

Parent's Guide to Troop 1

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Welcome to Troop 1. This Parent's Guide was assembled to provide information about our Troop. Troop 1 is sponsored by St. Edward's Catholic Church at 139 E. Mitchell Avenue in Waterloo, Iowa. Troop 1 belongs to the Sun Rivers District of the Winnebago Council of the Boy Scouts of America.

Boy scouting is an organization devoted to our youth. Character development, citizenship training, and personal fitness are the goals of Boy Scouting. These goals are achieved in a Boy Scout Troop through the use of eight methods: The ideals of Scouting, the patrol method, advancement, uniform, outdoors, leadership development, adult male association and personal growth. Membership in the Troop is open to all boys regardless of where they live or what their church affiliation is. The requirements for any boy to join Boy Scouts are that he is eleven (11) years old or completed the fifth grade and an official BSA registration be completed and signed by a parent or guardian and the Scoutmaster (SM) after an initial meeting between the SM and parent. Parents are asked to attend a Troop meeting and sign the attached form that states that these guidelines have been read and understood.

Registration and Dues

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New boys to the Troop are required to complete an Official BSA Registration Form and a medical form. All Scouts are required to complete the attached Parents Guide acknowledgment and information sheet.

Dues are decided each year by the Troop Committee. If dues are set, they will be payable to the Troop Treasurer prior to annual troop rechartering, and pro-rated for partial years. This covers the cost of registration, advancement, and Boy's Life. If there is a problem with being able to afford the dues or

any other part of our program, there is always something that can be worked out. No boy will miss out on a scouting adventure due to monetary problems. In addition, each Scout will have his own personal account that can assist them with budgeting and paying for events, or items needed from the Scout Office. At various times, when we have fund raisers, the participating Scouts' portions will automatically be credited to their accounts. Parents may, at any time, add funds to their son's account.

Medical and Permission Forms

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Each Scout is required to have Troop medical forms and permission slips for emergency treatment on file with the committee and with the activity leader. Forms are available from the Scoutmaster and must be updated yearly or as needed.

Financial Hardships

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Troop 1 will not allow a Scout to miss out in monthly outings due to financial hardship within his family. The Troop will assist with financing a Scout's dues when necessary. In return, Troop 1 expects the Scout to show good faith by putting forth the effort necessary to earn money by active participation in the various fund-raisers sponsored by the Troop.

Scout Handbook

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Each Scout is provided a copy of the Scout Handbook when they join the Troop. Additional copies of these books can be purchased at the Scout Service Center (2929 Airport Blvd, Waterloo IA 50703) and other official Scouting Retailers. Information in the books is very useful to Scouts and parents, and should be read very carefully. Boys not having the Scout Handbook will find it very difficult to work on advancement. Handbooks should be brought to each Troop meeting and to most activities. It may also be helpful each Scout have a copy of the Field Book and the current Requirements Book.

Scout Uniform

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Troop 1 is a uniformed Troop. We have several different levels of uniforms depending on the occasion.

Our standard **Class A uniform** is worn to all meetings and traveling to and from events/activities. It consists of a Scout shirt with American flag patch, Troop number, council patch, and epaulet loops for our standard uniform, as well as any rank and leadership patches; solid-colored jeans, slacks or shorts; belt; and casual shoes. A red t-shirt under the Scout shirt is optional.

Our **Class AA dress uniform** consists of the Boy Scout uniform shirt; red t-shirt worn under the Scout shirt; official Boy Scout pants or khaki slacks with belt; socks; and dark shoes (not tennis shoes). The full Class AA uniform is to be worn at Court-of-Honors, formal ceremonies, and other special occasions. Merit badge and Order of the Arrow sashes are to be worn for most formal occasions, optional at other times.

The **Class B uniform** consists of one of the following shirts: Scout shirt, red t-shirt, or any Scout t-shirt or sweatshirt; solid-colored slacks or shorts (not gym shorts or similar apparel); belt; socks; and shoes. The Class B uniform should be worn to summer Scout meetings and when camping.

Note on **camouflage clothing**: Camouflage clothing (slacks, jackets, etc.) may only be worn when traveling to, returning from, and during campouts. The Class A shirt is still required when traveling to campouts. Camouflage is not to be worn at other Scout functions.

Uniforms are expected to be worn at all Troop meetings, while traveling to and from activities and during other special functions. When uniforms are worn they will be worn in the proper manner; buttons buttoned and shirttails tucked in. Uniforms are expected to be kept in a clean and neat condition. Once the Troop has reached its destination for a campout or outing, the Scout is allowed to wear clothes of his choosing.

