

## **Welcome to Troop 23, Mt. Prospect, Illinois**

We are very happy you and your son selected Troop 23 for your Scouting experience. We recognize that there are a number of Troops to choose from and we are honored that you chose Troop 23. The Troop and District have a lot to offer boys and their families.

As parents of a new Scout in Troop 23, we would like to welcome you and your family to the Troop. We look forward to getting to know you and helping you integrate into the Troop 23 "family". We say "family" because our Troop excels as a result of the ongoing commitment of time and resources of many individuals and families. We care and look out for each boy as if he is our own child. It is through family participation and work that our Troop can continue to be such a successful organization.

We look forward to an extended and rewarding journey together. Should you ever have any questions, suggestions, or concerns, please do not hesitate to contact the Committee Chair or the Scoutmaster.

# TABLE OF CONTENTS

| <u>TOPIC</u>                             | <u>DATE OF ISSUE</u> |
|--|----------------------|
| Welcome / Purpose of this book           | May 2002             |
| History                                  |                      |
| Registration Fees/Capital Expenses       |                      |
| Scout Uniform Dress Code                 | May 2002             |
| Uniform Insignia Placement               |                      |
| Uniform Inspection                       |                      |
| Scout Handbook                           |                      |
| Troop Meetings                           |                      |
| The Patrol Method                        |                      |
| Active Participation                     |                      |
| Parental Support                         |                      |
| Parent Meetings                          | May 2002             |
| Staying Informed                         |                      |
| Special Needs                            |                      |
| Activities/Outings                       | May 2002             |
| Permission Slips                         |                      |
| Troop 23 Permission Slip (form)          |                      |
| Insurance                                |                      |
| Costs                                    |                      |
| Discipline                               |                      |
| Code of Conduct (form)                   |                      |
| High Adventure Activities                |                      |
| Venture Crew                             | May 2002             |
| Scout Law                                |                      |
| Scout Oath                               |                      |
| Equipment                                |                      |
| Equipment List                           |                      |
| Winter Equipment List                    |                      |
| Scout Spirit                             | May 2002             |
| Rank Summary                             |                      |
| Advancement (The Trail to Eagle Scout)   |                      |
| Merit Badge                              | May 2002             |
| How to Earn a Merit Badge                | May 2002             |
| Totin' Chip & Firem'n Chit               | May 2002             |
| Scoutmaster Conference                   | May 2002             |
| Boards of Review                         |                      |
| Eagle Boards of Review                   | May 2002             |
| Court of Honor                           |                      |
| Library                                  |                      |
| Fundraising/Expenses                     | May 2002             |
| Troop 23 Organization                    |                      |
| Scout Leadership Positions               | May 2002             |
| Service Patrol Duties                    |                      |
| Program Patrol Duties                    |                      |
| Camp Duty Roster (form)                  |                      |
| Camp Menu Planner (form)                 |                      |
| Adult Leadership Positions               | May 2002             |
| Adult Training                           | May 2002             |
| Drug, Alcohol, and Tobacco Use and Abuse | May 2002             |
| Hazing                                   |                      |

Place your Troop 23 Roster Here

You are probably wondering why this table of contents has no page numbers. We did this on purpose so we can update pages as necessary, without having to redo the entire book. If you have any ideas for additions to the book or find that one of your questions wasn't answered in this guide, please talk to the Committee Chairman.

## The History of Boy Scout Troop 23 Mt. Prospect, Illinois.

The Troop was originally chartered in the spring of 1931, when several Mount Prospect members of the American Legion Post 525 felt that Mount Prospect deserved its own Boy Scout Troop, according to Ralph Hauptley, one of 16 charter members of Troop 23 and its first Eagle Scout. So, a group of Legionnaires formed the Troop and John Babb served as its first Scoutmaster. For years the Scouts met at the old Central School, which is where the Mount Prospect Public Library now stands. The American Legion Post 525 served as the Troop's sponsor and continues to do so today.

The Troop continued through the height of the Great Depression, and there was much camaraderie among the boys. That enthusiasm was maintained throughout the Depression and World War II, even though several alumni of the Troop lost their lives in the war. Troop 23 also boasted a drum and bugle corps in the early days.

Troop 23 continues to prosper and will continue to prosper through active participation of parents and interested adult leaders.

## Registration Fees / Capital Expenses

Registration fees collected each year as established by the Troop 23 Parent Committee, covers many expenses including awards, Boys' Life, National & Local BSA registration, and other items. Food and all other expenses for individual camps and outings are divided up among those who participate.

Registration fees will be determined each year during the Parent's Meeting. Fees are due at the time of registration. Checks should be made payable to BSA Troop 23.

Capital expenses to cover the cost of purchasing new equipment and or the repairs of current equipment are generally covered by donations or fundraisers.

## Scout Uniform Dress Code

The Scout uniform is very important to the Scouting program. It distinguishes the boys from others in the community as well as brings unity and sameness to the boys in the Troop. It also advertises the Scouting program anywhere we stop. Think about sports team members. Would they consider participating without a full team uniform? It is what separates them from everyone else. Scouting is the same. Troop 23 is proud to be a full uniform Troop and expects that every Scout obtain and wear the full uniform.

In general, Troop 23 utilizes three types of uniform. For an outing, the type of uniform required will be checked-off on the permission slip. The “travel uniform” is the same as “full uniform” except for Scout pants. This saves some wear & tear on the Scout pants. Usually in camp, uniforms can be removed and suitable outdoor clothing worn.

Troop 23 wears the OFFICIAL SCOUT UNIFORM consisting of:

- Scout shirt (long or short sleeve, most choose short sleeve)
- Proper patches sewn in the correct locations (see next page)
- Scout pants (long or shorts, most choose long)
- Proper shoes (No open toed shoes) and socks
- Scout socks must be worn with shorts
- Scout neckerchief (any kind)
- Neckerchief slide (creativity is encouraged)
- Any kind of Scout belt & Scout buckle

Troop 23 wears a TRAVEL UNIFORM consisting of:

- Scout shirt (long or short sleeve, most choose short)
- Pants or shorts, solid neutral colors, no patterns, no sweatpants, no camouflage
- Scout neckerchief & Scout slide optional unless required by Scoutmaster
- Any kind of Scout belt & Scout buckle

The TROOP 23 T-SHIRT. Each new Scout entering Troop 23 is issued a Troop T-shirt. This shirt is to be worn on selected occasions. They may consist of service projects, sporting activities, etc. as designated by the Scoutmaster. Extra T-shirts or replacements due to loss, outgrowing, etc. may be purchased at any time from the Troop. In addition, parents may also purchase Troop T-shirts.

Troop 23 has a uniform closet. The clothes are contributed by older Scouts who have outgrown their uniforms. If we have your size you are welcome to take it. We ask that if you outgrow this uniform that you donate it back to the Troop.

A good uniform policy helps to make Troop 23 one of the sharpest looking Troops around.

☞ **PLEASE PUT HIS NAME ON EVERY PIECE OF CLOTHING** ☞

We know from experience that he **WILL** lose or misplace things. Without his name inside, it is very difficult to return his property to him.

## Scout Handbook

It is the policy of Troop 23 that all members own the Scout Handbook. Information in this book is very useful to both parents and Scouts. The Scout Handbook must be brought to all meetings and outings. This manual is necessary for advancement work and skills that will be worked on at meetings and outings. Your son may miss an opportunity to have requirements signed off if his book is not present.

The Scout Field Book is highly recommended, but is an optional purchase. When the boy continues up through the ranks it will probably become a necessity.

It is recommended that all such books & manuals be kept in plastic zip closure type bags to protect from the elements when brought on outings or to summer camp. Replacement books can be purchased at the Scout Shop, which is located at 600 N. Wheeling Road, Mt. Prospect. (847-824-6887)

## Troop Meetings

Troop 23 holds its regular meetings at the Community Presbyterian Church at 407 N. Main Street (Corner of Gregory & Main Street) on Thursday evenings. Meetings begin promptly at 7:30 p.m. and end at 9:00 p.m. For any exceptions, refer to your Troop 23 calendar.

