

Rose Valley Troop 272

Boy Scouts of America



Policy Book

Rev. March 2019

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Revision History

Date Approved	Revision	Author
March 2, 2019	Clarify Adopt-a-Highway Participation Requirements	Brian Casey John Traverso

Scoutmasters' Remarks

Welcome to the world of Scouting and congratulations on becoming a member of Rose Valley Troop 272. Your decision to join our troop has opened the door to many new and exciting adventures. The Scouting program was started to provide boys and young men with the opportunity to learn crucial life-skills in mother nature's classroom. Troop 272 achieves this goal by providing scouts with leadership development, weekly troop meetings, a variety of outdoor experiences, a tree sale and summer camp opportunities.

To be able to achieve our goals as a Troop and provide a top notch program the Troop Committee and the Patrol Leaders' Council have created this Policy & Resource Book. The purpose of this book is to provide scouts and their parent(s)/ guardians with the Troop's policies, program structure and resources. The policies are necessary to provide a fun, effective and safe program for all the members of the Troop.

The Scoutmasters role is to be a resource and provide guidance and support to the junior leaders and the scouts. Troop 272 is a boy led troop with the Senior Patrol Leader as the ranking scout. The Senior Patrol Leader along with the other troop junior leaders make-up the Patrol Leaders' Council which is responsible for making program decisions. They decide meeting themes, camping trips, special activities, Courts of Honor plans and the summer program. These Scouts are here to ensure the Troop functions properly and to ensure that all Troop members are having fun and learning in a safe and nurturing environment. Do not hesitate to approach any junior leader with your questions, comments and concerns.

In closing, let me again welcome you and your parents to the Troop. We look forward to working with all of you. Also, feel free to approach any of the scoutmasters if you have questions, comments or concerns. We hope your experiences in this Troop and Scouting is both enjoyable and memorable.

Yours in Scouting,

The Scoutmasters

Troop Member Pledge

I want to be a Boy Scout and a member of Rose Valley Troop 272. I promise to live by the Scout Oath and Law and to wear my uniform and troop neckerchief with pride. I will treat my fellow Scouts with respect just as I expect to be treated in turn with respect. I look forward to many challenging outdoor activities like backpacking, mountain biking, whitewater rafting, canoeing, rock climbing and kayaking. I promise to actively participate in the Troop's program to ensure I learn new skills, work as a team member with my fellow Scouts, and can follow the directions of my Scout and Adult Troop Leaders so that our trips are safe and fun for all.

I realize that more is expected of a Scout than of others and that I will act accordingly. As a fellow Scout and Troop Member, I will greet all new Scouts and take the initiative to make them feel welcomed. As I grow in skills, experience and maturity I will contribute back to the Troop and community through my leadership and service. I promise to help my fellow Scouts learn the skills, teamwork and pride necessary to make them better Scouts so that they will follow in my footsteps after I am gone and pass on to future Scouts our great tradition of Rose Valley Troop 272.

This I swear my solemn oath.

Definitions

Parent	In this document, the term “Parent” refers to the biological parent(s) with legal custody of the scout, or the Legal Guardian of the Scout
Sensitive	A matter is determined to be “Sensitive” at the discretion of the Troop Committee Chair. The Committee Chair will determine at his/her sole discretion who can attend meetings at which “Sensitive” matters are discussed.

Participation Policy

Participation in the Scouting program is necessary to ensure that the scout is advancing and learning what is necessary to a good leader and citizen. The Troop program consists of weekly meetings, monthly camping trips, service projects, summer camp and other special activities. Consistent participation in these events helps the Troop and patrols be more effective and better administer the program to the Scouts.

Troop Tree Sale

Our Troop is blessed with a wonderful fundraising event. This event not only raises the funds necessary to run a great scouting program, but it also provides the scouts an opportunity to utilize their leadership, salesmanship and scout skills. Also, it gives the scouts a sense of responsibility and ownership in the program and the funding it takes to run a successful Troop.

For these reasons the tree sale attendance by both scouts and their parent(s)/ guardian is mandatory to remain in the Troop. This policy is necessary to ensure that the sale runs smoothly for the entire month. **Attendance is taken on a sign-in sheet found inside the shed. Failure to sign-in will result in an absence.** It is important that everyone signs-in as soon as they arrive so that they get credit for being there.

If a scout or his parent/ guardian is unable to fulfill their tree sale obligations they are responsible for finding a suitable replacement. If they are unable to fulfill their obligations because of an immediate and extraordinary circumstance they must notify the tree sale chairman immediately. These special cases will be addressed by the tree sale committee who will then make a recommendation to the Troop Committee. The Troop Committee will then make the final decision on how to deal with the issue.

Parent(s)/ guardian of scouts who are currently in their senior year in high school are not obligated to work the tree sale. They may opt out of the tree sale by contacting the tree sale chairman before the creation of the schedule in mid-October. Please note that the scout must still participate fully in the tree sale in order to remain in the Troop.

Adopt-A-Highway

The troop performs Adopt-A-Highway cleanups along Rose Valley Road and Old Mill Lane 4 times per year as a Service Project to benefit the Rose Valley Folk, our Charter Organization. The Rose Valley Folk provide the use of the Old Mill facilities to the troop for free and the Adopt-A-Highway is one way that we acknowledge their generosity.

We are committed to this Service Project and as such, Scout participation is required. Scouts are expected to **attend at least 3 out of 4 annual troop Adopt-A-Highway clean- ups.**

As this service program is a key part of Scout Spirit, Scouts must attend at least 3 Adopt-A-Highway clean ups in the previous Scout year and must not miss more than one Adopt-A-Highway clean up in the current Scout year to be eligible for advancement.

Any scout who is unable to attend a scheduled Adopt-A-Highway clean up must notify the Troop Adopt-A-Highway Coordinator as soon as they learn that they cannot attend. Note: The requirement to attend at least 3 out of 4 annual Adopt-A-Highway Cleanups remains in place.

The Adopt-A-Highway dates and Coordinator are available on the Troop Website.

Adopt-A-Highway will not be counted towards a Scouts' service requirement because we are required to provide service to our Chartered Organization, the Rose Valley Folk.

Parental Supervision is necessary for these events and participation in **one event is required as a parent**. You will be required to sign-in to record your participation. Two adults are required to accompany each group of scouts for each assigned location.

Attendance Requirement

The troop has a 60% yearly participation requirement along with the mandatory tree sale attendance. This 60% includes the following events: troop meetings, camping trips, Courts of Honor, NYLT, NAYLE, OA. Attendance will be taken at all Troop events and each event will count equally towards the participation requirement.

Also, scouts are expected to **attend 75% (3 out of 4) troop Adopt-A-Highway clean-ups**. The Troop has an obligation to perform this service and so it is imperative that scouts participate. Adopt-A-Highway will not be counted towards a scouts' service requirement because we are required to provide service to our Chartered Organization, the Rose Valley Folk. Remember, the Old Mill facilities are provided to the Troop for free and we return this favor by cleaning Rose Valley Road.

Attendance records and percentages are reset at the beginning of each Scouting season, which resets on July 1. This requirement does not count against Scouts who join during the Scouting season (e.g. Webelos Scouts who cross over in March).

Failure to meet the 60% participation requirement and 75% service project requirement at the time of advancement requested by a Scout will be seen as failing to fulfill the Scout Spirit advancement requirement for the rank the Scout is working towards. The Scout can work to bring up the Scout Spirit and service project participation rate and upon achieving the required rates, will become eligible for advancement.

Understanding that there are extraordinary circumstances that arise that may not allow a scout to meet the Troop attendance requirement, the scout can write a letter to the Troop Committee Chair explaining the reasons why he was not able to meet the requirement and ask for an exemption. The Chairman will consult with the Troop Committee and will decide to either grant the exemption or not.

Also, if a Scout, for extraordinary reasons, is unable to attend 3 of the 4 Adopt-A-Highways as required he must talk to the scoutmaster who to consider the reasons and appropriate remedies if applicable.

Junior Leaders must not only meet the 60% troop participation requirement and 75% service project requirement, but also must attend 75% of the monthly Patrol Leaders' Council meetings and the Troop Leader Training weekend held in early September and the Troop Planning Session held in late May/early June.

Failure to meet these requirements may result in the scout not receiving credit for the position of responsibility.

