuss the candidate's understanding and adherence to the Scout Law and Oath. (The board should make sure the candidate practices and accepts the Scouting ideals.)
 - a. How has he lived up to the Scout Law and Oath?
 - b. What is the hardest point of the Scout Law to live by?
 - c. What is the most important point to him and why?
 - d. What does "Scouting spirit" mean to him?
 - e. Discuss the three parts of the Oath, "God", "Country", "Me".

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4. Discuss the candidate's camping and Scouting experiences.
 - a. What was his most/least enjoyable experience in Scouting?
 - b. What was his most difficult/fun merit badge and why?
 - c. Did he go on a high adventure trip? If so, describe the experience.
 - d. What positions has he held? Discuss them. What did he learn about leadership?

5. Discuss the candidate's plans for the future. (The board should attempt to identify the candidate's ideals and goals.)
 - a. Discuss his Statement of Ambition and Life Purpose and how being an Eagle Scout relates to it.
 - b. What should an Eagle Scout be expected to do (what responsibilities come with the rank)?
 - c. If he is close to 18 years old, ask what are his new adult responsibilities?
 - d. If he is an OA member, did he staff any events? What did he learn?
 - e. What are his immediate and future plans for Scouting?

CONCLUSION

At the conclusion of the interview, the candidate leaves the room while the board discusses the acceptability of the candidate as an Eagle Scout. Because of the importance of the Eagle Scout Award, the decision should be unanimous.

1. If the candidate meets the requirements,
 - a. The candidate is informed that he will receive the Board's recommendation for the Eagle award.
 - b. The BOR members all sign the *Rank Application and Advancement* form.
 - c. The BOR chairman signs the Scout's Handbook.
2. If the candidate fails to meet the requirements,
 - a. The candidate is told why he did not meet the requirements and what it will take to meet them within a given time period.
 - b. The candidate is sent a confirming letter by the BOR chairman. Note, if the candidate appeals the Board's conclusion, he must be given the appeals process:

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Medical Policy

PHYSICAL FORMS

All Scouts will have a personal health and medical record on file with the troop as follows:

1. **CLASS 1** (update annually for all participants). Activity: Day camp, overnight hike, or other programs not exceeding 72 hours, with level of activity similar to that of home or school. Medical care is readily available. Current personal health and medical summary (history) is attested by parents to be accurate. This form is filled out by all participants and is on file for easy reference. A copy of this form will be in the Troop 81 travel book.
2. **CLASS 2** (required once every 36 months for all participants under 40 years of age). Activity: resident camp or any other activity such as backpacking, tour camping, or recreational sports involving events lasting longer the 72 consecutive hours, with level of activity similar to that at home or school. Medical care is readily available. A copy of this form will be in the Troop 81 travel book.
3. **CLASS 3** All Class 3 activities require a health examination within the past 12 months by a physician. This includes youth members participating in high-adventure activities, athletic competition, and national or world jamborees. This form is to be used by adults over 40 for all activities requiring a physical examination. A copy of this form will be in the Troop 81 travel book.

The medical history forms above will allow emergency medical treatment to a Scout in case of injury or illness when a parent or guardian cannot be contacted.

PRESCRIPTION AND NONPRESCRIPTION MEDICINE

The taking of prescription or nonprescription medication is the responsibility of the individual taking the medication and/or that individual's parent or guardian. A Scout leader, after obtaining all the necessary information, can agree to accept the responsibility of making sure a Scout takes the necessary medication at the appropriate time, but BSA policy does not mandate nor necessarily encourage the Scout leader to do so.

In cases where local policies dictate (for example summer camp), medications may be dispensed under the care of a licensed nurse.

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Adult Camping Guidelines

INTRODUCTION

We encourage all moms and dads to come and enjoy campouts with the troop and the boys. Our desire is for every parent to get involved with their son -- to be present with him as he goes through struggles and accomplishments and seeing first hand what he experiences as he progresses through the ranks of Scouting. This document outlines the roles that adults play on a campout.

PROCEDURES

1. Boy Scouts of America requires that for an adult to accompany the troop on a campout, the adult must be registered with BSA. This is quick and easy to accomplish. Ask an adult leader for an Adult Leadership Application and fill it out.
2. At the troop meeting the Monday before the campout, the adult in charge of each campout (Campmaster) identifies all adults planning to attend the campout. The troop expects 1-2 adults for each patrol to attend every campout.
3. The adult grubmaster collects meal money from each adult. Most other fees for the adults are paid for by the troop. Check with the Campmaster for each campout to be sure.
4. Scouts share tents provided by the troop. Adult leaders bring their own tents and camp in their own campsite separate from, but within sight of the Scouts' campsites. Adults also provide their own sleeping bags and mess kits. Cooking equipment, lanterns and other camping gear are provided by the troop.
5. Troop 81 needs about 10 drivers, including 2 who can pull our troop trailers, at every campout. If you are willing to be a troop driver, inform the Campmaster at the troop meeting the Monday before the campout. We often have more drivers than needed, so it is often possible for an adult to go as a passenger, if you' prefer.
6. Any driver transporting any Scout who is not his son must follow all Troop travel policies documented elsewhere in this Troop Handbook. This includes having a Troop Travel Book with medical forms in your vehicle, having seat belts in use for every Scout, traveling at a reasonable speed, etc.
7. Fill out a Driver Data Sheet, listing the Scouts you will be transporting. Turn this in to the Campmaster before departure to and from camp.
8. When driving, adult leaders should use a "buddy system" with their cars in case of car failure. Stops en-route should be avoided unless pre-arranged.
9. Traveling to and from camp is always done in class A uniform. Class B uniform is worn at camp. Adults are encouraged to wear the uniform, but don't let lack of a uniform keep you from camping with your son.
10. An adult leader should never be alone with a Scout that is not his son. (Refer to BSA Youth Protection)

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11. Prohibited items

- a. Consumer electronic devices are not allowed on campouts. Adults may need to bring cell phones, pagers and/or laptop computers needed for family or business reasons, but please leave games and music players at home.
- b. Swearing, foul and crude language are not to be used in the cars or at camp.
- c. Alcohol and drugs may not be brought or consumed on a campout.
- d. Tobacco is not to be used in the view of Scouts.
- e. Fireworks and other contraband are prohibited.
- f. Guns, bows/arrows, and other weapons should not be brought unless they are explicitly part of the planned activity for the troop campout.

12. Campouts are a troop activity and require that all activities be done as a unit. A campout is defined as from the time we gather to leave until we return together as a troop and are dismissed. Scouts are not to leave the troop until everyone arrives back at the designated disbanding location, the troop trailers are emptied and all gear is properly stowed.