Troop meetings may consist of the following:

1. Opening Ceremony
2. Announcements to Scouts
3. Program
4. Troop Game
5. Closing Ceremony/General Announcements
6. Scoutmaster's minute

The Troop meeting is organized and operated by the Senior Patrol Leader. Dress code for meetings is full uniform. See Scout Uniform Dress Code for details.

## The Patrol Method

Troop 23 operates under the Patrol Method of Scouting as developed by Lord Robert Baden-Powell of Great Britain in the early 1900's. This is one of the best methods for developing leadership and responsibility. A patrol should consist of members under the leadership of a Scout, elected by the Patrol to be its leader. Through their Patrol Leader and the Patrol Leaders council chaired by the Senior Patrol Leaders, Scouts have input into the program of the Troop and are able to get the latest information on upcoming activities. The patrol serves to ease communication within the Troop and is of key importance on Troop trips and other activities. When Scouts travel, hike, eat, perform, participate and compete, they operate together as a group.

## Active Participation

All members of Troop 23 are expected to participate in all phases of the Troop Program. We have the Best program and the Best Scouts, and we need active participation by all members. This means regular attendance on Troop outings and trips, community service projects, attendance at regular meetings, as well as active positions of responsibility. (See the Scout Spirit section for more details).

Troop 23 prides itself on carrying on no matter what obstacles are encountered...rain, snow, arctic temperatures, mechanical failures, etc. It should be the Scout's responsibility to call his Patrol Leader and let him know that he will be absent from a particular meeting or event.

## Parental Support

A key element in maintaining and improving the quality of the Troop 23 program, and ensuring active participation of Troop members is active parental support. To be really successful, Scouting must become, to a certain extent, a family program and activity. Ideally, parental support does not just consist of driving your son to a Troop Meeting and picking him up. Good parental support consists of all of the following:

1. Make sure your son attends all activities and is ready for them.
2. Encourage your son in his rank advancement.
3. Take an active interest in all his Scouting activities.
4. Attend all parents' meetings and Courts of Honor.
5. Become active in the Troop Committee.
6. Support fundraisers set by Troop 23.
7. Become involved actively with Troop 23. There's a lot to do.

## Parents Meeting

Parents meetings occur once a month. This is where issues are discussed impacting the Troop. This is also the place to become informed about the Troop practices and where to bring concerns that you may have regarding Scouting or the activities within the Troop. It is also an opportunity to get to know the leadership and other support parents that work to make Troop 23 what it is. After learning about what it takes to operate an active unit like Troop 23 you may become interested in volunteering in one or more of many areas of effort.

## Staying Informed

There are several ways you and your son can stay informed on what is happening in the Troop.

- Three-month calendar and newsletter each quarter, which lists Troop meetings, adult roundtables, outings and special events known at the time of publication.
- The Troop has a web site [www.troop23.org](http://www.troop23.org). It has a secure area that requires a username and password. The secure area is for Troop 23 families; PLEASE do not share the password with non-Troop members. The username is: your last name (all lowercase). Please contact the Committee Chair or Scoutmaster for the password.
- Troop email. The Troop uses group email for additional communication.
- Attend all Troop meetings. Each week announcements are made regarding coming events, changes, permission slips, hand-outs, etc.

If in doubt, the first person your son should call is his Patrol Leader or Senior Patrol Leader. As always if there is ever a question, feel free to call the Scoutmaster or Committee Chairperson.

**The Troop tries to keep you informed but ultimately the responsibility is your son's. If he wants to participate in the program he should never "not know", all he has to do is attend meetings or ask. Please keep track of these dates on your family calendar to avoid as many conflicts as possible.**

## Special Needs

If your Scout has special needs such as food allergies, medications, physical or mental needs, religious and dietary restrictions, or any other special needs you feel we should know, PLEASE inform the Scoutmaster.

# Troop 23 Activities/Outings

Activities/Outings can consist of:

- Bike Hikes
- Canoe Trips
- Caving
- Special Events
- Service Projects
- Eagle Projects
- Trail Hikes
- Camping
- Skiing
- Climbing

Outings are a very important portion of the Scouting experience. Most of the word “Scouting” is “outing” and here is where the scouts learn and practice their outdoor skills. These skills could consist of camping, cooking, fire building, compass work, canoeing, hiking, biking, nature study, and staying warm and dry when the weather turns inclement. The Troop tries to have an outing every month.

Food for outings is purchased with part of the outing fee. Each Patrol is responsible for planning the menu, purchasing the food, and planning the cooking/clean-up schedule. Each patrol has a supply box assigned to them containing all of their cooking gear, and has a waterproof envelope attached to it where the schedule is displayed. Each Scout is expected to do his share of the work.

Candy or snacks are not allowed on any outing. These items will be confiscated by the Troop Leaders. There is **NO**, please let me repeat, **NO** food allowed in the tents. There are important reasons for this. First, the sticky mess factor that attracts insects, and makes your Scouts life miserable. Second, and probably more importantly, any food odors can attract wildlife in the tents.

## Permission Slips

Each outing requires a permission slip. No slip, no trip. This permission slip consists of three parts. The top portion gives your son permission to attend the outing with Troop 23. The middle section gives permission for medical treatment to your son should he become injured or seriously ill and Troop 23 cannot contact you. There is also room at the bottom of this section for you to list any special medical information or prescriptions that should be known. The bottom portion you should clip off and save as it gives specific information regarding the outing such as departure time, uniform requirements, costs, emergency phone number (if available) and any other notations necessary.



## Insurance

Medical insurance is provided by the Northwest Suburban Council (NWSC). This covers all registered Scouts & registered adults during all Troop activities and outings. In addition, it covers boys & adults attending a Troop activity for the purpose of recruitment. Unregistered Scouts & unregistered adults are not covered by this policy.

## Costs

With each outing there is some cost associated with it. This cost of an outing varies depending on the distance, camping fees, food costs, equipment (e.g. canoe or ski) rental, patches and medals (if it is a “medal” hike). We ask that these costs be paid two weeks before the outing so reservations can be made and food can be purchased. Should your son cancel or not show up, Troop 23 will refund the portion of the funds that can be recovered. This is because fees have been paid (camping fees or equipment rented) and food has been purchased. These are not funds that the Troop can recover.

## Discipline

It is easy to become a Scout, but it isn't easy to be one. Scouting has rules that must be followed in order to be a member of the team.

The rules of Scouting are found in the Scout Oath or Promise, Scout Law, Scout Motto, and Scout Slogan. Scouts in Troop 23 are expected to follow these rules to the best of their ability. The “Spirit of Scouting”: dictates high expectations for the behavior of our Troop members. Self-control and self-discipline are attributes expected from all Scouts in Troop 23. There are, however, times that the Scoutmaster(s) must use disciplinary action to ensure the health and welfare of all Troop members. Discipline may also be necessary for the effective operation of a coherent Scouting program.

Discipline and control must be treated as an individual matter, realizing the best discipline is preventive in nature rather than regulatory and restrictive. Scouts will receive positive reinforcement (praise) when exhibiting appropriate behaviors. The Scoutmaster(s) will ultimately be responsible for the proper behavior of Troop members and therefore will be expected to enforce a fair and consistent disciplinary plan.

