



BSA TROOP 28

Chartered by
Congregation Agudas Achim

Austin, Texas

PARENT'S AND SCOUT'S MANUAL



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Troop 28 New Scout Handbook

Welcome

Welcome to Boy Scout Troop 28. We are chartered to Congregation Agudas Achim located at the Jewish Community Center of Austin. Although Troop 28 is open to membership by any eligible boy in the community, it is geared towards the Jewish Scout Troop 28 strives to accommodate Jewish Scouts from all aspects of Judaism.

Troop 28's Mission

The responsibility of the unit to the community is to develop responsible leaders for the future. Leaders in the community, nation and world; within and without the Jewish community.

Youth responsibility to each other is to be respectful and to incorporate the precepts of the Scout Oath and Law into their daily lives.

The responsibility of the adults is to provide a safe environment to promote the development of youth. The focus is on ethical behavior, personal responsibility and leadership potential. This includes the safety to make errors and the ability of our sons to learn from their mistakes.

The responsibility of the adult leadership to the parents is to execute the boy scout program in a positive Jewish environment.

The troop's responsibility to the community-at-large is to provide an exemplary responsible scout unit to the scouting community and the Charter organization

Our aims in Scouting are to foster citizenship, to build character, and to help Scouts develop physically, mentally, and morally. We strive to accomplish these goals through the outdoor program that operates according to the Patrol method. The Patrol is a fundamental unit in which each Scout's vote counts in making decisions necessary to function in a living and working environment. The Troop and each Patrol are led by senior Scouts who are elected by their peers and are responsible for leading and training the Troop and their Patrol members. The basic role of the adults is to assist and advise the Scouts as they develop in and progress through the Scouting program.

Scouting and Jewish institutions work together to promote the religious education of Jewish youth and encourage Jewish identity. BSA programs in Jewish institutions can serve as a vehicle for strengthening Jewish values, a sense of belonging, enrichment, and education, besides offering motivational support and increasing parental involvement. In addition, the National Jewish Committee on Scouting (NJCS), in cooperation with the Jewish Educational Services of North America, has developed supplemental Jewish program resources and literature to augment existing BSA program materials.

Local BSA council professionals work with Jewish institutions to explain how the programs will assist the Jewish community. The council will also provide volunteer support services. In many communities, councils have Jewish committees on Scouting.

This handbook is designed to help you, as a new Scout or Scouter, become familiar with the Scouting program. It does not, of course, contain all there is to know about Troop 28 and the Scouting program. Thus, as you need more information about the Troop, don't hesitate to ask your Senior Patrol Leader, an Assistant Scoutmaster, or your Scoutmaster. We are all here to help. This document accurately reflected the structure and rules of Troop 28 at the time it was written. However, as the dynamics of the troop change this document will be updated to reflect those changes.

The Basics

How to Join

To become a registered Boy Scout or Scouter with Troop 28, just take the following steps:

- I. Complete a New Scout registration which is available from the Scoutmaster or Troop Committee Chairperson.
- II. Submit the registration fee payment to Troop 28 for:
 - BSA National Registration;
 - BSA Accident Insurance;
 - Boys Life Magazine;
 - Troop 28 Council Registration;
 - Order of the Arrow (if a member)
 - Troop Dues

As various fees change, the amount for registration varies from year to year. You will be given a current fee schedule on a yearly basis. Please make checks payable to "Boy Scout Troop 28"

- III. After you have registered, you should purchase:
 - A. "Class A" Uniform
 - B. "Class B" polo shirt (available from the Troop Committee Chair)
 - C. The Boy Scout Handbook. (This is your guide through all your years of Scouting and serves as a record for advancement from Scout/Tenderfoot to Eagle. You will need to take care of it.)
- IV. Finally, you must meet all the requirements on Page 4 of the Boy Scout Handbook to earn the initial Scout badge.

