

Scouts BSA  
Troop 74  
Hummelstown, PA



Troop 74  
Family  
Handbook

# The Troop 74 Family Handbook

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## Section II

### Statement of Philosophy – The Aims and Methods of Scouting

Welcome to Troop 74. The purpose of this troop handbook is to familiarize scouts and their parents with what the Boy Scouts and Troop 74 are all about. We think that we run a fun and exciting program. If a program is not fun, it will fail. As you will learn, however, there is much more than fun involved in scouting!

The philosophy of Troop 74 is to provide an outdoor program in which young scouts can have fun and adventure in a safe, clean and wholesome environment. The outdoors is the focus of our program and the Boy Scout experience in general. Fun and adventure! There is plenty of this in the great outdoors. Our troop focuses on learning camping and outdoor skills, which will last a lifetime. The outdoors is a place where scouts can learn much about living with others. Scouts face real life challenges and learn to solve real problems. Outside, a scout can get close to the natural world: the land, the wildlife, and the environment. The program of the Scouts BSA is unique among youth organizations in its focus on the “Outdoor Experience”.

The principal aim of the Scouts BSA is to provide a program, which builds character, fosters citizenship, and develops fitness in both mind and body.

What is character? It is hard to define. It is a moral and ethical quality. It is honesty, courage, and integrity. It includes the four “self” qualities: self-reliance, self-discipline, self-confidence, and self-respect. What is citizenship? It is defined as, “behavior in terms of the duties, obligations, privileges and functions of a citizen.” It is the quality of an individual’s response to membership in a community. Citizenship is about love of country and community. It is understanding government, democracy and our heritage and history. What is fitness? The scouting program strives to develop physical, mental emotional and moral fitness in young men, and many aspects of the program focus on this aim. Each scout swears to the scout oath and lives by the scout law of conduct, which pertains to these aims of scouting. In this day and age, what parent could not agree that these are some of the most important principles a young man could be exposed to?

There are several methods that the scouting program utilizes to achieve the aims of scouting. These methods are tried and true and will be discussed in this handbook. The methods include: Scouting Ideals; The Patrol Method; The Outdoor Program; Advancement; Personal Growth; Adult Association; Leadership Development; and the Scout Uniform.

So; for any who may have thought that scouting is only good-hearted adults taking a bunch of kids on a hike or out camping; Welcome to the real world of scouting!

Scouting is an organized, national, and worldwide program that strives in many ways to help young individuals grow up right. It is a fun and important program to which Troop 74 Adult Leaders are deeply dedicated. As a parent, what can you do to help? If you have any special talents or interests, share them with us. Pick up your scout's Boy Scout Handbook and look it over. You will be amazed and incredibly pleased with what it contains. Encourage your son to read and study his handbook. You will be doing him a great service.

Probably the most important philosophy of Troop 74 is the concept of, "The Boy Run Troop." Our troop is organized so that the scouts do the work of running the troop. Boys learn by doing. Scouting recognizes the advantages of learning by making mistakes, practicing skills, and eventually being successful. Lord Baden-Powell, the founder of Scouting said, "Give a scout a job, and then let him do it!" This is great advice for parents and leaders, alike. In Troop 74, we give a scout the means; the training; the know-how; and then we let him do the job. This handbook explains how the boys run the troop.

It takes a lot of work by the leaders, the Troop Committee, and all of the dedicated parents, to supervise this program.

PARENTS! We ask you to get as involved as you can in your son's scouting experience. Behind every successful scout is an interested and participating parent. Please do whatever you can to help your son along the way. We hope that someday, you may know the pride of seeing the Eagle Scout Award pinned to your son's chest.

## **Section III**

### **Troop Organization and Troop Committee**

Troop 74 is a fully chartered and accredited troop in the Boy Scouts of America. Our charter is granted by the New Birth of Freedom Council, BSA and we are sponsored by the Trinity United Methodist Church of Hummelstown. The troop was initially chartered in 1946 and had been in continuous operation since then. The charter is reviewed and renewed annually after Troop 74 re-charters. The New Birth of Freedom Council consists of six districts of approximately 18 to 20 Troops per district. Troop 74 is part of the Keystone Capital District.

The charter is granted to the Troop Committee, whose responsibility it is to handle the troop administration and support the troop program.

The Troop Committee is a group of adults who assume the responsibility of administering the troop in accordance with national and council BSA policy. The Troop Committee is responsible for supporting the program and providing all that is necessary for the program to exist and run smoothly. All business is brought before and discussed by the Troop

Committee. The Troop Committee chooses the Scoutmaster and supervises the adult leadership. Our troop is fortunate to have an active Troop Committee.