Adult Chaperone Policies

The Troop program encourages and to a certain extent requires the active participation of parents and caring adults in the Troop program. The Troop Leadership understands the need for positive adult association for the Scouts, but also understands that this need must be provided in a safe setting. To help ensure the safety and well being of our Scouts during Scouting activities the following Chaperone Policies have been established.

Sign-up Procedure for Adults:

- 1) Adults **MUST** attend the Trip Planning Meeting and sign-up with the adult leaders
- OR -
- 2) Contact the adult leader in-charge prior to the Trip Planning Meeting if they can't attend

Trip Policies:

- 1) The designated adult leader is in-charge of the entire group (scouts and adults) from the time we leave for the trip until ALL the scouts are returned to their parent(s)/ guardian.
- 2) During the trip, the designated adult leader, with consultation of the other adult leaders, makes all the necessary decisions for the group. Including, but not limited to: health and safety concerns, nutrition concerns, duration of the trip, and the trip schedule.
- 3) No one is allowed to smoke, drink alcoholic substances or swear while participating in a scouting activity. Also, all participants should disclose to the adult leader in-charge any medications they are taking and any recent illnesses that may affect their behavior, mood or physical performance while attending the scouting event.
- 4) All participants must sign-out with the adult leader in-charge prior to leaving the activity. **ONLY A SCOUT'S PARENT/ GUARDIAN** may sign them out from a scouting event.
- 5) Chaperones will adhere to **ALL** the policies set forth by the Boy Scouts of America and Rose Valley Troop 272.

Dismissal from a Trip:

Only the adult leader in-charge may dismiss a scout or chaperone from a trip. Any participant may be dismissed from any Troop activity for failing to follow the policies of the Boy Scouts of America or Rose Valley Troop 272. Following a dismissal the adult leader in-charge will file a Discipline Report for scouts or file a complaint with the Troop Committee for chaperones. The issue will then be discussed at the next Troop Committee meeting and necessary sanctions imposed.

Advancement Policy

Official BSA advancement requirements and merit badges requirements are published in the Boy Scout Requirements (BSA publication 33215B) and are strictly adhered to. Scouts must complete all requirements for a rank and have them signed-off by an appropriate Junior Leader and ensure a Scoutmaster records it in the Troop's Master Advancement Book (green covered binder). The minimum time required for ranks above 1st Class is 4 to 6 months (BSA Rule).

Requirements for most or all ranks include demonstrating Scout Spirit, completing approved service time and fulfilling a Junior Leadership position. The following are the troop's policies for fulfilling these 3 requirements.

- Scout Spirit

Scouts must fulfill the Troop's attendance requirement (60%, 3 Adopt-A-Highways and the tree sale). Also, Class "A" uniform must be properly worn at all troop meetings, Courts of Honors, Board of Reviews and summer camp. This requirement is achieved at the discretion of the Scoutmasters. Scouts who chronically display un-scout-like behavior will not be able to be signed-off for this requirement. The Scoutmaster will talk with scouts who fall into this category and discuss how their behavior can improve. Also, failure to meet the attendance requirement in the prior scouting season will result in an inability to fulfill the scout spirit requirement the Scouting season immediately following.

- Position of Responsibility

Leadership positions that qualify for advancement are listed in the Boy Scouts Requirements. Other assignments given by the Scoutmaster may also qualify. Scouts must fill a leadership position for 4 to 6 months depending on the rank the Scout is working on. Normally, Scouts will be elected or appointed to positions in late May for a term starting at summer camp. Scouts are encouraged to fill a position for an entire year, but exceptions may be made to split the term into two 6 months periods.

Scouts in leadership positions must attend 75% of monthly Patrol Leaders' Council meetings and the September Junior Leader Training. Unavoidable absences from any troop events should be communicated to the Senior Patrol Leader, Assistant Senior Patrol Leaders or a Scoutmaster prior to the event that is being missed.

Finally, Junior Leaders will be required to take part in an evaluation process for each leadership term. Evaluations will be completed both by the Junior Leader and either the Scoutmaster, Senior Patrol Leader, or an Assistant Senior Patrol Leader. The Junior Leader and their superior will have a private conference to discuss the evaluations. This evaluation will be given to the Scoutmaster who will decide if the Junior Leader has satisfactorily completed the position of responsibility requirement.

Positions evaluated by Scoutmaster –

- Senior Patrol Leader,
- Assistant Senior Patrol Leaders,
- Junior Assistant Scoutmaster(s),

Positions evaluated by Senior Patrol Leader

- Patrol Leaders,
- Assistant Patrol Leaders
- Venture President,
- Venture Vice President
- Troop Guide(s)

Positions evaluated by Assistant Senior Patrol Leader for Administration-

- Quartermaster
- Assistant Quartermaster(s)
- Librarian
- Recording Scribe
- Corresponding Scribe
- Webmaster

Positions evaluated by Assistant Senior Patrol Leader for Program-

- Head Program Specialist
- Program Specialist(s)
- Historian
- OA Troop Representative
- Instructor(s)
- Den Chief(s)

Junior Leader Evaluation Form

This is the form that will be utilized to evaluate junior leaders. See Appendix C for form.

- Service Time

Scouts can no longer obtain service time by participating in Adopt-A-Highway clean-ups. The Adopt-A-Highway is service that the Troop is required to do in order to support our Chartered Organization, the Rose Valley Folk. Scouts should seek out other opportunities or ask leaders for suggestions. All service time must be pre-approved by the Scoutmaster and documented by either a parent signature or the leader of the service project. Service that a Scout is required to perform for school, religious organization or other group will not be counted toward Scout service. Participation in a non-obligatory community event may be counted toward the service requirement.

Uniform Policy

The uniform is a way of identifying that we are Boy Scouts and are proud to be one. It provides the Troop and individual scout with a sense of pride and encouragement. To fulfill the participation requirement scouts must wear the Class "A" uniform to all regular troop meetings, Courts of Honor, Boards of Review, summer camp and other activities as designated.

Occasionally, during the year, scout's will be allowed to wear the activity uniform at troop meetings. These times will be announced by the Senior Patrol Leader prior to the meeting.

The **Official Class "A"** consists of:

- Scout collared shirt
 - w/ -council strip, troop #, and position of responsibility on left sleeve
 - rank on left shirt pocket
 - patrol emblem on right sleeve
 - Scouting World Crest (purple, circle patch) above left pocket
 - green epaulettes
- Scout pants or shorts w/Scout socks
- Scout belt
- Troop neckerchief and a neckerchief slide (if Tenderfoot Rank or above)

Troop 272 **Activity uniform** consists of:

- Troop T-shirt
- Scout pants or shorts w/Scout socks
- Scout belt

- Junior Leaders

All Junior Leaders must wear the Class "A" uniform at all troop meetings, Courts of Honors, Board of Reviews, Patrol Leaders' Council meetings, Junior Leader Training and summer camp. Also, the junior leader binder and handbook are part of the junior leader's Class "A" uniform.

Failure to wear the Class "A" uniform will be taken into account during their evaluation and deciding if they fulfilled their position of responsibility.

- Troop Members

All troop members must wear the Class "A" uniform at troop meetings, Courts of Honors, Board of Reviews and summer camp to fulfill the participation requirement. A scout should wear as much of it as he owns, and it should be as correct as possible. If wearing all or part of the uniform is impractical for whatever reason, the scout should be clean and neat in his appearance and dressed appropriately, according to his means, for the occasion.

Regardless of unit, district, or council expectations or rules, boards of review shall not reject candidates solely for reasons related to uniforming or attire, as long as they are dressed to the above description.

Quartermaster Policy

Our equipment has been divided into two areas; troop equipment and patrol equipment. The patrol equipment is then divided into four patrols; A, B, C and D. For each trip participants will be assigned to one of the four patrol letters. One of the Scouts in the patrol will be designated as the Patrol Quartermaster for that trip and he is responsible for the use and return of the equipment for that trip. This system will help with accountability problems. Troop equipment is divided into three types; individual, regular and leader equipment. Individual equipment can be checked-out by any Scout or leader, while regular equipment can only be checked-out by a senior scout or a Scoutmaster, and leader equipment can only be check-out by a Scoutmaster.

- Checking Out/In Equipment

- Patrol Equipment

To check-out patrol equipment the Troop Quartermaster or his Assistant will assign each patrol going on the trip a patrol box and patrol equipment (either A, B, C, or D). The patrol boxes will be reassigned for each trip based on the number of patrols that are organized for a particular trip. The assigned Patrol Quartermaster for the trip retrieves a Patrol Equipment Check-out/in Form from the Troop Quartermaster. They then fill-out a trip sheet with all the necessary information. It is then returned to the Quartermaster who then gets all the supplies together.

