



# Troop 8

## Standard Operating Procedure for Scout Operations



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# **1.0 Purpose of the Troop Operations Standard Operating Procedure**

This Troop Operations Standard Operating Procedure (SOP) provides the operating procedures for Scout Operations within Boy Scout Troop 8. It is designed to provide direction for day-to-day operations within the Troop. As such, it has much more detail than found in the Troop By-Laws which govern overall Troop Operations. This SOP does not describe any operations of the Troop Committee. The Patrol Leaders' Council and the Scoutmaster Corps will modify, as required, and approve these procedures on an annual basis in conjunction with the development of the Troop Calendar. If changes are made to this document, a copy of all changes will be provided to the Scouts, Scoutmasters, and the Troop Committee Chairman. All parents are welcome to participate in any event in this Troop,

## **2.0 Troop Goals**

Under the direction of the Senior Patrol Leader, the Scout membership will update the Troop Annual Goals for each calendar year (Troop 8 Form 22). Goals will normally be established during Annual Troop Calendar planning. The Senior Patrol Leader will review accomplishment of these goals at mid-year (normally December) and at the end-of-year (normally June) with the Scout membership at a Troop Meeting. These reviews will be identified on the Troop Calendar. A sample set of Troop Goals is shown on Troop 8 Form 22 (Sample).

## **3.0 Meetings**

### ***3.1 Troop Meetings***

Troop meetings will occur as noted on the Troop Calendar. Each Troop Meeting will have a theme. The Patrol Leaders' Council will develop the agenda for each meeting. A copy of the Troop Meeting Agenda will be posted in the troop meeting area. Electronic copies of the agenda will be e-mailed to parents and scouts on the Troop e-mail distribution list. As a minimum, the Troop Meeting Agenda will consist of the following:

- Opening
- Senior Patrol Leaders' Announcements
- Scoutmaster Announcements
- Troop and/or Patrol Activities (Troop Meeting Theme)
- Focus Area for T/F - 1C Skills
- Meeting Area Clean-Up
- Game (Time Permitting)
- Final Announcements
- Scoutmaster's Minute
- Chaplain's Aide Closing

The Troop Meeting Agenda (Troop 8 Form 20) provides a “boiler plate” for agenda preparation. Troop 8 Form 20 (Sample) provides a sample meeting agenda. Troop Meetings, Troop Meeting Themes, and T/F-1C Focus Areas will be identified on the Troop Calendar,

### ***3.2 Patrol Leaders’ Council***

The Patrol Leaders’ Council (PLC) will be conducted on a monthly basis and scheduled on the Troop Calendar. PLC membership consists of the Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leaders, Assistant Patrol Leaders, Scribe, and Quartermaster. Troop Guides will participate in the PLC as a part of their mentorship of the 1<sup>st</sup> Year Scout Patrol Leaders. The PLC will be administered by the Senior Patrol Leader. Voting members of the PLC include the Senior Patrol Leader, the Assistant Senior Patrol Leader, and Patrol Leaders. All other Scouts are welcome to attend the PLC as observers. The PLC will discuss and plan activities for the next two months, develop draft Troop Meeting Agendas including making assignments for Patrols or Instructors (i.e. teach a class), and discuss any issues, concerns, or problems within the troop. The Troop Scribe will prepare minutes of the PLC Meeting. Minutes will be filed in the Troop filing cabinet. The Troop Quartermaster will attend the PLC and seek approval for the purchase of items as requested by the patrols. The Troop Quartermaster will use the Quartermaster Request Form (Troop 8 Form 18) to record all requested items by the Troop and Patrols. Significant dollar item (greater than \$20) approved for purchase by the PLC will be presented to the Troop Committee for final approval.

The Scoutmaster and Assistant Scoutmasters may attend the PLC. However, they will remain in a background role during the meeting unless specifically asked for advice or guidance by the Senior Patrol Leader. After the PLC, the Senior Patrol Leader will confer with the Scoutmaster to discuss any problems, issues, or needed coordination. The PLC Agenda (Troop 8 Form 36) provides a “boiler Plate for agenda preparation. PLCs meetings will be identified on the Troop Calendar.

### ***3.3 Troop Staff Workday***

The Troop Staff Workday will be scheduled on a monthly basis as determined by the SPL. The purpose of the Troop Staff Workday is for the staff to work on their various tasks and for the SPL/ASPL plan the agendas, based on PLC discussion, for the upcoming troop meetings. Troop Staff Workdays will be identified on the Troop Calendar. The PLC may coincide with the Troop Staff Workday.

### ***3.4 Junior Leader Training***

Junior Leader Training (JLT) will be conducted two times during the year following troop elections. JLT attendees will include the Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leaders, and Assistant Patrol Leaders. JLT is not optional even if Scouts have attended a previous session. However, the JLT will be open to all members of the Troop. The Scoutmaster will develop the JLT agenda with input provided by the Assistant Scoutmasters and the Senior Patrol Leader. The JLT will be conducted by the Scoutmaster or an Assistant Scoutmaster. Scouts serving in leadership positions and attending a JLT for the first time will be awarded the “Trained” strip for their uniform. JLTs will be identified on the Troop Calendar.



### ***3.5 Scoutmasters' Meetings***

Scoutmaster Meetings will be conducted on a monthly basis and scheduled on the Troop Calendar. The Scoutmaster will prepare the agenda for the Scoutmasters' Meeting. As a minimum, the Scoutmasters' Meeting Agenda will include:

- Review/Feedback of past month activities
- Activities for the next two months
- Scoutmaster assignments
- Notes from the latest District Roundtable
- Notes from the last Troop Committee Meeting
- Input items for the next Troop Committee Meeting
- Record of training

The Scoutmaster Meeting Boiler Plate (Troop 8 Form 33) provides a draft outline of a Scoutmaster Meeting Agenda. Troop 8 Form 33 (Sample) provides a sample Scoutmaster Meeting Agenda. Scoutmaster Meetings will be identified on the Troop Calendar.

### ***3.6 Scoutmaster Attendance at Troop Committee Meeting***

The Scoutmaster or an Assistant Scoutmaster will present a report at the monthly Troop Committee Meeting. As a minimum, this report will include:

- Review/Feedback of past month activities.
- Activities for the next two months and identification of support requirements requested from the Troop Committee.
- Long term activities requiring support from the Troop Committee.
- Special items of discussion from the last Scoutmasters' Meeting.

The Scoutmaster Report to Troop Committee Boiler Plate (Troop 8 Form 32) provides a draft outline of a Scoutmaster Meeting Agenda. Troop 8 Form 32 (Sample) provides a sample Scoutmaster Report to the Troop Committee. Scoutmaster Training records will be maintained by the Troop Committee Merit Badge and Training Coordinator..

### ***3.7 District Roundtable Meeting***

As a minimum, the Scoutmaster or an Assistant Scoutmaster will attend the District Roundtable Meeting. The Scoutmaster will identify the individual responsible for attending this meeting. This individual will be responsible for reporting significant notes from this meeting to the other members of the Scoutmaster Corps and the Troop. District Roundtables will be identified on the Troop Calendar.

### ***3.8 Annual Parents' Meeting***

The Annual Parents Meeting will be conducted in June in conjunction with the parents' briefing on Summer Camp and the briefing for parents going to Summer Camp. The Troop Committee

will conduct the Parents' Meeting. The Scoutmaster in charge of Summer Camp will conduct the Summer Camp briefings. The Parents' Meeting will be identified on the Troop Calendar.

## **4.0 Calendars**

### **4.1 Annual Troop Calendar**

The annual Troop Calendar will be published in August for 12 months (September thru August). Each Scout will be provided with a copy of the Troop Calendar. The Troop Calendar will be updated on the Troop Website on a monthly basis. The annual calendar is recognized as a plan and changes may occur in the program as a result of decisions made by the Patrol Leaders' Council or availability of facilities and/or personnel. As a guideline, the Troop Committee, Scoutmasters, and Scout membership will be informed of any changes to the Annual Calendar at least four weeks prior to the scheduled event. The annual calendar will exist in a draft stage until approved by the Troop Committee.

#### **4.1.1 Annual Calendar Guidelines**

As a guideline, each month of the Troop Calendar should include one campout (except Summer Camp month and December), Troop Meetings that support the campout theme or the Annual List of Activities that are Considered Fundamental to Boy Scouting (See Troop 8 Form 1), one workday that supports civic service, one Eagle required merit badge event, and one non-Eagle required merit badge event. Campouts are not conducted in the Summer Camp month and December. The merit badge events are considered opportunities (not classes) for Scouts to have access to a counselor. Each merit badge opportunity will be conducted over a one to three month period in Part 1 of 3, Part 2 of 3, and Part 3 of 3 or similar format.