PARENTS! Is there a spot on the committee for you? Speak with the Troop Committee Chairperson any time. The Committee meets once a month. Parents are always invited to our Troop Committee/Parent's Meetings. If you have a special agenda item to discuss, please call or email the Troop Committee Chairperson ahead of time so that he/she can be aware of your request.

## **Section IV**

### **The Patrol Leaders Council / Junior Leader Training**

The Patrol Leaders Council (PLC) is comprised of scouts and is the governing body of the troop that develops and carries out the program. The PLC consists of an appointed Senior Patrol Leader (SPL) and Patrol Leaders (PL). The PLC also includes the appointed positions of Assistant Senior Patrol Leader (appointed by the SPL), the Quartermaster, Scribe, Troop Guide(s) and other junior leaders appointed by the Scoutmaster are members of the PLC. The Scoutmaster supervises and advises the PLC. The PLC meets in a planning session once a month.

In a boy-run troop it is absolutely necessary that the PLC run smoothly. This can only occur if all members of the PLC (Troop Junior Leaders) do their jobs. The scouts depend upon their elected Patrol Leaders to attend the PLC and communicate information to them. The PLC cannot be passive in a boy-run troop.

PLC or Troop 74 appointments are made twice a year, usually in June and December, ensuring change and encouraging participation by all scouts in junior leadership. This junior leadership is required for scout advancement beyond the First Class Rank. If a scout is incapable or unwilling to do his job, he will be removed from the junior leadership position and will not be credited with completing that junior leadership position for rank advancement. We urge all scouts who accept junior leadership positions to fulfill their obligations.

All junior leaders are given written descriptions of their responsibilities and are supported by the Scoutmaster and his assistants. Scouts are always encouraged to seek junior leader positions and to help as much as possible whenever needed.

Twice each year, formal troop junior leader training occurs, usually in July and January. Is there a parent out there who might be interested in being a Troop Junior Leader Training Chairperson?

## **Section V**

### **The New Scout Patrol**

A highlight of the year is the induction of new scouts into our troop. Most scouts enter the Boy Scout Troop 74 from the Webelos Dens of Cub Scout Pack 74 in this community. Without new scouts, of course, our troop would die. The transition from Webelos to Boy Scouts is exciting but may be difficult for boys and anxiety producing for the parents. Our troop recognizes this and actively tries to make the transition from Cub Scouts to Boy Scouts as easy as possible. Our goal is to make every new member welcome and made to feel a part of the troop as soon as possible. All new scouts are placed in a new scout patrol to closely supervise the new scout's adjustment to the troop, teach the basic skills, and get the new scouts involved in the troop program. (Otter and Fox Patrol) Because this is a boy-run troop, there is a specific junior leader called a "Troop Guide" who joins the new scout Patrol(s) and works with the New Scout Assistant Scoutmaster to help the new scouts along the way. If a new scout has a special problem or if a problem develops, parents are encouraged to talk to the New Scout Assistant Scoutmaster about it. It is very important to the adult leadership that the new scouts are comfortable and successfully assimilated into Troop 74.

## **Section VI**

### **Meetings / Programs / Summer Camp**

Scouting is a year-round program. Our troop meets once a week for troop meetings. Meetings are held at the Troop Cabin 7:00 PM to 8:15 PM., or in the months of January and February, Trinity United Methodist Church downstairs in the Fellowship Hall on Mondays from 7:15 PM to 8:15 PM. Parents should do their best to help the troop with meeting attendance. We try to start on time and end on time, so we like to have rides for the scouts return by 8:10 PM. The meetings are valuable, interesting, fun and the forum for troop announcements. If your son is not there, he will be missing out on information.

Our troop prides itself on its outdoor program. We try to go camping on a two-night overnight trip once each month. This takes lots of planning, work and cooperation for scouts, leaders and parents. Encourage your son to participate. Written information on all trips is made available to all scouts and parents.

Periodically, our troop will participate in special scout functions such as day trips, special camporees and work weekends.

Our troop spends one week a year in troop residential summer camp at a camp of the scouts choosing and approval by adult leadership. A week at summer camp is an event that will be remembered for a lifetime!

Our troop is usually at camp the last week of June or early July. Scouts should have a record of good attendance, display efforts towards advancement and must comply with National and Council requirements (be registered and have appropriate health examination and paperwork – Personal Health and Medical Record, Class 2 #4414) to attend camp. Our troop has a long history of excellent times at summer camp. All first-year scouts should plan to attend.

