

Troop 405 Handbook



Boy Scouts of America

Mt. Diablo Silverado Council

Iron Horse District

Sponsored by: ***Church of the Resurrection***

399 Gregory Pleasant Hill, CA

Troop website: <http://www.Troop405-ph.org>

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Introduction

Troop 405 was established in 1964 under a BSA charter to the Church of the Resurrection in Pleasant Hill. The Troop 405 program is geared to the development of boys between the ages of 11 and 17 and strives to build self-reliance, good citizenship, character, teamwork, and personal and physical development as the boys advance from Tenderfoot to Eagle Scout, the highest rank in the Boy Scouts of America.

The program is developed and carried out by the Patrol Leadership Council (PLC) with advice and support from the Scoutmaster and his assistants and the Troop Committee. We strive to be an ideal Boy Scout Troop, one that is boy run and adult advised. The program includes a Troop meeting every Monday evening, an outing every month, a week at summer camp and a High Adventure activity (such as a 50-miler, Philmont Scout Ranch, or Florida Sea Base).

Parents should permit their son to function on his own under Troop Leadership and to allow him the opportunity to accept responsibility for himself and his Troop.

However, parents are requested to communicate any problems, especially health problems of either a physical or psychological nature to the Scoutmaster. Any problems or questions regarding the Troop may be directed to the Scoutmaster, Committee Chairman or to any other uniformed leader.

The purpose of this handbook is to help orient parents and acquaint them with the function and procedures of Troop 405 as well as to answer common questions and concerns.

Troop Organization

Charter Organization

The Church of the Resurrection in Pleasant Hill sponsors Troop 405, CA. The church has placed responsibility with the Chair of the Troop Committee to provide support to the organization to carry out the goals of Scouting.

Troop Committee

The troop committee recruits adult Parent leadership and supports the Troop program by arranging transportation, fundraising, advancement, and by insuring the health and safety of the program. The Committee Chairman (CC) is approved and appointed by the Institutional Head of The Church of the Resurrection, currently Rev. Bruce Smith. The Committee Chair may also be appointed by the Chartered Organization Representative (CR), a member of the Church of the Resurrection, who acts as a liaison between the church and troop. All Troop 405 registered leaders and committee members must be approved by both the CR and the CC. Key committee positions include: Treasurer, Advancement Chairman, and Outings Chairman. Other committee positions include Secretary, Fundraising, Membership, Eagle Advancement, Transportation, Newsletter editor, and Chaplain.

Joint Committee and Parents' Meetings are generally held on the first Monday of each month (concurrent with the troop meeting). All parents should plan to attend these meetings.

Adult Leadership

The Scoutmaster and Assistant Scoutmasters are responsible for overseeing the activity of the Troop, training boy leaders, and advising the Patrol Leader's Council (PLC).

Youth Leadership

The Senior Patrol Leader (SPL) is responsible for the operations of all activities of the Troop, for presiding over the PLC meetings, and appointing youth leaders with Scoutmaster approval. The Senior Patrol Leader and the Patrol Leaders are elected leadership positions. The PLC holds monthly meetings to plan the troop program, and an annual retreat to plan the calendar of events for the upcoming year.

Senior Patrol Leader

Qualifications

- 1st Class Scout or higher
- National Youth Leadership Training (NYLT) required; May be completed during term of office; troop will assist with course fees
- Elected by the Troop for a 12-month term

Job Description

- Youth in charge of the Troop
- Works with and supervises the Patrols Leaders, the Troop Guides, and the ASPLs
- Appoints the ASPLs, Troop Guides, Quartermaster, Scribe, Librarian, Historian, Chaplain's Aide, and Instructors for a 6-month term
- Leads the patrol leaders council (PLC)
- Reports directly to the Scoutmaster
- Organizes the Troop Leader Training (TLT) in October and April

Assistant Senior Patrol Leaders

Qualifications

- 1st Class Scout or higher
- NYLT training preferred; May be completed during term of office
- Appointed by the SPL for a 6-month term

Job Description

- Assists and reports to the SPL
- Works with and supervises the Troop Quartermaster, Scribe, Librarian, Historian, Chaplain Aide, and Instructors
- Participates in the PLC