#### **4.1.2 Troop Calendar Preparation**

The Troop Calendar will be prepared using the following schedule.

**June:** The preparation process for the annual calendar will begin with patrols discussing and submitting recommendations for campouts, Eagle required merit badges, non-Eagle required merit badges, and workdays. The Troop will also develop Troop Goals for the upcoming year.

**July:** The patrol input to the annual calendar will be discussed at the Patrol Leaders' Council for development of a draft Troop Calendar.

**August:**

- (1) The calendar will be refined with district and council activities.
- (2) The Patrol Leaders' Council will conduct a final review and approval of the calendar.
- (3) The Scoutmasters will review and approve the calendar. Any changes to the calendar will be discussed with the Senior Patrol Leader.
- (4) The calendar will be submitted to the Troop Committee for approval.
- (5) Publication of the Troop Calendar.

## **4.2 Long Range Plan**

In conjunction with submission of the Annual Calendar, the Patrol Leaders' Council will update the Troop Five Year Long Range Plan (Troop 8 Form 2). This plan will list major activities (e.g. attend Philmont) that the Troop would like to conduct over the next five years. The Long Range Plan will be submitted to the Scoutmasters. The Scoutmasters will review and approve the Long Range Plan. The Scoutmaster will forward the Long Range Plan to the Troop Committee for identification of long range support requirements.

## **5.0 Duties of Troop Positions**

### **5.1 Youth Positions**

#### **5.1.1 Senior Patrol Leader**

The Senior Patrol Leader's duties include:

- (1) In charge of troop meetings, campouts, and workdays from beginning to end. Perform duties as described in the BSA Publication *Senior Patrol Leaders' Handbook*.
- (2) Appoint Scouts to Troop Staff positions
- (3) Chair the Patrol Leaders' Council. Ensure that the Patrol Leaders' Council has an agenda and is well-organized.
- (4) Keep the Patrols informed through the Patrol Leaders.
- (5) Ensure that the troop runs in an orderly and timely manner.
- (6) Prepare and conduct the monthly Staff Work Day.
- (7) Prepare the agenda for each troop meeting and campout based on input received from the PLC.

The Senior Patrol Leader will be provided with a copy of the BSA Publication *Senior Patrol Leaders' Handbook* at the beginning of his term. This book will be returned to the Librarian, in good condition, at the conclusion of his term of office.

#### **5.1.2 Assistant Senior Patrol Leader**

The Assistant Senior Patrol Leader's duties include:

- (1) Take the place of the Senior Patrol Leader when he is absent. Perform duties as described in the BSA Publication *Senior Patrol Leaders' Handbook*.
- (2) Train and provide direction to the Troop Quartermaster, Scribe, Order of the Arrow Troop Representative, Historian, Librarian, Chaplain's Aide, Bugler, and Instructor(s).
- (3) Assist the Senior Patrol Leader with conducting meetings and events.

The Assistant Senior Patrol Leader will be provided with a copy of the BSA Publication *Senior Patrol Leaders' Handbook* at the beginning of his term. This book will be returned to the Librarian, in good condition, at the conclusion of his term of office.

### **5.1.3 Patrol Leader**

The Patrol Leader's duties include:

- (1) Take responsibility for all patrol activities. Supervise activities of the patrol. Perform duties as described in the BSA Publication *Patrol Leaders' Handbook*.
- (2) Assign duties to patrol members on outings.
- (3) Keep the Patrol informed through regular communication.
- (4) Have Patrol Members ready for Troop activities.
- (5) Represent the patrol at the Patrol Leaders' Council.

The Patrol Leader will be provided with a copy of the BSA Publication *Patrol Leaders' Handbook* at the beginning of his term. This book will be returned to the Librarian, in good condition, at the conclusion of his term of office.

### **5.1.4 Assistant Patrol Leader**

The Assistant Patrol Leader's duties include:

- (1) Take the place of the Senior Patrol Leader when he is absent.
- (2) Assist the Patrol Leader.

### **5.1.5 Troop Quartermaster**

The Troop Quartermaster's duties include:

- (1) Maintain an inventory of all troop equipment.
- (2) Maintain check-out/check-in log of troop equipment. Check out troop equipment to Patrol Quartermasters. Ensure that checked out property is returned in a clean/useable condition.
- (3) Report to the Patrol Leaders' Council on equipment that requires replacement. Use the Quartermaster Request Form (Troop 8 Form 18) to record requested items.
- (4) Work closely with the Patrol Quartermasters and the Troop Committee – Outdoor Activities Member.
- (5) Keeps the Troop camping trailer and shed clean and organized. The Troop trailer is maintained according to the Trailer Load Plan (Troop 8 Form 35).
- (6) Places purchased equipment for patrols in the patrol holding boxes in the shed.

### **5.1.6 Librarian**

The Librarian's duties include:

- (1) Maintain an inventory of all troop publications. Mark any troop Merit Badge Pamphlets as "Old Publication – Should be Used as Reference Only" when superseded by a later Merit Badge Pamphlet.
- (2) Oversee care and use of troop books, pamphlets, magazines, audiovisual and merit badge counselor lists.
- (3) Check out materials to Scouts and leaders and maintain records to ensure that all items are returned.
- (4) Recommend acquisition of new literature and report on the need to repair or replace any current holdings to the PLC.
- (5) Provide input to the Troop Website.

### **5.1.7 Historian**

The Historian's duties include:

- (1) Collect and preserve troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia. Place electronic pictures on the troop computer.
- (2) Write a summary of each troop meeting, campout, or other activity on the current year journal file on the troop computer.
- (3) During his tenure, write at least one article about a Troop 8 activity for a local newspaper.
- (4) Post material to the troop foamboard (attendance, calendar, organization, and agenda) that is posted for all Troop Meetings.
- (5) Work with the assigned adult for the Troop Website to ensure that it is updated on a regular basis.

### **5.1.8 Scribe**

The Scribe's duties include:

- (1) Serve as the troop secretary.
- (2) Attend meetings of the PLC. Keeps log of discussions at PLC.
- (3) Record attendance at troop activities using the attendance sheet on the troop bulletin board or the computer attendance record.

### **5.1.9 Chaplain Aide**

The Chaplain Aide's duties include:

- (1) Assist the troop chaplain in religious services for the Troop.
- (2) Say grace at troop meals.
- (3) Conduct troop closings.
- (4) Ensure that religious holidays are considered during the program planning.
- (5) Promote the religious emblem program.

### **5.1.10 Order of the Arrow Troop Representative**

The Order of the Arrow (OA) Troop Representative's duties include:

- (1) Represent the troop at the monthly District Order of the Arrow meeting.
- (2) Serve as the communications link between the Troop and the local OA chapter. Report on Order of the Arrow activities to the troop membership.
- (3) Promote Order of the Arrow in the troop while encouraging year-round and resident camping in the troop and participation of older Scouts in high adventure programs.
- (4) Promote Order of the Arrow events to Order of the Arrow members (i.e. Conclaves)

### **5.1.11 Instructor**

The Instructor's duties include:

- (1) Maintain top notch proficiency in all Scouting skills.
- (2) As requested by the Senior Patrol Leader, teach those skills to other Scouts.

The Troop may have more than one Instructor.

### **5.1.12 Troop Guide**

The Troop Guide must be a Scout of First Class rank or higher. The Troop Guide is normally not a member of any Patrol. If assigned by the Senior Patrol Leader because a New Scout Patrol exists within the Troop, the Troop Guide's duties include:

- (1) Serve as a leader and a mentor to the members of the new Scout Patrol.
- (2) Assist the Patrol Leader for the New Scout Patrol in much the same way as the Scoutmaster assists the Senior Patrol Leader – provide direction, coaching, and support as determined by the skill level and morale of the Patrol Leader and members of the New Scout Patrol.
- (3) The Troop Guide provides the interface between the Senior Patrol Leader and the 1<sup>st</sup> Year Scout Patrol Leader.

### **5.1.13 Junior Assistant Scoutmaster**

A Junior Assistant Scoutmaster (JAS) must be at least 16 years old and demonstrate outstanding leadership skills. The JAS is appointed by the Senior Patrol Leader with the advice and consent of the Scoutmaster. The JAS duties include following the guidance of the Scoutmaster in providing support and supervision to other Scout leaders in the troop. The Troop may have more than one Junior Assistant Scoutmaster.