Uniforms

Class A Uniform

The official uniform for the Boy Scouts is required at Courts of Honor, Boards of Review and Scoutmaster Conferences, and may be worn at any other Scouting activity:

The uniform consists of:

1. An Official BSA hat;
2. Tan Boy Scout shirt with all appropriate patches;
 - a. Capital Area Council shoulder insignia;
 - b. US flag;
 - c. Troop numerals ("28");
 - d. Patrol emblem;
 - e. Rank badge;
 - f. Red shoulder loops;
 - g. World scouting Patch
3. Boy Scout shorts or Boy Scout long pants/Troop-approved olive pocket pants (can be purchased through the troop);
4. Boy Scout web belt or scout/blank leather belt with a Scout buckle (e.g. Order of the Arrow or Philmont buckle);
5. Boy Scout socks;
6. Shoes (suitable for the scheduled activity).

Class B Uniform

This uniform is worn at Troop and Patrol meetings, when meeting and traveling to campouts or other outdoor activities, and fund-raising activities (Class A uniforms may not be worn for Troop fund raisers except for Council- approved events such as Popcorn and Scout Expo sales)

The Class B uniform consists of:

1. The Troop 28 polo shirt;
2. Boy Scout shorts or Boy Scout long pants/Troop-approved olive pocket pants;
3. Boy Scout belt or leather belt with a Scout buckle (e.g. Order of the Arrow or Philmont buckle);
4. Shoes or boots (suitable for the activity);
5. Scout hat (may be a Winter Camp hat, Summer Camp hat, OA hat, etc., but must be a Scout hat of some sort).

Class C Uniform

This uniform may be worn after arrival at a campsite or for Troop work projects (not necessarily any service project — the uniform will depend on the nature of the project).

The Class C uniform consists of:

1. A Scout t-shirt or a Scout sweatshirt (OA t-shirt, Winter Camp t-shirt, etc., or a plain, colored t-shirt, but no t-shirts from athletics or with advertising logos, etc.);
2. Boy Scout shorts or Boy Scout long pants/Troop-approved olive pocket pants, jeans or work pants;
3. Boy Scout belt or leather belt with a Scout buckle (e.g. Order of the Arrow or Philmont buckle);
4. Shoes or boots (suitable for the activity);
5. Scout hat (may be a Winter Camp hat, Summer Camp hat, OA hat, etc., but must be a Scout hat of some sort).

Troop Meetings

Boy Scout Troop 28 meets at Congregation Agudas Achim, 7300 Hart Lane, each Wednesday evening of the month from 7:00 to 8:30 p.m. Class B uniforms or better are required at all Troop meetings unless prior notice has been given. You should always bring your Scout Handbook, a spiral notebook, and a pencil to all meetings and outings. Troop meetings usually follow a regular agenda that includes an activity, Patrol time, training, and the Scoutmaster minute. Please note the following rules:

1. Only Scout siblings who are Scouts are allowed to stay throughout the Troop meetings;
2. Scouts are expected to attend, in proper uniform, 50% of the Troop meetings in the month prior to a campout or Troop activity in order to participate in that campout or Troop activity.

Travel and Medical Releases

Medical release forms must be completed and on file before any Scout or adult can attend any event held away from the Scout meeting hall. The Travel and Medical Release allows us to authorize emergency medical treatment for Scouts in the event that their parent or guardian is not present and cannot be reached by phone. All Scouts traveling away in automobiles from the meeting hall are required to wear seat belts. Also, Class B uniforms are required during traveling. Any Scout showing up without his Class B uniform may be sent home to get it and return before the scheduled departure time.

Camping Program

Most months the Troop plans a weekend campout. Everyone, including adults, camps by the Patrol method. There is to be a duty roster and a menu posted at all times by Patrol, according to Troop requirements. The menu is to be followed without exception. As a general rule, you can count on spending about \$25.00 for each campout,. This will cover food and campground fees as well as transportation costs. Scouts or adults who commit to a campout will be charged half the camping fee if they do not attend the campout. This helps defray the costs of food and supplies that must be purchased in advance of the campout.

Fires will be allowed in designated areas only. They will be attended until they are cold out. Cutting of live trees is not allowed at any time. A grease pit and latrine will be dug where public facilities are not available. All latrines and pits are to be dug outside the camping triangle. No liquid gas, propane, or flammable substance of any kind are allowed in the tents. This means no fuel lanterns or candles are allowed in tents.