Equipment is to be checked-in the meeting a week and a half after the event unless noted otherwise. Also, the equipment can only be checked-in by the Scout who checked it out (not by parents, leaders or other Scouts). Any Scout who checks-in equipment three meetings or more past the trip will be assessed a \$5.00 per item per week late fee. The assigned Patrol Quartermaster or Patrol Leader is responsible for ensuring the equipment is clean and undamaged. Any damaged equipment should be reported to the Quartermaster immediately and he, along with the Scoutmaster will assess the damage and impose necessary charges on the Scout who checked it out. Equipment that passes the patrol inspection is to be returned to the Quartermaster's area where the Quartermaster will do a final cursory inspection of the equipment.

It is to the benefit of the patrol to report any damage to their equipment because at the end of year inspection the Quartermaster will do a final inspection and any damage will be charged to the entire troop equally. Also, unreported damage goes unfixed and renders equipment useless for future trips.

Scouts who fail to return equipment or pay charges will not be able to participate in any Troop activity until either the outstanding equipment is returned or charges paid. Also, the rest of the troop will not be able to use equipment that has not been returned.

- Troop Equipment

All troop equipment is checked-out and checked-in through the Quartermaster. There is a Troop Equipment Binder in the Quartermaster's area that is to be used for this equipment. Equipment is to be returned the meeting immediately following the event and can only be checked-in by the Scout who checked it out (not by parents, leaders or other Scouts). The Scout is to have the equipment checked by the Quartermaster who will assess its condition. Any damages will be discussed with the Scoutmaster and imposed on the Scout who checked-out the equipment.

Individual troop equipment includes: junior backpacks, bivy sacks and dry bags. These items can be checked-out by any troop member.

Regular troop equipment can only be checked-out by senior scouts or Scoutmaster. Regular troop equipment consists of: lanterns, lantern sticks, dining flies, collapsible tables, trowel, bear bags, water purifier, etc. . . .

Leader troop equipment can only be checked-out by Scoutmasters. This equipment consists of: propane tanks, FM Radios and extra fuel bottles. This equipment is either very expensive or highly explosive and so are kept in a locked bin in the Quartermaster's area. Only Scoutmasters have the combination

- Damage to Equipment

Normal wear and tear of equipment is to be expected and of course will not be considered damage that must be paid for. The troop is more concerned with abusive and rough use of equipment. Scouts (Not mothers) are expected to wash, air out and launder all troop equipment prior to checking it in.

- Assessing Damages

The quartermaster along with the Scoutmaster will assess all damages and will take into account the age of the equipment and the condition it was checked-out in. They will utilize the price list below in deciding how much to charge. Once a decision to charge a Scout for damages has been made it will be put in writing and issued to the Scout. A call will then be made to the parents informing them of the charge. Timely payment of the charge will ensure that equipment is fixed quickly and allow the Scout to check-out equipment in the future without interruption.

Chronic damaging of equipment could lead to more serious sanctions which will be imposed at the discretion of the Scoutmaster and the Troop Committee.

- Equipment Price List

Troop Gear

<u>Item</u>	<u>Cost (new)</u>	<u>Item</u>	<u>Cost (new)</u>
Lantern	\$25.00	Hatchet (Gerber Pack Axe)	\$38.00
Part: Glass Shield	\$10.00	Parts: Sheath	\$10.00
Lantern case	\$12.00	Collapsible table	\$50.00
Dutch Oven (Cast Iron)	\$75.00	Camp saw (24" Sven)	\$31.00
Pot Lid Lifter	\$10.00	Parts: Saw blade	\$12.00
REI Folding Bucket	\$12.00	Safety Glasses	\$4.00
Dining fly	\$200.00	Water purifier (First Need)	\$84.00
Parts: Canvas tarp	\$141.00	Parts: Cartridge	\$38.00
8' upright pole	\$15.00	Bear Bag (Ursack)	\$40.00
9'6" ridge pole	\$16.00	Dry bag (Camp Inn)	\$35.00
3'4" ext. pole	\$6.00	Jansport Backpack	\$95.00
Steel peg	\$1.00	REI Pack Cover	\$15.00
Backpacking Trowel	\$2.00	REI Collapsible Bucket	\$10.00

Patrol Gear:

<u>Item</u>	<u>Cost (new)</u>	<u>Item</u>	<u>Cost (new)</u>
Tent	\$110.00	Pots set - 5 piece	\$36.00
Parts: Stake	\$.75	19 piece	\$72.00
Side-release buckle	\$1.00	Parts: Large fry pan	\$13.00
Fiberglass pole	\$3.00	9" plate	\$3.00
Ground cloth	\$2.00	Fry pan handle	\$2.00
2-burner stove	\$68.00	Small fry pan	\$10.00
Stove stand	\$30.00	2-qt. pot	\$8.00
Stove hose extension	\$15.00	- Lid	\$3.00
Peak 1 Apex II		4-qt. pot	\$10.00
(backpacking stove)	\$60.00	- Lid	\$6.00
Parts: Kit	\$12.00	8-qt. pot	\$22.00
Fuel bottle	\$11.00	8-cup pot	\$12.00
Padded case	\$14.00	Plastic cup	\$1.00
Griddle	\$40.00	Nylon cover	\$8.00
Utensil kit	\$39.00	Camp towel (purple)	\$10.00
Parts: Hot pot tongs	\$8.00	Plastic dishpan	\$4.00
One utensil	\$4.00	Water carrier - Collapsible	\$8.00
Spice kit dispenser - 4 spice	\$6.00	Carrying bin (Rubbermaid)	\$7.00
- 2 spice	\$3.00	Match Case (orange)	\$3.00
Cutting Board	\$4.00	Cleaning Kit Bag	\$5.00

Troop Library:

<u>Item</u>	<u>Cost (new)</u>	<u>Item</u>	<u>Cost (new)</u>
Basic Essentials Book	\$8.00	National Audubon Society	
BSA Fieldbook	\$18.00	Field Guide	\$19.00
Junior Leader Handbook	\$8.00	Leave No Trace	\$11.00
Patrol Leader Handbook	\$8.00	Merit Badge Book	\$4.00
SPL Handbook	\$8.00	OKPIK Cold-Weather	\$10.00
Den Chief Handbook	\$5.00	Passport to High Adventure	\$14.00

Patches/ Neckerchief:

Item	Cost(new)	Item	Cost(new)
Neckerchief	\$25.00	Shoulder Loops	\$3.50
Troop Numerals	\$4.00	Backpacking Award	
Council Strip	\$4.00	Round Patch	\$5.00
World Crest (purple)	\$2.00	Rockers	\$2.00
Patrol Patch	\$3.00		

Equipment Care and Cleaning Instructions

Patrol Gear

Tent:	<ul style="list-style-type: none"> • Set-up and Dry entire tent thoroughly (Tent, tarp, ground cloth & bags) • Cleaning <ul style="list-style-type: none"> ○ Spot clean dirty spots with a multi-purpose cleaner diluted in warm water ○ If tent, tarp or ground cloth are very dirty soak in a bucket of the above solution for 30 minutes then rinse it thoroughly and allow to dry. • Clean dirt off of all six stakes • ONLY Tent bag and stake bag should be washed in a washing machine on gentle
Stoves:	<p>2-burner (green) Stoves:</p> <ul style="list-style-type: none"> • Clean all surfaces with dish detergent (both inside and out, grill, hoses & hose extensions) • Wash stove stand with a multi-purpose cleaner diluted in warm water • Make sure stove is completely dry before closing it up <p>Peak 1 Apex II Stoves:</p> <ul style="list-style-type: none"> • Clean stove, pump (remove from bottle first), fuel line & bottle with a multi-purpose cleaner diluted in warm water • Remove contents of padded container and machine wash on gentle cycle • Check fuel level. If low, report it to QM
Pots Set:	<ul style="list-style-type: none"> • All pots can be washed in a dishwasher (Note: this may not get them completely clean, hand wash as necessary) • Nylon cover can be machine (on gentle cycle) or hand-washed
Griddle:	<ul style="list-style-type: none"> • New Coleman: can be washed in a dishwasher • Old Cast Iron: Must be hand-washed with as little soap as possible
Cutting Board:	<ul style="list-style-type: none"> • Can be washed in a dishwasher or by hand with dish detergent
Utensil Kit:	<ul style="list-style-type: none"> • All utensils can be washed in a dishwasher (Note: this may not get them completely clean, hand wash as necessary) • Nylon cover can be machine or hand-washed • Make sure cardboard knife covers are still usable, if not make new ones
Dishpans:	<ul style="list-style-type: none"> • Wash both inside and outside with dish detergent
Coolers:	<ul style="list-style-type: none"> • Thoroughly wash inside and outside with a multi-purpose cleaner diluted in warm water
Reliance Water Bladders:	<ul style="list-style-type: none"> • To dry pull open container so it is filled with air, do not screw the spout back on • If your patrol letter has worn off use a permanent marker and write it back on
Soap & Scrubby Bag:	<ul style="list-style-type: none"> • The mesh bag can be machine washed • Wipe off soap bottle (Check amount, if low report it to QM) • Discard used scrubby