### **5.1.14 Den Chief**

The Den Chief's duties include:

- (1) Meet each week with your associated Den.
- (2) Help adult leaders guide Scouts in their program.
- (3) Encourage Scouts to progress into a Scout Troop.

If a Scout is serving as a Den Chief, he will be awarded a Cub Scout or Webelos Scout cord. Upon completion of the requirements in the *Den Chief's Handbook*, the Scout will be awarded the permanent Den Chief Cord. The Den Chief will be provided with a copy of the BSA Publication *Den Chiefs' Handbook* at the beginning of his term. This book will be returned to the Librarian, in good condition, at the conclusion of his term of office.

Den Chief Training is usually offered by the District. Upon completion of the Den Chief Training, the Den Chief will be awarded the "Trained" strip for his uniform.

### **5.1.15 Bugler**

The Bugler's duties include:

- (1) Be able to play reveille and taps on some type of instrument.
- (2) Play taps at the annual flag retirement ceremony.

## **5.2 Scoutmaster/Assistant Scoutmasters**

### **5.2.1 Scoutmaster**

The Scoutmaster will perform duties as described in the BSA Publication *Scoutmasters Handbook*. He will coordinate the activities of the Assistant Scoutmasters and serve as the interface to the Troop Committee and the Senior Patrol Leader.

The Scoutmaster will be provided with a copy of the BSA Publication *Scoutmaster's Handbook* at the beginning of his term. This book will be returned to the Librarian, in good condition, at the conclusion of his term of office.

## 5.2.2 Assistant Scoutmasters

It is the intent of the Troop Leadership to have one Assistant Scoutmaster associated with each patrol. The Assistant Scoutmaster is not a part of the patrol. The Patrol Leader should always look to the Senior Patrol Leader and Assistant Senior Patrol Leader for leadership and instructions. As requested, the Assistant Scoutmaster is available to provide guidance to the Patrol Leader and Patrol Members. Other duties of the Assistant Scoutmaster with respect to their associated patrol include:

- (1) Signing off rank requirements.
- (2) Conducting Scoutmaster's Conferences.
- (3) Serving as the Eagle counselor for Scouts in their associated patrol.

Other Assistant Scoutmaster duties as assigned by the Scoutmaster include:

- (1) Serve as Campout Lead as discussed at Scoutmaster Meeting.
- (2) Serve as Troop Meeting Lead as discussed at Scoutmaster Meetings.
- (3) Maintain the Tenderfoot, 2<sup>nd</sup> Class, or 1<sup>st</sup> Class Scoutmaster Conference Bucket. Scoutmaster Conference Buckets are used for "hand-on" portion of the Scoutmasters' Conference. Maintain the bucket equipment as per the Scoutmaster Conference Bucket Checklist (Troop 8 Form 26).
- (4) Maintain all propane tanks at a level to support campouts.
- (5) Ensure that the Troop First Aid Kit is complete as per the First Aid Kit Checklist (Troop 8 Form 34).
- (6) Maintain the Totin'in Chit Lesson Plan bucket and the Firem'n Chit Lesson Plan bucket. (Troop 8 Form 19)
- (7) Assigned as liaison to a local Cub Scout Pack for Webelos-to-Scout transition.
- (8) Serve as the lead for Summer Camp or Older Scout High Adventure activities.

Assistant Scoutmasters are expected to follow the same uniform requirements for events as expected of Scouts within the Troop.

Assistant Scoutmasters will be provided with a copy of the BSA Publication *Scoutmaster's Handbook* at the beginning of their term. This book will be returned to the Librarian, in good condition, at the conclusion of his term of office.

## 5.2.3 Training for the Scoutmaster and Assistant Scoutmasters

Every Scout deserves a trained leader. The Scoutmaster and all Assistant Scoutmasters are expected to complete the Youth Protection, Fast Start Training and Basic Leader Training within one year of assignment. The Basic Leader Training includes classroom and outdoor leadership skills.

All members of the Scoutmaster Corps are expected to obtain the following training and certifications at Summer Camp or similar events:

- Safe Swim Defense

- Climb On Safely
- Safety Afloat
- Trek Safely

On-line training for Safe Swim Defense, Safety Afloat, Youth Protection, and the Boy Scout Fast Start Training is available at <https://scoutnet.scouting.org/elearning>. You will need your BSA registration number to register and take on-line training. Among the Scoutmaster Corps, the Scoutmaster will designate:

- Two individuals that will obtain the necessary training for climbing and rappelling (the Topping Out course).
- Two individuals that will obtain their cardiopulmonary resuscitation (CPR) certification. It is anticipated that the CPR certifications can be obtained through the Scoutmaster's/Assistant Scoutmaster's place of employment while serving as a First Responder in their company.
- One individual that will become certified as a BSA Lifeguard.
- Two individuals that will obtain their certification in Wilderness First Aid
- Two individuals that will obtain their NRA certification (one for rifle and one for shotgun).

The Scoutmaster and all Assistant Scoutmasters are encouraged to participate Wood Badge training and the Order of the Arrow. All training completions must be reported to the Troop Committee Secretary. The Troop Committee maintains the training records for all adults in the Troop.

## 6.0 Advancement

Requirements for rank advancement are detailed in the *Boy Scout Handbook*. It is the responsibility of the individual Scout to complete the requirements for each rank. Patrol Leaders are charged with the responsibility of fostering an environment where their Scouts can advance in rank.

Alternate Rank Requirements for special needs Scouts are identified in the Annual Publication on BSA Requirements. Consult with a Scoutmaster for further information.

The Scoutmaster and Assistant Scoutmasters are the only individuals authorized to sign-off on rank requirements. The Scoutmaster may authorize the Senior Patrol Leader, Assistant Senior Patrol, and Troop Guides (for 1<sup>st</sup> Years Scouts only) to sign-off on requirements with exception of the four subjective areas as described below. Scouts are reminded that GREAT TRUST is placed on them to ensure that requirements are adequately completed prior to sign off. "Do" means do individually to your satisfaction as an individual. "Do" is not watch someone else and talk about it.



## **6.1 Subjective Requirements for Rank Advancement**

In each rank, there are areas of “subjective” requirements. The “subjective” requirements and criteria that Scoutmasters will use in signing-off these requirements are as follows:

### **6.1.1 Participate in a Scoutmasters Conference**

**[Required for All Ranks]**

#### **Requirements for Sign-Off**

- (1) Complete the Scoutmaster’s Conference with an 85% GO rate on all questions asked from the *Scoutmaster’s Conference Workbook* (Troop 8 Booklet 2). The questions in the workbook are the same as the requirements identified in the *Boy Scout Handbook*. The Scout will be asked questions for their Scoutmaster Conference rank as well as selected questions from previous ranks. All questions asked during the Scoutmaster Conference are identified in the *Scoutmaster’s Conference Workbook*. Copies of the workbook for each rank are posted to the Troop Website. Even though there is a requirement for an 85% GO rate, the Scoutmaster may curtail the conference if it is evident that the Scout does not have a grasp on Scout fundamentals from previous ranks. Scout fundamentals are all questions in the *Scoutmaster’s Conference Workbooks* that are asked from previous ranks. **[Required for All Ranks]**
- (2) Successfully pass a uniform inspection over the past year. Uniform inspection sheets are maintained in the Scout’s individual file in the troop filing cabinet. **[Required for All Ranks Except Scout]**
- (3) Show Fire’em Chit and Tot’in Chit Cards. If a Scouts does not have his Fire’em Chit and Tot’in Chit, he must re-earn them (teaching the class or taking the class) as determined by the SPL. **[Required for All Ranks Except Scout and Tenderfoot]**

### **6.1.2 Demonstrate Scout Spirit by living the Scout Oath (Promise) and Scout Law in your Everyday Life.**

**[Required for All Ranks Except Scout and Tenderfoot]**

#### **Requirements for Sign-Off**

On a piece of paper, describe five significant activities that you have accomplished since your last Scoutmaster’s Conference that meet the definition of this requirement. Explain these activities to a Scoutmaster/Assistant Scoutmaster. These activities must be significant and require an investment of your time. Record dates and the job that you performed. Examples:

- (a) Opening a door for one person at a supermarket **IS NOT** a significant accomplishment that requires an investment in your time.
- (b) Mowing the yard, for free, for the elderly woman across the street **IS** a significant accomplishment that requires the investment of your time.