Troop Organization

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The Troop is organized into the following groups of people.

- 1) Adult Staff: Scoutmaster and Assistant Scoutmaster(s).
- 2) Troop Leadership Council: Senior Patrol Leader, Asst. Senior Patrol Leader and Patrol Leaders.
- 3) Patrols: Groups of 4-8 Scouts.
- 4) Troop Committee: Composed of parents and other registered adults who set Troop policy.

The **Scoutmaster** (SM) is a role model for the boys and reflects the character of the chartered organization. The Scoutmaster is the kind of person that you want your sons to be influenced by and whose judgment will always be in the best interest of the boys. He also assists in training and giving direction to the Scouts assigned positions of responsibility (i.e., quartermaster, scribe, librarian, and merit badge instructors, etc.).

The same standards used for the Scoutmaster apply to the **Assistant Scoutmaster** (ASM). Troop 1 has Assistant Scoutmaster's that are responsible for: Troop equipment inventory, Scout advancement, and giving guidance/training to Scouts assigned positions of responsibility (i.e., Patrol Leaders, Librarian, Quartermaster, etc.).

Troop 1 operates under the **Patrol Method** of Scouting as developed by Sir Robert Baden-Powell in England. This method was developed on Brownsea Island in the early 1900's. BP found that a group of eight people was the most efficient method of developing leadership and accomplishing goals. A **Patrol** consists of 4-8 boys under the leadership of a **Patrol Leader** (PL) that work together to enhance their scouting skills and knowledge. The Scouts of the patrol elect their Patrol Leader and **Assistant Patrol Leader** (APL) to a term of 6-12 months. The Patrol Leader's primary responsibility is to represent and make known the wishes of his patrol at the Troop Leadership Council. The Patrol Leader is also responsible for relaying information from the TLC to the patrol; ensuring people are assigned to required tasks; and the conduct of patrol members. Patrol members participate in all activities as a team. Part of learning to lead is by first learning to follow. It is important to understand that the boys run the Troop. The adult leaders provide guidance. The Patrol is the Key and the Patrol Leader is the Key Person.

The **Senior Patrol Leader** (SPL) is the top Scout leader in the Troop. He leads opening and closing ceremonies at all Troop meetings. He assigns specific responsibilities as deemed appropriate, and works on planning Troop meeting activities. The **Assistant Senior Patrol Leader** (ASPL) is elected to the same length term as the SPL, and directly move into the role of SPL when their term expires.

The **Troop Committee** functions like a board of directors for the Troop, with its own bylaws and evaluation process. The committee is composed of parents and other interested individuals who assure that the Troop is functioning properly and follows all BSA guidelines. The Scoutmaster is a non-voting member of the committee. The Troop Committee Chair (CC) presides at all of the meetings. The committee covers all areas of Troop function--advancement, fund raising, treasury, camping, and many other areas.

The Committee typically meets once a month (they are often referred to as **Parents Meetings**) throughout the year on Monday evenings at St. Edward's School cafeteria or other designated location and are closed to the general public. Each Troop family is encouraged to have one parent as a committee member. The more people on the committee, the more abundant the ideas and the easier it is on everyone involved. It is a great way to participate in your son's teen years and gives you both good memories for the future. Descriptions of the various Troop Committee positions can be found on the Troop website.

Troop Meetings

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The Troop holds regular Troop meetings in the St. Edward's School cafeteria. The meetings are generally Sunday evenings unless announced otherwise. Usually, a meeting is not held the Sunday after a weekend outing or if the Sunday is adjacent to a national holiday. Check the calendar for the meeting schedule. The Patrol Leaders Council (PLC) generally meet for 15 minutes after a Troop meeting. These meetings are for the junior leaders of the Troop (boys) to plan the next month's meetings and outings. Only Troop leaders attend these meetings.

During each meeting, Scouts work on advancement (Merit Badges and rank advancement), skill building, and games. The official Scout Handbook is required at all meetings and outings, as is the proper uniform

A normal Troop meeting generally consists of most of the following:

- 1) Gathering Activity
- 2) Opening
- 3) Announcements
- 4) Skill Instructions
- 5) Patrol Meeting
- 6) Skill Competition
- 7) Final Announcements
- 8) Scoutmaster Minute
- 9) Closing

The meeting is run by various boys in the Troop under the leadership of the Senior Patrol Leader.