## **Section VII**

### **Transportation**

Most of the troop's outings and trips require motor vehicle transportation. The parents need to provide the great majority of this transportation. We need to have a Troop Committee member who coordinates troop transportation. Parents need to be willing to do their part to help out with scouts and/or gear transportation. All parents should send the Troop Committee Transportation Coordinator a completed Troop 74 Transportation Vehicle Registration Form. (See Appendix)

The best way to be sure there is always room for your scout is to be sure that your car is helping!

## **Section VIII**

### **Fees & Dues**

As in most other active organizations, it takes money to be able to run and to maintain a quality troop program. Scouting is not free, and each scout is expected to pay for his fair share when it comes to registration, paying dues and sharing camping expenses.

Troop 74 recharter and pays registration fees to the National Organization in the fall of each year. When a young man bridges from a troop, his first bi-annual dues are waived. The Troop collects \$75 for spring dues and \$75 for fall dues. This covers the recharging and the Boy's Life subscription cost and a Troop 74 fee. The total fee for the year is \$150.00 but could change by vote of the committee.

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The costs of camping trips are determined by the cost of food, fees, transportation and etc. Camping trip fees are usually very reasonable. Scouts are charged these fees through their scout account.

Each will have a scout account established with the troop and this works like a checking account. Most all expenses for scouts will be processed through their account. It is important for parents to monitor scoutbook and maintain a positive balance for their scout.

Parents should provide checks made out to "Troop 74" to replenish scout accounts. Be assured that accurate financial records are kept on all fees. Envelopes are available at the cabin for submitting money to the treasurer. Envelopes can be placed in the lock box at the cabin.

Scouts that have a negative balance in their scout account more than \$150.00 will be placed on a pay by event status. Scouts will be asked to pay cash or check for any events the troop participates in that has a fee attached.

If a scout chooses to leave the troop, all outstanding debts will be removed from the scout account. If the scout has a negative balance, the parent or guardian is responsible for submitting the balance to the troop within 30 days. If there is a remaining positive balance in the scout account, it will be absorbed in to the Troop general account.

## Section IX

### Uniform Policy

Troop 74 is committed to the wearing of the uniform as established by the Boy Scouts of America. The wearing of the uniform helps the troop in a number of ways:

WHEN SMARTLY WORN, THE UNIFORM HELPS BUILD TROOP SPIRIT AND A SCOUT'S PRIDE IN HIMSELF. BY WEARING THE UNIFORM, THE SCOUTS GIVE EACH OTHER SUPPORT AND WHEN PROPERLY WORN ON THE CORRECT OCCASIONS, IT CAN ATTRACT NEW MEMBERS. SCOUTS IN UNIFORM CREATE A STRONG, POSITIVE YOUTH IMAGE IN THE NEIGHBORHOOD, THUS HELPING TO COUNTERACT THE NEGATIVE FEELINGS THAT SOME ADULTS HAVE ABOUT YOUTH. THE UNIFORM MAKES THE TROOP VISIBLE AS A FORCE FOR GOOD IN THE COMMUNITY. AS SCOUTS WEAR THE UNIFORM. THEY ARE STANDING FOR THEIR PRINCIPLES, IN THE OPEN WHERE EVERYONE CAN SEE. SCOUTS IN UNIFORM ARE STANDING WITH EACH OTHER, NOT ALONE, DECLARING THEIR INTENT TO SUPPORT THE PRINCIPLES WHICH SCOUTING STANDS FOR.

The uniform is to be worn to ALL SCOUT ACTIVITIES, including meetings, camp outs, and outings unless specified by the Scoutmaster or other adult leadership in charge. Troop 74 does not allow any scouts to wear clothing that advertises alcoholic beverages, cigarettes or



tobacco products or any other derogatory or offensive messages. Troop 74 adheres to the normally required uniform parts that are listed in the Boy Scout Handbook. Some parts are optional or provide more than one choice, and due to the cost of the uniform, the troop has worked out some alternatives.

Uniform Definitions:

- Class A:**
1. Official tan scout shirt. We recommend the short sleeve, because it is better for year around wearing.
  2. Official olive long pants for winter wear; official olive shorts for summer wear. Green socks of any length are worn when the shorts are worn. \*To reduce costs, the troop will accept non-BSA green pants if they are in good repair.
  3. Official Scout green web belt or BSA Leather belt.
  4. For formal events the issued Troop 74 Garrison cap should be worn. Any warm hat or stocking hat for winter time use.
  5. Shoes or boots. (flashy sneakers are discouraged)
  6. Scout Green socks of any length are worn when the shorts are worn. \*To reduce costs, the troop will accept any good green colored athletic or hiking socks with full length pants if they are in good repair.
  7. Troop neckerchief – Solid red neckerchief with embroidered BSA logo and yellow embroidered piping trim and neckerchief slide. Other neckerchiefs earned through training or extra BSA activities will be Ok'd by the Scoutmaster.
- Class B:**
1. Red Troop 74 T-shirt, or any approved BSA T-shirt
  2. Shorts or pants in good repair, no holes or rips.
  3. Shoes or boots. (flashy sneakers are discouraged)

Troop 74 emphasizes correct insignia on the uniform. Certain insignia are provided by the scout, while others are provided by the troop. Your Boy Scout Handbook shows you where to correctly sew on your uniform insignia.