### **6.1.3 While a First Class (Star or Life) Scout, serve actively for 4 (6) months in one or more of the following positions of responsibility** (or

carry out a Scoutmaster-assigned leadership project to help the troop): Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leader, Order of the Arrow Troop Representative, Den Chief, Scribe, Librarian, Historian, Quartermaster, Bugler, Junior Assistant Scoutmaster, Chaplain Aide, or Instructor.

**[Required for Star, Life, and Eagle]**

#### **Requirements for Sign-Off**

- (1) Make a significant contribution in the position. Establish three written goals for your office and describe how you have achieved your goals. Use the Troop Leadership/Staff Goals Worksheet (Troop 8 Form 3). You will be assigned a mentor that will assist, evaluate, provide feedback, and discuss your performance in the position at the three and six month periods. The period of performance for your position will start with the date that the Scout and the mentor agree on goals. This date is recorded on the Troop Leadership/Staff Goals Worksheet. At the three and six month periods, the Scout and mentor will discuss progress on attaining goals. Scouts will be reminded at Troop Meetings that it is their job to meet with mentors initially, at the three month mark, and at the six month mark. It is the Scout's responsibility to find the mentor – not the mentor find the Scout. If the Scout fails to meet initially with the mentor, meet with the mentor at the three month mark, or meet with the mentor at the six month mark, the mentor will not sign off on your requirement. At the end of your six month tenure, your mentor will make the decision on whether to sign-off on this requirement in your *Boy Scout Handbook*. The mentor is the **ONLY** individual that can sign off on your requirement. Sample goals for each position are listed in the Troop Leadership/Staff Sample Goals Form (Troop 8 Form 28). However, Scouts are encouraged to use initiative and develop their own goals.
- (2) Attend 75% of PLCs if you are the Senior Patrol Leader, Assistant Senior Patrol Leader, Scribe, or Patrol Leader.
- (3) Prior to obtaining the Eagle Rank, the Scoutmaster Corps strongly advises that a Scout serve at least one six month term as a Patrol Leader (Older Scout Patrol), Assistant Senior Patrol Leader, or Senior Patrol Leader during his tenure as a Scout.

### **6.1.4 Be active in your troop and patrol for at least 4 (6) months as a First Class (Star or Life) Scout.**

**[Required for Star, Life, and Eagle]**

**Requirements for Sign-Off** - For the past 4(6) months from the time that you are requesting signoff,

- (1) Attend 75% of Troop Meetings, and
- (2) Attend 50% of Monthly Scout Workdays, and
- (3) Attend 50% of Troop Campouts

All three of these percentages must be attained **simultaneously**. If a Scout cannot consistently make the troop workdays, alternate civic work may be assigned by the Scoutmaster Corps. It is the responsibility of the Scout to determine when he has attained these percentages and have this requirement signed off in his *Boy Scout Handbook*. Scout percentages are posted on the Troop

bulletin board. If there are family hardships that prevent a Scout from attaining these percentages, that problem should be addressed with the Senior Patrol Leader and the Scoutmaster.

## **6.2 Maintaining Rank Completion Cards**

Advancement to Tenderfoot, 2<sup>nd</sup> Class, 1<sup>st</sup> Class, Star, Life, and Eagle requires completion of requirements in your Scout Handbook. The Scout Handbook is your record of requirement completion. Rank Advancement Cards are issued to each Scout at Courts of Honor. It is highly recommended that Scouts maintain these rank completion cards in a notebook (use baseball card plastic sheets) in case there are any questions concerning the documentation of rank completion.

## **6.3 Completion of Requirements in Boy Scouts**

Requirements for rank may be signed-off in any order. As an example, Scouts may work on First Class requirements at the same time as completing the requirements for Tenderfoot. However, the Scoutmaster's Conferences will be conducted only after all other requirements for that rank, with exception of the Board of Review, are completed.

All requirements for any rank in Boy Scouts must be completed prior to the Scout's 18<sup>th</sup> birthday. This is interpreted as midnight on the day before the Scout's 18<sup>th</sup> birthday. The only exception to this rule is the Eagle Board of Review, which may be conducted after the 18<sup>th</sup> birthday. Consult BSA Policy for limitations on conducting an Eagle Board of Review after a Scout's 18<sup>th</sup> birthday.

## **6.4 Eagle Scout Leadership Service Project Workbook**

The Eagle Scout Leadership Service Project Workbook (BSA Form 18-927D) is used to prepare, record, and complete this requirement for the Eagle Rank. The Scoutmaster will serve as the Eagle Advisor for the Senior Patrol Leader, Assistant Senior Patrol Leader, Troop Guide(s), and the Junior Assistant Scoutmaster(s). The Assistant Scoutmasters will serve as the Eagle Advisor for Scouts in their associated patrol. The Eagle Scout Project Book must be approved by the beneficiary, Eagle Advisor, Troop Committee Chairman, and the District Advancements Committee prior to actual work being started on the project. Scouts are strongly encouraged to follow the checklist presented in Eagle Scout Leadership Service Project Book Guidelines (Troop 8 Form 30). Do not acquire any signatures until the Project Book is thoroughly reviewed by your Eagle Advisor. A sample completed Eagle Scout Leadership Service Project Workbook is provided in Troop 8 Form 30 (Sample).

## **6.5 Board of Review**

The Board of Review is conducted after completion of all requirements for a particular rank. The Board of Review will be conducted by members of the Troop Committee. Boards of Review tend to focus on questions that will improve the overall process of the Troop. However, the board may ask technical questions from your entire Boy Scout experience. Therefore, it is wise to plan completion of your Scoutmaster Conference as close as possible to the Board of Review.

Dates for Boards of Review (BoR) are published on the Troop Calendar. Following completion of a Scoutmaster Conference (many Scoutmaster Conferences are completed by Assistant

Scoutmasters), the Scout must notify the Scoutmaster that he is ready for a Board of Review. All requests for a Board of Review must be received at least one week prior to the scheduled BoR date. If you notify the Scoutmaster less than one week prior to a scheduled BoR, you may be deferred to the next BoR. Typically, BoRs are conducted on the first Sunday of each month and coincide with the Troop Committee Meeting. You may check the Troop Calendar on the Troop Website for Troop Committee Meeting dates. If we have too many Scouts waiting for BoRs, the Committee will conduct two BoR sessions per month.

The Senior Patrol Leader and the Patrol Leader (if applicable) will introduce the Scout to the Board of Review. Before he will be introduced to the Board, a Scout must have his Scout Handbook and present himself in a complete uniform that includes: a BSA shirt with all patches appropriate for the troop, his rank, or office; neckerchief; slide; “BSA green” pants; and sash (if the Scout has earned enough merit badges to warrant a sash). All patches must be appropriately attached to the uniform. Worn, tattered, or non-BSA green pants are unacceptable for a Board of Review. A Scout who is not in full Class A uniform **will not be** introduced to the Board of Review. Reasons for a Scout not having a Class A uniform should be discussed with the Scoutmaster well before the Board of Review. The Troop does maintain a uniform locker – see later paragraph on uniforms.

Following the Board of Review, the Committee will discuss the Scout’s qualifications for advancement and inform the Scout and the Scoutmaster of their decision.

No Scout will be advanced in rank if his troop account is in arrears. If there are family financial matters, please see the Scoutmaster.

## **7.0 Merit Badges**

### **7.1 Merit Badge Counselors**

The Troop Committee will identify merit badge counselors, from Troop families, for each of the Eagle-required merit badges. In addition, the Troop Committee will identify as many other counselors for non-Eagle required merit badges. The names of these counselors will be posted to the Troop bulletin board. The Troop Committee will ensure that all counselors are trained and registered, on an annual basis, as per the requirements of Boy Scouts and the District Advancements Chairperson. All Merit Badge Counselors must complete annual Youth Protection Training. On-line training for Youth Protection is available at <https://scoutnet.scouting.org/elearning>. You will need your BSA registration number to register and take this training on-line.

### **7.2 Merit Badge Cards**

Merit Badge Cards (“blue cards”) are the only acceptable method of showing completion of requirements for a merit badge. Scouts are responsible for completing all parts of the “blue card” as indicated on the Sample Merit Badge Blue Card (Troop 8 Form 17). It is the counselors’ decision on whether the blue card is maintained by the Scout or the counselor. Following a summer camp, merit badge jamboree, or similar merit badge program, the Scoutmaster Corps will issue each Scout a “blue card” for each merit badge taken at the event.