Scout Growth

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One of the first principles of Scouting stressed in The Scoutmaster's Handbook is "An adult should never do anything that the Scouts can do for themselves." We believe that, as these Scouts enter the program and grow into young men, everything the Scout program requires of them they can do themselves. This creates a new role for many parents of former Cub Scouts. Encourage them...*yes!* Remind them and be a bit of nag...*yes!* Be supportive of their responsibilities to themselves and the Troop...*absolutely!* But please let them grow and learn through the program of our Troop and the Scout movement.

This concept of self-sufficiency is critically important. Although the road to this ideal may not always seem smooth, it is important for all Scouts and parents to understand this concept and to abide by it. The parents help to make this work by being aware of the Scouting schedule. Parents should know the Troop calendar and understand what the Scout should be doing to prepare for advancement and/or activities. Consequently, the parents can be supportive through encouragement and reminders. But every bit of work must be done by the Scout. Preparatory work for merit badges, for advancement and

for all campouts is to be done by the Scout and not the parents. Parents are never to pack their son's packs for campouts or backpacking trips. This self-sufficiency is not earned when a Scout says he doesn't know if he brought his toothbrush or where his flashlight is because his parent packed it (or didn't pack it).

The Troop is run by boy (Scout) leadership. The same is true for patrols. There will be some shortcomings in this leadership at times. And some of the Scouts will be better at it than others. Scouts learn by doing (and, sometimes, by goofing up). The adults' job is to help them be the best leaders they can be, but not to take the job away from them in an effort to try to make sure everything is perfect. As hard as it may be to stand by and watch, we will gradually see an organized, responsible leader emerge. They'll be proud of themselves and so will you.

Advancement (The Trail to Eagle Scout)

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Advancement from Scout to Eagle is an important part of the scouting experience and is completely explained in the Scout Handbook. Troop 1 has adult leaders to help and advise the boys on advancement. The Scoutmaster and Assistant Scoutmasters train and guide newer Scouts in the skills and requirements needed to obtain the ranks of Scout, Tenderfoot, Second Class and First Class. The Advancement Chairman is responsible for maintaining advancement records, scheduling boards of review, approving merit badge counselors and ordering patches. Scouts are responsible for completing advancement requirement on their own and for maintaining a complete record of their own advancement. Opportunities for completing advancement requirements will be provided to the Scouts; it is the Scout's responsibility to take advantage of those opportunities. Each Scout needs a Boy Scout Handbook as it contains all the requirements for each rank and also contains a wealth of information. It also contains the most current advancement record for the Scout as leaders sign off for each skill the Scout demonstrates. Scouts will also find two other optional books useful--the Scout Field Book, containing more information on the outdoors, and the current Requirements Book that lists all merit badges and other awards.

Education and fun are the functions of Scouting, and they are the basis of the advancement program. Advancement is a five step process:

- 1) Participation
- 2) Learning
- 3) Testing
- 4) Reviewing, and
- 5) Recognition

In order for a Scout to earn the next rank, it is necessary for him to meet all the requirements.

Boys entering Boy Scouting first work on the **Scout badge**. This introduces the boy to scouting, advancement, and what scouting has to offer. He learns the Scout Oath, Scout Law, Motto, and Slogan. He becomes familiar with the Scout badge and the Outdoor code. He is beginning the road to being a respectable citizen with good moral character. He is also beginning to become independent within a social order.

Next come the **Tenderfoot, Second Class and First Class** ranks. The requirements for each of these are quite similar, however, each is progressively more challenging as the Scout continues. Each Scout receives much encouragement to advance through First Class during their first year, however, each will progress at their own pace.

Now the Scout begins the real trail to the Eagle Scout rank. Up to this point things have been spelled out for the Scout as to what must be done to advance. Now the Scout becomes more in charge of his own advancement program. The remaining ranks are **Star**, **Life**, and **Eagle**. To earn these ranks, the Scout must earn merit badges on various topics for a total of 21 for Eagle. Of those 21 merit badges, 12 are required and 9 are of the Scout's choosing. Many Scouts find their profession or at least a hobby or two while working on merit badges. There are over 120 merit badges, with topics ranging from law, engineering, and medicine to woodworking and climbing.

The Troop has **five basic rules** about advancement.