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Travel Policies

SEATING PRIORITY

The Campmaster will strive to assure that adequate transportation is available to transport all Scouts and equipment for each campout. However, it is requested that parents remain at the departure point until it is assured that adequate transportation is available. If there is a shortage of seat belts, seats will be assigned in the following priority:

1. Scouts whose parent/guardian is driving.
2. Scouts of registered adult leaders in Troop 81.
3. Other Scouts as seats are available by drawing straws.

DRIVING POLICY

Make sure you have a copy of the *Travel Notebook* which includes:

1. A copy of each Scout and Scouter's current medical form,
2. A copy of a *Drivers Data Sheet*, and
3. A copy of the map to the camp destination.

Complete and return the *Drivers Data Sheet* to the Campmaster prior to departure.

Make sure you and your passengers are using seat belts at all times.

Always travel with a predetermined "Buddy Vehicle", but do not caravan with more than two or three (maximum) vehicles. Caravanning can be dangerous because it encourages more speed changes, passing, and tailgating than otherwise. Vehicles tend to be loaded down more than normal, increasing stopping distance and adding to the danger.

If you transport different Scouts to and from camp, amend and return the *Drivers Data Sheet* to the Campmaster prior to departure from camp.

There must be at least 4 Scouts transported in your vehicle for full travel reimbursement (unless you are carrying a full load gear). If fewer than 4, the reimbursement should be prorated.

Return the *Travel Notebook* to the Travel Librarian or Campmaster prior to troop dismissal at the end of the campout.

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Driver's Data Sheet

(Complete before departure and give to Campmaster)

Date: _____ Camp: _____ **Travel Book:** _____

I have a valid drivers license and am at least 21 years of age.
I will travel the legal posted speeds and obey all traffic laws.
I will assure that everyone will wear his seat belt during the entire trip.
My vehicle is currently registered and inspected.

Driver's name (print legibly): _____
Year, make and model of vehicle: _____
Vehicle license #: _____

The following Scouts will travel in my vehicle:

To Camp	From Camp
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____

I will carry gear that will occupy passenger seats.
of seats used for gear to camp _____ # seats used for gear from camp _____

I will pull a trailer to camp _____ I will pull a trailer from camp _____

TRAVEL REIMBURSEMENT

You must transport at least 4 Scouts or equivalent amount of gear for full reimbursement. If less, reimbursement will be prorated.

Miles traveled: _____ X \$0.25 per mile for 4 Scouts _____
X \$0.345 per mile (for trailer) + _____
Parking fee (if any) + _____
Total reimbursement = _____

Method of reimbursement:
____ Deposit to my son's Scout Account
____ Check

(Driver's signature)

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Adult Campout Plan and Duty Roster

Campout Date: _____

Location: _____

Drivers:

	Name	Patrol	#Seats including driver		Cell Phone	Comments (late/early departure, not camping, etc.)
			To camp	Home		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Trailer: _____

Campmaster: _____

Acting Patrol Counselors:

Badger _____

Fox _____

Moose _____

Pedro _____

Pyro _____

Shark _____

Grubmaster: _____

Cooks: _____

Sat breakfast _____

Sat lunch _____

Sat dinner _____

Sun breakfast _____

Activities: _____

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Appendix VII – Adult Leaders

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Adult Development

INTRODUCTION

What is an adult leader? Adult leaders are loosely defined as any adult who works with the troop and the Scouts. Teaching merit badges, working with the boys on Monday nights or going on campouts makes an adult, an adult leader. When an adult chooses to get involved in any way, the requirement is to fill out an adult leader application.

YOUTH PROTECTION

All adult leaders should receive Youth Protection training and keep their certification up to date. Youth Protection is offered at Adult Leader Training (see next paragraph), summer and winter camps and in the troop as necessary.

SCOUTMASTER FUNDAMENTALS

The troop highly recommends that adult leaders also get trained by BSA. Specifically, troop level leadership positions, patrol counselors and assistant patrol counselors are required to attend the training. Adult Leader Training (formally called Scoutmaster Fundamentals) is held twice a year in September and February. It is a 4 evening course followed by an over night adult campout. The training is paid for by the troop. Successfully completing this course will allow the adult to wear the "Trained" patch on the left sleeve of their uniform.

ASK...

A successful adult leader of Scouts is one that is willing to be taught. Adult leaders learn in two primary ways. One is through the formal adult leader training program mentioned above. But most learning happens while at troop functions with other adult leaders. Never hesitate to ask about anything you do not understand or to offer suggestions for improvement.

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Role of Adult Leaders

Troop 81 is a boy run troop, and this approach is most vividly portrayed during a campout.

As young boys enter Scouting, one of the greatest thrills for the boys is to develop skills that allow them to have greater independence. The goal of camp outs during the first year is for the boys to learn the various necessary camping skills as prescribed by Boy Scouts of America (BSA). Adult leaders are primarily there in an oversight role to assure the safety of the boys as well as to make sure that camping skills are being learned. The primary instruction should be coming from Troop Guides. They gain valuable leadership skills by serving in this capacity.

Though the adults are not camping with the patrol, they are still responsible for overseeing their safety, activities and behavior. But as the boys get older, adults should focus more on how the troop as a whole is doing. It should be every adult leader's responsibility to assure that we have a great troop and a great campout.

Some things that adult leaders will need to keep in mind are:

1. Let the boys do everything. It is easy to step in and perform the task for a struggling Scout. Adult leaders should rather encourage Scouts to learn from each other, especially from Troop Guides. Encourage the boys to use the Patrol Method as outlined in their Scout handbooks.
2. Let the boys make mistakes. We all learn best from our mistakes. Adult leaders need to use wisdom in knowing when to step in to make sure the "mistake" is not a "catastrophe" and that the boy has a positive learning experience from the "mistake". Pay special attention to making sure that the BSA and troop campout rules are being adhered to.
3. Be encouraging. One of the most effective means of encouragement is to be involved in each activity and to take an active interest in all they are learning and doing. Praise for a job well done is much more effective than criticism for a failed attempt at practicing a new skill.
4. Let the boys have fun. Fun is what keeps the boys in Scouting. Fun can take the form of learning new skills as well as playing. Pay special attention to making sure that no boy is being left out.

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Mentoring

Scouts in junior leadership positions are responsible to be active in the troop for the time required for their leadership positions. Active requires at least 75% attendance. And besides attendance, he must satisfactorily perform his leadership duties, not just put in his time.

Each junior leader is assigned an adult leader as mentor. Junior leaders should consult with their mentor at the beginning of their term of service. A Leadership Tracking Sheet should be used to identify and track duties performed. The mentor should go over with the Scout, the leadership responsibilities that BSA (and you) expect him to perform in his position, how he will accomplish that, and how he will benefit from it. Most of the leadership positions have a BSA-authored job description in the Troop Handbook.