The Troop provides chuck boxes, cook kits, and stoves. These are kosher to the extent possible with a boy run unit containing a wide range of observance levels and include both dairy and meat kitchenware. All equipment in need of repair will be reported to the Troop Quartermaster prior to storage of the equipment at the conclusion of the campout. It is highly recommended that candy and other sweets be left at home as these draw insects and wild animals into the campsite. Scouts are discouraged from bringing food from home without prior adult approval.

Scouts are not allowed to take radios, portable TVs, electronic games, pagers, cell phones or other electronic gadgets on Troop campouts. If used during a campout these will be kept by the leader in charge until the return to the meeting place. These items are allowed during travel with the permission of the driver.

All parents participating in Troop 28 activities must complete the BSA youth protection course. This course is retaken by active parents on a biennial basis.

Adults participating in campouts must have an appropriate medical record on file with the troop.

Equipment

Consult the Boy Scout Handbook for complete information on appropriate equipment for most types of hiking and camping.

Here are some guidelines developed by Troop 28 based on our experience:

- Always bring a complete change of clothes (2 in wet weather);
- Always bring several pairs of dry socks;
- Hiking boots are the preferred footwear;
- Always bring an extra pair of shoes;
- Always bring a poncho or raincoat and work gloves;
- Always bring your Scout Handbook, spiral notebook, and pencil;
- Be prepared for weather changes, both expected and unexpected;
- Cameras are allowed, but at the Scout's own risk.

Suggested Camping Gear (consult the scoutmaster for age appropriate acquisition):

Backpack	Padded frame type with hip belt and padded shoulder pads is recommended
Sleeping	Sleeping bag or blankets. Foam pad or air mattress. Sheet for summer (optional) Ground cloth or sheet of plastic
Eating	Knife, fork, spoon, plate, cup, and bowl
Toilet kit	Soap in box or zip-lock bag Toothbrush & toothpaste, Comb, brush, Towel & washcloth
Clothing	(should be packed in zip-lock bags) One change of outer clothing every other day One change of underwear per day Sleeping clothes (incl. stocking cap during cold weather) Hat, belt, and work gloves Extra socks and shoes Jacket or sweatshirt Poncho or raincoat
Other	Scout Handbook Notebook & pencil Flashlight & spare batteries Personal first aid kit Compass
Optional	Scout pocketknife (after Tot'n'Chip is earned) Sunglasses 50-foot length of cord Mosquito repellent Sunscreen Canteen Camera Religious handbook

Prohibited (Scouts may never bring these items)

Possession of these items is grounds for prompt dismissal from events. Radios, TVs, or electronic games Aerosol products Lighters or tobacco products Alcohol or illegal substances Firearms, bows & arrows, or slingshots Fixed blade/sheath knives Fireworks Hatchets

The Buddy System

Pairing two boys for Scout activities is called the "Buddy System." All Troop and Patrol activities are structured this way for safety. At no time is a Scout allowed to "solo", especially during outside activities. With an uneven number of boys, a three-person buddy group must be used. Each Scout is responsible for keeping track of his Buddy at all times. He may not swap his Buddy without the knowledge and consent of the Senior Patrol Leader.

Two-Deep Leadership

Adult leaders are required to comply with "Two-Deep Leadership" policy of BSA and all youth protection guidelines. A minimum of two adults are required for camps, hikes, meetings, etc. This policy protects leaders as well as the boys. Except for a parent and his or her son, Boy and Adult tent sharing combinations are not allowed. This complies with BSA Rules and Regulations.

Discipline

Scouts should live by the Scout Oath and the Scout Law. However, our boys are not perfect, nor are they expected to be.

In the event that the Scoutmaster, Assistant Scoutmaster, or other registered adult finds the actions of a Scout to endanger anyone, including himself or to be so disruptive of others that an objective cannot be achieved, or to be disrespectful or disobedient, then disciplinary actions will be necessary. Normally, the first step of a disciplinary action is a verbal warning. If the situation continues or is of a more serious nature, there will be a Scoutmaster Conference with the Scout. If the situation still continues or is of a serious nature, the parents will be called and asked to immediately pick up their son and take him home from the meeting, campout, or summer camp. If this action becomes necessary, the boy may be asked to stay home from one or more Troop meetings or campouts if the Scoutmaster deems it necessary.