Insignia provided by the scout:

1. New Birth of Freedom Council Strip – for the left shoulder.
2. American Flag – On the right shoulder. Normally included on the uniform shirt.
3. Green Boy Scout Loops. – For the uniform shirt epaulets.
4. World Crest Patch – Above left pocket
5. Order of the Arrow pocket flap – If a member of the O.A., it goes on the right pocket flap.

Insignia provided by Troop 74:

1. Patrol Patch – for the right shoulder below the American Flag
2. Troop 74 numerals – on the left shoulder.
3. Current badge of rank – for the left shirt pocket.
4. Badge of Office – if any, for the left shoulder below the 74 numerals.
5. Trained Strip – if a trained leader for the right sleeve just below and touching the badge of office.
6. The current Quality Unit Award – for the right sleeve just below other patches.
7. Green Boy Scout Loops. – For the uniform shirt epaulets.

The Troop will provide the above insignia for one uniform shirt for each of the youth members of the troop. The scout is responsible for all insignia for additional uniform shirts that he may own.

Uniform parts are expensive. Troop 74 does have a uniform give and take program that can help defray the cost of uniform parts. If you have uniform items your scout has out grown they can be placed in the give and take box in the cabin. If you are looking for an item feel free to look through the box and take what can be used.

New uniform parts may be purchased at the New Birth of Freedom Council Scout shop in Mechanicsburg or directly online.

## **Section X**

### **Equipment**

It takes a lot of equipment to run a Boy Scout Troop. Troop equipment is the responsibility of the Troop Committee who assigns a member to do this job. The scouts have an appointed Quartermaster to keep track of the equipment. All scouts must be responsible for the troop equipment they use, and care for this equipment properly. All precautions are taken for the safe use of all cutting tools. No new scout may use a cutting tool of any kind until he has received his Tot'n Chip Training and can demonstrate safe use of cutting tools. Carrying of matches or cigarette lighters is not allowed. Matches are supplied and supervised by the Scoutmaster and the other Adult Leaders.

Troop 74 is equipped with tents, stoves and lanterns, 20lb. Propane fuel equipment, patrol cooking gear, dining tents, patrol boxes, food and drink coolers and a trailer for hauling the equipment to our activity and camping locations. Troop ownership of this equipment saves the individual scouts from having to purchase this equipment, but it carries with it the responsibility of each scout taking care and maintaining this equipment for use by future members of Troop 74.

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A series of rules pertaining to Troop 74 owned equipment has been established:

1. It is the responsibility of each scout to use and maintain any troop owned equipment in the manner for which it is intended in order to keep it in working order. Any malfunctioning or damaged equipment should be immediately reported to the adult leaders immediately. This is primarily the responsibility of the Patrol Leaders and the Troop Quartermaster.
2. Any scout that damages any troop owned equipment is responsible for fixing or replacing that piece of equipment. If a specific person cannot be identified or the damage is due to rough-play by several members of a patrol, the entire patrol will be responsible for the cost of the repair or replacement.
3. Damage through ignorance of how to use a piece of equipment is NO EXCUSE for a scout not replacing a damaged item. There are plenty of scouts or adult leaders that can assist in the correct use of equipment. If you don't know how to handle the equipment – ASK BEFORE YOU USE IT!!!
4. During camp-outs, all cooking equipment is to be thoroughly cleaned by the scouts and all scouts will be expected to participate in an equipment clean up the first meeting after the outing.
5. DO NOT spray insect repellent in or near the tents. It can ruin the nylon tent or the water proofing.
6. Troop owned equipment may not be borrowed for non-Scouting events.

A certain amount of personal equipment is needed by each scout for participation in the camping and outdoor activities conducted by the troop. The Boy Scout Handbook does an excellent job reviewing equipment that each scout should have. The scout should use the handbook as a resource. The cost of the personal equipment can be high, but if the scout and parents focus on the necessities and gradually add to these before long a scout will be well equipped. Scouts need to be responsible for their own equipment and at times will need to carry their gear for long distances. Scouts are encouraged to bring along equipment that they will need and not burden themselves with gear that they will not need. Parents should help the scouts pack for a trip but do not do it for them! Scouts need to know what they have and what they don't. Where their gear is and how to repack it when the trip is over and time to go home. The Scoutmaster and Adult Leaders can't do it for them, and they should not expect it. Scouts need to learn to be responsible for their own belonging and how to take care of their gear! The scouts need to have their name and phone number on everything that they take with them.