- If the merit badge **was** completed, the “blue card” will indicate completion by the Scoutmaster’s signature. The completed “blue card” will be given to Troop Committee Advancements Chairperson by the Scoutmaster.
- If the merit badge **was not** completed, the “blue card” will indicate which requirements are completed. The Scoutmaster will identify a counselor (or a list of counselors) for the Scout to complete any remaining requirements of the merit badge. It is the sole responsibility of the Scout to contact the counselor. When all requirements are completed and the merit badge is signed-off by the counselor, the Scout will give the “blue card” to the Scoutmaster. The Scoutmaster will sign the card and give it to the Troop Committee Advancements Chairperson. “Blue Cards” will not be replaced if they are lost.

### ***7.3 Procedure for Starting an Individual Merit Badge***

Any Scout within the Troop is encouraged to start an individual merit badge at any time. Consult with your Assistant Scoutmaster associated with your patrol. Follow the procedures as outlined in the Procedure for Starting a Merit Badge (Troop 8 Form 16). The Scoutmaster will identify a counselor (or a list of counselors) for your merit badge. In accordance with BSA Policy, Scouts may **not** meet with any counselor unless there are at least three people present; two Scouts and a counselor or two adults and a Scout. When all requirements are completed and the merit badge is signed-off by the counselor, the Scout will give the “blue card” to the Scoutmaster. The Scoutmaster will sign the card and give it to the Troop Committee Advancements Chairperson. “Blue Cards” will not be replaced if they are lost.

### ***7.4 Merit Badge Jamborees***

As a part of the Troop Calendar development process, the Patrol Leaders’ Council will identify Merit Badge Jamborees for troop participation. The Scoutmaster Corps will approve jamboree participation based on the event’s proven history for providing a quality merit badge environment.

### ***7.5 Troop 8 Eagle-Required Merit Badge Opportunities***

As a part of the Troop Calendar development process, four Eagle required merit badge opportunities will be conducted during troop calendar year. Each merit badge opportunity will be conducted over a one to three month period in a Part 1 of 3, Part 2 of 3, and Part 3 of 3 or similar format. “Blue Cards” will be issued to the counselor for use during the merit badge event. When all requirements are completed and the merit badge is signed-off by the counselor, the Scout will give the “blue card” to the Scoutmaster. The Scoutmaster will sign the card and give it to the Troop Committee Advancements Chairperson. “Blue Cards” will not be replaced if they are lost.

### ***7.6 Troop 8 Non-Eagle Required Merit Badge Opportunities***

As a part of the Troop Calendar development process, four non-Eagle required merit badge opportunities will be conducted during the troop calendar year. Each merit badge opportunity will be conducted over a one to three month period in a Part 1 of 3, Part 2 of 3, and Part 3 of 3 format. “Blue Cards” will be issued to the counselor for use during the merit badge event. When all requirements are completed and the merit badge is signed-off by the counselor, the Scout will

give the “blue card” to the Scoutmaster. The Scoutmaster will sign the card and give it to the Troop Committee Advancements Chairperson. “Blue Cards” will not be replaced if they are lost.

## ***7.7 Maintaining Merit Badge Completion Cards***

Advancement to Star, Life, and Eagle requires completion of merit badges. Merit Badge completion cards are issued to each Scout at Courts of Honor. It is highly recommended that Scouts maintain these merit badge completion cards in a notebook (use baseball card plastic sheet) in case there are any questions concerning the documentation of merit badge completion.

## **8.0 Affiliated Cub Scout Pack Association and Prospective New Members**

### ***8.1 Support for our Affiliated Cub Scout Pack***

As a part of the Troop Calendar development process, the troop will support our affiliated Cub Scout Pack through our established monthly Saturday workdays. Identification of activities for the Pack will be done through the relationship between the Cub Scout Pack Leadership and our Scoutmaster Corps. Annually, one outdoor event will be scheduled with our affiliated Cub Scout Pack.

### ***8.2 Webelos to Scout Transition***

As a part of the Annual Calendar development process, the Patrol Leaders’ Council will identify one troop meeting and one campout that are suitable for visiting by Webelos 2<sup>nd</sup> Year Scouts. These dates will be coordinated with the Cub Scout Pack Leadership. The troop meeting will include a Parents’ Briefing and an opportunity for the Webelos to prepare for the identified Webelos-Boy Scout campout. The Troop Committee will conduct the Parents’ Briefing using the *Troop 8 Introduction and Information Booklet* (Troop 8 Booklet 3). During the troop meeting, a Boy Scout will be assigned to each Webelos Den to assist them with the troop meeting activities and preparing for the campout.

### ***8.3 Troop Introduction for Prospective New Members***

The Troop Committee will conduct an overview for any new prospective members and their parents. The Troop will endeavor to integrate the prospective new members in ongoing troop activities (e.g., such as the theme of the ongoing Troop Meeting) after introductions by the Troop Committee.

## **9.0 Youth Protection Training**

### ***9.1 Boy Scout Youth Protection Training***

The Boy Scouts of America requires annual Youth Protection Training. Youth Protection Training will be scheduled on the Troop Annual Calendar. Youth Protection training will be conducted by the Troop Committee.

## **9.2 Scoutmaster/Assistant Scoutmaster Youth Protection Training**

The Boy Scouts of America requires annual Youth Protection Training for adult leaders. On-line training for Youth Protection is available at <https://scoutnet.scouting.org/elearning>. You will need your BSA registration number to register and take this training on-line. All adults are expected to complete their training during the same month as the Boy Scout training

## **10.0 Scout Assignment to Patrols**

### **10.1 Assignment Policy**

It is the intent of the troop leadership to maintain patrols that represent a cross section of age levels from the youngest to the oldest Scouts in the troop. The purpose of this patrol assignment method is to foster an environment where older Scouts teach Scout skills to younger Scouts.

Once a Scout is assigned to a patrol, this assignment is permanent unless:

- (1) A Scout becomes the Senior Patrol Leader, Assistant Senior Patrol Leader, Troop Guide, or Junior Assistant Scoutmaster
- (2) Older Scouts need to be moved to maintain a reasonable cross-section of ages within the patrols, or
- (3) Exigent reasons for a change such as behavior or personality conflicts.

All patrol changes will be discussed with the Scout and approved by the Patrol Leaders' Council. New Scouts to the troop will be assigned to patrols based on (in order):

- (1) Equaling the number of Scouts in each patrol.
- (2) Individual desire of the new Scout.

New Scouts will be assigned to patrols by the Senior Patrol Leader. The Senior Patrol Leader, Assistant Senior Patrol Leader, Troop Guide, and Junior Assistant Scoutmaster(s) will be reassigned to their original patrol upon completion of their term of office. All New Scouts will follow the New Scout Orientation Checklist (Troop 8 Form 23) as a part of in-processing into the Troop. A Scout in the Troop will be designated as a mentor for each new Scout. Preferably, the mentor and the new Scout will be in the same patrol.

### **10.2 New Scout Patrol**

The decision to form a new Scout Patrol from Webelos-to-Scout Transition Scouts will be made by the Scoutmaster Corps and the Senior Patrol Leader. If a New Scout Patrol is formed, the Senior Patrol Leader will appoint a Troop Guide. The Scoutmaster will also designate an Assistant Scoutmaster responsible for the New Scout Patrol. It is the intent of the Troop Leadership to form a New Scout Patrol for no more than twelve months. Scouts in this patrol will be eventually distributed among the permanent patrols in the Troop.

## **11.0 Scout and Adult Leaders Leaving Troop**

A Scout or Adult Leader leaving the troop (leaving the area or transferring to another troop) will follow the Scout/Adult Leader Departure Checklist (Troop 8 Form 31). Upon completion of this checklist and obtaining all signatures, the Scout or Adult Leader will be given the Transfer Form (BSA Form BSA Form 28-401L) and recognized by the Troop. For future reference, the Scout/Adult Leader Departure Checklist will be placed in the individual's file.

## **12.0 Family Adult Orientation**

Adults family members of new Scouts will be oriented with the Troop using the New Adult Orientation Checklist (Troop 8 Form 24). A Scoutmaster or Troop Committee Member will escort new adults during their orientation.

## **13.0 Uniform**

### ***13.1 Uniform Definitions***

Class A: BSA Shirt with "BSA Green" Pants, neckerchief, and slide of Scout's choice.  
Class B: Troop 8 T-Shirt with "BSA Green" Pants or other pants as defined by the SPL.

### ***13.2 Uniform Inspections***

Uniform inspections will be conducted on an annual basis - usually in the month of November. Uniform inspections will be conducted by the Senior Patrol Leader with the assistance of the Assistant Senior Patrol Leader. The inspection will be conducted in accordance with the Troop Uniform Inspection Worksheet (Troop 8 Form 4). The inspection sheet will be placed in the Scout's individual folder in the troop filing cabinet. A Scout may not advance in rank or receive awards until he has passed a uniform inspection over the past year. If a Scout subsequently passes a uniform inspection, it will be dated to the date of the Troop uniform inspection.