## The following discipline plan shall be used by Troop 23 Leadership:

1. Personal Conference: This conference, between the Scoutmaster(s) and the Scout(s) would be the primary form of discipline indicating the acceptable behavior desired.
2. Letter to Parents: A letter would be written to the parents including the following.
  - a. a description of the inappropriate behavior(s)
  - b. a description of the immediate disciplinary action taken
  - c. request for parents' cooperation in this matter
  - d. offer of a meeting for counsel with both the parents and the Scout
  - e. notice to the parents that continued improper behavior will invoke a disciplinary conference
3. Disciplinary Conference: Scoutmaster(s) would meet, with a representative of the Troop Committee present, and determine the proper disciplinary action. This action could include an immediate request of parents or guardian to drive to the activity location and pick up their son.
4. Termination Request: The Troop Committee's approval would be sought to ask the Scout to reconsider his goals, as they are not consistent with the goals of the Troop 23 Scouting Program. The Scout would be asked to no longer participate in Troop 23's activities.
5. Severe Clause: Any behavior that directly affects the safety, health or welfare of self or others would automatically place a scout on step #3 of this plan. These behaviors include: use of alcohol, drugs, firearms, other weapons, destruction of property, and the threat or use of physical violence to self or others.
6. Trip Clause: At any time a Scout is participating in a Troop 23 sponsored trip, High Adventure, Summer Camp, outing or Troop Meeting, he is automatically governed by the rules set forth in Troop 23's discipline plan.

# Code of Conduct

## Troop 23

As a member of Troop 23 each member promises to conduct himself in a manner consistent with the Scouting ideals set forth in the Scout Oath and Law.

### Scout Oath

On my honor I will do my best to do my duty to God and my country and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake, and morally straight.

### Scout Law

A Scout is Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean and Reverent.

Abusive or rude behavior will not be tolerated at any Scout related activity or meeting. Any Scout engaging in such behavior will, upon the third warning by the Troop leader be dismissed from that Scout activity. The Troop leader will contact the Scouts parents, explain the situation, and make arrangements to pick up the Scout immediately. Repeated misbehavior could result in dismissal from Troop 23.

Scouts will not possess, use or consume mood-altering chemicals, including alcoholic beverages, or any type of tobacco products at any Scout-related function. Any Scout suspected of having the above mentioned substances in his possession will be searched, along with his belongings, by an adult Troop Leader. If any of the above mentioned substances are found in the Scout's possession, the Scout will be subject to immediate dismissal from that activity and possibly from Troop 23.

### Affirmation

In choosing to participate in Troop 23 meetings and activities, I hereby indicate my understanding and commitment to observe Troop 23's Code of Conduct.

\_\_\_\_\_  
Scout's Signature

\_\_\_\_\_  
Date

I consent to my son's participation in Troop 23's meetings and activities. I hereby indicate my understanding and advocacy of Troop 23's Code of Conduct, and I agree to support my son's commitment to the Code.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

## High Adventure Activities

Troop 23 offers a more challenging and wide-ranging program of activities for its members. This usually is a long term activity occurring once a year and has age and rank requirements. It is a privilege for a Scout to attend one of the High Adventure Expeditions sponsored by our Troop. In the past, we were able to take the scouts scuba diving, snorkeling, backpacking, canoeing, and white-water canoeing.

It is the responsibility of each Scout and his parents to understand the following:

1. Scouts are expected to be active participants in meetings and outings.
2. Selection of Scouts for High Adventure Trips will be based upon Troop participation, age, experience, attitude, rank, and any special merit badges required for that particular adventure.
3. If selected, each Scout will be expected to attend all training sessions in preparation for that particular event.
4. Scouts are expected to display good conduct at all times during the High Adventure Trip.  
This includes:
  - a. Following the Scout Oath and Law
  - b. Living by all the rules set beforehand by the leaders
  - c. Following all directions as put forth by the adults who are on the trip as well as the Patrol Leaders
5. Before each High Adventure Trip, Scouts and parents will be required to sign a form indicating that they understand the trip rules and requirements.
6. Any Scout on a trip who does not live up to the behavior standards required of all participants, may be sent home at parents expense at the earliest possible time after contact is made with a parent or guardian.
7. A follow-up conference will be held with the family when the group has returned to Mt. Prospect, going over the details of the incident(s), which caused the Scout to be sent home.
8. Final authority for a Scout to be sent home from an event would be that of the adult in charge of that event. Parents will be responsible for all costs.
9. Scouts who become ill or in some way incapacitated and unable to complete a trip may be sent home. Parents will be responsible for all costs over and above those covered by insurance.

## Venture Crew

Troop 23 started the Venture Scouts to create leadership opportunities beyond the patrols. Venture Scouts plan outings separate from the Troop activities. The entire trip is planned by the Scouts, including where they are going, planning the route to get there, menus, shopping, food preparation, etc. The outings are supervised by at least 2 adult leaders.

The purpose of the Venture Crew is to reward the older, more experienced scouts when they are actively participating in Troop activities and are "giving back" to the younger scouts. Venture Crew activities are privileges that are earned by living the Scout Spirit and demonstrating it at the Troop level. In order to fairly determine eligibility, minimum requirements for participation have been established and are expected to be maintained. The purpose of these requirements is to establish a level of participation sufficient to afford the Venture Crew member the opportunity to serve as a role model, mentor and instructor to the younger scouts of the Troop.

---

### Membership Criteria:

- Must be 13 years old or older.
- Must be rank of Star or higher.
- Must have earned Camping & First Aid merit badges.
- Must earn at least one additional merit badge during the period between the last Venture activity and two weeks prior to the next one.
- Must attend an average of at least one regular Troop meeting per month between the last Venture activity and two weeks before the next one. (PLC's or other meetings not included)
- Must attend at least one Troop outing between the last Venture activity and two weeks before the next one. Outing is defined as the designated regular Troop overnight or day "outing " for that month. During the summer break, attendance at summer camp, high adventure or family campout suffice.
- Failure to earn a merit badge or satisfy the attendance minimums during this period will mean the Venture Crew member is ineligible for the next Venture activity and all deposits or fees forfeited.

## Administration:

---

Each activity requires Venture Crew personnel to staff it. The intent is to have the staff positions rotated among the entire Venture Crew so all crewmembers have the opportunity to have a leadership experience. The staff positions for each activity consist of:

|               |   |
|---------------|---|
| Crew Leader   | Coordinates & monitors all staff functions, develops the activity duty roster & works with Venture adult advisors |
| Treasurer     | Collects & records all deposits / fees & submits funds to Troop treasurer   |
| Documenter    | Administrates permission slip, tour permits and any other paperwork.  |
| Grubmaster    | Plans & purchases food for entire activity meals  |
| Quartermaster | Obtains & issues all Troop equipment necessary for activity   |

---

## Uniforming:

Venture Crewmembers wear the Venture strip just above the "Boy Scouts of America" strip on the right pocket of the official uniform. For most Venture activities, the uniform consists of the Troop 23 Venture T-shirt. One is issued to each Venture Crewmember at promotion. (Replacement or additional T-shirts are available at cost.) Adults wishing to attend Venture activities will be required to purchase and wear the Venture T-shirt. Occasionally, on special Venture activities, the full Scout uniform will be the required dress. This will be determined by the adult advisors & activity Crew Leader.

---

Questions regarding Venture Crew issues should be directed to Venture Crew Assistant Scoutmasters.



## The Scout Law

A SCOUT IS:

TRUSTWORTHY  
LOYAL  
HELPFUL  
FRIENDLY  
COURTEOUS  
KIND  
OBEDIENT  
CHEERFUL  
THRIFTY  
BRAVE  
CLEAN  
REVERENT

## The Scout Oath

ON MY HONOR  
I WILL DO MY BEST  
TO DO MY DUTY  
TO GOD AND MY COUNTRY  
AND TO OBEY THE SCOUT LAW;  
TO HELP OTHER PEOPLE AT ALL TIMES;  
TO KEEP MYSELF  
PHYSICALLY STRONG,  
MENTALLY AWAKE,  
AND MORALLY STRAIGHT.

## Equipment

Over the years, many hundreds of hours of hard work have gone into buying and building the Troop equipment inventory. We have thousands of dollars invested in tents, stoves, lanterns, dining flies, tarps, patrol boxes, tools, propane tanks, Dutch ovens, and many more miscellaneous items not the least of which is our trailer.