Junior Assistant Scoutmaster

Qualifications

- Age 17 and Eagle Scout
- Appointed by the Scoutmaster for 1 year

Job Description

- Reports to and assists the Scoutmaster

Patrol Leaders (s)

Qualifications

- 2nd Class or higher
- Elected by patrol every 6 months
- Leads patrol
- Participates in the PLC
- Reports to the SPL

Job Description

- Reports to the SPL
- Organizes the Patrol
- Creates duty rosters for Troop outings

Assistant Patrol Leaders

Job Description

- Assist patrol leaders as needed
- Appointed by the patrol leader
- Substitutes for the patrol leader if he cannot attend the PLC
- Not a Troop leadership position

Troop Guide

Qualifications

- Appointed by the SPL for a term of 6 months
- Star scout or higher
- Reports to the ASM for the New Scout Patrol and the SPL
- Served as SPL or ASPL

Job Description

- Serves as a resource for the New Scout Patrol and younger Scouts
- May sign-off on Tenderfoot and 2nd Class requirements

Den Chief

Qualifications

- Ideally, 1st Class Scout or higher
- Appointed by the SM in consultation with the SPL
- Reports to an ASPL and to the Den Leader
- Den Chief training required, may be completed during tenure

Job Description

- Assists at a Webelos Scout or Cub Scout den

Instructor

Qualifications

- 1st Class Scout or higher
- Reports to an ASPL
- Appointed by the SPL for 6 months

Job Description

- Teaches scout skills to the Troop

Quartermaster

Qualifications

- Ideally, 1st Class Scout or higher
- Reports to an ASPL and to the Equipment ASM
- Appointed by the SPL for 6 months

Job Description

- Tracks and maintains troop equipment and reports on needs

Scribe

Qualifications

- Ideally, 1st class or higher
- Reports to an ASPL
- Appointed by the SPL for 6 months

Job Description

- Keep minutes of PLC meetings
- Maintains attendance records
- Helps maintain advancement records

Librarian

Qualifications

- Ideally, 1st Class Scout or higher
- Reports to an ASPL
- Appointed by the SPL for 6 months

Job Description

- Maintains Troop library
- Tracks borrowed books

Historian

Qualifications

- Ideally, 1st class or higher
- Reports to an ASPL
- Appointed by the SPL for 6 months

Job Description

- Documents Troop activities
- Maintains troop photo album
- Writes up activities for troop newsletter

Chaplain's Aide**Qualifications**

- Ideally, 1st Class Scout or higher
- Reports to an ASPL
- Appointed by the SPL for 6 months

Job Description

- Prepares Scout's Own for troop outings and Invocations for Courts of Honor
- Promotes a high moral tone within the Troop

Bugler**Qualifications**

- Ideally, 1st Class Scout or higher
- Reports to an ASPL
- Appointed by the SPL for 6 months

Job Description

- Provides official bugle calls at troop meetings, Campouts, and Courts of Honor
- Meets Star and Life, but not Eagle Scout leadership requirement

Webmaster**Qualifications**

- Ideally, 1st Class Scout or higher
- Helps out Web site where needed.
- Reports to an ASPL
- Appointed by SPL for 6 months

Job Description

- Ensures the Web site is as youth-run as possible
- Works with the Historian and Scribe

Leave No Trace Trainer**Qualifications**

- 1st Class Scout or higher
- Scout must be 14 years or older and have successfully completed the official 16-hour Leave No Trace Trainer training course*
- Appointed by SPL for 6 months
- Reports to an ASPL

Job Description

- Teaches members of the Troop the principles of Leave No Trace and improving Scouts' outdoor ethics decision-making skill

*National BSA requirement

Parent Participation

Parents or guardians and Scouts must meet with the Scoutmaster for a personal interview before joining the Troop. The Troop depends upon the active involvement of every parent. Accordingly, we ask that parents drive for 1/3 of the outings their son attends, and that all families that do not include a registered adult leader, volunteer for non-registered support positions such as assisting with transportation, advancement or communications and/or sitting on Boards of Review.