There is also a list of prohibited items:

1. Sheath or large "Bowie Type" knives. Any spring assisted opening knife. BSA has banned all use of these types of knives. Accepted knives include

- any Official Scout Knife, or any folding blade knife that has blades that are no longer than 3". Banned knives will be confiscated and held for parents if they are brought to any scout activity.
2. Any weapons – including laser pointers, sling shots, pellet or BB guns, peashooters, blackjacks, brass knuckles and etc. Weapons may need to be reported to and turned over to law enforcement officials.
  3. Radios, CD players, TV's or electronic games. These are not appropriate for scout functions, especially at outdoor activities. Any of these items will be confiscated and held for parents if they are brought to a scout activity.
  4. Any obscene, vulgar or questionable materials including adult magazines. Any of these items will be confiscated by the adult leadership and held for the parents.

We have that found cell phones have been a problem on outings and during events. The use of cell phones is not permitted on scout outings. Scouts seen playing on phones will have them confiscated and returned when the outing is completed.

## Section XI

### Advancement – Troop 74

Having become a Boy Scout, your son will be expected to advance at his own pace. This does not mean that he will or should be left entirely on his own. The leaders of the troop will always be there to guide and assist, as well as to encourage your son.

In the early ranks, (Scout, Tenderfoot, Second Class and First Class) your son will be getting quite a bit of group training. As part of the first year Patrol, he will have an Assistant Scoutmaster and a Troop Guide to guide him. He will also need to complete several projects at home. These include the following.

Tenderfoot-

6b. Develop and describe a plan for improvement in each of the activities listed in Tenderfoot requirement 6a. Keep track of your activity for at least 30 days.

Second Class-

7a. After completing Tenderfoot requirement 6c, be physically active at least 30 minutes each day for five days a week for four weeks. Keep track of your activities.

8c. With your parents or guardian, decide on an amount of money that you would like to earn, based on the cost of a specific item you would like to purchase. Develop a written plan to earn the amount agreed upon and follow that plan; it is acceptable to make changes to your plan along the way. Discuss any changes made to your original plan and whether you met your goal. 8d. At a minimum of three locations, compare the cost of the item for which you are saving to determine the best place to purchase it. After completing Second Class requirement 8c, decide if you will use the amount that you earned as originally intended, save all or part of it, or use it for another purpose.

First Class-

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8a. After completing Second Class requirement 7a, be physically active at least 30 minutes each day for five days a week for four weeks. Keep track of your activities. 8b. Share your challenges and successes in completing First Class requirement 8a. Set a goal for continuing to include physical activity as part of your daily life.

9b. Investigate an environmental issue affecting your community. Share what you learned about that issue with your patrol or troop. Tell what, if anything, could be done by you or your community to address the concern.

Leadership will give instruction on these requirements, but the scout is responsible for completing them in the time frame given.

He will be part of the new scout Patrol for his first year and should attain the rank of First Class in that time.

As a parent, you should show an interest in your son's advancement. Have your son show you where he is signed off for achieving the requirements for the first three ranks. Then make sure that he is doing something for advancement. If it seems that he will not get to First Class in one year, then please talk to the Assistant Scoutmaster or Scoutmaster about your son's advancement.

Remember, scouts should be contacting the Scoutmaster, Asst. Scoutmasters, or other adults about their advancement, not the parent.

After a scout becomes First Class, he is expected to take even greater responsibility in his own advancement. The ranks of Star, Life, and Eagle require earning Merit Badges and having positions of responsibility. The Scoutmasters are always there to guide but the scout himself has to decide which Merit Badges interest him, what service he wants to perform and what positions of leadership he wants to hold. As a parent, you should try to motivate him to always be working on his advancement. A scout should always be working on a Merit Badge, especially those that are required for Eagle.

Advancement instills pride and self-confidence in a scout. Acknowledgement of any and all advancement is given at least twice. First, as soon as possible after the scout's achievement, usually at the end of a meeting. Then at least four times a year, normally March, June, August and December, we have a "Court of Honor". The scout will be recognized for his achievements and we would like to have all parents attend these Courts of Honor.

Finally, when a scout attains the rank of Eagle, we have a special ceremony called an "Eagle Court of Honor". Organized by the family and supported by the Troop, it is such a big achievement; the Eagle Scout deserves as much recognition as we can give him.