This equipment is costly and was obtained over a long period of time. All Scouts are expected to treat this equipment with care. There is absolutely no way our Troop can carry on our ambitious program without the equipment that we now have in inventory.

Every Scout will need to have his own personal equipment. He may need to increase his personal equipment based on his participation in our activities. The Scout Handbook will give you some ideas on what will be needed in the future. Official BSA Equipment is excellent, but it is always smart to shop around for better deals.

Scouts and Adults need some type of mess kit if they attend an outing. The minimum would be a non-breakable bowl or plate, and knife, fork and spoon. Cooking utensils are supplied by the Troop along with stoves, pots, pans, etc.

Keep in mind that much of what you buy your son, he will either outgrow or possibly lose. This is not to say you should get cheap equipment, just use some judgment. Please refer to the equipment lists included in this book. It will usually be made available to your son before every outing. You will see that there are no high priced items. We believe in keeping it simple.

Invest in rain gear and a sleeping bag. His camping experience might be less if he cannot stay dry or get a good, warm rest. When buying a sleeping bag, keep in mind the growth factor. Resist buying your son that pocketknife with 101 gadgets on it. Regarding knives, folding type are the only ones allowed in Boy Scouts. Stay away from the sheath knives popular with hunters or Rambo wannabees.

Please note the following:

|              |  |
|--------------|--|
| Rain gear    | This is the only thing that will keep him dry when it rains. Rain gear also provides good wind protection. Consider a poncho since it allows for growth easier than a rain suit. Rain suits are better protection since they are fitted but are less tolerant of growth.<br>Put his name on it                                   |
| Sleeping bag | A good sleeping bag will make the difference between a cold, poor night sleep and a good warm one. You can extend the range of a thin sleeping bag with extra blankets. Man-made filler is better since goose down (very expensive) is useless if it gets wet. Buy an adult size and let him grow into it.<br>Put his name on it |
| Sleeping pad | Forget air mattresses. They leak and are cold. We suggest a closed-cell foam pad (usually creme or blue colored). This has great thermal properties, will not absorb water and is pretty inexpensive, about \$10.<br>Put his name on it  |
| Flashlight   | Keep the huge searchlights at home. A small type with two penlight batteries is  |

|               |   |
|---------------|---|
|               | fine. Bring extra batteries and a spare bulb.<br>Put his name on it   |
| Knife         | A simple one or two folding blade knife is fine. Folding lock-back type are safer preventing the knife from accidentally closing on the hand. (He must have earned his "Totin' Chip" card before using a knife.)<br>Put his name on it  |
| Eating equip. | Boy Scout cook kits have a lot of extra stuff and usually get lost. We suggest a plastic plate or bowl, a cup, and a fork and spoon.<br>Put his name on it  |
| Water bottle  | Drinking water is very important. Boy Scout canteens are OK but a one-quart plastic water bottle is fine.<br>Put his name on it   |
| Shoes         | Always bring two pair. One pair usually gets wet somehow. On a hiking outing, well broken-in boots are a good idea but not mandatory. <u>Good fitting</u> gym shoes work pretty well. Socks should not have any holes in them since this is a good way to get blisters.<br>Put his name on it |
| Clothing      | Clothing should be in good condition, suitable for the weather conditions expected.<br>Put his name on it   |
| Tents         | The Troop has sufficient tents for all Scouts and Adults. Personal tents are not necessary.   |

If you missed the little message, we will repeat it here.

### **PUT HIS NAME ON EVERYTHING**

It is unbelievable how much personal equipment is left in the camp or in the cars. Without a name, it is very difficult to return.

If you do not know where to go to purchase equipment, ask one of the leaders for local stores and discount mail order houses.

### **Care and Handling of Troop Tents**

My Scout brought a tent home from an outing, what are we supposed to do with it? This means the tent is wet, and he needs to dry it out, as soon as possible. It is imperative that it be set up right away, as mold/mildew can start forming in a day or two, creating future health problems. Would you like your son to sleep in a moldy tent? We also need them to check for damage, which can include ripped fabric, bent or broken poles, and inoperative zippers. In addition, the tent should be shaken or swept out to remove dirt and leaves. The tent should be properly folded, rolled and brought to the next Troop meeting. The Troop has a record of assigned tent numbers. If he has any questions, he should call his Patrol Leader. Please remember he is responsible for this duty. He can set it up in your backyard, or if it is raining, it can also be hung from the basement or garage rafters. There are metal loops at the top of the tent that makes this an easy task. These tents are very expensive and poor maintenance results in unnecessary and costly replacement.

# B. S. A. TROOP 23

## RECOMMENDED CAMPOUT EQUIPMENT LIST



### CLOTHING:

- UNIFORM** (wear it Friday for traveling)

Complete: Scout Uniform consists of:  
Scout shirt, Scout pants or shorts, proper shoes and socks, neckerchief & slide & a scout belt and buckle

Travel: Scout Uniform consists of:  
Scout shirt, pants or shorts, solid neutral colors neckerchief & slide (optional unless required by Scoutmaster) & a scout belt and buckle

- RAINGEAR** (*very important*)

#### 2 pairs of:

- Shoes / boots (broken in, not new)
- Long pants / jeans

#### 2 changes of:

- Underwear
- Socks (4 pair for a hiking campout)
- Shirts (long or short sleeve)

#### 1 each:

- Hat / cap
- \* -Jacket
- \* -Sweatshirt / sweater
- \* -Gloves / mittens
- \* -Sweat suit to sleep in
- \* -Shorts

### OTHER EQUIPMENT:

- Duffle bag or pack to put everything in
  - Sleeping bag or equivalent
  - Eating kit (cup, fork, knife, spoon & plate or bowl)
  - Flashlight (\* extra batteries / bulb)
  - Boy Scout handbook (put in a zip-lock bag for protection)
  - Pen or pencil & some paper
  - Personal gear (toothbrush / paste, soap, towel, comb / brush)
  - Folding pocket knife (if you have completed "Totin' Chip")
  - \* Extra blanket for extra warmth with a thin sleeping bag
  - \* Sleeping pad / air mattress
  - \* Compass
  - \* Canteen or water bottle (*1 quart a must for hikes*)
  - \* Plastic "zip-lock" bags (to protect your equipment / clothes)
  - \* Insect repellent
  - \* Small backpack or fanny pack (to carry items during the day)
  - \* Small gardening pad to sit on
  - \* Personal medicine (*turn in to Scoutmaster with instructions*)
- \* = Optional or weather related

### DO NOT BRING:

- |   |   |
|---|---|
| <input type="checkbox"/> Electronic Devices | <input type="checkbox"/> Matches/Lighters |
| <input type="checkbox"/> Sheath knives      | <input type="checkbox"/> Firecrackers     |
| <input type="checkbox"/> Ax                 | <input type="checkbox"/> Candy or snacks  |

**BE SURE TO KEEP MONEY AND VALUABLES ON YOUR PERSON AT ALL TIMES  
PUT YOUR NAME ON EVERYTHING!**

# B. S. A. TROOP 23

## RECOMMENDED WINTER CAMPOUT EQUIPMENT LIST



### CLOTHING:

- UNIFORM** (wear it Friday for traveling)

Complete: Scout Uniform consists of:  
Scout shirt, Scout pants or shorts, proper shoes and socks, neckerchief & slide & a scout belt and buckle

Travel: Scout Uniform consists of:  
Scout shirt, pants or shorts, solid neutral colors neckerchief & slide (optional unless required by Scoutmaster) & a scout belt and buckle

- ❄️ **RAINGEAR** (*very important*) will give extra protection against the wind

#### *3 pairs of:*

- ❄️ -Shoes / boots (broken in, not new) or rubber boots
- ❄️ -Long pants / jeans