Troop Meetings

Troop meetings are held Monday evenings at the Church of the Resurrection from 7:30 pm to 9:00 pm. Scouts are asked to be present promptly at 7:30 pm so that meetings may begin on time. Scouts should be dressed in full Class A uniform, and Scouts, especially those below First Class rank, should bring their *Boy Scout Handbook* to every meeting. Parents are always welcome to attend.

Parents are responsible for picking up their son promptly after each meeting. Ideally, parents will arrive at 8:50 pm and participate in the closing circle so that they can hear any announcements and see any Scout recognition.

Scout Uniform

Official Uniform

The complete Scout uniform (sometimes referred to as Class A uniform) includes a properly appointed Scout shirt (see inside cover of the Scout Handbook for patch placement), Troop neckerchief, Scout belt, Scout socks with Scout shorts or Scout long pants, and hiking boots or dress shoes.

Activity Uniform

An *activity* uniform (sometimes referred to as a Class B uniform) consists of a Troop T-shirt or other BSA shirt. This can also be the Scout shirt worn without the neckerchief.

For Troop 405 purposes, travel and weekend excursions the activity uniform is the designated Troop T-shirt. This must always be worn when traveling with the troop unless it is an official BSA camp when the official uniform (including neckerchief, belt, pants, and socks) must be worn for travel. Once scouts have arrived at the destination and are advised by leaders, they should change into an activity uniform.

Full uniform should be worn to all troop meetings and for travel to and from Camporee, summer camp or other official district or council Scout outings. For travel to and from troop weekend activities, only the official Troop T-shirt needs to be worn. For formal or ceremonial occasions such as Courts of Honor, appearances before Boards of Review, and district functions a merit badge sash should be worn with the official uniform for all Scouts with three or more merit badges. Order of the Arrow (OA) sash may only be worn at OA functions or where recognition as an Arrowman is prescribed. Only one sash may be worn at any one time and no sash is to be worn on the belt.

The uniform for regular Troop meetings is the full official uniform unless specifically instructed otherwise.

The Troop Scarf

Only the troop neckerchief is provided by the troop. When a Scout joins the Troop, he receives a plain dark blue neckerchief. Only after he goes on his first tent camping overnight, he will receive the scarf with a red border. (The Scout is asked to return the blue scarf.) If the neckerchief is lost, a replacement may be obtained from the troop for \$15.

Outings

Outings Program

Troop 405 has an active outdoor program and all boys are encouraged to participate fully. Our program includes monthly weekend campouts, an annual long-term (week long) summer camp, day hikes, an annual High Adventure outing, and other outdoor activities.

Scouts on outings or activities are under the supervision of the Scoutmaster and other uniformed adult leaders of the Troop from the time of arrival at the outing and until such time as the uniformed leaders releases the Scout to their parents or a guardian.

Parents need to inform the Scoutmaster or Trip Leader of any physical limitations or medical problems. A completed Annual BSA physical form (Parts A, B, and C) is required for all strenuous activities (including but not limited to hiking, backpacking, swimming, biking), long-term summer camps, and all High Adventure activities.

Parents are responsible for picking up their son(s) after a Troop outing, or to be home when the Scout is scheduled to be 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 Scout is to be dropped off somewhere other than his residence address, or to be picked up by someone other than a family member or parent of another Scout in the Troop, the adult leader must be informed in writing prior to the Troop activity. A note appended to the permission slip is best.

While Parents are welcome on monthly campouts when space allows, parents are asked to refrain from directly interacting with their sons during Troop or Patrol activities. It is the policy of the Boy Scouts of America that all adults in direct contact with Scouts other than their own sons, be Youth Protection Trained. Youth Protection Training is available online at <http://Myscouting.org>.

Outing Procedures

Signups

Sign-up sheets for outings are posted on the Troop bulletin board present at meetings. Scouts are asked to sign up one month in advance for each outing in order to plan transportation and Scout liability coverage.

Costs

For our Standard Weekend Outings, all participants (Adults and Scouts) are asked to pay \$30 per trip for food, transportation, and camping/lodging fees for the outing. Any excess funds will be donated to the troop account to help defray costs from trips where the \$30 fee does not fully cover the costs of the outing. Special outings may require additional fees that will be communicated accordingly. It is the Troop's policy that no Scout prevented from attending an outing due to financial considerations. If a financial hardship does exist, the parents or guardian should speak with the Committee Chair prior to the outing so other arrangements can be made.