Scout Essentials

Troop 28 Leadership Positions

Needs Overall description of experimental nature of troop structure....

The Troop is run by its boy leaders. With the guidance of the Scoutmaster and the Assistant Scoutmasters, they plan the program, conduct the Troop meetings, and provide leadership to their peers. Troop 28 holds elections for the Scout Troop leadership positions every 6 months. The following is a brief description of the Scout Troop leadership positions:

Senior Patrol Leader (SPL) (Elected by Troop vote)

1. Coordinates, helps plan, and presides at all Troop meetings, events, and activities;
2. Must be First Class rank or above, have Scoutmaster approval, and attend 80% of all Troop activities;
3. Responsible for coordinating and following-up on activities assigned to Assistant Senior Patrol Leaders and other leadership positions;
4. Presides over Patrol leaders Council - Assigns duties and responsibilities to other leaders.

Assistant Senior Patrol Leader for Programs (selected by SPL and Scoutmaster)

1. Responsible for developing troop activities for meetings and campouts;
2. Must be First Class rank or above, have Scoutmaster approval, and attend 80% of all Troop activities;
3. Coordinates, with designated scouts, obtaining resources and adult leaders for carrying out programs;
4. Presides over patrol meetings in absence of the Senior Patrol Leader;
5. Participates in Patrol Leaders' Council (PLC) meetings.

Assistant Senior Patrol Leader for Communications (selected by SPL and Scoutmaster)

1. Communicates with Troop scouts to update them on current and upcoming events;
2. Must be Second Class rank or above, have Scoutmaster approval, and attend 80% of all Troop activities;
3. Records Troop members' attendance at meetings and in Troop activities;
4. Records advancement for Court of Honor program;
5. Responsible for managing phone and web tree
6. Distributes Troop newsletters and coordinates web site activities.
7. Participates in Patrol Leaders' Council (PLC) meetings.

Assistant Senior Patrol Leader Logistics (selected by SPL and Scoutmaster)

1. Keeps records of Patrol and Troop equipment;
2. Must be Second Class rank or above, have Scoutmaster approval, and attend 80% of all Troop activities;
3. Ensures that equipment is kept in good repair; Checks equipment in and out and ensures that it is returned in good condition;
4. Responsible for tenting and menu assignments for troop campouts;
5. Suggests new or replacement item needs to SPL or PLC;
6. Takes care of Troop flags, trophies, and keepsakes.
7. Participates in Patrol Leaders' Council (PLC) meetings.

Troop Historian

1. Gathers pictures and facts about past activities of the Troop;
2. Keeps information about Troop alumni and their doings;
3. Produces Troop video for recruitment and historical purposes.
4. Participates in Patrol Leaders' Council (PLC) meetings.
5. Maintains Scout's section of Troop 28 web page.

Troop Librarian

1. Keeps records on literature owned by the Troop;
2. Advises SPL or Scoutmaster of new or replacement items needed;
3. Has literature available for borrowing at Troop meetings;
4. Keeps system to check literature in and out;
5. Keeps merit badge counselor list.
6. Participates in Patrol Leaders' Council (PLC) meetings.

Troop OA Representative

1. Must be member in good standing of the Order of the Arrow
2. Must have Scoutmaster approval, attend 80% of all Troop activities, and attend 80% of monthly OA meetings;
3. Keeps Troop Arrowmen informed of OA activities and service opportunities;
4. Participates in Patrol Leaders' Council (PLC) meetings.

Chaplain's Aide

1. Assists Troop Chaplain in planning and carrying out religious services at Troop activities;
2. Tells Troop members about religious emblem of their faith and how to earn one;
3. Encourages Troop members to live up to the ideals of the Scout Oath and Law.

Patrol Leaders' Council

The Patrol Leaders' Council (PLC), not the adult leaders, is responsible for planning and conducting the Troop's activities. The Patrol Leaders' Council is composed of the following voting members:

- Senior Patrol Leader;
- Assistant Senior Patrol Leaders;
- OA Representative;
- Historian;
- Librarian.