#### *2 changes of:*

- ❄️ - Underwear - long johns
- ❄️ - Socks (6-8 pair, wool is better) but cotton is ok if changed often)
- ❄️ - Shirts (long sleeve heavy duty)

#### *1 each:*

- ❄️ -Hat / cap (knit cap & ear covering)
- ❄️ -Jacket - heavy well insulated
- ❄️ -Sweatshirt with hood & a sweater
- ❄️ -Gloves / mittens **2 pair minimum**
- ❄️ -Sweat suit to sleep in
- ❄️ -Face mask or scarf to cover face

### OTHER EQUIPMENT:

- Duffle bag or pack to put everything in
- ❄️ Sleeping bag & 2 extra warm blankets or two sleeping bags inside of each other
- Eating kit (cup, fork, knife, spoon & plate or bowl)
- Flashlight (\* extra batteries / bulb)
- Boy Scout handbook (put in a zip-lock bag for protection)
- Pen or pencil & some paper
- Personal gear (toothbrush / paste, soap, towel, comb / brush)
- Folding pocket knife (if you have completed "Totin' Chip")
- ❄️ Extra blanket for extra warmth with a thin sleeping bag
- ❄️ Sleeping pad (closed cell foam, heavy cardboard, blanket, **NO AIR MATTRESS**)
- \* Compass
- \* Canteen or water bottle (*1 quart a must for hikes*)
- \* Plastic "zip-lock" bags (to protect your equipment / clothes)
- \* Small backpack or fanny pack (to carry items during the day)
- \* Small gardening pad to sit on
- \* Personal medicine (*turn in to Scoutmaster with instructions*)

❄️ = ABSOLUTELY REQUIRED FOR A WINTER CAMPOUT

\* = Optional or weather related

### DO NOT BRING:

- |    |                    |    |                  |
|----|--------------------|----|------------------|
| ☠️ | Electronic Devices | ☠️ | Matches/Lighters |
| ☠️ | Sheath knives      | ☠️ | Firecrackers     |
| ☠️ | Ax                 | ☠️ | Candy or snacks  |

**BE SURE TO KEEP MONEY AND VALUABLES ON YOUR PERSON AT ALL TIMES  
PUT YOUR NAME ON EVERYTHING!**

# SCOUT SPIRIT

Having "Scout Spirit" is included as an important element at each level of Scouting Advancement.

Scout Spirit is discussed with advancement candidates at each Scoutmaster Conference.

Scouts usually mention obeying the Scout Oath and Law, helping the members of their patrol and Troop, and working hard at Scout Skills, when they are asked about Scout Spirit.

The Troop Committee of Troop 23 has discussed the issue of Scout Spirit extensively and members of the committee have consulted with experienced Scouters in the District and Council. We have concluded that participation in Troop Activities and Programs is an important manifestation of Scout Spirit. We have decided to develop a standard for participation for Troop 23 to support that element of the Scout Spirit concept.

The Advancement Committee will be asked to consider the participation standard when Scouts are evaluated for advancement in all ranks.

The standard for participation takes into account the demands on a Scout's time by school and other activities while requiring that active involvement with the Troop is maintained.

A Scout shall attend 60% of all Troop meetings and 60% of Troop activities, including Troop service, fundraising, and outings. Further, the Scoutmaster has been requested to evaluate the quality of that participation as well. A positive attitude and eager involvement as a Scout is expected.

1. The Scoutmaster active in the Troop's meetings, activities and outings should sign off on Scout Spirit.
2. Scouts in Troop 23 should be required to meet the 60% attendance level per the book as follows:

Star Rank – 4 months as a 1<sup>st</sup> Class Scout immediately previous to Board of Review

Life Rank – 6 months as a Star Scout immediately previous to Board of Review











Eagle Rank – 6 months as a Life Scout immediately previous to Board of Review

before they can receive a rank advancement. The Advancement Chair will track those records.

Furthermore, a Scout must be active for 6 months before presenting his project to the Parent Committee and have had their Eagle Kick-off meeting to review their status.

Attendance at meetings and Troop events will be monitored by the Scoutmaster and documented by the Advancement Chair. Attendance will be made a part of each Scout's Advancement Record and is available to Scouts at any time.

# Rank Summary Sheet

|   |              |
|---|--------------|
|    | Scout        |
|    | Tenderfoot   |
|    | Second Class |
|    | First Class  |
|   | Star         |
|  | Life         |
|  | Eagle        |
|  | Bronze Palm  |
|  | Gold Palm    |
|  | Silver Palm  |

## Advancement (The Trail to Eagle Scout)

Advancement from the Scout to Eagle Scout is an important part of the Scouting Program. Each level has its requirements, which in general, increase in difficulty as the rank increases. These requirements consist of Scout Craft Skills and, in the higher ranks, merit badges. Scout Craft Skills are fulfilled at the Troop level, using adults and senior scouts as instructors. When a Scout completes a requirement for advancement, it is initialed in the appropriate place in his handbook. This instruction can be given at scout meetings or outings. Therefore, Scouts are encouraged to bring their handbooks, paper, pen or pencil with them at these times. Unlike Cub Scouting, parents are not allowed to initial their son's requirements. Only designated Troop personnel may sign off requirements.

## Merit Badges

Merit badges are generally done outside the Troop meetings. They are used to create additional skills in something a Scout likes to do. They also can create an interest in new things. There are Eagle Scout required and non-required merit badges. The higher ranks have requirements of a certain number and type of merit badges. These requirements are explained in the *Boy Scout Handbook*, as is the procedure for acquiring merit badges. The Scoutmaster has a list of merit badge counselors.

## How to Earn a Merit Badge

Any Boy Scout may earn any merit badge at any time. You don't need to have had rank advancement to be eligible.

The following are the steps that a Scout takes to earn a merit badge, as outlined in the official Boy Scout Handbook.

1. Get the merit badge pamphlet on the subject. These merit badge pamphlets are available for purchase at the Scout Service Center, or on loan from either the Mount Prospect Library or the Troop 23 library. Another great source is [www.meritbadge.com](http://www.meritbadge.com). They have a list of requirements, as well as aids for completing the merit badge.
2. Learn and do the things that the pamphlet describes as being required for the badge. You are expected to meet the requirements as they are stated – no more and no less. You are expected to do exactly what is stated in the requirements. If it says “show or demonstrate,” that is what you must do. The same thing holds true for such words as “make,” “list,” “in the field,” and “collect,” “identify,” and “label.”
3. Get a signed merit badge card from his Scoutmaster.

#### 4. When ready:

- Obtain the name, phone number, and address of a counselor for the merit badge from the Scoutmaster.
- Call that counselor and make an appointment. The counselor may ask you to come and see him so he can explain what he expects and start helping you meet requirements.
- This is a sample of what you can say when calling the counselor:

*Hello! My name is \_\_\_\_\_ and I am a Boy Scout from Troop 23 in Mt. Prospect. I am interested in working on the \_\_\_\_\_ merit badge. May I set up an appointment with you? After agreeing on a date and time, do not forget to ask for directions unless you are very certain of the counselor's location. Write down everything so that you do not forget any details. Please remember to thank the counselor for arranging his time to help you.*

- To this appointment, bring along all the things needed to meet the requirements, or proof of what was accomplished.
  - Never go alone! Arrange to bring a buddy or an adult with you.
  - Arrive on time and in uniform for your appointment.
  - Satisfy the counselor that all requirements have been met, or arrange for another meeting to do so.
  - Obtain the counselor's signature on the merit badge card.
5. Give the merit badge card to the Scoutmaster, who will then sign under the merit badge counselor's signature. Then you need to give the signed merit badge card to the Troop Advancement Chairperson, who will then obtain the badge and present it to the Scout at the next Court of Honor.