Your son has started the trail to Eagle. Seldom does a scout get there by himself. We have made the commitment to help him; please make your commitment to help your son become an Eagle Scout.

New scouts should get started on their Scout requirements. New scouts will need their parents help and encouragement with this. Scouts should always have their Scout Handbook with them, as opportunities to learn skills and get them signed off are frequent. Scouts should be careful with their handbooks and not lose them. Scouts should put their name on their handbook in several places, not just on the cover. Scouts may want to cover their handbook for protection and identification. Troop advancement record keeping is a big job and one that needs to be done correctly. Fortunately, we have an Advancement Chairperson that is assigned the task and keeps this information on the troop's Scoutbook account. The Advancement Chairman records all rank advancement and earned Merit Badges. Scouts should be cautioned to keep all proof of rank advancement and blue cards documenting the completed merit badges in a safe place. Some day, they may be needed to document advancement towards Eagle.

Blue Cards are required for all merit badges. Before a scout can start a merit badge, they must first obtain a counselor willing to help them with the badge. Once they have a counselor, they must ask the scoutmaster for a blue card. The scout should not start work on the badge until they have the blue card. The scoutmaster will sign and date the blue card and give it to the scout. The counselor will use the card to record the scouts progress and when completed sign off on the merit badge. Scouts are responsible for the card and seeing it is turned in to the advancement chair for recording. Blue cards can also be electronic. If a counselor uses scoutbook for their record keeping, the scoutmaster can sign and date the card electronically in scoutbook. Just as requirements, a parent may not serve as a merit badge counselor for their child unless it is in a group setting.

As a scout completes his rank advancement requirements, he must complete a Board of Review and a Scoutmaster Conference. The Scoutmaster Conference is a brief meeting to focus the scout on his next advancement and to review dates and signatures for his signoffs. The purpose of the Board of review is to make sure that all of the requirements for a badge of rank have been earned. It is not a re-examination; spot checking is all that needs to be done in a Board of Review. Three or more members of the Troop Committee conduct the Board of Review for Tenderfoot, Second Class, First Class, Star Scout and Life Scout. Parents may not be present at the Board of Review. A Keystone District Advancement Committee Member along with at least three members of the Troop Committee conducts Eagle Rank Board of Review. The parents and the Scoutmaster are not present for this Board of Review.

It is the responsibility of the scout and not the parent to make contact with the scoutmaster or advancement chair to schedule a conference or a board of review. Parents may not sign off requirements for their own son unless the requirement is completed in a group setting. Required nights camping, hiking, and service hours only qualify when done with the troop. Some requirements will be accepted outside of troop activities if pre-approved by the scoutmaster.

## **Section XII**

### **The Patrol and the Patrol Method**

The main unit of the troop is the patrol. Every Boy Scout Troop is made up of patrols, which are groups of approximately eight scouts that work together as a team.

The Patrol Leaders, with an elected Senior Patrol Leader at their head, form the core of the Patrol Leaders Council. (PLC) It is the job of the PLC to plan and run the troop program. Each Patrol Leader represents his patrol on the PLC and interprets and brings back to his patrol the plans and decisions that the PLC makes. Patrols may also have their own meetings and plan and carry out their own patrol activities with proper adult supervision.

## **Section XIII**

### **Communications**

What could be more important than proper communications for the smooth operation of a troop? Scouts should have good attendance at weekly meetings because many announcements are made and lots of information is shared at troop meetings. Scouts need to pay attention when the “scout sign” is up and when someone is talking. Lots of information is missed because scouts don’t always listen carefully. It’s a good idea for a scout to carry a small pad of paper and a pencil or pen in case he would like to take notes on important dates, times and places. All efforts are made by the Scoutmaster and his assistants to send home written information regarding trips, events and etc.

It is the job of the Patrol Leader to make sure that important information is passed on to his patrol members, even those not present at a particular meeting. The Senior Patrol Leader needs to be able to effectively communicate to the Patrol Leaders and other scouts. From the Chairperson of the Troop Committee to the newest scout, good communication is vital. Scouts should practice their communications skills by taking notes and double checking information with a phone call, when needed.

If a parent or friend of scouting has a particular interest or skill he would like to share with the troop, they should let the Committee Chair or Scoutmaster know about it. We would love to invite you to a meeting to ‘communicate’ with us.

There is a chain of command in scout communications. If a scout has a question, he should talk to or email his Patrol Leader or a Troop Guide. If there is still a question, the Senior Patrol Leader should be asked. Finally, if there is still a question, one of the Scoutmasters should be asked. Why not call the Scoutmaster directly? The Scoutmaster shouldn’t be inundated by all of the question that Junior Leaders should be answering. Part of the Junior Leader’s job is to be available to provide information and answer questions.