The Troop's activities are selected and planned at the mid-year (April and October) planning conferences. The Troop's program plan is then submitted to the Troop Committee for approval. The Troop Committee either approves the plan or makes alterations or suggestions for the PLC to consider. At its meetings, the PLC organizes and assigns activity responsibilities for the weekly Troop meetings. The Troop Committee interacts with the PLC and the Scoutmaster.

The Senior Patrol Leader is elected every six months (April and October) for a six-month term. Senior Assistant Patrol Leaders and other troop officers are appointed by the Senior Patrol Leader with the approval of the Scoutmaster. A Scout may hold an elective office for no more than two consecutive terms. After "sitting out" or not being elected for a term of office, the Scout is again eligible for election to office. Filling an appointed office does not count against this term limit provision.

The Troop's activities are selected and planned at the mid-year (April and October) planning conferences. The Troop's program plan is then submitted to the Troop Committee for approval. The Troop Committee either approves the plan or makes alternate suggestions for the PLC to consider. At its meetings, the PLC organizes and assigns activity responsibilities for the weekly Troop meetings. The Troop Committee interacts with the PLC and the Scoutmaster.

Patrol Method

When the troop can support 2 or more patrols, a Patrol Leader is elected for each patrol. Patrols consist of five to eight boys who work together as a team. This allows the Scout to be in a group of friends. It also means that everyone gets a job and a chance to learn and practice leadership and responsibility. It also provides experience in the democratic process. Patrols have their own meetings, elect their own officers, and plan and carry out their own Patrol activities.

Patrol Leadership Duties

The following is a brief description of the Patrol leadership.

Patrol Leader

1. Elected by Patrol members to lead the Patrol;
2. Responsible for discipline of his Patrol;
3. Plans and leads good Patrol meetings and activities;
4. Assigns Patrol jobs to other members of his Patrol;
5. Keeps ahead on his own advancement and helps the other members of his Patrol advance;
6. Lives by the Scout Oath and Law and encourages his Patrol members to do the same;
7. Wears his uniform correctly and neatly;
8. Attends at least 80% of all Troop functions and notifies his Assistant Patrol Leader when he cannot make a Scout function;
9. Takes an active part in the PLC.

Assistant Patrol Leader

1. Takes over for Patrol Leader in his absence;
2. Assists with other Patrol business.

ADVANCEMENT (THE TRAIL TO EAGLE SCOUT)

The Boy Scout advancement program provides a ladder of skills that each Scout will climb at his own pace. As you acquire these skills you move up through the series of ranks, for which you are awarded badges: Tenderfoot, Second Class, First Class, Star, Life, and Eagle. The higher you climb, the more challenging the task — and the more rewarding — with loads of fun as you're learning and growing.

Four Steps to Advancement

Troop 28 is boy run. This means that for Scouts, the best learning is hands-on. And our memories and conclusions has always been that the best lessons are those associated with mistakes. To this end, we encourage all of our youth to try new things, and to stretch themselves into new roles and experiences. We guide our youth leadership with training and then let them try out their training. In our experience as adult leaders, this provides strong leadership lessons, and leads to excellent leadership skills and qualities among our senior scouts.

Advancement is very leadership-oriented. Advancement is about effort and is about experience. A Boy Scout advances from Tenderfoot to Eagle by doing things with his patrol and his Troop, with his leaders, and on his own. It's easy for him to advance, if the following four opportunities are provided for him.

Scouts are encouraged to advance but are not be pushed to advance. Troop leaders are responsible for providing advancement opportunities but are not responsible for ensuring a Scout advances in rank.

Step 1 — You Learn. You learn Scouting skills by taking an active hands-on part in Troop and Patrol meetings and outdoor programs. This learning is the natural outcome of your regular Scouting activities — your “on the job” training. The requirements are designed to be progressive so that, when you reach First Class rank, you will be a good outdoorsman, physically fit, active in your Patrol and Troop, informed and active as a citizen, and make the Scout Oath and Law a part of your daily life.

Step 2 — You are Tested. When you think you have mastered a particular skill or satisfied a particular requirement, you may ask to be tested by the Senior Patrol Leader, Assistant Scoutmaster, or Scoutmaster.