While a Scout is working towards earning the rank of Eagle, he is learning many life skills along the way. It is easy to pick out the Eagle Scout in a crowd of young people, because the Eagle Scout is the one who is supportive of others, exhibits leadership skills, and demonstrates poise and self-confidence. These skills will help our Scouts be able to reach their full potential in life!

### Totin' Chip/Firem'n Chit

These are ax yard and fire building skills that emphasize safety. After the boys pass the testing they're issued the cards. They are required to have passed these requirements in order to carry and use a knife, ax, saw and build a fire. If violations of the safety rules are observed by the leadership, a corner is cut from the appropriate card. If they lose all four corners, they are required to retake the training. We attempt to teach these skills at our Scout Skills outing, which normally occurs in March, or any other outing where time permits.

### **Totin' Chip:**

1. Read and understand woods-tools use and safety rules from the Boy Scout Handbook.
2. Demonstrate proper handling, care, and use of the Scout knife, ax, and saw.
3. Use knife, ax, and saw as tools, not playthings.
4. Respect all safety rules to protect others.
5. Respect property and not cut living trees.
6. Subscribe to the Outdoor Code.

I realize that my "Totin' Rights" can be taken from me if I fail in my responsibility.

### **Firem'n Chit:**

1. I have read and understand fire use and safety rules from the Boy Scout Handbook.
2. I will secure necessary permits (regulations vary by locality).
3. All flammable vegetation must be cleared at least 5 feet in all directions from fire (total 10 feet).
4. Fire must be attended to at all times.
5. Fire-fighting tools (water and/or shovel) must be readily available.
6. Fire must be cold out before it is left.
7. I subscribe to the Outdoor Code.

I realize that my "Firem'n Rights" can be taken from me if I fail in my responsibility.

## **Scoutmaster Conference**

The main purpose of the Scoutmaster Conference is to ensure the Scout is enjoying his Scouting experience. To coach the Scout to set goals and deadlines to achieve advancement and merit badges. The Scoutmaster coaches the youth on how he can improve his leadership skills if he is holding a leadership position and encourage him to participate in all the Troop activities. If he is not holding a leadership position, to find out his personal goals and interests to try and assist him in working towards achieving a leadership position when his time comes. To advise him of the Scoutmaster's opinion of his Scout Spirit and verifies his attendance record and how he can improve if necessary.

## Boards of Review

When a Scout completes his requirements for a rank, he is instructed by the Scoutmaster after the Scoutmaster Conference to make an appointment for a board of review. The board consists of three or four Committee members, not including the Scout's parents. The review has three purposes:

1. To make sure that the work is learned and completed.
2. To learn what kind of scouting experience the boy is having.
3. To encourage the Scout to progress further.

At the conclusion of the board, the Scout is informed whether or not he has passed. If he didn't pass, he is informed of his area of weakness and is asked to show competence at the earliest opportunity. While the Scout is required to wear full uniform and should be familiar with the requirements for the rank, the board is informal, with all members encouraging the Scout towards excellence.

## Eagle Boards of Review

An Eagle Board of Review is convened when a Scout has completed all the requirements for the rank of Eagle Scout. This would include the technical requirements, the service project, the service project written report and the entire package delivered to Council via the Eagle Coordinator. Upon review and approval by the local Council, an Eagle Board of Review may be convened. The Board is usually made up of adults in the troop, but may be people from the community, school or religious institution. The Council Eagle Coordinator is present to monitor the Eagle Board of Review, which is often chaired by the Troop Committee Chairperson. The Eagle Board of Review is an interview of the Eagle candidate and questions may be asked regarding character and goals. He may be asked to reflect on his Scouting experience and share his thoughts. Then the candidate is asked to step out of the room so the Eagle Board of Review can discuss the interview. The candidate is brought back in and informed of the decision of the Board. Then decision to confer the rank of Eagle must be unanimous. All the paperwork is then sent to the National Office for review and approval. This process usually takes between four and six weeks.

## Court of Honor

When a Scout fulfills a requirement for Merit Badge, Advancement in Rank or other honor, he will be recognized as soon as possible. This should occur at the next Troop meeting. He is then formally recognized at the next Court of Honor.

Courts of Honor are conducted at least three times a year. We strongly recommend all parents attend and also invite other family members and friends to attend.

## Troop 23 Library

Troop 23 has a library of merit badge books. It is maintained by the Troop librarian. If you want to work on a particular merit badge the scout can borrow the book from the library. Also, if you don't know what to do with your old merit badge books, donations are always welcome.

## Fundraising/Expenses

Success in fundraising has a positive correlation with the Troop's ability to acquire new equipment and support summer camp and High-adventure expenditures. Our goal is to generally have monthly Troop outings operate on a break-even basis. Every Scout is expected to participate in fundraising efforts. It is the Scouts responsibility to help support the Troop. Fundraising goals for each Scout are set by the committee and are required to be met in order for Scouts to advance in rank. While fundraising is primarily a Scouts responsibility, parental participation is encouraged.

Funding is generally derived from the following sources: (sample)

- Registration
- Bake Sale
- Wreath Sale
- Other Fundraisers
- Contributions

## Troop 23 Organization

The Troop is organized as follows:

1. The Troop Committee - all Scout parents, registered adults and Troop 23 Alumni who set policy for the Troop and "whose main job is to back up the Scoutmaster and help him run a good troop." The Committee Chair relies on subcommittees to evaluate issues and make recommendations.
2. The Youth Leadership - assist the Scoutmaster with the Troop.
3. The Patrol Leaders Council (PLC) includes the Senior Patrol Leader and Patrol Leaders of the Troop.
4. The Patrols.



## **YOUTH LEADERSHIP POSITIONS**

**All youth leadership is expected to set a good example, wear his uniform correctly, live by the Scout Oath and Law and show Scout Spirit.**

### **JUNIOR ASSISTANT SCOUTMASTER - JASM**

He functions as an Assistant Scoutmaster. He must be at least 16 years old. He is appointed by the Scoutmaster because of his leadership ability. He performs duties as assigned by the Scoutmaster. He reports to the Scoutmaster.

### **SENIOR PATROL LEADER - SPL**

He assists the Scoutmaster in planning & running all scout activities. He is the chairman of the Patrol Leaders Council and is in charge of all Troop officers. He works with Program Patrol for official opening & closing of every meeting and Service Patrol for setting up & storing Troop flags, stands, etc. He must attend all meetings, PLC's, outings & Courts of Honor or arrange for assistant to take over. He reports to the Scoutmaster.

### **ASSISTANT SENIOR PATROL LEADER - ASPL**

He acts as the Senior Patrol Leader in the absence of the Senior Patrol Leader or when called upon. He helps the Senior Patrol Leader at meetings & outings. Inspects the Troop at weekly meetings & takes attendance. He helps to train and supervise the Troop Scribe, Quartermaster, Instructors, Librarian, Historian and Chaplain Aide. Must attend all meetings, PLC's, outings & Courts of Honor. He reports to the Senior Patrol Leader.

### **TROOP GUIDE**

The Troop Guide works with new Scouts. He helps them to feel comfortable and earn their First Class rank in their first year. He introduces new Scouts to Troop operations, and guides them through their primary activities and learning experiences. He teaches basic scout skills and coaches the Patrol Leader in his duties. He works with the Patrol Leader at the Patrol Leaders Council meetings. He also shields the new Scouts from harassment by the older Scouts. He assists the Instructors and the Scoutmaster with Troop training. He counsels individual Scouts on Scouting challenges. He reports to the Instructors & the Scoutmaster.

## **PATROL LEADER - PL**

He leads the patrol at all meetings, outings & Courts of Honor. He is responsible for his patrol & equipment. He helps train patrol members in scout skills. Encourages the patrol to do well & accomplish goals. He assigns & oversees jobs at Troop activities. He plans and steers patrol meetings. He keeps the patrol members informed. He knows what his patrol members can do. He keeps the patrol roster. He must attend all meetings, PLC's, outings & Courts of Honor or arrange for assistant to take over. He reports to the Troop Guide & Senior Patrol Leader.