There are two types of leadership positions that the Scouts may have. Younger Scouts have a responsibility that goes for one half year and is primarily task oriented (e.g., historian, bugler). Older Scouts will have a responsibility that goes through the majority of the year and involves working with other Scouts in either a teaching function (Troop Guide or Instructor) or in functional leadership (e.g., Quartermaster, Health & Safety Aide). The job description you give the Scout should reflect the difference in these leadership levels.

Monthly reviews should be held at which the Scout and his mentor review progress and plan opportunities for further leadership development in that position. At the end of his term of active service, the Scout should have his mentor sign off on this requirement in his Scout Handbook.

How you address shortcomings is probably the most important part of the way in which you mentor. Unlike traditional mentoring roles, you should limit the amount of direct corrective guidance you give the Scout. The reason is that Troop 81 is a boy-run troop and every Boy Scout leader officially reports to another Boy Scout. It is this Boy Scout leader's job to assure that your protégé is doing his job. If you notice that there is a deficiency in your Scout's performance, you should contact the Scout's leader, so that he can address the shortcoming. In this way, you do not deprive the older Scout of the opportunity to develop leadership skills, and your Scout the opportunity to develop skills of following directions and being accountable.

The ultimate role of a mentor is to be a safety net. One of the best teachers is experience, and as a boy run troop, we intentionally let the boys make mistakes and learn from them. It is always a temptation to step in either to do it for them. Resist this temptation, but at the same time exercise wisdom in knowing when and how to help the boy learn from his mistake. Don't let the mistake get so big that it adversely affects the boy's self-confidence and reputation.

Rev 1/01

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Correcting a Scout

Correction of a Scout is a very serious matter. It can range from correcting Scouting skills (i.e., not washing dishes correctly, littering the campsite) to very serious behavioral problems (i.e., unsafe use of fire, bodily injury to others, insubordination). When appropriate, it is recommended that adults use the patrol method, especially for shortcomings in Scouting skills. That is, work through the Troop Guides, the Patrol Leader, or the Senior Patrol Leader, if necessary, to let the Scouts try to resolve the matter within the ranks of the Scouts themselves. However, in some cases, adults are best suited to deal with serious behavioral problems.

Some Scouts respond better to encouragement and positive reinforcement while other respond better to strict legalism. Adults should deal with problems that best suit their strengths on how they deal with problems, and as always, follow the BSA Youth Protection guidelines.

It is sometimes best to correct a Scout and to discuss problems with him out of the presence of other Scouts. However, when correcting a Scout, always do so within visual and earshot range of other adults. Always share with another adult leader what took place and what action was taken. At no time is physical contact permitted in the course of correcting a Scout.

Respect is fundamental. The adult should have worked to earn the respect of the Scout through good example. Remember to correct the behavior, not attack the person.

The success of correction usually lies in accountability. After correcting a Scout remember to follow up on any directions or assignments that were given. Relationships are more important than immediate results. Some Scouts will not be able to break old habits quickly or learn new skill as fast as a leader may like. In the long haul, it is the relationship the Scout has with the adult that will produce dividends.

Any serious offense should be dealt with by the Scoutmaster, in conjunction with the parents, according to the discipline guidelines outlined in the Troop Handbook.

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Troop Resource Survey

TROOP POSITIONS AND TASKS

Boy Scouting is for adults as well as boys. We encourage all parents to be involved in some way in Troop 81's program. Many opportunities to help require no previous Scouting experience and only a small commitment of time. Time commitments vary, so even if you can only occasionally attend meetings or campouts, opportunities to participate exist. Many positions focus on mentoring a Scout who is responsible for that function, not having the adult do all the work him/herself. Often, adults act as assistants first, then assume leadership for an area the following year. We invite you to share your skills and interests so we can provide a quality program for our Scouts.

- | | |
|--|--|
| <input type="checkbox"/> Patrol Counselor | <input type="checkbox"/> I can help with weekly troop meetings |
| <input type="checkbox"/> Treasurer | <input type="checkbox"/> I can help plan and organize campouts |
| <input type="checkbox"/> Health and Safety Officer | <input type="checkbox"/> I can attend and help lead campouts |
| <input type="checkbox"/> Chaplain | <input type="checkbox"/> I can tow a troop trailer to campouts |
| <input type="checkbox"/> Quartermaster | <input type="checkbox"/> I can participate in advancement Boards of Review |
| <input type="checkbox"/> Grubmaster/Cook | <input type="checkbox"/> I can help review and supervise Eagle projects |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> I can maintain the troop roster |
| <input type="checkbox"/> Librarian mentor | <input type="checkbox"/> I can maintain the troop's medical forms |
| <input type="checkbox"/> Historian mentor | <input type="checkbox"/> I can maintain the troop's advancement records |
| <input type="checkbox"/> Webmaster mentor | <input type="checkbox"/> I can help with the annual popcorn sale |
| <input type="checkbox"/> Bugler mentor | <input type="checkbox"/> I can help with the annual Scout Show |
| <input type="checkbox"/> Master of Ceremonies mentor | <input type="checkbox"/> I can help with troop hat and T-shirt sales |
| <input type="checkbox"/> Liaison with Pack # _____ | <input type="checkbox"/> I can maintain the troop's used uniform bank |
| <input type="checkbox"/> Den Chief mentor | <input type="checkbox"/> I can _____ |
| <input type="checkbox"/> Order of the Arrow advisor | _____ |

MERIT BADGE COUNSELORS

The Merit Badges offered by Boy Scouts are shown on the next page. Troop 81 teaches certain of these during troop meetings. Instructors and assistants are always needed. Time commitment is usually about four nights a year. Generally, adults act as assistant counselors first, then lead the classes the following year.

In addition to Merit Badges that are taught at troop meetings, the Boy Scout program offers many others. Adults with knowledge and experience in these skills are encouraged to make themselves available to Scouts who show an interest in learning a new skill. These Merit Badges are generally taught outside of the regular weekly meetings. Check those that you would be willing to teach.