- 1) Parents cannot sign-off advancement or merit badge requirements for their son unless they are working with a group of boys.
- 2) The Advancement Chairman prior to any work being completed on the merit badge must approve merit Badge Counselors. The Advancement Chairman reserves the right to disallow any advancement or merit badge signed-off by an unapproved individual.
- 3) Scouts must obtain a merit badge card (often referred to as a "**blue card**") from the Scoutmaster prior to starting a merit badge. The blue card is perforated in three sections: the application for Merit Badge, the applicant's record and the counselor's record. The Scout keeps the card intact. The counselor will fill out the requirement section as completed and when the Scout has completed the Merit Badge, the counselor will tear off his section and keep it. The Scout will separate the remaining two sections. The first section is to be delivered to the Troop's Advancement Committee member at the soonest opportunity. The center section of the blue card is retained by the Scout after it is completed and signed. The Scout *must* retain this section permanently. It will be needed when he is ready to submit his completed Eagle Scout application to the National Scout Office. In making this application, the Scout must be able to prove the receipt of all the merit badges listed in the application. Carefully keeping and safeguarding these blue cards will substantially facilitate this whole Eagle Application process. The Scout will be given credit for completing a merit badge when he returns the card that has been signed by his counselor, to the Advancement Chairman. The card is always required.
- 4) Boys will be encouraged, but will not be pushed, to advance. Troop leaders are responsible to provide advancement opportunities but are not responsible for ensuring a Scout advances in rank.
- 5) Even though the Advancement Chairman maintains records of each Scout's advancement, it is each Scout's responsibility to maintain written proof of his advancement. Scout Handbooks provide places to have requirements signed-off and Scouts will be given a signed card for each merit badge or rank advancement. Possession of a patch is not considered proof. Eagle rank will not be granted without documented proof that all requirements have been completed.

The Scoutmaster Conference

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During the few weeks before a Court of Honor the Scoutmaster or an Assistant Scoutmaster will confer individually with the Scout to review his progress on rank advancement and discuss his future Scouting goals. Discussion often leads to the Scout's personal satisfaction with the Troop and the Scouting program, and his perspective on what's working well and what can be done to improve the Scouting experience. After the Scoutmaster Conference, the Scout should contact the Advancement Chairman to schedule a board of Review.

Board of Review

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Following the Scoutmaster Conference the Scout must present himself before a Board of Review. The Board encourages the Scout to discuss his future desires in Scouting and reconfirm his commitment to the program. The Board ensures that the Scout has completed all requirements for that rank, to determine the quality of his Troop experience, and to encourage him to advance toward the next rank. Each Board of Review will also include a discussion of ways the Scout sees himself living up to the Scout Oath and Law in his everyday life. Scouts presenting themselves to a Board of Review must be in full uniform as described in Dress code.

The Board of Review consists of at least three and not more than six members of the Troop Committee. The Board of Review should last for only about 15-40 minutes, with the time increasing with the rank. Parents, relatives, and guardians of a Scout shall not be a member of a Board of Review for that Scout. The Scoutmaster does not participate on Boards for Scouts in their Troop.

The Board of Review is typically scheduled within 5-10 days after the Scout notifies the Advancement Chairman that he has completed his Scoutmaster Conference.

Court of Honor

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A Court of Honor is a special Troop meeting where all family members are invited. The meeting is held for the purpose of providing extra recognition to those Scouts that have earned rank advancement, merit badges or other accomplishments. The whole family is encouraged to attend even if a Scout has not earned any special recognition because the meetings are also used to discuss the Troop's accomplishments and future activities. The Troop schedules several Courts of Honor each year.

Discipline

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Scouting activities are meant to be learning experiences in an atmosphere that is fun for everyone involved. Scouting and Troop 1 have rules that must be followed in order for everyone to enjoy themselves. The rules of Scouting can be found in the Scout Oath and the Scout Law. Specific rules are listed under the "[Troop Rules of Conduct](#)" later in this Parents Guide.

The "Spirit of Scouting" dictate high expectations for the behavior of Troop members. Self-control and self-discipline are attributes expected from all Scouts in Troop 1 as they are expected to abide by the Scout Oath and Scout Law. In order to ensure the health and safety of Troop members and the effective operation of the Troop, disciplinary actions may be necessary. Scouts not abiding by the Scout oath and law, swearing, name calling, talking back to adults or fighting will be disciplined accordingly. First level disciplinary action will be the responsibility of the Patrol Leader and Scoutmaster, where they will talk to the Scout about the problem behavior. If this does not resolve the situation, then the Scoutmaster will discuss the issue with the Scout's parents. As a last resort, the Scoutmaster may bring the situation to the Troop Committee for further action. Discipline and control must be treated as an individual matter, realizing that basic discipline is preventative in nature rather than regulatory or restrictive. Scouts will receive positive reinforcement when exhibiting appropriate behavior. Troop adult leaders are ultimately responsible for the behavior of Troop members and therefore will be expected to enforce a fair and consistent disciplinary plan.