Uniform

Scouts should wear uniforms for departure as addressed in the uniform section (page 6) on all outings unless specifically instructed otherwise.

Permission Slips

“No slip, No trip!” A parental permission slip is required of all Scouts participating in an outing. The permission slip should be in the Scout’s possession when he arrives for trip departure.

Medical Forms

A completed Annual BSA medical form (Parts A, B, & C) is required for all Scouts and Adults attending any BSA summer camp or High Adventure Base or participating in a High Adventure activity. The medical examination must be within twelve months of the activity. A licensed health care provider must give the medical examination. It is suggested that you retain the original copy of the completed medical form and give a photocopy to the troop committee. Parents will be responsible for keeping scout information updated with the troop or a scout will not be able to travel with the troop.

Medications

All medications needed on an outing are to be turned over to the Scoutmaster or the Outing Leader at the outset of an outing; medication should be in an original container and must include written instructions for administration. Even when a Scout self-administers medication, it is important that the leaders of the outing be made aware that the Scout has medication he may need.

Menus

Menus for an outing are submitted by the Patrol Leaders to the SPL for approval prior to the outing. The SPL will obtain the Scoutmaster’s concurrence prior to final approval of the menus to ensure balanced meals. Junk food is strongly discouraged.

Transportation

Parents are responsible for ensuring the transportation of their son to campouts and other Troop activities. The Troop trip transportation coordinator will coordinate car-pooling for Troop outings. When there are inadequate drivers signed up for an outing, the monthly co-op families will be asked to drive. Should a family be unable to fulfill that assigned driving responsibility, it is their responsibility to arrange for an appropriate replacement driver. For Summer Camp, most families should anticipate driving one way.

Insurance

All drivers must carry liability insurance in compliance with the laws of the State of California. However, it is preferred that all vehicles have at least \$50,000 per person, \$100,000 per accident and \$50,000 property damage coverage. Vehicles with 10 or more passengers are required to have higher limits. All drivers must have a valid driver’s license and must be over 18 years of age. Drivers under age 21 have additional restrictions. It is important to inform the Troop Committee of your driver’s license number, the make, model and number of seatbelts in your vehicle(s), and your insurance coverage limits. If you change vehicles or insurance coverage, please notify the Troop Committee. We need this information to obtain additional liability coverage for all of our Troop outings.

Reminder--Parents are required to provide transportation for one-third of the outings in which their son participates. If you volunteer, you can avoid being assigned an inconvenient outing.

Advancement

The Troop uses Troopmaster software to track advancement. Each Scout is responsible for bringing his book to the person at the computer to update his records when he has completed any advancement.

Rank Advancement

Advancement in each Scouting program is designed as age-appropriate to the youth eligible to participate in it. Ranks form the foundation for the experiences; they are established and authorized by the National Executive Board of the Boy Scouts of America and described in the various member handbooks. The advancement program is administered by a combination of adult and youth leaders, with young people taking more responsibility as the members progress. The role of parents also differs with member age and ability, but parents are encouraged to be engaged at all levels.

Scouts seeking advancement and having completed all of the requirements for a rank, must request a Scoutmaster Conference. After every item including the Scoutmaster Conference has been signed off in the Scout's copy of the *Boy Scout Handbook*, the Scout needs to contact the Advancement Chairman to arrange an Adult Board of Review. The Advancement Chairman should be contacted at least a week before the scheduled date of the Board of Review in order to arrange for the necessary adults. The Board of Review is the final approval for advancement to a rank.

Recognition

Immediate recognition of a Scout's advancement is usually made at the troop meeting following successful completion of the Board of Review. Advancement awards are formally presented at quarterly Courts of Honor.

Court of Honor

Troop 405 holds Courts of Honor three times each year. Parents and families are strongly encouraged to attend these events and to share in their son's achievement. Guests are welcome. The Court of Honor is the Scout's special night. Pot Luck refreshments provided by the parents generally follow the Court of Honor.