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MERIT BADGES TAUGHT DURING TROOP MEETINGS

- | | | |
|---------------|-------------------------|--------------------------------|
| - Camping | - Wilderness Survival | - Family Life |
| - Cooking | - Environmental Science | - Citizenship in the Community |
| - First Aid | - Personal Fitness | - Citizenship in the Nation |
| - Swimming | - Personal Management | - Citizenship in the World |
| - Life Saving | - Communication | - Skating |

MERIT BADGES OFFERED OUTSIDE OF TROOP MEETINGS

- | | | |
|-----------------------------|----------------------|--------------------------|
| - American Business | - American Cultures | - American Heritage |
| - American Labor | - Animal Science | - Archaeology |
| - Archery | - Architecture | - Art |
| - Astronomy | - Athletics | - Atomic Energy |
| - Auto Mechanics | - Aviation | - Backpacking |
| - Basketry | - Bird Study | - Bugling |
| - Canoeing | - Chemistry | - Cinematography |
| - Climbing | - Coin Collecting | - Computers |
| - Crime Prevention | - Cycling | - Dentistry |
| - Disabilities Awareness | - Dog Care | - Drafting |
| - Electricity | - Electronics | - Emergency Preparedness |
| - Energy | - Engineering | - Entrepreneurship |
| - Farm Mechanics | - Fingerprinting | - Fire Safety |
| - Fish and Wildlife | - Management | - Fishing |
| - Forestry | - Gardening | - Genealogy |
| - Geology | - Golf | - Graphic Arts |
| - Home Repairs | - Horsemanship | - Indian Lore |
| - Insect Study | - Journalism | - Leatherwork |
| - Mammal Study | - Medicine | - Metalwork |
| - Model Design and Building | - Motor boating | - Music |
| - Nature | - Oceanography | - Painting |
| - Pets | - Photography | - Pioneering |
| - Plant Science | - Plumbing | - Pottery |
| - Public Health | - Public Speaking | - Pulp and Paper |
| - Radio | - Railroading | - Reading |
| - Reptile & Amphibian Study | - Rifle Shooting | - Rowing |
| - Safety | - Salesmanship | - Scholarship |
| - Sculpture | - Shotgun Shooting | - Small Boat Sailing |
| - Snow Sports | - Stamp Collecting | - Surveying |
| - Textiles | - Theater | - Traffic Safety |
| - Truck Transportation | - Veterinary Science | - Waterskiing |
| - Weather | - Whitewater | - Wood Carving |
| - Woodwork | | |

BSA Troop 81 Handbook

Adult Leadership Positions

TROOP 81 POSITIONS

1. Senior Scoutmaster
2. Scoutmaster in charge of Camping
3. Scoutmaster in charge of Meetings
4. Scoutmaster in charge of Leadership
5. Scoutmaster in charge of Advancement
6. Scoutmaster in charge of New Scouts
7. Assistant Scoutmaster
8. Patrol Counselor
9. Assistant Patrol Counselor
10. Troop Committee Chairperson
11. Chartered Organization Representative
12. Treasurer
13. Health and Safety Officer
14. Chaplain
15. Quartermaster
16. Eagle Scout Advisor
17. Order of the Arrow Advisor
18. Troop Guide Mentor
19. Merit Badge Coordinator
20. Board of Review Coordinator
21. Advancement/Awards Chairperson
22. Secretary
23. Roundtable Delegate
24. Librarian Mentor
25. Historian Mentor
26. Webmaster Mentor
27. Master of Ceremonies Mentor
28. Bugler Mentor
29. Travel Librarian Mentor
30. Den Chief Mentor
31. Uniform Bank Coordinator
32. Troop Hat Sales Coordinator
33. Popcorn Sales Coordinator
34. Scout Show Coordinator
35. Pack Liaison
36. Summer Camp Coordinator
37. Winter Camp Coordinator
38. High Adventure Coordinator

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Senior Scoutmaster (SM)

Is responsible for inspiring the spirit of Scouting throughout the troop, promoting the aims of Scouting, and maintaining the high standards and quality of the Troop 81 program. The Scoutmaster works with the boys to develop Scouting skills, leadership skills, and to encourage and inspire them to live the Scout Oath and Law.

Specific duties include:

1. Oversees the Scoutmasters and Patrol Counselors.
2. Holds Scoutmaster Conferences for senior Scouts.
3. Guides the SPL and PLC in support of the "boy run" concept.
4. Leads by example, by demonstrating a commitment to the ideals of Scouting , high moral standards, ability to relate to boys, ability to relate to and interact with adults, high energy level , good organizational skills, good planning ability, good attention to detail, flexibility and the ability to compromise, and ability to keep a "cool head" under pressure

Other Requirements:

1. Adult Leader Training (ALT): Required
2. Troop meetings attendance: Required
3. Monthly campout attendance: Required
4. Monthly Troop Committee meeting attendance: Required

Scoutmaster in charge of Camping

Is responsible for the outdoors program, ensuring that the planning and running of each campout is successful..

Specific duties include:

1. Mentors the ASPL for Campouts.
2. Works with PLC in planning the annual troop outdoor program.
3. Supports the adult camp coordinator and campmaster for each campout (usually the PC of the patrol responsible for that campout)
4. Oversees the Health and Safety Officer, Chaplain, Quartermaster, Travel Librarian Mentor, and the Bugler Mentor.

Other Requirements:

1. Same as for SM

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Scoutmaster in charge of Meetings

Is responsible for the weekly troop meetings, special events and the communication of the troop's news and history.

Specific duties include:

2. Mentors the ASPL for Meetings.
3. Works with PLC in planning the annual troop meetings program.
4. Ensures that the activities for each meeting are prepared and executed successfully. This includes setup, opening, presentation, game or other activity involving all Scouts, closing and cleanup.
5. Oversees the Master of Ceremonies Mentor, Historian Mentor, Webmaster Mentor, Librarian Mentor and Scout Show Coordinator.

Other Requirements:

1. Same as for SM

Scoutmaster in charge of Leadership

Is responsible for providing opportunity for Scouts to learn, practice and demonstrate leadership skills. This Scoutmaster oversees the Trail to First Class program in which older Scouts (Troop Guides) train new Scouts in the skills needed to advance to First Class.

Specific duties include:

2. Mentors the ASPL in charge of Troop Guides
3. Oversees the First Year Coordinator, the Troop Guide Mentor, the OA Advisor, and the Den Chief Mentor.

Other Requirements:

1. Same as for SM

Scoutmaster in charge of Advancement

Coordinates the troop activities needed for Scouts to earn rank advancements and be recognized for them.

Specific duties include:

2. Oversees the Merit Badge Coordinator, Board of Review Coordinator, Advancement/Awards Chairperson, and Eagle Scout Advisor
3. Keeps the official Troop calendar
4. Coordinates Courts of Honor

Other Requirements:

1. ALT: Required
2. Troop meetings attendance: Required
3. Monthly campout attendance: Not required
4. Monthly Troop Committee meeting attendance: Required

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Scoutmaster in charge of New Scouts

Plans and monitors the Trail to First Class Program within the troop to assure that new Scouts have the opportunity to achieve First Class by the end of their first year.