## **ASSISTANT PATROL LEADER - APL**

He helps the Patrol Leader at meetings & outings. He fills in during the Patrol Leader's absence. He helps the patrol get ready for all Troop activities. He lends a hand controlling the patrol and building patrol spirit. He acts as the patrol grubmaster for campouts. He is responsible for the patrol menu and food purchases or arranges for another patrol member to take over. He should attend all meetings, PLC's, outings & Courts of Honor or arrange for assistant to take over. He reports to the Patrol Leader.

## **TROOP QUARTERMASTER - QM**

He is responsible for keeping track of the Troop equipment and seeing that it is in working condition. Issues equipment and makes sure it is returned in working order. Checks out & inspects equipment on outings. Works with patrol leaders regarding patrol equipment. Should attend all meetings, outings (or must arrange for someone to take over) & Courts of Honor. He reports to the Assistant Senior Patrol Leader & the adult Equipment Chairman.

## **JUNIOR ASSISTANT OUTINGS COORDINATOR**

The Junior Assistant Outings Coordinator works with the troop Outings Coordinator(s) to plan outings, adds scout input into outing activities and help coordinate safe travel to and from the outing. He helps adult Outings Coordinator(s). He does miscellaneous tasks as requested from Scoutmaster / Outings Coordinator. He organizes cars for departure to and from the outings; this includes grouping the cars together. He provides drivers with packets of scouts assigned to each vehicle. Packets include instructions to their destination and the emergency forms of every Scout in the car. He reports to the adult Outings Coordinator(s) & the Scoutmaster.

## **JUNIOR ASSISTANT GRUBMASTER**

He is responsible for assisting the adult grubmaster in approving the patrol menus. He helps the Assistant Patrol Leaders with their menu planning and suggestions for shopping. He instructs the patrols on proper clean-up and sanitation procedures. He assists the adult grubmaster when called upon. He reports to the adult grubmaster.

## **TROOP HISTORIAN**

He works directly with the adult Troop Historian. He is responsible for taking photos at all major Troop functions, e.g. outings, Courts of Honor, special meetings, service projects, picnic, etc. (Film & processing paid by the Troop). He gathers pictures and facts and keeps them in a historical file or scrapbook. He takes care of the Troop trophies, ribbons and souvenirs of Troop activities. He keeps information about former members of the Troop. He works with the adult historian in preparing a slide presentation in the spring. He must attend all meetings, outings & Courts of Honor or arrange for someone to take over. Must have 35mm camera. He reports to the Assistant Senior Patrol Leader & adult Troop Historian.

## **TROOP WEBMASTER**

He works directly with the Adult Webmaster. He is responsible for keeping the website current and up to date with new information as soon as possible. He must have the approval of the Adult Webmaster before making changes. He reports to the Adult Webmaster.

## **LIBRARIAN**

He organizes all Troop books & literature. He prepares & maintains a list of available Troop books. He adds new or replacement items as needed. He checks them out to Scouts on a loan basis & sees to their return. He must bring the list to every Troop meeting. He must attend all meetings, outings & Courts of Honor or arrange for someone to take over. He reports to the Assistant Senior Patrol Leader.

## **SCRIBE**

He is responsible for keeping attendance at Troop meetings and other Troop activities, outings, special outings and service projects. He is also responsible for recording the minutes of the Patrol Leaders Council meetings. He keeps these minutes in a chronological order in a 3 ring binder. He reports to the Assistant Senior Patrol Leader & advancement chairman.

## **DEN CHIEF**

He works directly with the Cub Scouts, Webelos Scouts and Den Leaders from a Cub Scout pack. Sets a good example for the Cub Scouts. He knows the purpose of Cub Scouting. He helps the Cub Scouts advance through Cub Scout ranks. He encourages Cub Scouts to join a Boy Scout Troop upon graduation. Helps the Den Leader at all den meetings & pack nights. He is a friend to the boys in the den. He reports to the Assistant Senior Patrol Leader & Assistant Scoutmaster.

## **CHAPLAIN AIDE**

He works with the Troop chaplain to meet the religious needs of the Troop. He works to promote the religious emblems program. He tells Scouts about the religious emblem program for their faith. He assists the Troop chaplain with religious services at Troop activities. He makes sure religious holidays are considered during Troop program planning. He helps plan for religious observance in Troop activities. He reports to the Scoutmaster & the adult Chaplain Aide.

## **ORDER OF THE ARROW REPRESENTATIVE**

He serves as a communication link between the lodge or chapter and the troop. He encourages year round and resident camping in the troop. He encourages older Scout participation in high adventure programs. He encourages Scouts to actively participate in community service projects. He assists with leadership skills training in the troop. He encourages Arrowmen to assume leadership positions in the troop. He encourages Arrowmen in the troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members. He reports to the Assistant Senior Patrol Leader.

## **SCOUT INSTRUCTOR**

He works with Scout Rank, Tenderfoot, 2nd Class, and 1st Class scouts for advancement. He teaches basic Scouting skills to the Troop and patrols. He works directly with an adult advisor for guidance & control. He must attend all meetings, Courts of Honor. He must be prepared to teach all of the above ranks at any given time. He reports to the Assistant Senior Patrol Leader & the Scoutmaster.

## Service Patrol Duties

The period of service for the service patrol is for the entire month listed below. All duties listed here will be performed by this patrol. Under certain circumstances other patrols may be called upon to temporarily assist the program patrol. This will be determined only by the senior patrol leader, scoutmaster or adult leader in charge.

1. Get and set up Troop flags at all Troop meetings and Courts of Honor, as well as tables and chairs as needed.
2. Take down and put away Troop flags at all Troop meetings and Courts of Honor.
3. Lay campfires, when requested, and extinguish the fires when done.
4. Perform other service duties determined by the senior patrol leader, scoutmaster or adult leader in charge.

## Program Patrol Duties

The period of service for the program patrol coincides with that of the service patrol. All duties listed here will be performed by this patrol.

1. Call the colors and provide the color guard at all Troop meetings and Courts of Honor.
2. Work with the Court of Honor MC and provide skits, songs or any other program required. (They do not have to do all the skits, songs, etc. but should arrange for the other patrols to participate also.)
3. On campouts provide campfire skits, songs or any other program required. (They do not have to do all the skits, songs, etc. but should arrange for the other patrols to participate also.)
4. Always are prepared for a song, cheer or skit at a Troop meeting or other gatherings.
5. Perform other program duties determined by the senior patrol leader, scoutmaster or adult leader in charge.

## Camp Menus

Menus should be a group effort of the Patrol. The Assistant Patrol Leader should use his patrol cookbook or other resources to plan the menu at home. The patrol will be given time at the Troop meeting to adjust the menu to the patrols agreement. Menu's are reviewed and approved by the Adult Grubmaster before the food is purchased. If your Scout has special dietary needs, PLEASE, notify the Scoutmaster prior to the outing. The Troop always has a supply of peanut butter and jelly for the finicky eater.





# CAMP MENU PLANNER

PATROL:  
Date:

| FRIDAY<br>SNACK | SATURDAY<br>BREAKFAST | SATURDAY<br>LUNCH | SATURDAY<br>DINNER | SATURDAY<br>SNACK | SUNDAY<br>BREAKFAST |
|-----------------|-----------------------|-------------------|--------------------|-------------------|---------------------|
|                 |                       |                   |                    |                   |                     |

## Adult Leadership Positions

### Chartered Organization Representative

Our Troop is sponsored by a chartered organization (American Legion Post 525). The chartered organization representative serves as a liaison between our Troop and the Chartered Organization. He assists with the Troop rechartering annually and encourages service to the organization.

### Scoutmaster

The Scoutmaster is the adult leader responsible for the image and program of the Troop. The Scoutmaster works directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of his guidance will affect every youth and adult involved in the Troop. His duties include: train and guide boy leaders, work with others to bring scouting to the boys, and use the methods of scouting to achieve the aims of scouting.

### Assistant Scoutmaster

The Assistant Scoutmaster's also work directly with the boys. Each Assistant Scoutmaster is assigned specific duties and reports to the Scoutmaster.

### Venture Advisor

Be a resource for older more experienced Scouts in the Troop for age appropriate supplemental activities. Monitor Scouts within the troop for meeting the qualifications of membership in the Venture Crew. Issue Venture T-shirts and pocket strips to Scouts meeting the membership requirements. Monitor & enforce the rules of membership and participation requirements within the Venture Crew. Schedule Venture meetings as required for outing planning, staffing and finalization. When available, drive on Venture outings and serve as an "Adult in charge."

### Committee Chairman

The Committee Chairman organizes the committee to see that all functions are carried out. They maintain a close relationship with the Scoutmaster and the Chartered Organization Representative. The Committee Chairman sees that Troop leaders and committee members have training opportunities. They plan the Troop Parent's Meeting Agenda. The Committee Chairman is responsible for the charter review and recharter annually.

## Treasurer

The Treasurer is responsible for the safekeeping of the Troop's financial assets. His responsibilities include accounting for all receipts and disbursements, depositing all receipts, transferring funds between savings and checking accounts as necessary, issuing checks for all expenditures and preparation of the Troop's annual budget as well as reporting monthly to the committee as to the Troop's financial position. He works closely with the Scoutmaster, Committee Chairmen, Outing Coordinator, Fundraising Chairman, and of the summer camp and Hi-adventure chairman. He has custody of the Troop checkbook, and all Troop bank statements are mailed to his attention at his residence.

## Outings Coordinator

The Outings Coordinator supervises and helps procure camping sites. He serves as the transportation coordinator and arranges for the Tour Permit. He encourages the boys to participate in the monthly or special activities planned.

## Advancement Chairman

The Advancement Chairman encourages the Scouts to advance in rank. He makes reports to the council service center when a Troop board of review is held. He secures the merit badges and other awards for the Courts of Honor. He receives reports from the Troop Scribe to maintain his advancement records.

## Eagle Advisor

Be a resource for Life rank Scouts to move on to Eagle. Encourage advancement. Run a Life to Eagle conference once a year or as requested by the Scoutmaster. Be a resource for the Eagle community service project. Assist in all aspect of planning, presentation, and implementation. Be a resource for the Eagle service project workbook format and associated forms within. Be a liaison between the family and the Parent's Committee regarding the Eagle Court of Honor. Counsel the family in the preparation of the Eagle Court of Honor. Participate in the annual budget planning incorporating budget needs for anticipated Eagle Courts of Honor within the next Troop year.

## Secretary

The Troop Secretary takes and keeps notes of the parent's meetings. The minutes are read, and approved or amended at the following parent's meeting. The Troop secretary works with the committee chairman to see that new Troop policies are carried out.

## Webmaster

The Troop Webmaster oversees the development and maintenance of the Troop website. He works directly with the Scout Webmaster, assisting him with html coding. He monitors and posts the entries to the Guest Book. He monitors changes and reports to the Troop Committee.

## Equipment Chairman

The Equipment Chairman works with the Troop Quartermaster to make sure the equipment is in good working order. He makes repairs or arranges for repairs on equipment when needed. He procures new equipment with the approval of the committee as necessary. He advises the Troop committee of and makes arrangements for trailer maintenance and equipment maintenance day.

## Grubmaster

The Grubmaster works with the boys to help them with their menu planning, and possible shopping hints. He also plans the menus for the parents on the outings, and makes up the duty roster for the parent patrol.

# Adult Training

The Troop is very proud of being one of the most trained units in the Council. Of course with the influx of new parent's this process must be ongoing. There are several levels of training available to adults. These courses could last from ¾ hour to a couple of weekends. Listed below are several of the recommended courses:

## BOY SCOUT ADULT TRAINING AVAILABLE THROUGH NWSC

| Course Name                                     | Who Attends   | Approx. Duration       | Purpose   | Required for "Trained" Patch |          |
|---|---|------------------------|---|------------------------------|----------|
|   |   |                        |   | Adult - General              | SM & ASM |
| New Leader Essentials                           | All Adults  | 1 1/2 hrs.             | Basic Scouting guidelines   | X                            | X        |
| Troop Committee Training                        | Committee Members   | 3 hrs.                 | Specific committee operations   | X                            |          |
| SM / ASM Specifics                              | Scoutmasters & Ass't Scoutmasters                                   | 8 hrs.                 | Specific SM & ASM training  |                              | X        |
| Outdoor Leader Skills                           | Scoutmasters & Ass't Scoutmasters.<br>All other adults - optional * | 2 hrs.                 | Patrol mtg. & outing planning   |                              | X        |
|   |   | Weekend                |   | optional                     | X        |
| <b>Recognition</b>                              |   |                        |   |                              |          |
| Youth Protection Training                       | All adults working with Scouts.                                     | 2 hrs                  | Rules & regs. for working with Scouts. <u>Required for all adults</u> attending High Adventure                    | Card                         |          |
| Wood Badge                                      | Any "Trained" leaders   | 2 wknds. + ptl. Mtgs.  | High level adult leadership training  | WB Beads                     |          |
| Okpik Winter Camping Training                   | Any adult or older boy  | 4 @ 4 hrs. + Overnight | Cold weather camping skills training  | Ice Cubes                    |          |
| CPR & Basic 1st Aid Certification               | Any adult   | 8 hrs                  | <u>At least 1</u> certified adult req'd for aquatic, climbing & High Adventure activities                         | Cards                        |          |
| Safe Swim Defense / Safety Afloat Certification | Any adult   | 1 1/2 hrs              | <u>At least 1</u> certified adult per 10 boys req'd for aquatic activities  | Cards                        |          |
| Climb On Safely Certification                   | Any adult   | 3/4hrs                 | <u>At least 1</u> certified adult per 10 boys req'd for climbing activities                                       | Card                         |          |
| Trainer Development Conference                  | Any adult   | 8 hrs                  | Learn how to give presentations, how to spark interest, how to use felt boards, white boards, computers and more. | Card                         |          |

\*If you are not taking SM / ASM training but want to attend the OLS, you must attend the Patrol Planning meeting

These training courses not only give the opportunity to become certified in an area of expertise, but also allow one to meet other parents from other troops and exchange ideas. In many cases the costs of the training courses are reimbursed to the adult by the Troop after the training or certification is completed. This should be discussed with the Troop Committee Chairperson or brought to a Parent's Meeting. You are encouraged to take part in the training process either as a participant or serve on the staff of a training course. Lists of training courses offered are available at the Council Office. Often announcements are made at Parent's Meetings regarding training to be offered.

The best trainers, the best teachers, the best leaders, are trained the best.

## Drug, Alcohol, and Tobacco Use and Abuse

Troop 23 supports *The Guide to Safe Scouting* including the following items:

The Boy Scouts of America prohibits the use of alcoholic beverages and controlled substances at encampments or activities on property owned and/or operated by the Boys Scouts of America, or at any activity involving participation of youth members.

Adult leaders should support the attitude that young adults are better off without tobacco and may not allow the use of tobacco products at any BSA activity involving youth participants.

All Scouting functions, meetings and activities should be conducted on a smoke-free basis, with smoking areas located away from all participants.

## Hazing

Older Scouts sometimes feel that new Scouts should be initiated into the Troop with a hazing activity. Hazing and initiations have no place in Scouting and are prohibited.

Now that you have completed reading this massive document, don't be intimidated. The Troop wants you, and needs you. Please don't feel put off because you need an answer, sometimes the meetings get a little busy. Just call the Scoutmaster or the Committee Chairman.