### ***13.3 Uniform for Events***

#### **13.3.1 Boards of Review**

Full uniform is required for a Board of Review. Full uniform includes: a BSA shirt with all patches appropriate for the troop, his rank, or office; neckerchief; slide; "BSA green" pants; and sash (if the Scout has earned enough merit badges to warrant a sash). All patches must be appropriately attached to the uniform. Worn, tattered, or non-BSA green pants are unacceptable. A Scout will not be admitted to a Board of Review if he does not have a complete uniform. If the Scout does not have a full uniform for financial reasons, he should consult with the Assistant Scoutmaster associated with his patrol. The Troop maintains extra uniforms that can be borrowed.



### **13.3.2 Troop Meeting**

The Senior Patrol Leader will set the uniform standards for troop meetings. As a minimum, Scouts will wear their BSA Shirt to Troop meetings. Scouts failing to meet the SPLs guidance for the uniform will receive a ½ credit for attendance at troop meetings.

### **13.3.3 Outside Activities**

Scouting is a uniformed organization. The general public recognizes a young man of character by the BSA uniform. Uniform policy for outside activities will be published for the event and may range from the full uniform (Class A) to the Troop 8 T-Shirt with BSA-green pants (Class B) to clothes of your selection. On campouts, we will leave from our designated location with the Troop 8 T-shirt and pants of your selection. Camporees require a BSA tan shirt. Scouts not present in the requested uniform for the outside activity will not be transported to the event.

### **13.3.3 Troop Uniform Locker**

The Troop maintains a uniform locker of shirts and green pants/shorts. Scouts are welcome to: (1) exchange items or (2) borrow items as long as they are eventually returned in a serviceable condition. See a member of the Troop Committee to access the uniform locker.

## **14.0 Council Advanced Junior Leader Training Nomination**

Advanced Junior Leader Training (AJLT) is conducted two times during the year by the Council. Dates of AJLT will be identified on the Troop Calendar. It is expected that this troop will send one Scout to AJLT on an annual basis. The purpose of AJLT is to further train those Scouts that have aspirations of becoming the Senior Patrol Leader. Scouts desiring to attend AJLT will identify themselves two months prior to the training date. With the approval of the Scoutmaster Corps, a Scout will be nominated and allowed to participate in AJLT. Depending on troop finances, the troop may be able to offer monetary support for a Scout that wishes to attend this training.

## **15.0 Troop Elections and Appointments**

Troop elections are conducted two times per year – normally in March and September. The dates for troop elections will be posted on the Troop Calendar.

### ***15.1 Senior Patrol Leader and Assistant Senior Patrol Leader***

Scouts interested in the Senior Patrol Leader and Assistant Senior Patrol Leader positions will identify themselves one week before the troop election. The Scoutmaster Corps will review the list and discuss the requirements for the positions with each interested individual. The Scoutmaster Corps reserves the right to limit the list of candidates. In the case of a Scout excluded from the list, the Scoutmaster Corps will explain its decision to the individual Scout. The Troop will elect a Senior Patrol Leader and an Assistant Senior Patrol Leader. In the case of three or more candidates, the troop will narrow its choices to two candidates by voting. A second vote among the top two candidates will then be used to determine the Senior Patrol Leader and then the Assistant Senior Patrol Leader. A candidate not elected for Senior Patrol Leader may

run for the Assistant Senior Patrol Leader. All elections will be conducted by secret ballot. Scout shall not serve as SPL or ASPL for more than two terms. In the case where the SPL leaves before completion of his normal term, the ASPL will become the SPL for the remainder of the term. The Troop will elect a new ASPL. In the event that the ASPL leaves before completion of his normal term, the Troop will elect a new ASPL. A Scout may be elected for SPL or ASPL if he is not present for elections (i.e. the Scouts is sick or has another concurrent engagement).

## ***15.2 Patrol Leader and Assistant Patrol Leader***

Following election of the Senior Patrol Leader and Assistant Senior Patrol Leader, patrols will assemble in separate areas and elect a Patrol Leader. In the case of three or more candidates, the patrol will narrow its choices to two candidates by voting. A second vote among the top two candidates will then be used to determine the Patrol Leader. All elections will be conducted by secret ballot. Patrols will determine their method for selecting an Assistant Patrol Leader (either through election or appointment by the Patrol Leader). A Scout may be elected for PL or APL if he is not present for elections (i.e. the Scouts is sick or has another concurrent engagement).

## ***15.3 Troop Staff***

The Senior Patrol Leader in coordination with the Assistant Senior Patrol Leader will appoint his troop staff following patrol elections. If at all possible, Troop Staff appointments should be made from Scouts that are not serving as Patrol Leaders or Assistant Patrol Leaders. Selections for staff positions should be based upon maturity of the Scout and their willingness to serve in the position. See Section 5.1 for a description of duties.

## ***15.4 Order of the Arrow Elections***

A purpose of the Order of the Arrow is foster an environment of camping and “a lifetime of service” to your community and Boy Scouts. Election to Order of the Arrow constitutes recognition by your fellow Scouts as to your Scouting skills, maturity as a young man, and potential to provide a “lifetime of service”. Order of the Arrow elections are normally conducted in April and will be identified on the Troop Calendar. All elections will be conducted by secret ballot. Pre-requisites for election to the Order of the Arrow:

- Attained 1<sup>st</sup> Class Rank
- In the last 2 years, camped at least 15 nights of camping under the auspices of BSA. Six of those nights must be in a row, in a long-term camp (summer camp), and the remaining 9 nights must not be a part of a long-term camp.
- Receive a majority of the troop vote. This is not a majority of the Scout’s present at the time of the election. It is a majority of the number of Scout’s registered in the Troop.

## **16.0 Summer Camp**

### **16.1 Decision on Summer Camp**

The Summer Camp decision process will follow the following process:

**September:** The Scoutmaster or Assistant Scoutmaster will present a briefing to the troop outlining:

- (1) Camps that are considered within reasonable driving range of troop parents
- (2) Features of each camp listed in (1) above.

At the first troop meeting following this briefing, the troop membership will select a Summer Camp for the next calendar year.

**October:** The Scoutmaster will request that the Troop Treasurer forward any required deposit to the selected summer camp.

### **16.2 Payments for Summer Camp**

Payment for Summer Camp is normally scheduled in three increments – January, March, and May. The amount and deadline for each increment will be posted on the Troop Calendar and the weekly Troop Meeting Agenda. If payment is made after the deadline date, penalties as set by the individual summer camp will be charged to the individual Scout.

### **16.3 Registering for Scout Activities at Summer Camp**

The Scoutmaster will assign an Assistant Scoutmaster as Troop Registrar for Summer Camp activities. The Registrar will be:

- Responsible for registering Scouts for activities at Summer Camp as well as making any changes to a Scout's program prior to arrival at Summer Camp.
- Review and advise the Scout on his Summer Camp selection. Is the Scout selecting the right program for his age and rank?
- Notify the Troop Treasurer of any additional fees (over the basic Summer Camp fee) that are required as a result of the Scout's program selection.

### **16.4 Summer Camp Information Packet**

The Scoutmaster Corps will develop a *Summer Camp Information Booklet* (Troop 8 Booklet 4). The booklet will outline:

- Troop Chain of Leadership
- Program of Events
- Checklist of Items to Bring to Summer Camp (Troop 8 Form 14)
- Expectations of the Scoutmaster Corps for Summer Camp Attendees

During the month of June, the troop membership will be briefed on the contents of this booklet.

## ***16.5 Scout Physicals and Permissions Forms***

Annual Scout medical and permissions form will be completed as a part of Summer Camp preparation. No Scout will be allowed to participate in BSA Outdoor Activities without a current physical and signed Troop Annual Permission Form (Troop 8 Form 25). The Troop Committee will supervise the collection and filing of all annual medical and permission forms. A record of collected permission forms will be annotated on the troop attendance roster.

## ***16.6 Swimming Tests***

Annual swimming tests will be conducted each year as a part of Summer Camp preparation. The Troop Committee will maintain the record of tests and the skill level will be annotated on the troop attendance roster.