Specific duties include:

1. Plan and publish a Trail to First Class Program that fits the Troop's calendar. The Patrol Counselors will implement the program with the support of the Troop Guides.
2. The program will teach the first year Scouts all the skills required for the Tenderfoot, Second Class, and First Class ranks during their first year. The schedule should utilize both the weekly troop meetings and monthly campouts.
3. Reviews the progress of the first year Scouts as tracked by the PC.
4. Leads the Junior Leadership Training class at least once during the year.

Other Requirements:

1. ALT: Required
2. Troop meetings attendance: Required
3. Monthly campout attendance: Required
4. Monthly Troop Committee meeting attendance: Required
5. A thorough understanding of all requirements for the first three Scout ranks.

Assistant Scoutmaster (ASM)

Supports the Scoutmasters wherever needed and where his skills are best suited. The Assistant Scoutmaster(s) substitute for the Scoutmaster when he is unable to attend a campout, meeting, or other Scout function.

Specific duties include:

1. Same as for SM

Other Requirements:

2. Same as for SM

Patrol Counselor (PC)

Is assigned to each patrol to guide or "counsel" the patrol in support of the "boy run" troop philosophy.

Specific duties include:

3. Works with the Scouts on their Scout skills, advancement requirements, and the smooth running of the patrol.
4. Mentors the Patrol Leader, assisting in the development of his leadership skills.
5. Requests Board of Reviews for members of the patrol.
6. Supports the Scouts in the planning of a campout for the entire troop (usually one per year). Acts as Campmaster for that campout. See Campmaster Campout Check List in the Troop Handbook.

Other Requirements:

1. ALT: Required
2. Troop meetings attendance: Required
3. Monthly campout attendance: Required
4. Monthly Troop Committee meeting attendance: Required

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Assistant Patrol Counselor (APC)

Assists and supports the PC. He/she substitutes for the PC at all patrol and troop functions when the PC is unavailable. An APC is in charge of Scout records for his/her patrol. He/she helps the Scouts in his/her patrol stay abreast of where they are in their advancement and what is needed to achieve the next rank.

Specific duties include:

1. Maintains a written record of each Scout's achievement status.
2. Counsels each Scout of what is needed to advance to the next level.
3. Counsels the Scouts on the merit badge process.
4. Interfaces with the Advancement/Awards Chairperson as required.

Other Requirements:

1. ALT: Desired
2. Troop meetings attendance: As Required
3. Monthly campout attendance: As Required
4. Monthly Troop Committee meeting attendance: As required

Troop Committee Chairperson (TCC)

Is the chief administrator of the troop.

Specific duties include:

1. Chairs Troop Committee meetings.
2. Performs annual troop re-chartering.
3. Chairs the Leadership Subcommittee, which recruits adults for leadership positions.
4. Supports all operations and programs of the troop.
5. Assures maintenance of all troop records.
6. Coordinates Family Camp.
7. Arranges for Youth Protection training
8. Oversees the Treasurer, Secretary, Roundtable Delegate, Uniform Bank Coordinator, Summer, Winter and Family Camp Coordinators, High Adventure Coordinators, and Pack Liaisons.

Other Requirements:

1. ALT: Required
2. Troop meetings attendance: Desired
3. Monthly campout attendance: Desired
4. Monthly Troop Committee meeting attendance: Required

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Chartered Organization Representative

Is the liaison to the chartered organization, RBF, helping to maintain a mutually satisfactory working relationship between the troop and the chartered organization.

Specific duties include:

1. Is a member of the chartered organization
2. Serves as head of "Scouting Department" in the organization
3. Maintains a close liaison with the troop committee chairman
4. Helps recruit other adult leaders
5. Serves as a liaison between the troop and the chartered organization
6. Assists with Unit rechartering [each December the Troop must go through a re-chartering process]
7. Encourages service to the organization
8. Is an active and involved member of the district committee

Other Requirements:

1. ALT: Desired
2. Troop meetings attendance: Desired
3. Monthly campout attendance: Desired
4. Monthly Troop Committee meeting attendance: Desired

Treasurer

Is responsible for the financial assets of the troop.

Specific duties include:

1. Develops the troop's annual budget.
2. Maintains the troop checking account.
3. Receives and records income from all sources.
4. Collects annual troop dues.
5. Mentors the Scout Treasurer to account for campout fees collected at troop meetings.
6. Writes checks for payment of bills.
7. Maintains financial records for the troop.
8. Maintains financial records of individual Scout accounts.
9. Maintains financial records on the troop's account held at the Council office.
10. Presents troop financial status at monthly Troop Committee meeting. Includes actual vs budget and prior periods.
11. Provides information, records, and bank statement for audit.
12. Leads the annual Friends of Scouting campaign

Other Requirements:

1. ALT: Desired
2. Troop meetings attendance: As required
3. Monthly campout attendance: Not required
4. Monthly Troop Committee meeting attendance: Required

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Health and Safety Officer

Is responsible for ensuring that the troop conforms to all BSA safety guidelines; especially camping and water activities, and provides troop safety education.

Specific duties include:

1. Instructs Scouts in the proper use of knife, ax and saw.
2. Instructs Scouts in the proper use of fire, lanterns and stoves.
3. Ensures that the Troop complies with safety guidelines for the above items.
4. Ensures proper use of First Aid on campouts.
5. Ensures that the Troop complies with all swimming (Safe Swim Defense) and boating (Safety Afloat) safety guidelines.
6. Ensures that the Troop complies with all travel safety guidelines.
7. Presents annual drug education to the troop.
8. Encourages all adult leaders to view the following videos:
9. Drugs, A Deadly Game
10. Safety Afloat
11. A Time To Tell

Other Requirements:

1. ALT: Desired
2. Troop meeting attendance: Not required
3. Monthly campout attendance: Required
4. Monthly Troop Committee meeting attendance: Desired
5. Well trained in proper use of lanterns and stoves.
6. Familiar with all BSA safety guidelines.
7. Certified in Safe Swim Defense and Safety Afloat.

Chaplain

Provides spiritual counseling to the troop and mentors the Chaplain's Aide, ensuring troop campouts and meetings have a spiritual emphasis.

Specific duties include:

1. Mentors the Chaplain's Aide to plan and lead religious observances on campouts and make invocations at Courts of Honor and other suitable troop events.
2. Provides spiritual counseling service when needed or requested.
3. Provides opportunities for Scouts to grow in the relationship with God and their fellow Scouts.
4. Encourages Scouts to participate in the religious emblems program of their respective faiths.

Other Requirements:

1. ALT: Desired
2. Troop meetings attendance: As required
3. Monthly campout attendance: Desired
4. Monthly Troop Committee meeting attendance: Not required

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Quartermaster

Is responsible for obtaining all Troop equipment and mentoring the Scout Quartermaster in its storage, use and maintenance.