Troop Activities

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Most major Troop activities are planned a number of months in advance and the times and dates are published in the Troop Calendar. Please keep track of these dates to avoid conflicts. Early each spring, the Troop committee plans the outings for the next 12 months. Prior to this meeting, the Scoutmaster discusses the previous year's outings with the Scouts and gets their ideas and suggestions.

The Troop depends on parent support to see to it that their son attends as many Troop activities as possible. Schedule changes and additions will be communicated by special notices, typically by email, or if by telephone if needed. Detailed information about monthly activities is usually discussed at Troop meetings. We encourage all parties to watch the calendar and we especially encourage all parents to ask their sons about information they may have received at the Troop meetings.

Scouts, adult leaders (except the Scoutmaster), and accompanying parents are expected to pay additional admissions, etc. required for special events (camp outs, field trips, hikes, etc.). These costs are paid prior to those activities and are divided up among those participating.

Troop 1 maintains **two-deep leadership** at all Troop meetings and activities. Two registered adult leaders, or one adult leader and a parent of a participating Scout are required on all outings. Drivers to and from outings are coordinated by the Patrol Leaders Council. Scouting skills are not necessary for the adults attending the outing.

A "Local Tour Permit Application" form must be filled out and filed with the Council office two weeks in advance of the scheduled outing (under 500 miles). A National Tour Permit Application (over 500 miles) must be submitted to the Council office one month prior to departure.

The Troop tries to schedule **campouts** or other activities at least once a month. This allows each Scout to become aware of his world while advancing in rank and just having fun. Camping dates will vary due to availability of the two-deep leadership that we maintain at all times. First-year scouts will not be allowed to camp outside on Red Flannel campouts as they typically do not have the needed experience. However, they are welcome to cabin-camp if that is available during the Red Flannel weekend.

We also attend **summer camp**. This is an excellent opportunity for Scouts to earn several merit badges. Information on the specific camp's rules and regulations are given to the Scouts well in advance of departure. All fees involved with camp are the responsibility of the Scout. Camp fees are approximately \$225. Campships are available to those who may not be able to attend otherwise. The Troop Committee with Scout input decides which camp to attend each year. Completed medical forms are required. We generally alternate between our in-council Camp Ingawanis and an out-of-council camp every other year.

In most cases, **electronic games, cell phones, personal music devices** (including, but not limited to, Walkmans, discmans, portable video games like Game Boys), fireworks, weapons, butane lighters and candy are not allowed on Troop outings. Outing leaders will confiscate those items found on an outing, to be returned to the parents when the Scout returns from the trip. However, the Troop does schedule at least one work-weekend campout per year when electronics are allowed.

The Troop generally schedules a **high adventure** experience every other year. To participate, Scouts must be at least 13 or 14 years of age, and/or be a First Class Scout, depending on the activity. We also participate in field trips such as basketball games, merit badge colleges, and other areas of interest.

Transportation

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Scouts are expected to provide their own transportation to and from Troop meetings, and to the gathering point for Troop outings (usually the St. Edward's Church parking lot). Car-pooling arrangements are best made among parents in living in similar areas.

Transportation during the outings is provided by the adult leaders and other Troop parents participating on the outing. Scouts are transported from the gathering point to the activity location, and then returned home after the activity, unless other arrangements are made. It is the responsibility of every parent to be available to provide transportation whenever possible, as an outing may be canceled if insufficient transportation is available.

All drivers providing transportation must be either an adult leader or a parent. The only exception that will be allowed is if under-18 Scouts need to arrive late or leave early from an activity. In this case, only the Scout and his immediate family members shall be allowed in the car driven by the under-18 Scout to or from the Scout activity.

Equipment

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Troop 1 has been fortunate enough to have a number of individuals that have worked hard at fund raisers during the last couple of years in order to purchase quite a bit of Troop equipment. The Troop currently has a trailer, tents, stoves, lanterns, cooking equipment, tarps, rain fly and other gear worth thousands of dollars. Scouts are expected to treat this equipment with respect and will pay for anything damaged, or lost through carelessness.