Step 3 — You are Reviewed. When you complete all but the last requirements for a rank, you will be ready to contact the Scoutmaster and ask for an appointment to meet with him for a “Scoutmaster Conference”. After that, you will ask to appear before a “Board of Review” composed of adult members of the Troop Committee. The purpose is not to retest you, but to make sure you can demonstrate the maturity and responsibility consistent with the rank in question, to chat with you about how you feel you are getting along with the Troop and its program, and to encourage you to keep advancing.

Step 4 — You are Recognized. When you are certified by the Board of Review, you are awarded your new badge and your achievement recognized at the Troop's next Court of Honor.

Advancement from Scout to Eagle is an important part of the Scouting experience and is completely explained in the Scout Handbook. Opportunities for completing advancement requirements will be provided to the Scouts; it is the Scout's responsibility to take advantage of those opportunities.

Standards for joining a Boy Scout Troop and for advancement are listed in the latest printing of the Boy Scout Handbook and in the current Boy Scouts Requirement book. No council, district unit, or individual has the authority to add to or subtract from any advancement requirement. A Boy Scout badge recognized what a boy is able to do; it is not a reward for what he has done.

Advancement accommodates the three aims of Scouting: citizenship, growth in moral strength and character, and mental and physical development.

When a badge and certificate are awarded to a Boy Scout to recognize that he has achieved a rank, they represent that a boy has:

- Been an active participant in his Troop and patrol. *Active participation* in Troop 28 is defined as meeting or exceeding a standard of attendance at 60% or more of the meetings and outings scheduled during the earning of the rank.*
- Demonstrated living the Scout Oath (promise) and Law in his daily life.

- Met the other requirements and/or earned the merit badges for the rank.
- Participated in a Scoutmaster conference.
- Satisfactorily appeared before a board of review.

*The Scout should schedule a meeting with the Scoutmaster to discuss this requirement if there are good reasons they cannot be met. If a Scout will miss a significant number of meetings or activities due to other activities, he should discuss this with the Scoutmaster.

In the advanced ranks (Star, Life, and Eagle), the badge represents that the boy has also:

- Served in a position of responsibility in the Troop. *Again, active participation is required to fulfill any position of responsibility.* You must perform the duties of your position.
- Performed service to others.

Scoutmaster's Conferences

This is a one-on-one meeting with the Scoutmaster. The purpose of the Scoutmaster's Conference is to provide the Scout with the opportunity to demonstrate his knowledge of the skills required for rank advancement. The conference must be requested by the Scout, but will be held at the convenience of the Scoutmaster or Assistant Scoutmaster. Scouts are expected to appear in full uniform for the Scoutmaster Conference.

Board of Review

Scouts appear in full uniform for their Board of Review.

The Board of Review interview is conducted by at least three adults of the Troop Committee after the Scout has successfully completed the Scoutmaster's Conference. The Scoutmaster or Assistant Scoutmasters will not sit on the Board of Review.

The questions are intended to be more general in nature, regarding the Scout's individual experiences and suggestions regarding the Troop. As a rule, Boards of Review for higher rank advancements take longer, as it is expected that the Scout is more capable of expressing his views.

The Scout is notified within minutes of the completion of his Board of Review as to whether he has successfully earned his rank.

Record keeping

The Advancement Coordinator maintains records of each Scout's advancement, but it is the Scout's responsibility to maintain written proof of his advancement. Scout Handbooks are where requirements are signed-off. Scouts are given a signed card for each merit badge or rank advancement. Possession of the patch is not considered proof of the rank. Eagle can not be granted without documented proof that all requirements have been completed.

The first thing a scout should do is find a “Buddy” who wants to earn the same merit badge, and approach the Scoutmaster for a “Blue Merit Badge Card”. If the scouts don’t already know who the merit badge Counselor is for that particular merit badge, the scoutmaster needs to help the boys find a registered counselor.

The Scoutmaster then fills out the section of the blue card with “Application For Merit Badge” on the front (the 3rd third on the front). The Scoutmaster puts the date of the request of the blue card at the bottom of the form. The Scoutmaster may also fill out the 1st third of the reverse side of the blue card with the name, address, and phone number of the counselor only.