Specific duties include:

1. Mentors the Scout quartermaster(s).
2. Maintains an inventory of camping equipment; recommends equipment purchases.
3. Makes (or arranges) necessary repairs to equipment.
4. Renews license plate and insurance coverage for the Troop trailer.

Other Requirements:

1. ALT: Desired
2. Troop meeting attendance: As required
3. Monthly campout attendance: Required
4. Monthly Troop Committee meeting attendance: Desired
5. Well trained in proper use of lanterns and stoves.

Eagle Scout Advisor

Assists Life Scouts in completing the requirements to achieve the rank of Eagle.

Specific duties include:

1. Assists Eagle candidates with projects, including selection, presentation to Troop Committee, project report, Council approval, and final write up.
2. Schedules Eagle rank Boards of Review with District.
3. Assists with all National BSA paperwork.

Other Requirements:

1. ALT: Required
2. Troop meeting attendance: As required
3. Monthly campout attendance: Not required
4. Monthly Troop Committee meeting attendance: As required
5. The Eagle Scout Coordinator should preferably be an Eagle Scout.

Order of the Arrow Advisor

Assists and supports the troop's OA membership.

Specific duties include:

1. Attends monthly OA meeting; provide transportation for Scouts as required.
2. Encourages OA Scout participation at Camporee and Winter Camp.
3. Encourages OA Scouts to advance within OA.
4. Encourages Scouts who are "tapped out" to attend the OA ordeal within the allotted time.

Other Requirements:

1. ALT: Required
2. Troop meeting attendance: As required
3. Monthly campout attendance: Not required
4. Monthly Troop Committee meeting attendance: As required
5. Must be an adult OA member.

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Troop Guide Mentor

Mentors the Troop Guides, helping ensure a successful Trail to First Class Program.

Specific duties include:

1. Working with the First Year Coordinator and ASPL for Troop Guides, communicate to the Troop Guides their requirements for leading the Trail to First Class Program, monitor their performance and help them improve their leadership skills.

Other Requirements:

1. ALT: Required
2. Troop meetings attendance: Required
3. Monthly campout attendance: Required
4. Monthly Troop Committee meeting attendance: Desired
5. A thorough understanding of all requirements for the first three Scout ranks.

Merit Badge Coordinator

Manages the merit badge program within the troop.

Specific duties include:

1. Recruits Merit Badge counselors.
2. Develops/maintains a schedule of Merit Badge classes.
3. Publishes schedule of Merit Badge workshops sponsored by the District/Council.
4. Maintains paperwork for incomplete merit badge sessions taken at Summer or Winter Camp or District sessions.

Other Requirements:

1. ALT: Desired
2. Troop meetings attendance: Required
3. Monthly campout attendance: Not required
4. Monthly Troop Committee meeting attendance: Desired
5. Through understanding of all rank advancements.

Board of Review Coordinator

Manages the scheduling of and appointment of members to Boards of Review for the troop.

Specific duties include:

1. Solicits/establishes a group of adults to serve on Boards of Review.
2. Schedules Boards of Reviews as required.

Other Requirements:

1. ALT: Desired
2. Troop meeting attendance: Required
3. Monthly campout attendance: Not required
4. Monthly Troop Committee meeting attendance: Desired

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Advancement/Awards Chairperson

Manages troop's awards and advancement program.

Specific duties include:

1. Maintains advancement records.
2. Maintains merit award records.
3. Procures awards, badges, etc. from Scoutfitter for each Court of Honor.
4. Acts as interface with District and/or Council regarding troop advancement records.
5. Publishes the Court of Honor program.

Other Requirements:

1. ALT: Desired
2. Troop meeting attendance: Required
3. Monthly campout attendance: Not required
4. Monthly Troop Committee meeting attendance: Desired

Secretary

Provides secretarial support for the troop and mentors the Troop Scribe.

Specific duties include:

1. Mentors the Troop Scribe in taking attendance at troop meetings and campouts and taking minutes at PLC meetings.
2. Takes notes, prepares minutes for Troop Committee.
3. Handles general correspondence for the troop.
4. Maintains troop rosters (Scouts and adults).
5. Maintains troop mailing lists.
6. Conducts an annual troop resource survey
7. Maintains Troop Handbook.

Other Requirements:

1. ALT: Desired
2. Troop meetings attendance: As required
3. Monthly campout attendance: Not required
4. Monthly Troop Committee meeting attendance: Required

Roundtable Delegate

Represents the troop at the monthly North Trails District Roundtable meetings.

Specific duties include:

1. Attends Roundtable meeting the second Tuesday of each month.
2. Collects all relevant handouts. Present a verbal report to Troop Committee or prepare a brief written report for presentation at the Troop Committee meeting.

Other Requirements:

1. ALT: Desired
2. Troop meetings attendance: Not required
3. Monthly campout attendance: Not required
4. Monthly Troop Committee meeting attendance: Required

Librarian Mentor

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Mentors the Librarian, ensuring the troop's information resources are kept current and in adequate supply.

Specific duties include:

1. Mentor the Librarian to monitor that the troop's supply of Merit Badge books, pamphlets, magazines, and audio/visuals are current and in adequate supply, and that the troop's bulletin board is kept current and informative.

Other Requirements:

1. ALT: Desired
2. Troop meetings attendance: Not required
3. Monthly campout attendance: Not required
4. Monthly Troop Committee meeting attendance: Not required

Historian Mentor

Mentors the Historian, ensuring a record of troop campouts and other events is created and maintained.

Specific duties include:

1. Mentor the Historian to take photos and write up summaries of campouts, preserving the results in photo albums and/or scrapbooks and making them available to the Webmaster for publishing on the World Wide Web.

Other Requirements:

1. ALT: Desired
2. Troop meetings attendance: As required
3. Monthly campout attendance: Desired
4. Monthly Troop Committee meeting attendance: Not required

Webmaster Mentor

Mentors the Scout Webmaster, ensuring communication of the troop's news and history.

Specific duties include:

1. Mentors the Scout Webmaster to collect troop photos and campout reports from the Historian, PLC and Troop Committee meeting minutes from the Scribe, and other news and history of the troop.
2. Mentors the Scout Webmaster to upload information to the Troop Web site and maintain and enhance the Web site.

Other Requirements:

1. ALT: Desired
2. Troop meetings attendance: As required
3. Monthly campout attendance: Not required
4. Monthly Troop Committee meeting attendance: Not required

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Master of Ceremonies Mentor

Mentors the Master of Ceremonies, ensuring troop events are hosted in a manner that ensures an enjoyable and worthwhile time for all guests.