Pack Towels (purple):	<ul style="list-style-type: none"> • Machine wash and dry
Spice Kit:	<ul style="list-style-type: none"> • Remove white top and clean thoroughly • Wipe down outside of container (Check amounts, if low report it to QM)
Carrying Crate (Rubbermaid):	<ul style="list-style-type: none"> • Thoroughly wash inside and out with a multi-purpose cleaner diluted in warm water and allow to dry

Troop Gear

Collapsible Table:	<ul style="list-style-type: none"> • Wash entire table thoroughly with a multi-purpose cleaner diluted in warm water
Lantern:	<ul style="list-style-type: none"> • Wash down with a multipurpose cleaner diluted in warm water, this is easier to do if you remove the top and glass by unscrewing brass screw on top and pulling handle out • Replace broken mantels • Wash case and firefly stand in the above solution
Dining Fly:	<ul style="list-style-type: none"> • Open and allow fly to dry thoroughly • Cleaning <ul style="list-style-type: none"> ○ Spot clean dirty spots with a multi-purpose cleaner diluted in warm water ○ If fly or storage bags are very dirty soak in a bucket of the above solution for 30 minutes then rinse it thoroughly and allow to dry. • Wash dirt off of stakes, guidelines and poles with the above solution
Tarp:	<ul style="list-style-type: none"> • Wash with a multi-purpose cleaner diluted in warm water and allow to dry thoroughly
Hatchet:	<ul style="list-style-type: none"> • Carefully clean handle, blade and sheath with a multi-purpose cleaner diluted in warm water • If dull sharpen blade with file
Camp Saw:	<ul style="list-style-type: none"> • Clean all parts of the saw with a multi-purpose cleaner diluted in warm water
Safety Glasses:	<ul style="list-style-type: none"> • Wash both glasses and storage bags with dish detergent and allow to dry
Bear Bag (Ursack):	<ul style="list-style-type: none"> • Wash both inside and out with a multi-purpose cleaner diluted in warm water
Bucket:	<ul style="list-style-type: none"> • Wash both inside and out with a multi-purpose cleaner diluted in warm water

Troop Gear for Personal Use

Junior Backpacks (Jansport):	<ul style="list-style-type: none"> • Remove all your personal gear from pack- Wash all components thoroughly with a multi-purpose cleaner diluted in warm water • Thoroughly clean pack cover (if used) and allow to dry, then return it to front pouch of backpack
Bivy Sacks:	<ul style="list-style-type: none"> • Wash all components thoroughly with a multi-purpose cleaner diluted in warm water • Allow to dry thoroughly before re-packing
Dry Bags (Camp Inn):	<ul style="list-style-type: none"> • Wash both inside and out with a multi-purpose cleaner diluted warm water • Allow to dry thoroughly upside down so that air can get inside • Carefully fold and place back in two-gallon plastic bag

Sleeping Bags (Slumberjack):	<ul style="list-style-type: none"> • You MUST sleep in bag liner provided- Machine wash: bag liner, gray storage bag & blue compression sack (only if dirty) • Unzip sleeping bag and air out for at least 5 days in a cool dry place. Brush out any debris in bag • Spot clean bag with WARM WATER ONLY- Return bag, liner and compression sack in gray bag
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Camping Trip Policy

The outdoors is Scouting's classroom and so the troop organizes monthly camping trips, occasional day trips and a couple of mini-ventures (for Scouts over 1st Class). Some of the activities we offer in our outdoor program include: backpacking, canoeing, whitewater rafting, mountain biking, orienteering, rock climbing, emergency prep and cross-country skiing. Many of these activities are inherently dangerous and so it is important that certain guidelines are created to ensure everyone has a safe and enjoyable time on these trips.

- Permission Slips and Trip Planning

Generally, permission slips will be distributed 3 Troop meetings prior to the date of the trip. These are due back the next week. For those planning on going on the trip (including parents) you must sign-up or hand in a permission slip 2 troop meetings before the trip. Also, for those going on the trip (including parents) you must attend the trip planning meeting or contact the adult in-charge of the trip. All trips generally will be planned 2 Troop meetings before the trip. No Scout will be allowed to sign-up late for a trip unless there are extenuating circumstances.

Trip planning schedule: (Tentative)

- 3rd Troop Mtg. before trip - hand out permission slips
- 2nd Troop Mtg. before trip - sign-up for trip (permission slips due),
 - trip planning (everyone going must attend this)
- Troop Mtg. before trip - last minute details
- Weekend of trip - Leave either Friday @ 6:30 PM or Saturday @ 7 AM - Troop Mtg. after trip - Mandatory equipment return

Sample Permission Form

See Appendix D for Sample Permission Form.

- Removal of Scout From Trip

As stated in the permission slip above Scouts will be removed from the trip at the discretion of the trip leader. Parents will be required to come get the Scout at the site of the camping trip and transport them home. Inappropriate behavior are magnified in the outdoors and so this policy is in place to ensure that everyone is safe during the entire trip.

- Camping Equipment List and Suggestions

LIFETIME ITEMS - These are items that if properly cared for should be usable for a long time and so are worth investing in.

- Mummy sleeping bag:
 - Capable of being warm in 10 degrees temperatures
 - Make sure it comes with a stuff sack
 - A sleeping bag liner can lower the temperature rating
- Plastic Bowl & Cup- metal cools off too quickly in cold weather
- Tablespoon - The only utensil you need
- Pocket Knife - A Swiss Army Knife is great
- Mesh Bag - To put wet bowels and utensils in so they won't get moldy
- Sleeping Pad - A closed cell foam pad or a Therma-rest air mattress work best
- Whistle - All backpackers carry one just in case they get lost
- Water Bottles - Two 1-quart bottles is enough (Nalgene makes a good unbreakable plastic bottle)
- Nylon Straps - These are good to tie things to your backpack (Do Not use bungee cords)
- Wool Socks - Essential for both backpacking and cold weather camping
- Flashlight - A headlamp style flashlight provides hands free light and are usually water resistant
- Towel - A small personal towel is useful for cleaning hands and face (they make a camp towel made out of shammy material which can absorb a lot of water)

NON-LIFETIME ITEMS - These are items that a Scout will grow out of through his Scouting career and so should be bought wisely.

- Long underwear - Both top and bottom cotton or polypropylene is a must in cold weather
 - Rain gear - Water proof raincoat and rain pants (No ponchos)
 - Boots - They should be sturdy and provide ankle support (Not hiking sneakers) Leather boots can be made waterproof with a product called Snow Seal
- Note:** Boots must be broken-in prior to the camping trip. Wool socks should be worn when fitting your boots at the store
- Backpack - External frame backpacks that can expand as the Scout grows is the best (Jansport makes a good pack)

OTHER ITEMS

- (2) trash bags
- Duct Tape (Can be wrapped around water bottles)
- 25 feet of string
- (2) gallon size plastic bags

PLACES TO SHOP

- REI - Conshohocken on Ridge Pike & online at www.REI.com
- EMS - Ardmore on Lancaster Avenue & online at www.easternmountainsports.com - Campmor - online at www.campmor.com
- Scout Shop - Center City on Winter Street & Valley Forge on Rt. 252
- Scout Catalog - phone orders, mail order & online at www.scoutstuff.org
- Mitchell's Trains, Toys, and Hobbies - 2303 Concord Pike, Wilmington, DE 19803 (302) 652-3258 or www.mitchells.com
 - Directions: Take I-95 South to Exit 8-B (Route 202 North / Concord Pike). Go about 1.5 miles to Fairfax Shopping Center on your right. Mitchell's is toward the north end of the shopping center.