## ***16.7 Parents Briefing on Summer Camp***

A Parents' Briefing on Summer Camp will occur prior to departure. This briefing will:

- Review key points of the Summer Camp Booklet
- Identify loading and departure dates/times
- Review the equipment checklist for camp
- Review policies set by the Scoutmaster Corps
- Identify Family Night
- Provide emergency contact telephone numbers
- Provide USPS address for mail

## ***16.8 Refunds for Summer Camp Cancellation***

If a Scout is not able to attend Summer Camp after payments have been made toward camp costs, refunds will be made to the Scout in accordance policies as established the individual camp.

## ***16.9 Troop High Adventure Programs for Older Scouts***

The Troop will strive to provide one high adventure opportunity for older Scouts during the year. The procedures for the Troop High Adventure Summer Opportunity for Older Scouts will follow the same procedures as outlined in Sections 16.1 through 16.7 for Summer Camp. Eligibility for participating in the High Adventure Summer Opportunity for Older Scouts will be determined by BSA Policy and criteria outlined by the Scoutmasters. However, the general age requirement is 14 by the date of the event or 13 and finish the 8<sup>th</sup> grade.

## **17.0 Campouts**

Campouts dates and themes will be identified on the Troop Calendar. The Scoutmaster will appoint an adult Campout Lead for each campout. This lead will be identified on the Troop Calendar.

### **17.1 Troop Scout Leadership, Patrol Leadership, and Patrol Procedures**

The Troop Scout Leadership, Patrol Leadership, and Patrols will perform the following duties before, during, and after a campout.

#### **17.1.1 Before Campout Duties**

A sufficient number of Troop Meetings, as determined by the Patrol Leaders' Council, will be devoted to preparing for the campout theme. These themes will be identified on the Troop Calendar.

##### **17.1.1.1 Senior Patrol Leader**

One-week prior to the campout and during the Troop Meeting, the Senior Patrol Leader will accomplish the following activities:

- (1) Distribute Campout Meal Planning Worksheets (Troop 8 Form 5) and Patrol Duty Rosters (Troop 8 Form 6) to Patrol Leaders.
- (2) Complete Campout/Event Participation Form (Troop 8 Form 7) based on input received from the individual Patrol Leaders. Return this form to the Scoutmaster at the end of the Troop Meeting.
- (3) Begin the process of completing the Senior Patrol Leader Campout Checklist (Troop 8 Form 8).

##### **17.1.1.2 Patrol Leaders**

One week prior to the campout and during the Troop Meeting, Patrol Leaders will accomplish the following activities:

- (1) Develop their menus using the Campout Meal Planning Worksheet (Troop 8 Form 5). The Senior Patrol Leader and the Assistant Scoutmaster associated with your patrol must approve your patrol menu in order to ensure that the Patrol has planned meals with good nutrition.
- (2) Assign a food buyer for your patrol.
- (3) Begin the process of completing the Patrol Duty Roster (Troop 8 Form 6).

#### **17.1.2 During Campout Duties**

##### **17.1.2.1 Senior Patrol Leader**

- (1) Perform duties as noted Senior Patrol Leader Campout Checklist (Troop 8 Form 8).
- (2) Perform duties as assigned by the Campout Lead.

### **17.1.2.2 Patrol Leaders**

- (1) Complete the Patrol Duty Roster (Troop 8 Form 6).
- (2) Attach Campout Meal Planning Worksheet (Troop 8 Form 5) and Patrol Duty Roster (Troop 8 Form 6) to Patrol Kitchen.
- (3) Ensure that members of the Patrol are aware of their duties. As required, train patrol members in their duties.
- (4) Ensure that patrol duties are accomplished in a satisfactory manner. Address any problems with the Senior Patrol Leader if they cannot be solved at your level of leadership.
- (5) Ensure that all equipment is serviceable and clean prior to returning it to the troop trailer. Ensure that Patrol Quartermaster develops a list of needed items for the next campout. Use the Quartermaster Request Form (Troop 8 Form 18). Blank forms are posted on the door of the trailer.

### **17.1.3 After Campout Duties**

#### **17.1.3.1 Senior Patrol Leader:**

- (1) Receive feedback from Patrol Leaders on campout.
- (2) Provide feedback to Scoutmasters.
- (3) Ensure that Troop Quartermaster has a list of any items that need to be purchased following the campout

#### **17.1.3.2 Patrol Leaders**

- (1) Provide campout feedback to the Senior Patrol Leader.
- (2) Ensure that the Patrol Quartermaster has prepared a listed of needed items following the campout. Use the Quartermaster Request Form (Troop 8 Form 18). Ensure that this list is provided to the Troop Quartermaster.

## ***17.2 Scoutmaster Campout Lead Procedures***

The campout leader will perform the following duties before, during, and after the campout.

### **17.2.1 Before Campout Duties**

#### **17.2.1.1 Three Months Prior to Campout**

The Campout Leader will research the proposed camping area and develop concepts for a campout agenda. Develop proposed costs for the campout other than the normal cost for food.

#### **17.2.1.2 Scoutmasters' Meeting Two Months Prior to Campout**

Discuss the proposed campout agenda. Solicit feedback from the Scoutmaster Corps. Adjust the proposed agenda as agreed to by the Scoutmaster Corps. Make initial assignments to other Scoutmasters and Troop Adults for conduct of campout. Follow the Campout Lead Checklist (Troop 8 Form 21).

### **17.2.1.3 One Month Prior To Campout**

Review proposed agenda with the Senior Patrol Leader. Announce any special considerations or costs at a troop meeting.

### **17.2.1.4 Troop Meeting Prior to Campout**

- (1) Receive copy of the Campout/Event Participation Projection (Troop 8 Form 7) from the Scoutmaster. Make copy for the Troop Committee Chairman.
- (2) Work with the Troop Committee Chairman to obtain the Tour Permit, if required, prior to the campout.
- (3) Work with the Troop Committee Chairman to ensure that adequate transportation is available for the campout. Do not forget the trailer.
- (4) Follow the Campout Lead Checklist (Troop 8 Form 21).

### **17.2.1.5 Prior to Campout**

Develop a detailed Campout Agenda (Troop 8 Form 9) based on input from the PLC.. Send agenda to Scoutmaster for inclusion in the campout booklets prepared for each adult, the Senior Patrol Leader, and the Patrol Leaders. Troop 8 Form 9 (Sample) provides a “boiler plate” for campout agenda preparation

## **17.2.2 During Campout Duties**

Serve as the overall lead for the campout. Work with the Senior Patrol to ensure that the campout is proceeding as planned. Assign tasks to other Scoutmasters and adults as needed to accomplish the goals of the campout.

## **17.2.3 After Campout Duties**

Provide the Troop Treasurer with a Campout/Event Reconciliation Report (Troop 8 Form 10) that identifies which Scouts and Adults should be charged for the campout. Identify the Scouts by patrol and note the Scout food purchasers. Indicate the maximum amount that each food purchasers has been authorized.

## **17.3 Campout Checklists**

The following checklists should be used by Scouts in preparation for Troop Campouts.

### **17.3.1 Fixed Campsite Scout Equipment Checklist**

See Troop 8 Form 12.

### **17.3.2 Backpacking Campout Scout Equipment Checklist**

See Troop 8 Form 13.

### **17.3.3 Summer Camp Scout Equipment Checklist**

See Troop 8 Form 14.

### **17.3.4 Cycling Scout Equipment Checklist**

See Troop 8 Form 15.

## 18.0 Reimbursement for Troop Expenses

Reimbursement for Troop Committee approved expenses will be submitted to the Troop Committee Treasurer using the Troop Reimbursement Form (Troop 8 Form 29). Food expenses and other items associated with approved campouts on the calendar do not require prior approval of the Troop Committee.

## 19.0 Behavior Problems

**Significant or recurring** Scout behavior problems such as lack of initiative, willingness to participate, willingness to listen to the Scout Leadership, or disrespect will be addressed as a five-stage sequence.