Specific duties include:

1. Mentors the Master of Ceremonies in the scheduling of speakers, skits, awards and other agenda items at campfires, Courts of Honor and other troop events.
2. Assists the MC to improve his self confidence and public speaking skills.

Other Requirements:

1. ALT: Desired
2. Troop meetings attendance: As required
3. Monthly campout attendance: As required
4. Monthly Troop Committee meeting attendance: Not required

Bugler Mentor

Mentors the Bugler, ensuring troop campouts are enhanced with appropriate calls of reveille, taps, assembly, etc.

Specific duties include:

1. Mentors the Bugler to learn how and when to play multiple bugle calls, and how to properly clean and care for the bugle.
2. Encourage participation in bugling competitions at events such as Camporee.

Other Requirements:

1. ALT: Desired
2. Troop meetings attendance: As required
3. Monthly campout attendance: As required
4. Monthly Troop Committee meeting attendance: Not required

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Travel Librarian Mentor

Mentors the Travel Librarian, helping ensure safe, mistake-free transportation to and from campouts

Specific duties include:

1. Maintains inventory of current medical forms for each active Scout and registered leader.
2. Assures that the current copies of the forms are maintained in the Troop travel books.
3. Maintains approximately 15 travel books.
4. Working with the patrol organizing a campout, updates the travel books for each event by including a map and any other relevant information
5. For each campout
 - a. Arranges for the delivery of travel books to each driver; collects books on return.
 - b. Collects Driver Information Sheets and delivers them to the campmaster.
 - c. Collects Transportation Reimbursement Forms and delivers them to the Treasurer.

Other Requirements:

1. ALT: Desired
2. Troop meeting attendance: As required
3. Monthly campout attendance: Not required
4. Monthly Troop Committee meeting attendance: Not required.

Den Chief Mentor

Mentors the Den Chief, enhancing a Cub Scout den's Scouting experience and fostering a good relationship between the Cub Scout Packs and the Troop.

Specific duties include:

1. Provides ongoing contact with Webelos II adult leadership in local Cub Scout Packs.
2. Invites/coordinates Webelos visits to troop meetings and campouts.
3. Invites/coordinates Webelos II Scouts guests for Camporee. This includes handling all of the logistics.

Other Requirements:

1. ALT: Desired
2. Troop meeting attendance: Not Required
3. Monthly campout attendance: Not required
4. Monthly Troop Committee meeting attendance: Not required

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Uniform Bank Coordinator

Manages troop uniform bank.

Specific duties include:

1. Maintains inventory of donated Scout clothing.
2. Contacts parents of boys who dropped out of Scouting and solicits uniform donations.
3. Maintains a list of available uniform supplies (Scoutfitters, Good Will, etc.).

Other Requirements:

1. ALT: Not required
2. Troop meeting attendance: Not required
3. Monthly campout attendance: Not required
4. Monthly Troop Committee meeting attendance: Not required

Troop Hat Sales Coordinator

Coordinates the sale of troop hats, T-shirts, coup bead holders, ropes, name badges, and name stakes.

Specific duties include:

1. Maintains inventory of troop hats, T-shirts, etc., making them available for sale periodically throughout the year.
2. Periodically solicits orders for personalized name tags, arranging to have them made and sold to Scouts
3. Periodically arranges for the construction of unfinished name stakes.

Other Requirements:

1. ALT: Not required
2. Troop meeting attendance: Not required
3. Monthly campout attendance: Not required
4. Monthly Troop Committee meeting attendance: Not required

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Popcorn Sales Coordinator

Coordinates the sale of popcorn as a troop fundraiser.

Specific duties include:

1. Distributes information, solicits volunteer salesman, collects their orders, orders popcorn, takes delivery, distributes popcorn to salesman, collects proceeds from the sales, arranges for the disposition of excess popcorn, and arranges for the receipt and awarding of prizes and/or deposits to Scout's personal accounts with the troop

Other Requirements:

1. ALT: Not required
2. Troop meeting attendance: Not required
3. Monthly campout attendance: Not required
4. Monthly Troop Committee meeting attendance: Not required

Scout Show Coordinator

Coordinates all aspects of the troop's participation in the annual Scout Show.

Specific duties include:

1. Attends all planning meetings
2. With the PLC, selects theme for the troop's booth activity.
3. Arranges for volunteers to participate in the troop's booth activity.
4. Manages ticket sales and associated prizes for Troop.

Other Requirements:

1. ALT: Desired
2. Troop meeting attendance: Not Required
3. Monthly campout attendance: Not required
4. Monthly Troop Committee meeting attendance: Not required

Pack Liaison

Manages the troop's recruiting efforts among local Cub Scout Packs.

Specific duties include:

1. Provides ongoing contact with Webelos II adult leadership in local Cub Scout Packs.
2. Invites/coordinates Webelos visits to troop meetings and campouts.
3. Invites/coordinates Webelos II Scouts guests for Camporee. This includes handling all of the logistics.

Other Requirements:

1. ALT: Not required
2. Troop meeting attendance: Not Required
3. Monthly campout attendance: Not required
4. Monthly Troop Committee meeting attendance: Not required

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Summer Camp Coordinator

Coordinates all aspects of the troop's participation of summer camp.

Specific duties include:

1. Attends all planning meetings.
2. Manages payments/registration with Circle 10.
3. Provides information package to Scouts/parents.
4. Conducts camp information meeting.
5. Arranges transportation.
6. Recruits campmaster.
7. Help Scouts decide on and register for the merit badge sessions
8. Pass paperwork for completed classes to Advancement/Awards Chairperson.
9. Pass paperwork for incomplete classes to the Merit Badge Coordinator.

Other Requirements:

1. ALT: Desired
2. Troop meeting attendance: Not Required
3. Monthly campout attendance: Not required
4. Monthly Troop Committee meeting attendance: Not required

Winter Camp Coordinator

Coordinates all aspects of the troop's participation of winter camp.

Specific duties include:

1. Same as for Summer Camp.

Other Requirements:

1. Same as for Summer Camp.

High Adventure Coordinator

Coordinates the troop's high adventure program, including Philmont, Seabase, and Northern Tier.

Specific duties include:

1. Investigates trip options.
2. Coordinates selected program, soliciting participants, making reservations, collecting fees, etc.
3. Recruits adults to attend and lead high adventure activities

Other Requirements:

1. ALT: Not Required
2. Troop meeting attendance: Not Required
3. Monthly campout attendance: Not required
4. Monthly Troop Committee meeting attendance: Not required.