Merit Badges

Scouts starting a Merit Badge must obtain a signed Blue Card from the Scoutmaster, and then make arrangements with the Merit Badge Counselor to meet the requirements. The advancement chairman has a list of current Merit Badge Counselors. Merit Badges should be done with a "buddy." A Scout should never visit a Merit Badge Counselor without a companion; if you do not have a "buddy" for the merit badge, and it is not being done at a Troop meeting or Scouting event, plan to have your parent attend all meetings with you.

Eagle Advancement

Advancement to Eagle offers a unique set of challenges so Troop 405 has a separate Eagle Advancement Chairman to assist Life Scouts. An Eagle service project must be planned and written up by the Scout, approved by the representative of the agency being served, the Scoutmaster and the Committee Chairman (or Eagle Advancement Chair),

and submitted to a district project planning Board of Review. Only after full approval may the project be implemented. When the project has been completed, more signatures are required and the elaborate Eagle application packet must be prepared and submitted to a district Eagle Board of Review. The Troop's Eagle Advancement Chairman is available to assist Scouts throughout this process.

Application Process

The following steps for preparing and submitting the Eagle Scout Rank application and accompanying materials will help prevent delays in securing National Council approval and certification.

Complete All the Requirements

Confirm all requirements have been completed: merit badges, service project, active participation, Scout spirit, position of responsibility, etc. Note that the unit leader (Scoutmaster) conference must occur before the 18th birthday, though it need not be the last item accomplished. The board of review, however, maybe conducted after the 18th birthday.

Prepare the Eagle Scout Service Project Workbook

The most current workbook must be used. It can be found at www.scouting.org/forms.aspx. The workbook shows the project proposal was approved ahead of time, and then properly accepted by all parties when finished. Ideally, it will be a proud reminder of a significant accomplishment. See "Use the Eagle Scout Service Project Workbook."

Complete the Application

The Scout must complete the official Eagle Scout Rank application, No. 512-728. No other form or application method is permitted. A fillable PDF can be found at <http://www.scouting.org/forms.aspx>. The application can also be printed and completed by hand. Careful review and thorough proofing will prevent delays. Remember, everything is verified by the local council; discrepancies and errors will lead to a form's return. Pay special attention to the following red-flag items.

1. Dates: Joining, birth, First Class through Life boards of review, all merit badges, positions of responsibility with "FROM" and "TO," Eagle service project final signature, Scoutmaster (unit leader) conference, Eagle board of review, and other signatures called for below.
2. Signatures: Applicant, unit leader, and unit committee chair. (Remaining signatures come later.)
3. References: Must list all six (five if not employed). If not affiliated with an organized religion, then the parent or guardian provides this reference.
4. Merit badges: Dates as mentioned above; check the unit number in which each badge was earned. Attach the Application for Alternate Eagle Scout Rank Merit Badges, if applicable.
5. Position of responsibility: Must be one of those listed for Eagle Scout rank, and must relate to the unit where the Scout is registered and active. For example, "SPL" would not be used by a crew member.
6. Attachments: Service project workbook, statement of ambitions and life purpose, and listing of positions, honors, and awards.

Obtain Required Signatures

The unit leader and Committee Chair signatures represent approval for the candidate to move on to a board of review. In providing them, the signers carefully check the application. If there are “red-flag” issues (see above), such as time spans between ranks that don’t meet the requirements, then the dates should be confirmed. If they are correct but do not fit the requirement, then the Scout, parents, or unit leader should contact the district advancement chair for guidance. Usually, as with unavoidable discrepancies, a letter of explanation will be helpful in addressing the issue.

Training

The Boy Scouts of America offer training programs for both adult and youth leaders as described below. You and your son are encouraged to attend. As an incentive, our Troop will reimburse up to half of the cost of training courses completed by Youth and registered adult leaders. The troop will cover the entire cost of NYLT for the SPL.

Check out our links page on the Troop website: <http://www.troop405-ph.org/links.htm>

Youth Leader Training

Den Chief Training - This teaches the Scout how to be a Den Chief and take advantage of an opportunity to provide leadership service that he needs for advancement. A Den Chief is a Boy Scout who assists with Cub Scout Dens.

Troop Leader Training - This is designed to teach boy leaders how to perform their jobs. This course is offered twice a year within our Troop and is run by the Scoutmaster and SPL for youth leaders in the Troop.

National Youth Leadership Training - This is a week-long training program for boy leaders who are First Class or above and at least 13 years old. The program emphasizes a leadership toolbox of skills in a Scouting environment and is oriented towards his role as a troop leader.

Adult Leader Training

Fast Start Training - This is a web-based training program designed to orient the adult who is completely new to Scouting to the basics of the Scouting program. The web training is available at <http://myscouting.scouting.org>.

New Leader Essentials – is a two-hour training session that orients all BSA leaders to basic BSA policies, resources, and training programs.

Position Specific Training – This is a half-day for Troop Committee Members and a full day for Assistant Scoutmasters. It teaches the basics of the Scouting program, it’s principles (such as those governing health and safety), how the advancement program works, the patrol method and other program specific resources to prepare leaders to provide a quality program of youth leadership training.

Outdoor Leader Skills – a two day (one weekend) training session teaching specific Boy Scout skills and how to teach those skills to Boy Scouts. It is a required course for a fully trained Assistant Scoutmaster and is a useful course for all Scout leaders.

Youth Protection Training - is required for all leaders at summer camp and at least one leader on each outing. This training must be renewed every 2 years, but it may be completed on the Internet at <http://myscouting.scouting.org>.

Safe Swim Defense, Safety Afloat, Climb on Safely, Trek Safely, and Weather Hazards - These are short web-based training sessions available at <http://myscouting.scouting.org>. At least one adult leader must have the appropriate training if the outing involves swimming, boating, climbing, trekking, or an outdoor activity.

CPR and Wilderness First Aid - These trainings are required for all water (swimming and boating), climbing, and high adventure activities, especially where medical assistance is more than 30 minutes away.

District Roundtable - This is a monthly meeting where leaders get information on upcoming events, new elements of the program or policy and can share program ideas. In the Iron Horse District, Roundtable is held the first Thursday of each month, September through June. Here you can get answers to your questions and find out about resources.

High Adventure Training (HAT) – These begin with the HAT Core course. Following the core course are many courses to develop specific outdoor skills including Backpacking Awareness, Winter Camping Awareness, Water Sports Awareness, Climbing Safely and Wilderness First Aid.

L.E.A.D. (Leader Education and Discovery) - This is an annual event where a myriad of training opportunities are offered in seminar format. An all day cafeteria-style training format offers seminars in where to go camping, dealing with difficult boys and or adults, advancement, handicap scouting, program helps, religious awards, etc.

Wood Badge for the 21st Century- This is advanced leadership training. Adult leaders are encouraged to take this course early in their Scouting career. The course is offered as two 3-day weekends. Following the coursework, each candidate must write and implement a Wood Badge “Ticket” through which (s)he can apply the leadership skills learned during the course.

Troop Budget

Troop Dues

Each Scout is asked to pay annual dues to help defray the costs of running the Scout Troop. In 2013, these dues were \$75.00 per year. This fee includes the annual Boy Scout registration fee (\$15.00), a subscription to *Boys Life Magazine* (\$12.00), \$20 gas stipend and a portion of the cost of providing the program. When a family has more than one Scout in the troop, the family may opt to receive only one copy of *Boys Life Magazine*, and pay only \$65.00 for the second Scout. Scouts who are unable to pay this annual fee must contact the Finance Committee and arrange a waiver of part or the entire fee for that year.

Adults are encouraged to register, and asked only to pay the BSA registration fee of \$15.00. Registered adult leaders receive the BSA national magazine, *Scouting*. We ask that registered leaders take training appropriate for their position. Merit Badge Counselors must be registered adults and need not pay the \$15 registration fee if they wish to serve as a merit badge counselor only. An unpaid registration however, does not include district and council mailings, newsletters or *Scouting Magazine*.

Fundraisers

Troop 405 currently spends about \$100 per Scout per year. Therefore, fund-raisers are needed throughout the year to fully finance the operation of the troop. Parents and Scouts are asked to participate in these fund-raisers as they provide more than half of the cost of

troop operations. Past fund-raisers the Troop has undertaken include car washes, White Elephant/Garage/Yard Sales, Recycle Money, E-scrip.

Fund-raisers will be part of the troop program and all Scouts are expected to participate. Other fundraising opportunities may be offered which will allow individual Scouts who choose to participate to raise funds for their personal Scouting expenses (such as the cost of summer camp or high adventure activities).

Outing Expenses

As mentioned above, Scouts are asked to sign up at least one month in advance for each scheduled outing. Early sign-up is necessary to ensure adequate camping facilities are reserved. Generally the Troop pays for all campsite reservations.

Each patrol selects its own menu (with Scoutmaster approval to ensure proper nutrition). Scouts are expected to pay roughly \$30 per outing. This money is used to pay for the purchase of food, patrol supplies, and camping fees. All fees are submitted to the Troop Treasurer prior to the outing. This money is used to replenish patrol box consumables (such as stove fuel, batteries, foil, soap, etc.) and, if available, to help defray camp site reservation costs. The troop budget does not include food expenses.

The full cost of summer camp, except where partial camperships have been negotiated in advance, and any special activity fees (for example rental of ski equipment or cost of skiing, spelunking, or rappelling lessons) are the responsibility of the Scout.

Troop 405 provides patrol equipment (cooking equipment, dining fly, etc.), but does not provide any personal camping gear. This means each Scout must provide his own sleeping bag, mess kit, backpack and tent. The troop does have a few frame backpacks available to loan, and Scouts often share tents with a "buddy." The Troop has purchased several tents that the Scouts may checkout from the Quartermaster for an outing. It is a good idea for families of new Scouts to wait until they understand what the options are before purchasing expensive gear such as a tent or backpack. Equipment can be rented at REI and Sports Basement so Scouts can try before they buy.

Other Expenses

A Scout and his family should expect to purchase a full Class A uniform and insignia. A uniform can cost up to \$100; sometimes a good used uniform can be obtained through the troop or the district Uniform Closet, or from a Goodwill or Thrift store. A Scout will also need his own copy of the *Boy Scout Handbook*, his own good (NOT Kapok or down) sleeping bag, a personal mess kit and a personal first aid kit. A Scout will need to rent, borrow, or purchase a backpack, and eventually may want to purchase a tent.

Additionally, there is an annual Friends of Scouting (FOS) campaign to raise funds for operation of the Mount Diablo Silverado Council, BSA. FOS contributions are tax deductible.

Family Expectations

Parents are invited to attend troop meetings and troop outings and to participate in service projects and fundraising activities. At registration each year there will be a master sign up for volunteer positions. These positions are for official BSA roles and for informal monthly parent roles to support the Scoutmasters and Committee. Parents should plan to participate in monthly parents' meetings (generally the first Monday of each month during the troop meeting) and are required to provide transportation for one-third of the outings attended by their son. Interested parents are invited to take a more active role in

the troop either as a merit badge counselor, a member of the troop committee or an Assistant Scoutmaster. Training is available for these positions.

At this time there is a need for parents to volunteer for a one-month period to support the troop's program. It is a co-op format where individuals will be asked to attend each weekly meeting in their chosen month and stay at the meeting until clean up is completed. The month's responsibilities may also include participation or organization of scouts on an outing, service project, fundraiser or a committee activity that requires organization of more scout and parent volunteers. While it is not always necessary to enlist the co-op family's services they should actively offer their support to the Scoutmaster or committee rather than wait to be asked. If a family is already in a position that requires attendance at weekly meetings or more than 12 hours a year of volunteer work for the troop they are exempt from monthly co-op duties.

An addendum will be added with all volunteer positions that are exempt from co-op responsibilities.

Parental participation in transportation is critical to providing an outings program. All drivers on Scout outings must be over age 21 (unless they transport equipment only), and must be licensed and insured. The specific outings for which each family provides transportation is first determined by volunteering at parents' meetings and completed by assignment as discussed under outings on page 11 and transportation on page 12. If a family is unable to meet their transportation obligations, it is their responsibility to find a suitable replacement. If parents default, parents and leaders who have volunteered many hours already will be asked to step up again. In fairness to those who have volunteered at weekly meetings and in other activities, all families should be accountable for their fair share of responsibilities. If a family defaults on their volunteer tasks, they will be asked to participate in another activity.