Parents are asked to help with this. If a scout has a question, he should contact his Patrol Leader or appropriate Junior leader first. All email communications should include parents.

## **Section XIV**

### **Discipline**

The Scouting program is not designed to solve youth discipline problems. On the contrary, it is designed to build into youth the necessary character and responsibility to prevent discipline problems. The Scouting Program needs all of the time available to it to accomplish these aims – thus administering the Scouting Program does not provide the troop leadership with any extra time to waste dealing with discipline problems. We believe it is the PARENTS who should have the direct responsibility to instill and reinforce good manners, socially acceptable behavior and respect for authority in their boys.

In any organization like the Boy Scouts, a code of discipline is needed. The PLC, the Scoutmaster and the Troop Committee determine the discipline policy. Scouts are expected to conduct themselves according to the Scout Law and Oath. Disruptive behavior, foul or vulgar language, or any form of physical or mental abuse towards another Scout is not permitted or tolerated. Tobacco, drug or alcohol use is not permitted or tolerated. The Scoutmaster is responsible for maintaining order and protecting the scouts. Violations of laws and civil ordinances will result in contact with the responsible law enforcement authorities and the parents immediately. There are “housekeeping” and safety rules necessary in any group. Supervising general scout behavior is the domain of the Scoutmaster and the Assistant Scoutmasters. The Scoutmaster’s word must be the law for the safety and comfort of the entire Troop. Minor disciplinary actions are handled in the troop. Major disciplinary actions are based on fair and thoughtful discussions between the Scoutmasters and the Troop Committee. If warranted, parents may be called to pick up a boy from the meeting or an event regardless of the distance involved, if a boy’s behavior or actions warrant this. Again, this decision has to rest with camp or our staff and/or the Scoutmaster.

If any scout is witnessed by a leader stealing from, striking another scout or otherwise intentionally planning to hurt or physically or mentally abuse another scout, he will immediately be sent home after the scout himself notifies the parents. This policy has dramatically reduced this unfortunate type of behavior. Scouts with major or repetitive discipline problems may be placed on suspension with loss of privileges by the Troop Committee. The parents are required to counsel the scout about his problematic behavior, and a follow-up phone call by the parents to the Scoutmaster to discuss the situation is required before the scout may participate in any further troop meetings and/or activities.

For extreme infractions, the Troop Committee will meet with the Scoutmaster and may decide to ask the scout to leave Troop 74.



## **Section XV**

### **Scout Spirit**

Anyone who has spent any time with Troop 74 knows how important scout spirit is to the troop. Scout spirit means living – by the Scout Oath and Law. A scout with good spirit thinks about what the Scout Oath and Law means and tries to incorporate this into their everyday life. A scout with true scout spirit shines in the troop. He's happy, helpful and ready to volunteer. He's thoughtful, active in the scouting program and assumes leadership and responsibility. Scout spirit is a requirement for advancing beyond the First Class Rank. Parents should encourage scout spirit in their son. A scout can recite the Scout Oath and Law; he must keep the Oath and live the Law.

## **Section XVI**

### **Youth Protection Program**

The Scouts BSA has the largest organized youth protection program of any youth or young adult program in the world. Troop 74, as a fully accredited troop, has implemented all of the youth protection guidelines developed by the BSA. The program is a five-point plan to combat child abuse and to improve the environment in which young people live. The key elements of this strategy include the following points:

1. Educating Scouting volunteers, parents and the scouts themselves to aid in the detection and prevention of child abuse.
2. Establishing leader selection procedures to prevent individuals with a history of child abuse from entering the BSA leadership ranks.
3. Establishing policies that minimize the opportunities for child abuse to occur in the program of the BSA.
4. Encouraging scouts to report improper behavior in order to identify offenders quickly.
5. Swiftly removing and reporting alleged offenders.

All email communications between scouts and leaders must include at least 1 parent on the email. The troop utilizes scoutbook for communications, so this is done automatically for the initial email. Be sure to include all parties on the reply.

All events and programs are conducted with 2 deep leadership.

All leaders are required to take the BSA Youth Protection online training. And parents are encouraged to do so also.

For each scout to advance to the rank of Scout (the first rank in scouting) the parents must document that they have reviewed the detachable booklet from the front of the handbook entitled, "How to Protect Your Children from Child Abuse: A Parent's Guide," with the scout. If a parent has any questions about the Youth Protection Program, please call the Troop Committee Chairperson.

## **Section XVII**

### **Fund Raising**

Troop 74 depends on regular troop fund raising projects to earn the money the troop needs to run its program. The mainstay of our troop's fund raising is the whoopee pie sale. All scouts are requested to participate in the sale. This is a troop function that should not be left to the Committee. If everyone participates it is easy work. If only a few participate, then much more work is required of the participants and the non-participating scouts and families are getting a "free-ride." The money raised supports the program. The money is used for troop [equipment, scout camp subsidies for each scout, awards, badges, and training for scouts, leaders and Troop Committee members. Scouts must do their part to help out! Parents must also be willing to volunteer and do their part to help with the fund-raising efforts.

Some fundraisers provide for scouts to earn their own way by having a portion of the proceeds placed in their scout account.

## **Section XVIII**

### **National Quality Unit Award**

Each year the National Quality Unit Award is presented to each troop which satisfies a set of predetermined criteria for quality in a Boy Scout Troop. Each member of the troop receives an official uniform patch to signify that his troop has earned this award for many years in a row.

## **Section XIX**

### **Boys Life Magazine**

Boy's Life Magazine is a national scouting publication and is designed and published for scouts. Boy's Life is a vital program tool for the troop. One of the fees covered at registration covers the subscription to Boy's Life. Incorporating Boy's Life into the scout's life encourages reading and thought, improves skill development, facilitates advancement

and is just plain good sense. Parents should encourage their son to read his issue. Scouts should read Boy's Life from cover to cover every month!

## **Section XX**

### **Special Troop Events and Activities**

On a regular basis you son will have the opportunity to participate in special troop events which may be just for fun, for a change of pace, or to perform a service of some sort. Many times these activities will benefit the community, as in the "Scouting for Food" program; the chartering organization, as in a fall leaf raking for the church; another scout as in helping with an Eagle Scout service project.

We participate in many District and Council Scouting events. Whatever the event, parents should encourage their son to participate.

## **Section XXI**

### **Order of the Arrow**

The Order of the Arrow (OA) is a national brotherhood of scout honor campers. It is based on brotherhood and cheerful service to fellow men. Troop members are nominated and elected to membership by fellow scouts in their troop. They must meet certain entry requirements and qualifications that are established by the National OA. Each troop may hold an annual election supervised by the Council's OA lodge. Scouts are not admitted to OA ceremonies unless they are OA members. Election to the Order of the Arrow is a distinct honor and the OA is a very important part of the scouting experience.

## **Section XXII**

### **Friends of Scouting**

Friends of Scouting (FOS) is an annual fund raising effort conducted by the New Birth of Freedom Council to secure funds for the operation of the Council. The Scouts BSA believes that each adult, family or parent should determine for themselves the amount of their enrollment. An enrollment serves to show to the community at large the enthusiasm and desire parents and leaders have for a strong, active scouting program in their community. Parents, leaders and friends of scouting must do their part to keep our New Birth of Freedom Council financially strong so that the high quality support and the programs that the Council supplies can continue to keep our scouting program strong for the benefit of our

scouts, our sons. Parents are urged to donate generously to annual FOS when they are asked.

## **Section XXIII**

### **The Twelfth Point of the Scout Law**

The twelfth point of the Scout Law is, "A Scout is Reverent." We don't talk about this point very often. The Boy Scout takes an oath to do his duty to God. Our troop encourages each scout to do his duty to God and be reverent.

Part of the First Class Scout advancement is to lead the patrol in grace before meals prepared on a camping trip are served. Ecumenical services are held at all formal scout events such as camporees. At summer camp we have one evening for vespers. We participate in Scout Sunday Services each year. It's not important how the scout performs his duty to God; it's just important that he does. A scout is very fortunate to be able to experience so much of the great outdoors and be so close to God's work. Scouts should take this duty to heart. They should discuss their beliefs with their parent's clergy. Scouts should be thinking about earning one of scouting's many religious awards. Parents should do their part to make duty to God and reverence to God a part of each scout's home life, whatever their religious beliefs may be.

## **Section XXIV**

### **From the Scoutmaster**

This family handbook has been put together to help new scouts and their families become familiar with the philosophy of our troop, the Scouts BSA and how Troop 74 operates. A handbook like this can never be complete because there is too much to include. Many resources such as the Boy Scout Handbook are available to supplement this handbook. Policies and procedures of the troop are constantly changing. We hope this handbook is helpful as a guide and scouts and families are encouraged to use it. Suggestions for future issues are always welcome.

# The Troop 74 Family Handbook

## Acknowledgement of the Troop 74 Scouting Handbook

I agree to the policies and procedures printed in the Troop 74 scouting handbook.

Parent (Printed) - \_\_\_\_\_

Parent (Signature) - \_\_\_\_\_

Scout (Printed) - \_\_\_\_\_

Scout (Signature) - \_\_\_\_\_