Discipline Policy

Scouts are expected to act according to the Scout Oath and Law at all Scouting activities. Since this is not always the case the following policies have been put into place to ensure that necessary discipline is administered consistently and fairly.

It is the policy of the Troop that a parent of the Scout(s) involved will not be present during discussions of the matter. This applies to all parents, regardless of position in the Troop, including members of the Troop Committee and Uniformed leadership.

Meetings at which Discipline issues will be addressed will be considered “Sensitive” in nature.

Minor Infractions

Minor infractions are less serious and tend to occur more frequently. Things such as cursing, disrespect and not telling the truth. Since these are un-Scout like behaviors it is important that the troop address these problems as soon as they occur and ensure that they do not re-occur. The following policy has been created to address these minor behavioral problems.

First Infraction	The Scout's name and the infraction will be recorded in the Troop Infraction Book and a copy will be given to the Scout to have signed by his parents. The Scout will not be allowed to participate in any troop activities until the slip is signed and returned to the Scoutmaster. The Scoutmaster will also retain a copy of the infraction.
Second Infraction	The above process will be repeated and the Scoutmaster will have a private talk with the Scout. Also, the Scoutmaster will contact the parents to try and find possible solutions.
Third Infraction	If a problem persists beyond a second infraction then the Scoutmaster with Troop Committee approval will place limitations on the Scout's involvement for a specified period of time. Also, a written warning that another infraction will result in expulsion will be sent to the Scout. Both the Scout and his parents will be involved in this process.
Fourth Infraction	Expulsion from the Troop.

These policies are in place, not to scare Scouts, but to ensure that the troop program runs smoothly and efficiently so that everyone can learn and grow in a safe and nurturing environment. To ensure that this policy is understood by both the Scout and his parents a Behavior Policy Form must be signed and returned to the Scoutmaster.

BEHAVIOR POLICY

The objective of Scouting is often stated as "fun with a purpose", the purpose being to promote each Scout's growth through meaningful and challenging experiences. Inappropriate behavior by an individual Scout is not only disruptive to troop activities, but also diminishes the scouting experience for other Scouts in the troop. In order to address such behavior, Troop 272 has implemented the following policy.

Inappropriate behavior, which is determined to be of a significant nature, will be discussed and documented in the Troop Infraction Book", signed by a Scoutmaster and the Scout involved. A copy of this report will be given to the Scout to discuss with, and be signed by, the Scout's parent(s). The signed report must be returned to the Scoutmaster before the Scout is allowed to participate in any troop activities. Parents are encouraged to contact the Scoutmasters concerning any infraction report. The signed infraction reports will be kept in the Troop Infraction Book.

Examples of significant infractions include, but are not limited to: stealing, lying, destruction of property, hitting or threatening another Scout, disobeying adults and violations of either the Scout Oath or Law.

Further instances of inappropriate behavior by a Scout will result in the following actions:

Second Infraction	Above process will be repeated, plus Scoutmaster will have a private talk with the Scout and his parent(s) to discuss possible solutions.
Third Infraction	Above process will be repeated, plus the Troop Committee will decide on limiting Scout's involvement in the troop. Also, a written warning that another infraction will result in expulsion will be sent to the Scout.
Fourth Infraction	Expulsion from the Troop.

Any infraction involving the use or possession of illegal drugs, alcohol, or tobacco products will be dealt with using the Major Infraction Policy.

If a Scout's behavior on any troop trip is severely disruptive, his parents will be called and expected to remove him from the trip as soon as possible. This applies even for remote camping trips and summer camp.

Major Infractions

The Troop Committee has recognized the severity of some offenses and has created a separate policy for them. These include drug, alcohol and tobacco use. Fortunately, these issues are very rare, but it is important that the troop have a policy in place to deal with these problems when the need arises.

The use or possession of illegal drugs, alcohol or tobacco products both outside the troop and during Scouting activities is strictly prohibited and will result in the following action:

1. The Committee Chair and Scoutmaster will speak with the parent and scout in order to validate the event.
2. The Committee Chair and Scoutmaster will provide a recommendation to be discussed and voted on by the Troop Committee.
3. Based on the severity of the offense the resulting consequence will be:
 - a. Scout is expelled from the Troop
- OR -
 - b. Removal from present position of responsibility; and
No advancement for a specified period of time; and
Ineligible to attend the next Troop meeting
- OR -
 - c. If event occurred during a scouting activity the scout will not be allowed to attend any Troop summer program.
(Note: Participation in tree sale is still mandatory regardless of whether Scout is eligible to attend Troop summer programs)

Infraction Form

See Appendix E for Sample Troop Infraction Form

Election & Appointment of Junior Leaders

To advance past First Class Rank a Scout must serve in a junior leader position for a specified period of time. There are many different types of positions to choose from. All the positions are either elected by members of the troop or patrol, or appointed by elected junior leaders. All nominations and appointments must be approved by the Scoutmasters. Except under special circumstances, a scout can only hold one junior leader position at any one time.

The normal term of office for all junior leaders is one year starting on July 1st and ending on June 30th. We encourage Scouts to only hold a particular type of position for a year. This allows them to experience a variety of positions and allows them to enhance and apply their leadership skills in different types of positions. Any Scout who cannot devote an entire year to their position may make arrangements with the Scoutmasters to shorten the term. The shortest term a Scout can hold a position is six months.

Requirements to run for Senior Patrol Leader & Assistant Senior Patrol Leaders

The Senior Patrol Leader (SPL) and the two Assistant Senior Patrol Leaders (ASPL) are elected in April for one year terms running from July 1st to June 30th. All registered Scouts can vote in this election. Scouts interested in running for these positions, but who cannot devote an entire year to their position may make arrangements with the Scoutmasters, after they are elected, to hold the position for a six month term. This will require a special election in the middle of the year to fill the vacancy.

The Patrol Leader's Council with the approval of the Troop Committee has set the following requirements for Scouts interested in running for Senior Patrol Leader or one of the Assistant Senior Patrol Leader positions.

- 1) The scout must have been a member of Troop 272 for at least one year prior to the election
- 2) The scout must be Star Rank at the time of his nomination
- 3) The scout must be approved by the Scoutmaster

Nominations for SPL and the ASPLs will take place at the March and April PLC meetings. Any Scout may nominate an eligible Scout. The nomination must be seconded by another Scout and then the prospective nominee must accept. The prospective nominee will be privately informed by the end of the April PLC whether the Scoutmasters have approved his nomination or not.

If a mid-year election is required the Scoutmasters will set the nomination and election procedures and act as the judge of elections.

Elections for SPL and ASPL will take place at a regular Troop meeting in April. The current SPL will be the judge of elections and will settle any disputes that may arise.

1) The SPL election will occur first:

- Each candidate will be allowed to make a 2 to 3 minute speech prior to the election. - Every Scout present will then be given a ballot and asked to vote quietly.
- The ballots will then be collected and counted by the SPL and a Scoutmaster.
- The candidate with the most votes wins.

2) The ASPL election will occur after the winner of the SPL election has been announced. Any SPL candidate who did not win the SPL election may step down and run for one of the ASPL positions.

- The current SPL will announce the names of those candidates running for ASPL.
- Each candidate will be allowed to make a 1 to 2 minute speech.
- Every Scout present will be given a ballot and asked to vote quietly.
- Each Scout may vote for two candidates or less.
- The ballots will then be collected and counted by the SPL and a Scoutmaster.
- The candidate with most votes will choose which ASPL position he wants to fill. (either Program (1st ASPL) or Administration (2nd ASPL))
- The candidate receiving the second highest number of votes will be the ASPL not chosen by the winner.

- Election of Patrol Leader

Patrol Leaders are elected by their fellow patrol members. Any member of the patrol is eligible to run, even if he cannot be present at the election. Elections will be held at a regular troop meeting in May.

Election

- 1) A member of the Senior Patrol will be appointed to each patrol to act as judge of elections. He will ask for all those members who want to run to step forward.
- 2) The judge of elections will randomly select the order of the candidates and call out their names. Patrol members will raise their hand and keep it raised after they hear the name of the candidate they want for patrol leader.
- 3) The judge of elections will then count and record the number of hands raised after he calls each name.
- 4) The candidate with the most votes wins.