Personal equipment is something every Scout will eventually need. The Scout Handbook contains a list of items that every Scout is expected to have at each camp out. Sleeping bags and good rain gear are a must. Other items such as boots, backpacks and sleeping pad are items Scouts may eventually want. There are a number of experienced campers among the adult staff that can help select the best items and tell you where to buy the items.

Service Projects

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Troop 1 participates in service projects throughout the year. Each fall the Scouts participate in a food drive. The Troop has an assigned neighborhood to canvass as part of this city-wide Scouting For Food program.

Several times per year the Troop assists St. Edward's in setting up special events (Easter and Christmas mass, Santa's Workshop, etc.).

Other special service opportunities may occur. Providing service to the community is an important part of Scouting.

Active Participation

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All members of Troop 1 are expected to participate in all phases of the Troop program. We have a very good program and great Scouts, and unless each person is willing to do his share, the Troop as a whole will be affected. This means regular attendance at Troop meetings, monthly activities, service projects and fundraisers. Important planning takes place at the weekly Troop meetings and it is vital that Scouts attend to help with that planning. We realize that there will be times when Scouts cannot attend due to illness, family problems or school functions. We would appreciate it if the Scouts would contact their

Patrol Leader when they cannot attend an activity. We recognize that non-scouting activities are important to our Scouts, and do not expect our Scouts to make an either/or choice.

Parent Support

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A key element in maintaining and improving the quality of Troop 1 is by having active parent support. To be successful, scouting must be a family activity. Parent support does not consist of driving your son to a Troop meeting and picking him up. Good parent support consists of the following:

- 1) Make sure your son attends all Troop activities, is ready for them, and is on time.
- 2) Encourage your son in his Scout advancement.
- 3) Take an active interest in his Scouting activities.
- 4) Attend parent meetings, courts of honor and other family activities.
- 5) Join the Troop Committee. The committee is made up of parents and meets on the first Monday of each month to set Troop policy.
- 6) Become a Merit Badge Counselor for the Troop. You don't have to be an expert in the area. There are 120 merit badges so there should be something you know about.
- 7) Support fundraiser projects. This is how we earn money for Troop equipment and activities.

Parents are Welcome

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Our Troop has many activities that parents (fathers and mothers) are encouraged to attend, including some of our most physically demanding backpacking and high adventure activities. This level of participation helps make the Scout program a true family affair, but it is not required. The Troop's policy of Scout self-sufficiency continues with the "No Parenting on Scout Trips" rule, which allows the sons to make some of their own decisions under the Troop leadership and allows the parents to enjoy themselves! Those parents who have participated in our activities have come away with the great sense of personal accomplishment and appreciation for the wilderness that we hope to instill in the Scouts.

Parents are encouraged and expected to attend Courts of Honor. Friends, siblings, grandparents etc. are always welcome at Courts of Honor.

Regular Scout meetings are for Scouts and leaders, and parents are always welcome. Siblings and friends do not belong at regular meetings.

Parents are encouraged to spend time with their Scout to promote their advancement.

Parents have the right to bring Scout-related issues to the Troop Committee. It is encouraged, although not mandatory, to bring these issues to the Committee Chairman before the meeting so that they can be included in the published agenda.

Parents may be asked to register as an Adult Leader, with the position of Committee Member. You will also then be able to fill in as an adult leader on outings should you choose to.

Fund Raisers

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The Troop depends on various fundraisers to provide operating funds for the year. In the past, Troop 1 has participated in Popcorn sales, Christmas Wreath sales, Flapjacker Pancake Breakfast ticket sales, popcorn fundraisers, spring and fall yard cleaning, and other activities intended to generate revenue.

Each Scout in the Troop is offered the opportunity and expected to participate in the fundraisers to that provide funds for their Scout accounts and for the Troop general fund. Profits from many of the fundraisers are divided between the Scouts and the Troop, with many fundraisers returning 70% of the profits to the participating Scouts' accounts, and the remaining 30% to the Troop general fund. The actual allocation for each activity will be decided by the Troop Committee and communicated to the Scouts and parents before the fundraiser begins. It is possible for a Scout to earn all or most of his summer camp fees by participating in these fundraisers.

We welcome suggestions that will assist the Troop with its finances.

Scout Accounts

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Each Scout has an account that is maintained with the Troop. (Please note that the terms Scout accounts, Troop accounts, and individual accounts are used interchangeably and refer to funds retained by the Troop for use by the Scout to fund his scouting activities.) A Scout's share of the profits from a fundraiser is transferred into the Scout Accounts by the Troop Treasurer after a fund raiser is completed. A Scout may request funds from his account at any time to pay only for scout-related expenses such as outings (including summer camp and the high adventure trip) and the purchase of clothing and equipment from the Scout office. Parents may also make a deposit to their son's account at any time for the same uses.