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Troop 81 Bylaws

ARTICLE I. GENERAL:

Section 1. The organization shall be known as Boy Scout Troop 81. It is a member of Circle 10 Council, Boy Scouts of America. The Chartered Organization is Richland Bible Fellowship Church (RBFC), of Richardson, Texas.

Section 2. The purpose of the Troop is to provide an educational program for boys to develop leadership, to build character, to strengthen citizenship, to learn Scout skills and to develop personal fitness. The Troop shall achieve this in an environment that emphasizes fun, in accordance with the Troop Mission Statement.

Section 3. The Troop shall be guided by the Charter, Bylaws, and Rules and Regulations of the Boy Scouts of America.

ARTICLE II. TROOP COMMITTEE

Section 1. Membership

1. A Troop Committee shall be established to ensure that the Troop has appropriate resources to support its functions.
2. The Committee shall consist of all parents and legal guardians of the Troop's Scouts, a Chartered Organization Representative, and other members approved by the Committee.

Section 2. Positions

1. The Troop Executive Officers (Officers) shall consist of a Committee Chairman, one or more Scoutmasters, a Treasurer and a Chartered Organization Representative.
2. The Senior Scoutmaster and the Chartered Organization Representative shall be appointed by the Committee and approved by RBFC. Other Officers shall be appointed by the Committee.
3. RBFC prefers that the Committee Chairman or Senior Scoutmaster be a member of RBFC. Alternatively, the Chartered Organization Representative shall be a member of RBFC who is active in Troop activities.
4. The Committee shall appoint a standing Leadership Subcommittee to recruit candidates for Officers as well as other adult leaders, as needed, subject to approval of the Officers. Examples of other positions include, but are not limited to, Patrol Counselors, Adult Quartermaster, Merit Badge Coordinator, Boards of Review, Secretary, Chaplain, etc.
5. The responsibilities of all adult leaders shall be documented in the Troop Handbook.
6. Adult leadership positions shall have a term of one year, with renewals allowed and encouraged.

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7. All adults who work with Scouts (e.g., all adult leaders and all adults who attend overnight camps, except for designated "family" camps) shall be registered with BSA and shall consent to a criminal background check. Reports shall be kept confidential, with access available only to the chartered organization representative and authorized personnel of RBFC.
8. Denial of an application for adult leadership or involuntary removal of a person from any adult leadership position before term expiration shall only be enacted by decision of the Committee at a regular committee meeting or by decision of the chartered organization.

Section 3. Meetings and Decisions

1. The Committee shall conduct business at regular meetings held at 7:00 PM on the third Thursday of the month during the school year.
2. A quorum of the Committee for voting purposes shall consist of nine voting members, which shall include the Committee Chairman (or his designate).
3. All decisions by the Committee shall be by simple majority of the voting members at a Committee meeting.

ARTICLE III. YOUTH MEMBERS

Section 1. Membership

1. The Troop shall consist of Boy Scouts who are registered members of the Troop, who subscribe to the Scout Oath and Law, and who fulfill their obligations to the Troop.
2. Admission to the Troop shall be obtained through application to and acceptance by the Scoutmasters.

Section 2. Leadership

1. The Troop shall be organized into Patrols as determined by the Scoutmasters, after consultation with the Patrol Leaders' Council (PLC).
2. Whenever possible, Patrol Leaders (PL) and Assistant PLs shall be elected by the members of their patrols. However, if necessary to meet the needs of the troop and individual Scouts, the Senior Scoutmaster may appoint the Patrol Leader and/or the Assistant PL.
3. A Senior Patrol Leader (SPL) shall be elected by the Troop at large.
4. The SPL shall appoint Assistant Senior Patrol Leaders (ASPL) and other Troop leadership positions, after consultation with the Scoutmasters.

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Section 3. Program

1. The Troop shall conduct its business at weekly meetings held throughout the school year on most Monday nights.
2. The Troop shall conduct three Courts of Honor annually, one each in the Fall, Winter, and Spring.
3. The Troop shall conduct nine overnight activities (usually camping) annually.
4. The annual Troop Program shall be prepared by the PLC, under the guidance and approval of the Scoutmasters. The SPL shall present a summary of the Program to the Committee.
5. Scouts chosen by the PLC shall present details of the Program to the Committee throughout the year, usually at the Committee meeting closest in time before each Program activity.

ARTICLE IV. POLICIES

Section 1. The Policies of the Troop shall be determined by the Scoutmasters, with the guidance of the Committee. Where appropriate, Scoutmasters shall allow Policies to be determined by the PLC, under the guidance and approval of the Scoutmasters. Policies shall be documented in the Troop Handbook.

Section 2. Scoutmasters shall have the authority to send a Scout home from a Troop activity for violation of Policies. Dismissal of a Scout from membership in the Troop for flagrant or repeated violation of Policies shall only be enacted by decision of the Committee in accordance with Policies documented in the Troop Handbook.

ARTICLE V. FINANCE

Section 1. Treasurer

1. The Treasurer shall prepare an annual budget, which shall require approval by the Committee.
2. Unbudgeted expenses or expenses exceeding any portion of the budget shall require approval by the Committee.
3. The Treasurer shall have custody of all Troop Funds.
4. The Treasurer shall designate individual Scout Family Account balances to reflect personal Scout funds held by the Troop. Scout Family Account balances are refundable, up to the maximum amount allowable by law, upon request, up to 12 months after a Scout is no longer a registered member of the Troop.
5. Disbursements from the Troop Treasury shall be made only by the Treasurer and/or other signatories approved by the Committee.
6. The Treasurer shall provide a report of income and disbursements at each Committee meeting. The report should include both Troop Funds and Scout Accounts.
7. The Treasurer shall keep financial records, including budgets, bank statements, invoices and receipts, for a minimum of seven years.

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Section 2. Fees

1. Each Scout shall pay non-refundable annual dues, whose amount and schedule shall be set by the Committee.
2. Additional fees for Program activities shall be set by the Scoutmasters. Refund policy for these fees shall be documented in the Troop Handbook. Where appropriate, Scoutmasters shall allow these fees to be determined by the PLC, under the Scoutmasters' guidance and approval.

ARTICLE VI. WAIVERS AND AMENDMENTS

Section 1. Waivers to these bylaws may be granted, in emergency, by approval of two Officers. Waivers shall expire unless approved by the Committee at the next regular Committee meeting.

Section 2. Amendments to these bylaws shall be enacted upon approval of a simple majority of the voting members at a regular Committee meeting. An amendment shall have been proposed at the regular Committee meeting immediately prior to the meeting at which it is approved.

08/15/2001: These Bylaws were adopted by the Troop Committee.

10/16/2002: Amendments approved by Troop Committee.

8/12/2004: Amendment to Article V Section 1.4 approved by Troop Committee.