The newly elected patrol leader will then appoint his Assistant Patrol Leader.

- Appointment of Other Junior Leaders

The remaining junior leader positions, mentioned below, are appointed by the newly elected Senior Patrol Leader and his Assistants with the advice and consent of the Scoutmasters. Anyone interested in one of the many support positions should talk to the new SPL as soon as possible after the election in April. All positions will be filled by June 1st.

Also, due to the advance requirements for the higher ranks, those Scouts who are First Class rank or above will be given preference over those Scouts who are not. Despite this preference Tenderfoot and Second Class Scouts are encouraged to seek a position of responsibility after their first year of Scouts is complete.

Appointed Positions:

- Troop Guide(s),
- Den Chief(s),
- Scribes,
- Quartermaster,
- Assistant Quartermaster,
- Librarian,
- Webmaster,
- Instructor(s),
- Program Specialist(s),
- OA Troop Representative
- Historian

Special: Junior Assistant Scoutmasters are appointed solely by the Scoutmaster

Venture Patrol

The Venture Patrol has been created to provide continuing advancement opportunities to those Scouts who have either attained the Rank of Eagle or are close to attaining this Rank. The Venture program allows the Scouts to work on more advanced outdoor and leadership skills. It provides them with the needed structure and support to continue to learn and grow within the Scouting program. Also, the program is geared specifically for older Scouts keeping in mind their skills, leadership ability and time constraints. The Patrol is led by the Patrol President and Vice President with guidance and support from the Assistant Scoutmaster for Venture.

- Joining Requirements

Scouts must understand that the Venture Program is not a substitution for the Boy Scout Program and so participation in the Venture Patrol is contingent upon both the Scouts age and more importantly his Rank in the Boy Scout Program. Scouts who join the Venture Patrol and have yet to attain the Rank of Eagle are required to continue advancing towards Eagle. Failure to continue working on the Eagle Rank may result in the Scout being dismissed from the Venture Patrol.

To be eligible to join the Venture Patrol Scouts must:

- 1) Be at least 14 years of age or in the 10th grade**
- 2) Attained the Rank of Life Scout**
- 3) Receive Approval from the Scoutmaster & Venture Advisor**

Scouts who are not in the Venture Patrol, but meet the criteria (i.e. Senior Patrol Leader, Junior Assistant Scoutmasters), may participate in the Venture Program in so far as it does not adversely affect their obligations to the Troop.

- Advancement Program

The Venture Program is not to replace the Boy Scout Program, but instead is to enhance it by creating new and exciting opportunities for the members of the Venture Patrol. Scouts who join the Venture Patrol and have not earned the Rank of Eagle in the Boy Scout Program are required to continue advancing towards Eagle. If the Troop Leadership believes a Scout is not working towards Eagle they may prohibit the Scout from continuing to work on the Venture Requirements or dismiss the Scout from the Venture Patrol.

Ranger Award – This award is the Venture Program’s equivalent to the Eagle Rank and requires a high level of proficiency in outdoor skills. Earning this award will mean that you have worked hard and are an elite outdoorsman. The Ranger Award Program is designed to challenge you in a wide variety of interests available in the outdoor setting.

Ranger Award Requirements – In order to earn the Ranger Award one must complete **8 core requirements** and **4 elective requirements**. The Core Requirements include: First Aid, Wilderness Survival, Emergency Preparedness, Communications, Cooking, Land Navigation, Leave No Trace and Conservation. The Elective Requirements include: Backpacking, Cave Exploring, Cycling, Ecology, Equestrian, First Aid, Fishing, Hunting, Lifesaver,

Mountaineering, Outdoor Living History, Physical Fitness, Plants and Wildlife, Project COPE, SCUBA, Shooting Sports, Watercraft and Winter Sports.

Past Credit – Many of the Venture Patrol members will have completed some of the Ranger requirements while a Boy Scout. Unfortunately, all requirements must be completed as a Venturer. The only exception to this is if the Scout has completed a required certification prior to becoming a Venturer and it is still current (i.e. BSA Lifeguard, Standard First Aid Course, SCUBA Certification. . .).

- Patrol Leadership

The Venture Patrol leadership includes: Patrol President, Patrol Vice President and the Assistant Scoutmaster for Venture.

Patrol President – is an elected position. The election of the President will occur at the same time patrol leader elections are held. He will hold this position for one year starting July first. He acts as the patrol's leader and will be the liaison between the Venture Program and the Boy Scout Program. He serves as the top junior leader in the Troop Venture Program and is charged with effectively administering the Venture Program. He serves under the Senior Patrol Leader.

Patrol Vice-President – is appointed by the Patrol President. He assist's the Patrol President with administering the Venture Program and acts as the patrol leader in the absence of the Patrol President. He also completes duties specific to his position.

Assistant Scoutmaster for Venture – Serves as the top adult leader/ crew advisor for the Troop Venture Program. He supports and guides the Patrol President and Vice President in effectively administering the Venture Program. He acts as a liaison between the Venture Patrol and the Scoutmaster. He is responsible for ensuring the health and safety of all Venture Patrol events and activities. He also ensures that all Venture policies are properly administered.

Child Protection Compliance Policy PA Act 153

Background checks will be required for the following adult volunteers

- 1) Scout masters and assistant scout masters (required by Council, must also be registered with Council)
- 2) Troop committee members (required by Council, must also be registered with Council)
- 3) Merit badge counselors (a district position administered by the district)
- 4) Adult volunteers who have “care, supervision, guidance or routine interaction with children ”**In defining adult volunteers for troop 272, we recommend a definition of adults that accompany the scouts on trips, adopt a highway cleanup and work the tree sale.”**

Background checks will be administered by the Cradle of Liberty Council to protect the confidentiality of troop families. This will be accomplished by having adult volunteers registered with the COL.

The troop pays registration fees for scouts and all adults pay for their own registration fees and background check fees, starting with the December 2015 re-chartering. The troop will pay any registration or background check fees for any scouts turning 18 who remain active with the troop.

Appendix A: Glossary of Boy Scout Terms

Advancement – The process of attaining ranks in scouting. The requirements for each rank are listed in the *Scout Handbook*.

Blue Cards – A small card (colored blue) on which is recorded a Scout's completion of the requirements for a merit badge which he is working on. In order to receive a merit badge, the blue card must be completed, signed by a registered Merit Badge Counselor, and turned in to the Scoutmaster.

Board of Review (BoR) – A process whereby a group of three to five parents interview a Scout to determine if he has met the requirements for a particular rank. This is the final requirement for each rank. There is a separate council-level Board of Review for the rank of Eagle Scout in addition to the Troop Board of Review.

Bronze Palm – An award given to an Eagle Scout who has earned five additional merit badges beyond those required for Eagle.

Brotherhood – The second level of membership in the Order of the Arrow. A Scout must be a member of the OA for ten months and complete five challenges to become a Brotherhood member.

Camporee – A council- or district-level camping activity for multiple troops.

Challenging Outdoor Personal Experience (COPE) – A team-building and leadership development program involving outdoor course elements.

Charter – A formal approval for a troop to be organized. This is an agreement among the Boy Scouts of America, the Troop, and the Chartering Organization.

Chartering Organization – The organization with which a Troop is chartered. Our chartering organization is the Rose Valley Folk.

Class A Uniform – The full uniform, consisting of the khaki BSA shirt with all patches up-to-date and in their proper positions, olive uniform pants (shorts, long pants, or switchbacks), an olive BSA belt, dark shoes, OA sash (if an OA member) and optionally a BSA hat, and merit badge sash or vest.

Class B Uniform – The Troop T-shirt, optionally with BSA uniform pants (shorts, long pants, or switchbacks).

Committee – See Troop Committee, below.

Council – The largest sub-division of the Boy Scouts of America. There are over 400 regional councils nationwide. We are part of the Cradle of Liberty Council, which serves Delaware, Montgomery, and Philadelphia Counties.

Court of Honor (CoH) – A special ceremony held several times each year to recognize the achievements of the Scouts. In our troop, these events usually include a potluck supper in addition to the formal ceremonies. When a Scout or a group of Scouts earn the rank of Eagle, a special Court of Honor is held to recognize his or their achievement.