Youth Protection

Child abuse is a major problem affecting our society. Each year more than 2 million cases of suspected child abuse are reported. This means that 1% of American children are experiencing physical abuse, 1% are experiencing sexual abuse and 2% to 5% are experiencing emotional maltreatment or some form of neglect. Because of the significance of this social problem, the Boy Scouts of America has declared child abuse as one of the "unacceptables" to receive special attention by those involved in the Scouting program.

The BSA has developed a five-point program to combat child abuse and to improve the environment in which young people live. The key elements of this strategy include the following points:

- Educating Scouting volunteers, parents and Scouts themselves to aid in the detection and prevention of child abuse
- Establishing leader-selection procedures to prevent individuals with a history of child abuse from entering the BSA leadership ranks
- Establishing policies that minimize the opportunities for child abuse to occur in the program of the BSA (e.g., 2-deep leadership and the buddy system)
- Encouraging Scouts to report improper behavior in order to identify offenders quickly
- Swiftly removing and reporting alleged offenders.

Parent's Guide

The BSA has developed materials for use in the Scouting program that provide essential information to members and their families. A detachable booklet in the front of the *Boy Scout Handbook*, "How to Protect Your Child from Child Abuse and Drug Abuse: A Parents Guide," provides information to help families to increase self-protection skills.

Troop 405 is committed to following all guidelines of the Youth Protection program. Any suspected offenses of the Youth Protection Program must be reported to the Committee Chairman, the Scoutmaster or the Council Executive. All incidents reported to the Committee Chairman or the Scoutmaster will be reported to the Council Executive. All reports are taken seriously and appropriate action will be taken to ensure the safety of our youth.

Glossary and Abbreviations

ASM -- Assistant Scoutmaster. A registered and trained adult leader who assists the Scoutmaster in providing youth training in leadership and skills.

BSA -- Boy Scouts of America

CC -- Committee chairperson. The leader of the committee, appointed by the Church leadership.

Class A uniform -- The full BSA official uniform

Class B uniform -- An activity uniform.

CR -- Chartered Organizational Representative. The Adult leader appointed by the Charter Organization to be the liaison between the Church and the Troop.

DE -- District Executive. A paid professional Scouter who works out of the Council offices (800 Ellinwood Way, PH).

District -- Mount Diablo Silverado Council has 9 districts; we are in Iron Horse District which includes Pleasant Hill, Walnut Creek plus the LDS units from Concord.

ECOTR -- Episcopal Church of the Resurrection

FOS -- Friends of Scouting. A council level fundraiser

NLE -- New Leader Essentials. A beginning training course for Adult Leaders.

NYLT -- National Youth Leadership Training. A weeklong, district-level training course for youth leaders

OLS -- Outdoor Leadership Skills. The practical part of Scoutmaster basic training.

Patrol -- A group of 8 to 10 Scouts, the working unit within the Troop

Patrol Leader -- The leader of each patrol; an elected position.

PLC -- Patrol Leaders Council. A meeting of youth leadership and Scoutmasters to plan troop activities

SM -- Scoutmaster. The adult leader in charge of the youth program

SOR -- Scout-O-Rama a day of Scouting displays and events at a local park.

SPL -- Senior Patrol Leader. The chief youth leader of the entire Troop, an elected position

TLT -- Troop Leadership Training. The youth leadership-training course offered by the troop.

Troop 405 -

WHAT	
WHEN	
WHERE	
HOW	
WHO	

Your completed Permission Slip with _____ is due on _____.

Special Instructions/Gear needed: _____

If you have any further needs please refer to the web-site : www.troop405-ph.org or contact Michael McDowell, Scoutmaster at 734-730-5328 or mcdowell-tr405-sm@comcast.net.

Keep the top – Return this slip – CUT HERE – Slip Turned In On : / / Paid \$

Troop 405 - Parent Authorization

I (parent/guardian) _____ hereby give permission for my son _____ to attend a trip to _____

on _____. I also give permission (in case of an accident) to the physician selected by the adult leader in charge to hospitalize, secure proper anesthesia, or to order injection for my son.

Health Insurance Company _____

Policy Number _____

Parent/Guardian Signature _____ (date)

In case of an emergency, I can be reached at (phone #)