The scouts then contact the merit badge counselor, and arranges a time for meeting with him/her.

At the first meeting, the scout turns over the blue card to the counselor to keep track of until the merit badge is completed.

Three people must be present at all meetings with the merit badge counselor, as per the directives in the Guide to Safe Scouting.**

When the final requirement of the merit badge is completed, the merit badge counselor then fills in all the rest of the blanks on the blue card. The date of completion is the date it is earned!!! It will be the date recorded on all records of the scouts, and the date that will appear on the advancement order form and the final Merit Badge Card!

The merit badge counselor will then keep the last third of the blue card...”Counselor’s Record”, and give back the other 2 thirds to the Scouts who will then turn it into the Scoutmaster.

The Scoutmaster will then record it in the Scout’s Handbook, then hand the scout the middle portion of the blue card for the scout’s records. The scout must keep this blue card safe, and will be replaced in his records when his formal Merit Badge card is awarded at the Court of Honor. The last part of the blue card is handed to the Advancement Chairman, who will record it in their records, order the merit badge and Merit Badge Card, and keep the blue card for the troop’s records.

This is very important... each person holding on to a portion of the blue card... the Merit Badge Counselor, the Troop Advancement Chairman, and the Scout must hold on to these cards for 7 years, or until the Scout makes Eagle. If anything should ever happen to the official records of the scout, the blue cards will serve as proof of earning the merit badge towards the Eagle rank. Instruct the scouts, and/or his parents, to keep the blue cards separate from the Merit Badge cards. That way if one is lost, the other can replace it!

Partial Merit Badges

For some merit badges that are attempted at BSA Camps or special events, the scout will be unable to complete all the requirements. The scout should notify the Scoutmaster of his intent to work towards completing that badge. The Scoutmaster will identify a merit badge counsellor who will supervise the completion of the remaining requirements for that badge. It is up to the scout to have the merit badge counsellor notify the merit badge coordinator and Scoutmaster upon completion of the merit badge.

Unless approved by the Scoutmaster, scouts have 1 year after initiating the merit badge to complete it.

Adult Essentials

Adult Leaders Register

In order for an adult to accompany the Troop in organized activities, particularly overnight programs, each adult must be registered with the Council. Each active adult must re-register every year as part of the rechartering process. We strongly encourage all adults, both committee members and uniformed Assistant Scoutmasters, to register and participate in the Adult Scouter Fundamentals training program offered through the District. Adults who have completed the Fundamentals training will be much clearer on how the Troop is designed to function. Adults will be able to contribute more in terms of program support and assistance to their sons.

Parent Support

A key element in maintaining and improving the quality of Troop 28 is by having active parental support. To be successful, Scouting must be a family activity. Parental support does not consist of driving your son to a Troop meeting and picking him up. Good parental support consists of the following:

1. Encourage your son to attend all Troop activities and prepare for them.
2. Assist your Scout in obtaining a uniform and basic equipment.
3. Encourage your son in his Scout advancement. Help him to prepare for merit badge sessions and boards of review.
4. Take an active interest in his Scouting activities.
5. Share with the adult leaders any important information about your son that could affect his participation (i.e.-medical problems, school problems, personal problems etc)
6. Work through the exercise in *"How to Protect Your Children from Child Abuse"* in the front of the Boy Scout Handbook. You should do this soon after your boy has joined the Troop.
7. Support the fundraising projects. This is how we earn money for Troop equipment and activities. It also is an opportunity for Scouts to individually earn money toward those activities.
8. Parents are welcome to attend our weekly Troop meetings.
9. Attend parent meetings, courts of honor and other family activities.
10. Stay informed concerning upcoming activities. We will send the monthly committee meeting notes to you.
11. Assist the Troop organization by: *
 - Becoming a Troop committee member
 - Helping with transportation
 - Helping with food at a Court of Honor (COH)
 - Help your Scout if he is responsible for purchasing food for his patrol.
12. Ask the Scoutmaster how you can help with Troop activities. If he did not need your help this time, ask again.*
13. Become a Merit Badge Counselor for the Troop in an area you are proficient in by vocation or avocation.* There are over 120 merit badges, yet some have no counselors. Here are sites that you (and your son) should explore:
www.meritbadge.com This site will give you guidance on how to be a merit badge counselor. www.macscouter.com/Scoutmaster/MBC_trn.html

*Our goal is to have every parent involved in some aspect of the Troop. If you need help finding your niche, give the Scoutmaster or Committee Chair a call.

Duties of Adult Scout Leaders

Troop Adult Leaders lead by helping each Scout help himself. They identify each Scout's characteristics and habits in order to understand him and help him feel they have his welfare at heart. They encourage each Scout in Troop activities and lead through their own example - by living the Scout Oath and Law as expected of the Scouts.

Scoutmaster

The responsibilities of the Scoutmaster are:

- Train and guide boy leaders to run their own Troop.
- Work with and through responsible adults to give Scouting to boys.
- Help boys to grow by encouraging them to learn for themselves.
- Guide boys in planning the Troop program.
- Become fully trained in the Boy Scout program.

Assistant Scoutmaster

The responsibilities of the Assistant Scoutmaster are:

- Serve as leadership corps and/or Patrol Advisor.
- Serve as a resource person for Patrol and leadership corps.
- Recruit others to assist.
- Support the Scoutmaster.
- Be fully trained in the Boy Scout program.

Troop Committee Function

- Provide adequate meeting facilities.
- Advise the Scoutmaster on policies relating to the BSA Program and the Chartered Organization.
- Carry out the policies and regulations of the BSA.
- Encourage leaders in carrying out the BSA program.
- Be responsible for finances, adequate funds and disbursements.
- Obtain, maintain and care properly for Troop property.
- Provide adequate camping and outdoor programs (minimum 10 days and nights per year).
- Recruit and select adult leadership for the troop.
- Operate the Troop in such a manner as to insure permanency.
- Conduct and serve on Boards of Review.

Duties of Troop Committee Members

Each member of the Committee has specific responsibilities, thus dividing the whole job among the membership to carry out the pledge made at the time of the Application of Charter.

Troop Committee Positions :

Committee Chairman Treasurer Advancement New Scout Coordinator Merit Badge Coordinator
Program Coordinator Webmaster **Members-at-large**

Three key points when it comes to adult leadership:

- There's no such thing as "enough" volunteers
- There's a job for everyone in Scouting
- Most jobs in Scouting don't require extensive, on-going commitments. While we'd certainly welcome people to sign up as Assistant Scoutmasters, we also need people to join the Troop committee, to transport boys to campouts, to make phone calls, or help with merit badges.

THE PARENT'S ROLE IN TROOP ACTIVITIES

The following is a list of guidelines for parents participating in Troop events. Many of the rules are established by the Boy Scouts of America. Some are Troop 28 rules that have evolved over time. Please remember one of our goals is to teach independence and self-reliance. Boys are also to learn leadership skills – that means boys will be leading boys. Not everything will be perfect. Failure is a great learning tool. We promise that all boys will be treated fairly and with respect. Hopefully, everyone will have fun and learn a lot in the process.

1. Older Scouts will be leading the activities. Look to the Scoutmaster and Assistant Scoutmasters, who are the supervisors, for instruction and guidance.
2. The rule of two-deep adult leadership should always apply.
3. While on a campout, your primary role is that of a Troop leader. You are not to do the activity (set up tents, wash dishes, etc.) for the boys. They may need some instructions, but they must learn the task themselves – do not do it for them.
4. Strive to be an excellent role model for all boys.
5. No drinking, smoking, profanity.
6. Treat all boys equally.
7. Do not show favoritism to your son, nor should you be overly hard on your boy.
8. Instruct and supervise when needed or asked. The Scoutmaster should define your role for the weekend.
9. Help with crowd control.
10. Eat with the leaders. Do not bring stashes of food or drinks in your packs or cars – the boys do not need the sugar and neither do the wild animals!
11. Sleep with the leader group, not with your son.
12. Do not lend money to your son for special treats, unless you do it for everyone.
13. Safety is a primary concern and everyone's responsibility.
14. Participate in driving.
15. We go on a trip and come home from a trip as a Troop, do not leave early with your son.
16. We all come back together to distribute gear and handle administrative details.
17. Have fun!