- Den Chief** – A leadership position within the Troop that provides service to local Cub Scout Packs. See the *Leadership Positions Duties and Responsibilities* booklet for more details.
- District** – A sub-division of a council. The Cradle of Liberty Council is comprised of twelve districts. We are part of the Minquas District, which serves Chester Upland, Chichester, Garnet Valley, Penn-Delco, Rose Tree Media, and Wallingford-Swarthmore School Districts.
- Eagle Scout** – The highest rank in scouting. Becoming an Eagle Scout is a great honor, and requires more dedication than the previous ranks, including conducting a leadership service project and a council-level Eagle Board of Review (in addition to the Troop-level Board or Review). When a Scout or a group of Scouts earn the rank of Eagle, a special Court of Honor is held to recognize his or their achievement. The requirements for Eagle rank are listed in the *Scout Handbook*.
- Fire'n Chit** – An award given to a Scout who has demonstrated an understanding of campfire safety rules. This certification grants the Scout the right to carry matches and build campfires.
- First Class** – The fourth rank in the advancement program. Scouts need to be First Class or higher to participate in High Adventure programs and trips. The requirements for First Class rank are listed in the *Scout Handbook*.
- Friends of Scouting (FoS)** – An annual fundraising event conducted by the Council.
- Gold Palm** – An award given to an Eagle Scout who has already earned the Bronze Palm, then earned five additional merit badges.
- High Adventure** – A trip or expedition specifically for more experienced Scouts. You must be First Class rank or above to participate in a High Adventure trip.
- Historian** – A leadership position within the Troop whose responsibility is to take pictures, maintain the Troop scrapbooks, and create an annual slideshow. See the *Leadership Positions Duties and Responsibilities* booklet for more details.
- Instructor** – A leadership position within the Troop whose responsibility is to arrange and provide for skill sessions. See the *Leadership Positions Duties and Responsibilities* booklet for more details.
- Jamboree** – A national or worldwide gathering of Scouts. National Jamborees are usually held once every four years at Fort A.P. Hill, VA.
- Junior Assistant Scoutmaster (JASM)** – A leadership position within the Troop for older Scouts. A Scout must be 16 years or older to be eligible for a JASM position. See the *Leadership Positions Duties and Responsibilities* booklet for more details.
- Junior Leader Training Conference (JLTC)** – Former name given to a weeklong, council-level youth leadership training course now titled National Youth Leadership Training (NYLT), also known locally as Silver Stag. This course is taught by, and attended by, Scouts from various local troops (with adult supervision and guidance).

- Klondike** – More formally called the District Winter Rendezvous. This is a Scout skills competition among troops in the district held in January. A highlight of the Klondike is the sled building and racing competitions.
- Librarian** – A leadership position within the Troop whose responsibility is to take care of and keep track of the Troop’s library. See the *Leadership Positions Duties and Responsibilities* booklet for more details.
- Life Scout** – The sixth rank in the advancement program. This is the final rank before Eagle Scout. The requirements for Life rank are listed in the *Scout Handbook*.
- Merit Badges (MB)** – Awards earned by Scouts for completing requirements in a skill or field of study. There are over 100 different merit badges that can be earned. Earning merit badges is one of the requirements for rank advancement above First Class. There are twelve specific merit badges required for the rank of Eagle Scout (Camping, Citizenship in the Community, Citizenship in the Nation, Citizenship in the World, Communication, Environmental Science, Family Life, First Aid, Personal Fitness, Personal Management, Emergency Preparedness OR Lifesaving, and Cycling OR Hiking OR Swimming); these are often called the “Eagle required merit badges”.
- Merit Badge Counselor** – An adult volunteer who uses his or her expertise to guide Scouts through the requirements of a merit badge. Merit Badge Counselors do not have to be uniformed leaders (i.e. Scoutmasters, Assistant Scoutmasters, etc.), nor do they have to be affiliated with a particular troop. A registered Merit Badge Counselor must sign the blue card in order for a Scout to receive a merit badge.
- National Youth Leadership Training (NYLT)** –A weeklong, council-level youth leadership training course, also known locally as Silver Stag. This course is taught by, and attended by, Scouts from various local troops (with adult supervision and guidance).
- National Advanced Youth Leadership Experience (NAYLE)** –A weeklong, national-level advanced youth leadership training course. This course is taught at the Philmont Scout Ranch and High Adventure Base in New Mexico.
- Ordeal** – The first level of membership in the Order of the Arrow. To become a member, a Scout must be First Class or higher rank, be elected by his fellow Scouts in his troop and complete an ordeal.
- Order of the Arrow (OA)** – Scouting’s Honor Society. It is an organization dedicated to cheerful service. To become a member, a Scout must be First Class or higher rank, be elected by his fellow Scouts in his troop and complete an ordeal.
- Outdoor Code** – A code of outdoor conduct to which all Scouts (as well as others) subscribe. It states: “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.”
- Patrol** – A group of Scouts within the Troop. Patrols form the basic functioning teams of the Troop. Typically, a patrol consists of 6 to 10 Scouts. Each Patrol has its own patrol name, cheer, patch, and flag.

Patrol Leader (PL) – A Scout elected by his Patrol to serve as its leader. Patrol Leaders typically serve in that role for one year. See the *Leadership Positions Duties and Responsibilities* booklet for more details.

Patrol Leader Council (PLC) – A monthly meeting of the Patrol Leaders and other youth leaders of the Troop. The main functions of the PLC are to address any troop business and to plan the weekly troop meetings.

Patrol Method – The fundamental method employed by scouting, which emphasizes the importance and functionality of the patrol.

Quartermaster (QM) – A leadership position within the Troop whose responsibility is to take care of and keep track of the Troop’s equipment. See the *Leadership Positions Duties and Responsibilities* booklet for more details.

Rank – A measure of a Scout’s progress through the BSA advancement system. There are seven ranks in Scouting; Scout, Tenderfoot, Second Class, First Class, Star, Life and Eagle. The requirements for each rank are listed in the *Scout Handbook*.

Roundtable – A monthly district-wide gathering of Scoutmasters and other interested leaders, where ideas are exchanged. The Minquas District Roundtable is normally held on the second Tuesday of each month at 7:30 p.m. at the Glenwood Elementary School in Lima, PA.

Scout – Generically used to identify any youth member of the Boy Scouts of America.

Scout (rank) – The first rank in the advancement program. The requirements for Scout rank are listed in the *Scout Handbook*.

Scouter – Generic term used for adult Scout leaders. Sometimes used specifically for uniformed adult Scout leaders.

Scout Law – A proclamation of what it means to be a Scout. “A Scout is Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent.” All Scouts should live by this code in their everyday lives.

Scoutmaster (SM) – The chief uniformed adult leader of a Boy Scout troop.

Scoutmaster Minute (SMM) – A thought-provoking comment made by the Scoutmaster or one of the Assistant Scoutmasters at the end of each meeting.

Scout Motto – “Be prepared”

Scout Oath – “On my honor, I will do my best to do my duty to God and my country, and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake, and morally straight.” Every Scout takes this oath, and repeats it regularly at troop meetings and other Scouting events.

Scout Slogan – “Do a good turn daily.”

Scribe – A leadership position within the Troop. Our Troop has two scribes; a Corresponding Scribe and a Recording Scribe. The Corresponding Scribe creates the Troop newsletter and is in charge of communications, the Recording Scribe takes and keeps the minutes of the Troop PLC. See the *Leadership Positions Duties and Responsibilities* booklet for more details.