- (1) **Stage 1 (Patrol Leader/Scout):** In private, the Patrol Leader will discuss his concerns with the Scout's behavior or motivation problem. The Patrol Leader will discuss the problem with the Scout and develop possible courses of action for improvement or resolution. The Patrol Leader may consult with Senior Patrol Leader or the Assistant Scoutmaster associated with his patrol for advice, but the problem should be initially handled at the lowest possible level using the principles of "Scout-led" leadership. A Scout Behavior Report (Troop 8 Form 27) will be completed and placed in the Scout's individual file folder. An additional copy of the form will be given to the Scout.
- (2) **Stage 2 (Senior Patrol Leader/Patrol Leader/Scout):** If the problem remains after Stage 1, the Patrol Leader will refer the matter to the Senior Patrol Leader. The Senior Patrol Leader, along with the Patrol Leader, will discuss the problem with the Scout and develop possible courses of action for improvement or resolution. The Senior Patrol Leader may consult with the Scoutmaster for advice, but the problem should be handled at the lowest possible level using the principles of "Scout-led" leadership. A Scout Behavior Report (Troop 8 Form 27) will be completed and placed in the Scout's individual file folder. An additional copy of the form will be given to the Scout.
- (3) **Stage 3 (Scoutmaster/Senior Patrol Leader/Patrol leader/Scout):** If the problem remains after Stage 2, the Senior Patrol Leader will refer the matter to the Scoutmaster. The Scoutmaster, along with the Assistant Scoutmaster associated with the Patrol, the Senior Patrol Leader and the Patrol Leader, will discuss the problem with the Scout and develop possible courses of action for improvement or resolution. A Scout Behavior Report (Troop 8 Form 27) will be completed and placed in the Scout's individual file folder. An additional copy will be mailed/given to the parents/guardians of the Scout.
- (4) **Stage 4 (Scoutmaster/Scout/Scout's Family):** If the problem remains after Stage 3, the Scoutmaster, Assistant Scoutmaster Associated with the Patrol, Senior Patrol Leader, and Patrol Leader will meet with the Scout and his parents/guardians to discuss the problem and develop possible courses of action for improvement or resolution. A Scout Behavior Report (Troop 8 Form 27) will be completed and placed in the Scout's individual file folder. An additional copy will be given to the parents/guardians of the Scout.
- (5) **Stage 5 (Referral to Troop Committee for Adjudication of the Scout's Future in the Troop):** If the problem remains after Stage 4, the problem will be referred to the Troop Committee to adjudicate the Scout's future in the troop.



## 20.0 Equipment Maintenance and Inventory

Periodically, the Troop will conduct Equipment Maintenance and Inventory. Patrols will use the Patrol Equipment Inventory and Maintenance Checklist (Troop 8 Form 11). Needed items identified by the patrols will be recorded on the Quartermaster Request Form (Troop 8 Form 18), and submitted to the Troop Quartermaster.

## 21.0 Troop Forms

The following forms are used by the Troop in the execution of Scout Operations.

- Troop 8 Form 1 - Annual List of Activities that are Considered Fundamental to Boy Scouting
- Troop 8 Form 2 - Five Year Long Range Plan
- Troop 8 Form 3 - Leadership/Staff Goals Worksheet
- Troop 8 Form 4 - Uniform Inspection Worksheet
- Troop 8 Form 5 - Campout Menu Planning Worksheet
- Troop 8 Form 6 - Campout Patrol Duty Roster
- Troop 8 Form 7 - Campout/Event Participation Projection
- Troop 8 Form 8 - Senior Patrol Leader Campout Checklist
- Troop 8 Form 9 - Campout Agenda
- Troop 8 Form 10 - Campout/Event Reconciliation Report
- Troop 8 Form 11 - Patrol Equipment Inventory and Maintenance Checklist
- Troop 8 Form 12 - Fixed Campsite Equipment Checklist
- Troop 8 Form 13 - Backpacking Campout Equipment Checklist
- Troop 8 Form 14 - Summer Camp Equipment Checklist
- Troop 8 Form 15 - Cycling Campout Checklist
- Troop 8 Form 16 - Procedure for Starting a Merit Badge
- Troop 8 Form 17 - Sample Merit Badge Blue Cards
- Troop 8 Form 18 - Quartermaster Request Form
- Troop 8 Form 19 - Tot'in Chit and Fire'em Chit Bucket Checklist
- Troop 8 Form 20 - Meeting Agenda Boiler Plate
- Troop 8 Form 21 - Campout Lead Checklist
- Troop 8 Form 22 - Troop Annual Goals
- Troop 8 Form 23 - New Scout Orientation Checklist
- Troop 8 Form 24 - New Family Orientation Checklist
- Troop 8 Form 25 - Annual Permission Form
- Troop 8 Form 26 - Scoutmaster Conference Bucket Checklist
- Troop 8 Form 27 - Scout Behavior Report
- Troop 8 Form 28 - Sample Leadership/Staff Goals for Troop Positions
- Troop 8 Form 29 - Troop Reimbursement Form
- Troop 8 Form 30 - Eagle Scout Leadership Service Project Workbook Guidelines
- Troop 8 Form 31 - Scout/Adult Leader Departure Checklist
- Troop 8 Form 32 - Scoutmaster Report to Troop Committee Boiler Plate
- Troop 8 Form 33 - Scoutmaster Meeting Boiler Plate
- Troop 8 Form 34 - Troop First Aid Kit Checklist
- Troop 8 Form 35 - Trailer Load Plan Checklist
- Troop 8 Form 36 - PLC Agenda
- Troop 8 Form 37 - Eagle Scout Court of Honor Checklist

## 22.0 Troop Sample Completed Forms

The following forms are samples of the Troop Forms used in the execution of Scout Operations.

Troop 8 Form 9 (Sample) - Campout Agenda  
Troop 8 Form 20 (Sample) - Meeting Agenda  
Troop 8 Form 22 (Sample) - 2004 Troop Goals  
Troop 8 Form 30 (Sample) - Sample Eagle Leadership Service Project  
Troop 8 Form 32 (Sample) - Scoutmaster Report to Troop Committee  
Troop 8 Form 33 (Sample) - Scoutmaster Meeting  
Troop 8 Form 36 (Sample) - PLC Agenda

## 23.0 Troop Booklets

The following booklets are used by the Troop in the execution of Scout Operations.

Troop 8 Booklet 1 - Standard Operating Procedures for Scout Operations  
Troop 8 Booklet 2 - Scoutmaster Conference Workbook  
Troop 8 Booklet 3 - Troop 8 Introduction and Information  
Troop 8 Booklet 4 - Summer Camp Information Booklet  
Troop 8 Booklet 5 - Troop Lesson Plans

## 24.0 BSA Forms

The following BSA forms are used by the Troop in the execution of Scout Operations.

- (1) Local Tour Permit (within 500 miles) (BSA Form 34426)
- (2) National Tour Permit (BSA Form 4419)
- (3) 2004 National Quality Unit (BSA Form 14-221-04)
- (4) Boy Scout Application (BSA Form 28-209)
- (5) Leader Application (BSA Form 28-501)
- (6) Individual Scout Record (BSA Form 34518)
- (7) First Class First Year Tracking Sheet (BSA Form 34118)
- (8) Eagle Scout Rank Application (BSA Form 58-728)
- (9) Eagle Scout Project Book (BSA Form 18-927D)
- (10) Eagle Palm Application (BSA Form 58-709)
- (11) Troop Meeting Plan (BSA Form 34425)
- (12) Merit Badge Blue Card (BSA Form 34124)
- (13) Class I/II Medical Form (BSA Form 34414)
- (14) Class III Medical Form (BSA Form 34412)
- (15) Boy Scout Uniform Insignia Emplacement (BSA Form 34283)
- (16) Male Leader Uniform Insignia Emplacement (BSA Form 34284)
- (17) 50 Miler Award and Historic Trails Application (BSA Form 34408)
- (18) Youth and Adult Transfer Form (BSA Form 28-401L)
- (19) BSA Lifeguard Application (BSA Form 34435)

- (20) Snorkeling Application
- (21) Scoutmaster Award of Merit
- (22) Progress Record Unit Leaders Training Award (BSA Form 55)
- (23) Progress Record Scoutmaster's Key (BSA Form 56)
- (24) Advancement Report (BSA Form 34403)
- (25) Campfire Program Planner (BSA Form 33696)
- (26) Troop Resource Survey (BSA Form 34437)
- (27) Merit Badge Counselor Information (BSA Form 34405)
- (28) Worksheet for Building a Merit Badge Counselor List (BSA Form 4439)
- (29) Meeting Place Inspection Checklist
- (30) Motor Vehicle Checklist
- (31) Recommendation for Lifesaving or Meritorious Action Award (BSA Form 92-104B)
- (32) Unit Money-Earning Application (BSA Form 34427A)
- (33) A Guide for Merit Badge Counseling (BSA Publication 34532A)
- (34) To Be Physically Fit (BSA Form 19-327)
- (35) World Conservation Award Application

## **25.0 Non-BSA Forms**

The following BSA forms are used by the Troop in the execution of Scout Operations.

Alabama Tax Exempt Form

# Troop 8 Forms



Troop 8  
Sample  
Completed  
Forms



# BSA Forms





# Non-BSA Forms