Any remaining balance in a boy's account is forfeited to the Troop if a Scout becomes inactive or otherwise quits Scouting for more than one continuous year. Scouts transferring to another unit should have their new Troop contact our Treasurer to make a transfer of their account funds.

Scoutmaster Fund

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The Troop has established and maintains a fund to help Scouts with financial hardships participate in summer camp or Troop campouts that they otherwise would not be able to attend. The fund is intended to provide "seed money" to supplement money earned by the Scout, Flapjacker camperships, and Council camperships.

Requests for access to the campership fund should be directed to the Troop Scoutmaster, Committee Chairman, and/or Treasurer. That group will consider the requests and allocate funds based on fund balance and availability of other funds from the Flapjackers and the Council.

A summary of the funds expended will be provided as part of the Treasurer's report to the Troop Committee. The names and/or number of Scouts receiving funds will not be disclosed to preserve confidentiality.

The Troop Campership Fund will be replenished with special designated fundraisers throughout the year or other means as the Troop Committee sees fit.

Communications

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In any organization, communication is essential. We have a Troop Calendar that is maintained on the Troop website at <http://home.mchsi.com/~scouter troop1/>. Most information is discussed at the weekly Troop meeting; that is why regular attendance is important. Scouts are encouraged to take notes at the meetings.

Many notifications of Troop activities and parents meetings will also be made by email. Hardcopy of these communications can be provided to families without email and Internet access.

For short notice communications, adult leaders will contact other adult leaders and parents. The Senior Patrol Leader will contact the individual Patrol Leaders who will, in turn, contact members of their patrol.

Summary

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If you have any questions, call your Patrol Leader.

If you don't know, ask!

This guidebook was meant to be a brief summary of "need to know" items. If we have forgotten something, feel free to contact any of the adult staff.

Approved by: _____
Chartered Organization Representative

Committee Chairman

Scoutmaster

Troop 1
Boy Scouts of America
Waterloo, Iowa

Troop By-Laws Adopted

Troop Rules of Conduct

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- 1) Each Scout is expected to know and abide by these rules. Ignorance will not be considered an excuse for breaking the rules. Common sense will prevail in all situations and interpretations of these rules. Scouts are expected to exhibit behavior that is expected of a Boy Scout.
- 2) Each Scout will have a phone number where their parents or a designated individual may be reached in case of an emergency or extraordinary disciplinary action is required.
- 3) Uniforms are expected at each Troop activity. Leaders are expected to set the example.
- 4) Troop members will follow the directions of both adult and junior leaders without argument. Patrol Leaders will not give directions to members of other patrols unless they have been left in charge of the group or extenuating circumstances exist.
- 5) No knives beyond palm length, radios, televisions, tape players or game boys at Troop activities without prior approval. Items will be confiscated and given back at the end of the activity.
- 6) Scouts will not leave a campsite or other Troop activity area without checking with the person in charge. The Scout will tell the person in charge exactly where he is going and exactly when he will be back.
- 7) Scouts will respect other people's property and will not touch anything that is not their own without permission. Stealing will not be tolerated.
- 8) Troop equipment will be respected. Equipment damaged or destroyed through carelessness or horseplay will be repaired or replaced by the offending individual.
- 9) No littering.
- 10) No running in camp. No bare feet around campsite.
- 11) Scouts will not play with the campfire.
- 12) No fires in or near tents.
- 13) Cooking items will be cleaned, sanitized and stored right after meals and prior to starting any other activity.
- 14) Wild animals will be left alone.
- 15) Scouts will not engage in any type of water sport without the permission of a registered adult Troop member.
- 16) Obscene language, obscene gestures, and subjects deemed inappropriate by adult leaders will not be tolerated.
- 17) Malicious teasing, put-downs, or name-calling will not be tolerated.

18) Fighting will not be tolerated for any reason.

19) Vandalism will not be tolerated. Involved Scouts will bear financial responsibility for damage.

20) Scout use of tobacco, alcohol, or illegal drugs is strictly prohibited. Adult leaders, while strongly discouraged from doing so, may use tobacco away from the campsite.

21) Possession of firearms or explosive devices will result in the item being confiscated and the Scout being sent home.

22) A Scout may be sent home from any activity if undesirable behavior is repeated or other disciplinary actions are not successful.

23) These Rules are not meant to be all-inclusive. Situations will be judged on a case by case basis.

I have read and understand the guidelines in the Troop Parent's Guide.

Scout Print Name

Signature

Date

I have read and understand the guidelines in the Troop Parents Guide.

Parent/Guardian Print Name

Signature

Date

General – For Parents

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1. Parents or Guardians of all applicants must meet with the Scoutmaster, an Assistant Scoutmaster or the Committee Chairman for an interview before a boy will be registered with the Troop. The Troop cannot function without the active involvement of every parent.
2. Troop Committee Officers include the following:
 - a) Troop Committee Chairman
 - b) Treasurer
 - c) Secretary
 - d) Fund-Raising Chairman
 - e) Membership Coordinator
 - f) Advancement Chairman
 - g) Outdoor/Activities Coordinator
3. Parents/Committee Meetings. The Troop Committee shall meet regularly to discuss Troop Business. The Troop Committee Chairman will provide a written agenda at least 7 days in advance and shall schedule meetings. The meetings are open to parents, and registered adult leaders Troop 1. A quorum will exist when any three (3) of the seven troop officers described in Section 2 above are present. Parents and registered troop leaders in attendance (except for the Scoutmaster) may vote on matters at the meeting.

Meetings are permissible without a quorum; however, no matters requiring a vote may be decided.
4. A majority vote at a parents/committee meeting will be necessary to approve expenditures and any interim changes to the Troop's By-Laws.
6. Interim amendments to the By-Laws may be made by majority vote at a parents/committee meeting after introducing the amendment at one Committee meeting. The amendment will be voted upon at the next committee meeting.
7. Camping permission slips and campout money shall be collected by the Scribe for an event and turned in to the appropriate adult leader before departure. Parents of Scouts not showing up for an event with a previously approved permission slip will be contacted at home.
8. Parents shall be responsible for ensuring the transportation of their sons to campouts and other Troop activities. Carpools will be coordinated wherever possible, however the ultimate responsibility will lie with the parents. All drivers must carry liability insurance of at least \$50,000 (each person), \$100,000 (each accident) and \$50,000 (property damage). All riders must wear seat belts while traveling as required by Iowa law. Parents and adult leaders will be asked periodically to provide updated information about their vehicle(s) and associated insurance to the Troop.
9. The Scoutmaster shall have the authority and discretion to suspend any boy who refuses to carry out the instructions of the Scoutmaster or his designated representative. In the event such a suspension occurs, the parents/guardians of the boy will be contacted immediately and will be required to make arrangements to take custody of the boy. The Troop shall not be liable for any costs involved; this will be solely the parents/guardians' responsibility. Any boy who has been suspended may be reinstated at

the discretion of the Scoutmaster, but only after the boy and his parents have discussed the situation in detail with the Troop Committee Chairman or the Scoutmaster and are prepared to recommend a course of action to ensure that the behavior will not be repeated.

10. The parents are responsible for picking up their sons after a Troop activity or, at least, to be home when the Scout is dropped off by the Troop. The Troop will not leave a Scout at home after a Troop activity unless a responsible adult is present. If a boy is to be dropped off somewhere other than his residence address or to be picked up by someone other than a family member or the parent of another Scout in the Troop, the adult leader must be informed by the parent in writing prior to the Troop activity (e.g., a note on the permission slip for that activity).

Expenses: Scout

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1. Annual registration \$15, and Boys Life subscription \$12 (if desired)
2. Uniform shirt: approximately \$40, \$5-\$10 for a red t-shirt to wear underneath.
3. Summer Camp costs approx. \$225. Each Scout will be encouraged to earn this money himself.
4. Each Scout shall pay for his own food for each campout or other activity. Patrols will assume responsibility for purchasing their food for campouts. One person in each patrol shall buy the food and will be reimbursed by the troop from fees collected for the campout.

Expenses: Troop

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The Troop shall be responsible for paying the following expenses:

1. Troop equipment (as needed).
2. Advancement pins, merit badges, etc.
3. Leadership Training Costs for selected Scouts and adult leaders from the Troop.

Inquiries and Complaints

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All complaints and/or inquiries shall be directed to the Committee Chairman.

Date of adoption

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The By-Laws as set forth above were reviewed by the Troop Committee and approved by a majority vote on April 5, 2004.

The Scoutmaster's Fund section was added after approval by majority vote at November 1, 2004 Troop Committee meeting.