- Second Class** – The third rank in the advancement program. The requirements for Second Class rank are listed in the *Scout Handbook*.
- Senior Patrol Leader (SPL)** – The youth leader elected by his fellow Scouts responsible for overseeing the entire troop. See the *Leadership Positions Duties and Responsibilities* booklet for more details.
- Silver Palm** – An award given to an Eagle Scout who has already earned the Gold Palm, then earned five additional merit badges.
- Silver Stag** – A weeklong, council-level youth leadership training course, formally titled National Youth Leadership Training (NYLT). The name Silver Stag pre-dates the current course, and is still commonly used in our Council. See National Youth Leadership Training, above, for more information.
- Star Scout** – The fifth rank in the advancement program. The requirements for Star rank are listed in the *Scout Handbook*.
- Tenderfoot** – The second rank in the advancement program. The requirements for Tenderfoot rank are listed in the *Scout Handbook*.
- Totin’ Chip** – An award given to a Scout who has demonstrated an understanding of the proper handling, care, and use of woods tools including knife, axe, and camp saw. This certification grants the Scout the right to use those tools on camping trips.
- Troop** – A unit of Boy Scouting chartered by a local organization and consisting of one or more patrols. We are Troop 272, chartered by the Rose Valley Folk.
- Troop Committee** – An organization of parents whose role is to help the Scoutmaster and Assistant Scoutmasters deliver the BSA program to the Scouts. There are numerous standing and ad-hoc positions on the Committee, including (but not limited to) Committee Chair, Treasurer, Secretary, Tree Sale Chair, Publicity, Recruiting, Adopt-A-Highway Coordinator, etc. The Troop Committee normally meets monthly.
- Troop Guide** – A leadership position within the Troop whose role is to help the new Scouts advance in rank to First Class. See the *Leadership Positions Duties and Responsibilities* booklet for more details.
- Junior Leader Training (JLT or Troop Leader Training TLT)** – A weekend-long, troop-level youth leadership training course. This course is taught by, and attended by, Scouts from our troop (with adult supervision and guidance).
- Unami Lodge One** – The local chapter of the Order of the Arrow.
- Unit** – A more generic term for a troop. The Boy Scouts of America has four programs; Cub Scouting, Boy Scouting, Varsity Scouts, and Venture Scouts. Each program is organized into units, called Packs, Troops, Teams, and Crews, respectively.
- Venture Crew / Venture Patrol** – A patrol within our Troop for older Scouts, focusing on more High Adventure activities. It is chartered separately from the rest of the troop, and organized as a Venture Crew, but functions as a patrol within the troop. See the *Venturing Handbook* or the ASM of the Venture Patrol for more information.

Venture Crew President – The Patrol Leader of the Venture Patrol/Crew. Consistent with the guidelines of a Venture crew, the leader is given the title President. See the *Leadership Positions Duties and Responsibilities* booklet for more details.

Vigil Honor – The third and highest level of membership in the Order of the Arrow. A Scout must be a member of the OA for two years and be elected to the Vigil Honor by fellow members of his OA lodge.

Webmaster – A leadership position within the Troop whose responsibility is to maintain the Troop Website. See the *Leadership Positions Duties and Responsibilities* booklet for more details.

Wood Badge – An advanced adult leadership training course offered at the council-level.

Youth Protection – A program designed by the Boy Scouts of America to prevent child abuse and to recognize the signs of possible child abuse. All adult volunteers are required to complete the program. Parents who are not registered volunteers are encouraged to complete the program as well.

Appendix B: Acronyms and Abbreviations

APL	Assistant Patrol Leader
AQM	Assistant Quartermaster
ASM	Assistant Scoutmaster
ASPL	Assistant Senior Patrol Leader
BoR	Board of Review*
B-P	Baden-Powell. Refers to Lord Robert Stephenson Smyth Baden-Powell (1857 - 1941), founder of the Scouting movement.
BSA	Boy Scouts of America
CoH	Court of Honor*
COL	Cradle of Liberty (Council). Our Troop is a member of the Cradle of Liberty Council.
COLBSA	Cradle of Liberty (Council), Boy Scouts of America
COPE	Challenging Outdoor Personal Experience*
FoS	Friends of Scouting*
JASM	Junior Assistant Scoutmaster*
JLT	Junior Leader Training, also known as NYLT or Silver Stag*
MB	Merit Badge*
NYLT	National Youth Leadership Training, also known as JLT or Silver Stag*
NAYLE	National Advanced Youth Leadership Experience*
OA	Order of the Arrow*
PL	Patrol Leader*
PLC	Patrol Leaders Council*
QM	Quartermaster*
SM	Scoutmaster*
SMM	Scoutmaster Minute*
SPL	Senior Patrol Leader*
TLT	Troop Leadership Training*

* denotes terms defined or described in more detail in the previous section.

APPENDIX C: TROOP 272 LEADERSHIP EVALUATION

TROOP 272 LEADERSHIP EVALUATION

DATE: __/__/__

NAME: _____

RANK: _____

POSITION: _____

I. Objective evaluation

A. Attendance at:	# Present	#Absent	%Attendance	
Troop meetings-				
Patrol Leaders Council-				
Camping trips-				
Troop events-				

B. Leadership & knowledge	5(best)	4	3	2	1(worst)
Leadership ability	_____	_____	_____	_____	_____
In uniform	_____	_____	_____	_____	_____
Scout spirit	_____	_____	_____	_____	_____
Demonstrates skills	_____	_____	_____	_____	_____
Plans ahead	_____	_____	_____	_____	_____
Effectively analyzes situations	_____	_____	_____	_____	_____
Effective communication skills	_____	_____	_____	_____	_____
Completes the job	_____	_____	_____	_____	_____

II. Subjective evaluation (Be thorough and honest, take some time to reflect on your answers)

A. The scout's strengths in this position:

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TROOP 272 LEADERSHIP EVALUATION

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B. The scout's weaknesses in this position:

C. Improvements that can be made to become a more effective leader:

D. List some S.M.A.R.T. Goals that you want to achieve in your leadership development and position:

E. Other comments and observations:

APPENDIX D: Sample Permission Slip

Rose Valley Troop 272, BSA Parental Permission

Trip Destination:

Dates:

PARENT'S CONSENT AND HOLD HARMLESS AGREEMENT

I hereby grant permission for my son, _____ to participate in the above indicated trip on the above indicated dates. I understand that participation in the activity may involve a certain degree of risk. I have carefully considered the risk involved and have given consent for myself and/or my child to participate in the activity. I understand participation in the activity is entirely voluntary and requires participants to abide by applicable rules and standards of conduct. I release the Boy Scouts of America, Cradle of Liberty Council, Rose Valley Folk, and all volunteers, employees and related parties associated with the activity from any and all claims or liability arising out of this participation. I further agree that if, in the proper judgment of the adult leaders, my son is not acting in accordance with the promise below, that I will be responsible for removing him from the trip.

In case of emergency involving my child, I understand every effort will be made to contact me. In the event I cannot be reached, I hereby give my permission to the medical provider selected by the adult leader in charge to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for my child. Medical providers are authorized to disclose to the adult in charge examination findings, test results and treatment provided for purposes of medical evaluation of my child, follow-up and communication with the child's parents or guardian, and/or determination of my sons ability to continue with the program activities. I/We further agree to be completely responsible for any bills or payments that occur in providing medical care.

Parent's Signature _____

SCOUT'S PROMISE

While on the above-mentioned trip, I promise to behave in a safe and responsible manner and to adhere to the Scout Law and Outdoor Code. I acknowledge that my parent(s) will be called to remove me from the trip if I do not keep this promise.

PARENT/ GUARDIAN ATTENDANCE

_____ plans on attending and can transport _____ Scouts with their gear. They have read the Troop's Chaperone Policy and will abide by it during the entire trip.

SCOUT INSURANCE INFORMATION *ONLY IF CHANGED*****

Attach Copy of Scouts Medical Insurance card(s), both front and back of card

Emergency Contact: Name& phone # _____

Name & phone # _____

Please list any medication(s) that the Scout is currently taking and any allergies



APPENDIX E: Troop Infraction Form
TROOP 272: INFRACTION FORM

Name of Scout: _____

Date of event: _____

Name of Scout Leader: _____

Scout Leader's Description of Offense:

Witness(es) (If any): _____

I hereby aver that the above description is true and correct to the best of my knowledge. Also, after completing the above description I will provide it to the Scout in question and allow him an opportunity to provide his own accounting of the event(s) in question. Upon completion of the two accountings the Scout's parent(s) will be required to sign the form acknowledging that they have been apprised and informed of the event(s). The form will then be forwarded to the Troop Committee Chair for resolution.

Signature of Scout Leader: _____

Date: _____

TROOP 272: INFRACTION FORM (Continued)

Scout's Description of Event(s):

Witness(es) (If any): _____

I hereby aver that the above description is true and correct to the best of my knowledge. I understand that this form MUST be signed by both myself and my parent(s) acknowledging that we have been apprised and informed of the event(s) in question.

Signature of Scout: _____

Date: _____

Signature of Parent(s)/ Guardian: _____

Date: _____

***NOTE:** Return completed form to Scoutmaster. Please be advised that a Scout will not be allowed to participate in any Troop activities until the COMPLETED form is returned.

Troop Committee Actions:

Date discussed with Scout Leader: _____

Date discussed with Scout: _____

Date discussed with Parent(s): _____

Date discussed with Committee: _____

Resolution: