

Troop 7 Handbook (Revised January 2009)

This handbook is intended to serve as an introduction for new members of Troop 7 as well as a reference for older members of the troop. It has been compiled with the aid of the uniformed leaders and the Troop Committee.

This handbook is not intended to be all-inclusive. Troop policies established by the Patrol Leaders' Council and the adult troop leadership continue to be effect. When in doubt, consult the guidebooks available for troop activities and, of course, the Scout Oath and Law.

Troop Facts

Meeting Location: Hoffman-Hall Annex, Schweitzer United Methodist Church

Meeting Time: Tuesdays, 7:00 – 8:30 p.m.

Leadership: Troop 7 is led by the Senior Patrol Leader and other Scout leaders (boys) elected by the troop. They are advised and assisted by the Scoutmaster, registered adult leaders, including assistant Scoutmasters and troop committee members. Most of the adult leaders are BSA-trained and several have advanced leader training.

Membership: Membership is open to all boys meeting the published entrance requirements of the BSA as detailed on the membership application. Scouts are expected to take an active role, participate in troop activities and be in good standing with the troop. Registered Scouts usually number from 35 to 45 Scouts.

Troop History

Troop 7 was chartered in 1975 and has been an active part of Scouting in Springfield ever since. Troop 7 is one of the largest troops in the district.

The troop has earned numerous awards from the District and Council and regularly qualifies as a BSA "Quality Unit". Troop 7 has been a supporter of the National Jamboree held every four years. The troop has regularly had one or more crews going to one of the three National High Adventure bases each year.

With an emphasis on quality leadership, the troop's leaders have had both basic and advanced training. Many leaders have also attended Philmont Training Center and have served as instructors for New Leader Essentials, Boy Scout Position-Specific, Adult Leader Outdoor Essentials and Wood Badge training. Both Scouts and adult troop leaders have also help leadership positions in the District, Council and Order of the Arrow.

Unit Identification

Troop 7 is a unit of the Boy Scouts of America (BSA), Ozark Trails Council, Pathfinder District and chartered by Schweitzer United Methodist Church of Springfield, MO. The troop will operate as a boy led troop in accordance with the policies of the BSA and its chartering organization. A "boy-led troop" means that the boys operate under a patrol method, make the day-to-day operating decisions for the troop pursuant to policy and procedures put in place by the Troop Committee and the BSA.

Troop Activities

Meetings: Weekly troop meetings are the heart of the troop. These meetings provide an opportunity to learn new skills and enhance old ones, for Scouts to help younger Scouts learn about Scouting, to have fun in contests, to plan outdoor activities or service projects, and to pass rank requirements or meet with a merit badge counselor. Time is often provided for patrol meetings. The agenda for each meeting is planned and run by the Patrol Leaders' Council through the Senior Patrol Leader. Troop 7 holds meetings every Tuesday night year-round except for days during the school year when the Springfield Public Schools are closed for weather or school holidays. The meetings are planned and conducted by the Scouts themselves based on nationally recommended themes and/or upcoming troop activities. Scouts must be picked up on time after every meeting or outing by parent/guardian unless Troop leadership receives written permission to be picked up by others.

Outdoor Activities: Troop 7 conducts monthly overnight outdoor activities. Past activities have included backpacking trips of varying length, canoeing, caving, district Camporees and Klondike Derbies, council Camporalls, and an annual Parent/Son campout. Specialty trips such as exploring State Parks or marksmanship at the California Gun Club are also included in the camping program. The troop spends a week each summer in Scout summer camp at Camp Arrowhead or other week long BSA approved summer camps. Troop 7 also regularly sends crews to national high adventure camps such as Philmont Scout Ranch, Northern Tier, and Florida Sea Base.

We have also had Scouts attend National and World Jamborees.

Advancement: Scouts in Troop 7 work actively on advancement toward Eagle. The troop advancement program includes work at weekly troop meetings and monthly outdoor activities. The troop tries to attend several local merit badge workshops each year. Scouts are encouraged and assisted in advancing toward First Class by the end of their first year in Scouting. All advancement is demonstrated to one of the trained adult leaders and is then signed-off in the Scout's Handbook.

Community Service: Service is an important aspect of Scouting. Members of Troop 7 routinely provide service to the community, their chartered organization, and the troop itself. Past activities have included Scouting for Food, assisting election officials by carrying in ballot boxes at the courthouse each election day, helping with church dinners at Schweitzer United Methodist Church and other various projects. Scouts also participate in individual or small group community service projects as part of rank advancement, for religious medals, or as part of a troop project. Service hours cannot be counted if you are paid or if the service is for your own family.

Additional Information: For additional information contact the Scoutmaster, Committee Chair or any other troop leader.

Uniform

Scouts in Troop 7 wear the official Boy Scout uniform shirt with the correct patches and insignia sewn on in the appropriate locations.* Wearing of the Scout shirt uniform is a tangible demonstration of the Scout Spirit. Uniform shirts are to be clean and in good repair, shirts are to be tucked into pants and all buttons fastened.

Scouts may choose to wear either the official uniform pants or shorts or any other dark-colored pants or shorts. Please note that such pants or shorts should **not** be multi-colored, bear any emblem or insignia, be camouflage, or be of an athletic type or style.

Scout medals, such as the Eagle Scout medal or religious medals may also be worn on such occasions.

Merit badge sashes may be worn at all special or ceremonial occasions. Special recognition patches and temporary patches may be worn on the back of the merit badge sash, such as mile swim, 50 mile hike, commemorative event patches, Camporall and Camporee patches.

Neckerchiefs are only worn for special occasions such as Boards of Review, Court of Honor, and Scout Sunday or Sabbath.

Order of the Arrow sashes should only be worn at official Order of the Arrow events.

Only Scout-related hats may be worn with the uniform. These include the official BSA hat or any other BSA-related hat such as camp hats, hats commemorating BSA events, or any other hat approved by the troop committee.

The full Scout uniform is worn to all Scout meetings and to all Troop functions. It must also be worn en route **to and from all** outdoor activities and service projects.

The activity uniform, sometimes referred to as the "Class B uniform", includes a Troop 7 t-shirt or other Scout related t-shirts and appropriate pants or shorts. This variation of the uniform is worn to troop meetings during the summer months, when Springfield Public Schools are out of session and at outdoor activities after arrival. Please note that the troop leadership will indicate the correct uniform to be worn.

*Patch and insignia placement must follow the rules of Boy Scouts of America shown in the official handbook. Be sure to check your book for proper placement of all patches!

****Parent Tip****

Badges may be sewn on or applied with fabric adhesive. "Rumor" has it that Goo Gone will help clean off the adhesive when changing patches. Remember...typically during the first year your Scout has the possibility of changing rank several times. Plastic protectors can be found at the Scout shop for the temporary patches, such as commemorative event patches, merit badge university patches, Camporee, Camporall, etc. if you do not wish to sew them on the merit badge sash. It is a good idea to write your Scouts name on the inside tag of the uniform with an indelible marker.

Advancement

It is the goal of the Boy Scouts of America that all youth advance to the rank of First Class. In Troop 7, all Scouts are encouraged to advance through the ranks toward the goal of Eagle. While the troop will help a Scout advance, it is important to remember that the prime responsibility for advancement rests with the Scout himself. Concerns about advancement should be discussed with the Scoutmaster.

There are four steps in the Boy Scout advancement procedure: learning, testing, reviewing and recognition. Advancement accommodates the three aims of Scouting: citizenship, growth in moral strength and character, and mental and physical development. The advancement program is designed to fulfill the aims of Scouting by helping boys develop into men of good character, who are physically, mentally, and spiritually strong and aware of their rights and responsibilities as self-reliant and participating citizens.

The Scout handbook is an essential part to advancement. It explains everything about scouting and is fun to read. Each scout is required to keep track of his advancement and there are areas for the Scoutmaster or a trained adult leader to sign off on achievements, places for the Scouts to record campouts, service hours and other requirements needed for advancement. Be sure to write your name in your book!

Advancement from new Scout to First Class:

Advancement from Scout to First Class is accomplished through the completion of the activities and skills listed in the Boy Scout Handbook and updated periodically in the Boy Scout Requirements book. Some of these requirements can be completed at troop meetings, while others must be completed during troop outdoor activities. In all cases, Scouts wishing to have a requirement signed-off must secure the signature of the Scoutmaster or the appointed uniformed, trained adult leader that either personally instructed the Scout or witnessed the completion of the requirement. Parents who are uniformed leaders cannot sign for any rank requirements for their own son. Scouts who fulfill requirements completed in other circumstances such as summer camp should be aware that proof of completion is provided so that the Scoutmaster can determine if the requirement has been passed. Requirements for Tenderfoot, Second Class, and First Class may be worked on simultaneously; however, these ranks must be earned in sequence. Registered Scouts may earn merit badges, badges of rank, and Eagle Palms until their 18th birthday.

Advancement from First Class to Eagle:

Advancement from First Class to Eagle is accomplished through the completion of the required merit badges and other obligations as specified in the Boy Scout Handbook and in the current Boy Scout Requirements book. Merit badges must be completed in accordance with the merit badge policies stated below. Scouts that have attained the rank of First Class should speak to the Scoutmaster and Senior Patrol Leader to secure either an elected or appointed leadership position within the troop in order to complete the leadership requirement. All Scouts should monitor their progress toward Eagle so that they will be able to complete all of the requirements prior to their 18th birthday.

Eagle Projects:

Remember that the plan for an Eagle project must be presented and approved by the Troop Committee prior to beginning work on the project.

Parent Tip

When a boy transfers from Cub Scouts to Boy Scouts, he is transitioning to a time when he needs to assume more responsibilities. Parents should continue to encourage and guide their son in his activities but the boy must take on the responsibility of documenting his achievements for advancement and merit badges.

Merit Badges:

Scouts that wish to work on a merit badge should follow these steps:

1. Secure a signed blue merit badge card from the Scoutmaster. The Scoutmaster must sign this card before you start the merit badge.
2. Obtain the name of a qualified registered merit badge counselor either from the Scoutmaster, Advancement Chair or from the Council office. Unlike with rank advancement, a registered merit badge counselor may have his/her son in the group working on the merit badge however, it is BSA rules to have 2 deep leadership when meeting with the Scouts, therefore the 2nd leader would be available to look over your sons completed requirements and sign them off.
3. Contact the merit badge counselor indicating interest in working on the badge and planning the procedure for completion.
4. Meet with the merit badge counselor. Remember, if the meeting with the counselor will be outside the troop mtg., you must have a parent or another adult go with you to meet with the counselor. A merit badge counselor can never meet alone with a Scout.
5. When you know what is expected, start to learn and do the things required. Ask the counselor to help you learn the things you need to know or do. You should read the merit badge pamphlet on the subject.
6. When you have completed all of the requirements for the merit badge, have the counselor sign the card and bring it to the Scoutmaster for his signature.
7. Give the card to the troop advancement coordinator so that the badge can be properly recorded and presented at the next Court of Honor. Be sure to save the completed merit badge card when it is presented to you along with the badge. This card is your proof of completion when you are ready for Star, Life, or Eagle merit badge requirements.
8. If a Scout earns a badge at a Merit Badge University or in another group setting, be advised that special steps are usually necessary to assure that the youth completes each and every requirement. You are expected to do exactly what is stated in the requirements. If it says "show or demonstrate" that is what you must do. Just telling about it isn't enough. The same holds true for such words as "make," "list," "in the field," and "collect," "identify," and "label".
9. If you do not complete the merit badge, be sure to get the card back from the counselor indicating which portions are completed. This card will allow you to finish the badge without redoing the completed requirements. If you lose this card, you may need to start the badge all over.

Parent Tip

Merit badge books are required by most counselors. Books may be borrowed from the Troop Librarian or bought at the local Scout shop. Requirements may be found at meritbadge.com although it is usually best to have the book for more detail.

Alternate Advancement Requirements and Eagle-Required Merit Badges:

A Scout who is unable to complete any or all of the requirements for Tenderfoot, Second Class, or First Class rank because of a permanent physical or mental disability may complete alternate requirements. The Eagle Scout rank may be achieved by a Boy Scout, Varsity Scout, or qualified* Venturer who has a physical or mental disability by qualifying for alternate merit badges. This does not apply to individual requirements for merit badges. Merit badges are awarded only when all requirements are met as stated. Procedures for both alternate rank advancement requirements and merit badge options are outlined in the current Boy Scout Requirements book. No individual leader or merit badge counselor has the authority to modify any rank or merit badge requirement unilaterally.

Scoutmaster Conferences and Boards of Review:

When a Scout has completed all of the requirements for the next rank, he should arrange with the Scoutmaster for a Scoutmaster Conference. Once that conference has been completed and signed off, the Scout should schedule a Board of Review with the troop advancement coordinator. A Scout should wear his complete Class A uniform for the Board of Review, including his current rank patch, any troop leadership insignia, and his neckerchief. If he has any merit badges, he should also wear his merit badge sash. Be sure to have your updated handbook with you. Keep in mind that these take time to arrange so plan your schedule to allow sufficient time for both to be scheduled prior to the Court of Honor. The rank of Eagle has special requirements that are outlined in the Eagle Advancement packet that each Scout receives along with his Life badge. The Board of Review for the Eagle rank is conducted under the direction of the district often utilizing troop leaders and other adults familiar with the Eagle candidate. There is no Board of Review for merit badges.

Courts of Honor:

New ranks and merit badges are formally presented to Scouts at a Troop Court of Honor after they have completed all of the requirements. Troop 7 hold Courts of Honor three to four times a year. Each Scout should be sure to plan his advancement so that he will be ready prior to the next scheduled Court of Honor. Eagle Scouts and their families frequently plan their own separate Court of Honor.

Troop Structure

The Patrol Method

Troop 7 uses the patrol method as recommended by the Boy Scouts of America. As new boys join the troop the Scoutmaster will place the new Scout in a patrol of five to eight Scouts. The patrol is a group within the troop. These patrols often remain together throughout the boys' time in the troop. The patrols form the backbone of the troop. All troop activities are planned by the leaders of the patrols. Each patrol functions as a unit on camping trips and troop events. They will work, camp, eat, hike, sleep and learn together as a unit. For camping, the troop will provide each patrol with tents, a patrol box containing cooking and camping tools, a camp stove and lantern, and any other equipment the patrol needs as a unit. The patrol will determine its menu for each camping trip, have it approved by the Senior Patrol Leader and the Scoutmaster, and then go to the store and buy the necessary supplies. Troop 7 typically meets at 6:30 pm the Thursday night before a weekend event at the Price Cutter Grocery Store on E. Sunshine. Cost is usually held under \$10.00 for each Scout.

Troop Leadership

The troop is led by a team of leaders, both adult and youth. Adult leaders are appointed by the troop committee to specific positions. Several of our Assistant Scoutmasters are former members of the troop who have reached the age of 18 and are now serving as adult leaders. The troop's youth leadership is elected by the troop twice yearly. Each patrol elects its own patrol leader. The troop as a whole elects the Senior Patrol Leader. The Senior Patrol Leader (with approval of the Scoutmaster) appoints the Assistant Senior Patrol Leader(s), Quartermaster(s), Scribe, Historian, Librarian, Bugler, Chaplain Aide, the Order of the Arrow Troop Representative, Troop Guide(s) and Web Master Aide. The meetings and activities are run by the Senior Patrol Leader. The Senior Patrol Leader (SPL), Assistant Senior Patrol Leaders (ASPL), Patrol Leaders (PL), and selected youth leaders form the Patrol Leaders' Council (PLC). This group plans the troops' activities under the supervision of the Scoutmaster. Under the leadership of the Committee Chairman, the troop committee approves the activity and camping plan and helps arrange for the financial and physical needs of the troop. The Scoutmaster and the other adult leaders provide supervisions and advice to the troop's youth leaders.

The Scoutmaster and the Senior Patrol Leader conduct a Junior Leader Training (JLT) session after each troop election to provide basic training for the new youth leaders. Scouts that complete this program are eligible to wear the "Trained" patch on their uniform.

Full description for each position can be found in the Scoutmaster's Handbook, Senior Patrol Leader's Handbook, and Troop Committee Guidebook.

General eligibility requirement for all troop leadership positions:

1. Be making an effort to advance in rank.
2. Display leadership potential.
3. Attend a minimum of 75% of the troop activities.
4. Strive to live up to the Scout Oath and Law in his daily life.

Boys are required to be a First Class Scout rank or higher and be a member of Troop 7 in good standing to run for the position of Senior Patrol Leader. All positions are subject to the approval of the Scoutmaster.

Youth Leaders:

Senior Patrol Leader: The Senior Patrol Leader (SPL) is the top youth leader in the troop. He is elected by the troop and reports to the Scoutmaster. He runs all troop meetings, plans and supervises Scouting activities as well as conducts the Patrol Leaders' Council meetings. He appoints other youth leaders with the advice and counsel of the Scoutmaster. He assigns duties to other youth leaders. He assists the Scoutmaster with youth leader training. He is expected to set a good example for the members of the troop. He must be of First Class rank or higher and be in good standing with the troop.

Assistant Senior Patrol Leader: The Assistant Senior Patrol Leader(s) (ASPL) is/are appointed by the Senior Patrol Leader. He takes the place of the Senior Patrol Leader in his absence or when called upon and he provides leadership to the other youth leaders in the troop. He helps the Senior Patrol Leader run meetings, and activities, and he helps train and supervises the other youth troop leaders. He also should set a good example for the troop. He must be of First Class rank or higher and be in good standing with the troop.

Troop Guide(s): The Troop Guide is normally an older scout who is proficient in Scouting skills and is appointed by the Senior Patrol Leader and reports to the Scoutmaster and the assistant Scoutmasters. His main job is to work with the new Scouts, introducing them to troop operation and making them feel comfortable in the troop, in order to help them earn their First Class rank.

Junior Assistant Scoutmaster: The Junior Assistant Scoutmaster (JASM) is appointed by the Scoutmaster and functions as an Assistant Scoutmaster except where age and maturity are required. He must be between the ages of 16 and 18. He performs duties assigned to him by the Scoutmaster.

Patrol Leader: The Patrol Leader is elected by his patrol and reports to the Senior Patrol Leader. To be eligible he should be at least Second Class or higher. He represents the patrol at the Patrol Leaders' Council. He plans and runs patrol meetings. He helps his Scouts advance. He acts as a chief recruiter of new Scouts. He keeps his patrol informed and is knowledgeable about the needs and skills of his patrol. He is expected to set a good example for the Scouts.

Assistant Patrol Leaders: The Assistant Patrol Leader is either appointed by the Patrol Leader or elected by the patrol and reports to the Patrol Leader. To be eligible he should be at least Tenderfoot or higher. He leads the patrol in the absence of the Patrol Leader. He helps the Patrol Leader plan and steer patrol meetings. He helps keep the patrol informed and helps the patrol get ready for troop activities.

Troop Quartermaster: The Troop Quartermaster is appointed by the Senior Patrol Leader and answers to the Assistant Senior Patrol Leader. His responsibility is to keep track of the troop equipment and see that it is good working order. He is responsible for issuing equipment and seeing that it is properly returned. He should report any shortage of items or items that need maintenance to the Scoutmaster or Equipment Coordinator.

Troop Scribe: The Troop Scribe is appointed by the Senior Patrol Leader and answers to the Assistant Senior Patrol Leader. He is responsible for keeping a log of the Patrol Leaders' Council meetings, recording individual Scout's attendance, taking notes at the weekly troop meetings and any other correspondence for the troop.

Troop Historian: The Troop Historian is appointed by the Senior Patrol Leader and answers to the Assistant Senior Patrol Leader. He is responsible for keeping a historical record of facts and pictures of troop activities.

Troop Librarian: The Troop Librarian is appointed by the Senior Patrol Leader and answers to the Assistant Senior Patrol Leader. He is responsible for setting up and taking care of the troop library including the merit badge books and other literature for the Troop. He should be sure that publications are current and inform the Scoutmaster when new publications need to be purchased.

Troop Bugler: The Troop Bugler is appointed by the Senior Patrol Leader and answers to the Assistant Senior Patrol leader. He is responsible for playing the appropriate bugle calls at the appropriate times during troop functions, such as Reveille, Assembly and Taps.

Troop Chaplain Aide: The Troop Chaplain's Aide is appointed by the Senior Patrol Leader and answers to the Assistant Senior Patrol Leader and the Troop Chaplain. He helps meet the religious needs of the Scouts in the troop. He also helps promote the religious emblems program, offers grace at mealtime and provides an ecumenical worship service on each campout.

Order of the Arrow Troop Representative: The Order of the Arrow Troop Representative is appointed by the Senior Patrol Leader and serves as a communication link between the lodge or chapter and the troop. He encourages Scouts to participate in outings, high adventure, and service projects, even if they are not Arrowmen.

Instructor: The Instructor is appointed by the Senior Patrol Leader and instructs scouting skills as needed within the troop or patrols.

Den Chief: The Den Chief is appointed by the Scoutmaster upon request from a Cubmaster and serves as the activities assistant at Den meetings, meets regularly with den leaders to review the den and pack meeting plans and prepares the boys to join Boy Scouting.

Troop Web Master Aide: The Troop Web Master's Aide is appointed by the Scoutmaster and assists the Troop Web Master with the Troop internet site.

Patrol Leaders Council meets once a month at a time agreed upon by the Patrol leaders to plan in detail the programs for the coming months. Additional meetings may be called by the Senior Patrol Leader when necessary.

Adult Leaders:

As adult leaders we need to remember that the concept of Boy Scouts is a youth-led concept. It is different than how Cub Scouting works, and it is different from the way a lot of youth activities are run, where the adults decide what to do and the youth do it. Boy Scouts are different, and it is sometimes difficult for adults to realize that we have a different role and a different goal. In Cub Scouting and in many other programs, our goal is to have fun activities and generate achievements. Our role in Boy Scouts is to make sure that the activities happen and that the achievements take place. The role of the adults is not the destination, but the journey. That is, our responsibility as adults is to promote the "process" of Scouting. What is important for us is:

- Not the food on the camp out, but that the boys cooked it.
- Not a sharp-looking flag ceremony, but that the boys put it together.
- Not who would make the best patrol leader, but that the boys elect one.
- Not that Johnny learns first aid, but that Billy teaches him.
- Not that we cover everything on the meeting agenda, but that the senior patrol leader is in charge.

Our goal is not to get things done, but to create a safe and healthy environment with the training and resources that the Scouts need, and then let them do it. It can be a very messy business, and painful to watch. Meetings where the boy leaders are in charge can be very chaotic. And it can be tempting for adults to jump in and sort things out, because that is what adults do. But we have to remember that that is the process of Scouting. That is how they learn – even from disorganization and failure. We must remember that good judgment comes from experience, and that experience comes from bad judgment. We just have to remember that our business as adults is not the same as the business of the boys. It is up to them to get things done. It is up to us to make sure that they have what they need and are within the bounds of health and safety.

**Members of the troop committee are often asked to help conduct a board of review for a Scout seeking rank advancement. The board of review is to be conducted by at least three members of the troop committee. The Scoutmaster and assistant Scoutmasters are not members of the board of review. The Scoutmaster can introduce the Scout to the board members and may sit with him to hear the board's decision, but should not be present during the actual board of review. Obviously, the Scout's parent should not serve on his board of review panel. All boards must constitute at least three and not more than six members who are all 21 years of age.

Scoutmaster: The Scoutmaster, a registered, trained adult over the age of 21, is appointed by the Troop Committee and is responsible directly to them. The Scoutmaster is there to help train and guide boy leaders within the troop to use the methods of scouting to achieve the aims of Scouting. The SM meets regularly with the patrol leaders council for training and coordination in planning troop activities; attends all troop meetings or, when necessary, arrange for a qualified adult substitute; attend troop committee meetings and conduct periodic parents' sessions to share the program and encourage parent participation and cooperation. The SM takes part in annual membership inventory and uniform inspection, charter review meeting and charter presentation. The SM conducts Scoutmaster Conferences for all rank advancements. The SM delegates responsibility to other adults and groups so that they have a real part in troop operations. (Assistants, troop committee) The SM makes it possible for each Scout to experience at least 10 days and nights of camping each year, participate in council and district events, build a strong program by using proven methods presented in scouting literature and conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.

Assistant Scoutmaster: The Assistant Scoutmaster performs specific program duties as assigned by the Scoutmaster and reports to the Scoutmaster, helps provide two deep leadership standards as set by the BSA. Typically one ASM will be designated to work with the new scouts to help them transition and/or become familiar with the Boy Scout method and Troop 7 guidelines. This ASM will also work with the parents of these scouts to encourage their support and participation. Any number of registered, trained adults over the age of 18 who support the ideals of Scouting and who wish to be active in the Troop may be an Assistant Scoutmaster. ASM are recommended by the Scoutmaster and approved by the Troop Committee.

Committee Chair: The CC organizes the committee to see that all functions are delegated, coordinated and completed. The CC maintains a close relationship with the chartered organizations representative and the Scoutmaster. The CC interprets national and local policies to the troop, ensures troop representation at monthly roundtables, secures top-notch, trained individuals for camp leadership, and arranges for the charter review and presentation. The CC prepares troop committee meeting agendas, calls and presides over and promotes attendance at monthly meetings and any special meetings that may be called.

Troop Committee: The troop committee has the responsibility of supporting the troop program and handling troop administration. Their main job is support the Scoutmaster by assisting where needed and working with parents.

Charter Organization Representative: Serves as a liaison between the troop, the charter organization and the council.

Committee Secretary: Keeps minutes of the meetings and sends out committee meeting notices, handles publicity and reports the minutes of the previous meetings.

Committee Treasurer: Handles all troop funds, pays bills on the recommendation of the Scoutmaster and authorization of the troop committee. Maintains checking and savings accounts, trains and supervises the troop scribe in record keeping. Keeps adequate records of expenses, leads in the preparation of the annual troop budget and supervises the camp savings plan.

Outdoor Coordinator: Helps the SM in securing permission to use camping sites, serves as a transportation coordinator, secures tour permits for all troop activities and reports to the troop committee at each meeting. Helps promote attendance at troop campouts, Camporees and summer camp to reach the goal of one outing per month.

Chaplain: Provides a spiritual tone for troop meetings and activities and gives guidance to the chaplain aide. The Chaplain promotes regular participation of each member in the activities of the religious organization of his choice, visits homes of Scouts in time of sickness or need and encourages Boy Scouts to earn their appropriate religious emblems.

Advancement: Encourages Scouts to advance in rank, works with the troop scribe to maintain all Scout advancement records, and arranges boards of review, courts of honor and reports to the committee at each meeting. The advancement chair makes a prompt report on the correct form to the council service center when a troop board of review is held and secures badges and certificates for the courts of honor.

Training: Ensures troop leaders and committee members have opportunities for training. They maintain an inventory of up-to-date training materials, videotapes and other training resources. They work with the district training team in scheduling Fast Start training for all new leaders, is responsible for BSA youth protection training within the troop, encourages periodic junior leader training with thin the troop and at the council and national levels.

Equipment Coordinator: Supervises and helps the troop procure camping equipment, works with the quartermaster on inventory and proper storage and maintenance of all troop equipment. They make periodic safety checks on all troop camping gear, and supervises the troop in safe use of all outdoor equipment.

Unofficial Adult Leader Positions: (just as important!!)

Newsletter/Web Editor: Assists the troop scribe in recording troop events and in posting information on the troop web site; assists in maintaining and updating the troop website.

Merit Badge Counselor Coordinator: Develops and maintains a merit badge counselor list and conducts the troop resource survey. Works with the troop librarian to build and maintain a current library of merit badge books.

Fundraising Coordinator: Leads the Friends of Scouting campaign, recruits an appropriate popcorn colonel, requests council approval for any fundraising projects as required and assists the treasurer with procuring donated materials or other required items to facilitate fundraising events.

Popcorn Colonel: Attends all pre-sale council meetings to obtain information and meet bonus requirements. Encourage Scouts to participate in popcorn sales, distribute sales materials to Scouts, file and maintain accurate order forms to council, coordinate pickup and distribution of popcorn to Scouts. Maintain accurate records of all money received for popcorn and ensure that scouts turn in all money due in a timely manner. Ensures all deadlines for orders and payment are met in order to receive the troop sales bonus. Supply accurate finance and inventory records to the committee and treasurer as requested. Complete and close popcorn sales in a timely manner as approved by the committee and delegate responsibilities as needed.

Popcorn Kernels (Committee): Assist the Popcorn Colonel in fulfilling all of the above duties as requested.

Weekly Meeting Supervision: (2-4 Adults) Provide unobtrusive adult supervision during meetings and unstructured time.

Van Cleaners: (2 Adults) Wash and vacuum church vans upon return from campouts as needed.

Activity Administration: (3-4 Adults) Assist Scoutmaster and Outdoor Coordinator in making arrangements (camping reservations, transportation, special equipment needs, etc.) for Scout activities.

Membership Coordinator: Provide a systematic recruiting plan for new members and see that they are properly registered. Follow up on scouts who have dropped out or are unaccounted for at meetings for a length of time.

Willing Volunteers: (as many as available) Anyone who would make themselves available to help with food and equipment shopping, storage, transportation, phone calls, ideas, mailings, electronic support, etc., etc., etc.

Any and all parents are welcome to any scout meeting and any family member over 18 years old is welcome to come on any scout activity. We always need help with the above mentioned positions, drivers, and chaperones. Parent/Guardian support is strongly encouraged and is necessary for planning and carrying out a well-rounded scouting program. Further, Scouts have a greater attendance and achievement rate when the Parent/Guardian (s) is involved. Adults are encouraged to apply for membership with the Boy Scouts of America in accordance with Boy Scout policy. Parents who do not join the Troop Committee have no vote in Troop related decisions, but may attend Troop Committee meetings as observers. Parents are encouraged to attend every Court of Honor and other Family activities.

Troop Finances

Troop expenses are paid out of the troop treasury. Transactions are recorded by the Troop Treasurer who is also responsible for the troop checking account. Troop expenses include:

- Badges of rank, merit badges, and other awards
- Repair, replacement, and purchase of new troop equipment
- Various troop operating expenses

Scout and adult leader dues and registration are collected annually at charter renewal time.

The Scout fees includes the Scout's registration, which will be paid to the BSA National Office, the Scout's subscription to *Boys Life* magazine, and annual troop dues used to defray the expenses for the year. Adult leaders pay an annual registration fee that covers the BSA registration fee which includes a subscription to *Scouter* magazine. Other expenses Scouts incur during the year are food and transportation expenses for outdoor activities and any special activity registration costs such as Camporee fees, which typically cover the cost of the event and a patch. Scouts also need to pay the registration fees for extended camping experiences such as summer camp and high adventure experiences. Each patrol may collect dues toward a patrol project or activity.

Transportation

Troop 7 normally travels to activities away from its regular meeting place in vans provided by Schweitzer United Methodist Church or in cars driven by adult leaders, parents, and other volunteers. All drivers and vehicles are listed on a BSA Tour Permit and are covered by the BSA liability insurance. According to BSA policy, all persons driving Scouts to events must be over the age of 21. Scouts who hold a driver's license, but are under the age of 21, may not drive other Scouts, but may drive themselves to an event with parental permission.

Troop 7 has the responsibility to return the vans to the church cleaned and refueled. Volunteers are asked to help with this task, especially parents who may have not been on the trip, so that those who are returning may head for home. All costs incurred will be reimbursed by the troop.

Medical Information

Each Scout is required to have an annual health and medical record on file with the Scoutmaster for quick access in an emergency. This information will be kept confidential. High adventure campouts will have specific medical records addressing the activities performed during the campout.

Order of the Arrow

In addition to other Scouting activities, members of Troop 7 may have a chance to participate in the Order of the Arrow, a national brotherhood of Scout campers. The honor of becoming a member of the Order of the Arrow is one that you cannot set out to earn on your own. This honor is bestowed on a Scout by the other members of Troop 7.

The purpose of the Order of the Arrow is to recognize those campers – Scouts and Scouters – who best exemplify the Scout Oath and Law in their daily lives and by such recognition, causes other campers to conduct themselves in such a manner as to warrant recognition. Troop 7, in accordance with Order of the Arrow bylaws, conducts an election once each year – usually in the spring. To be eligible for election into the Order of the Arrow, a Scout must be at least First Class in rank. Additionally, the Scout must have fifteen days and nights of camping – including six consecutive days and nights of resident camp with the troop – within the two years immediately prior to the election. Finally, the Scout must be certified by his Scoutmaster that he has demonstrated Scouting spirit, adhered to the Scout Oath and Law, and participated in troop activities.

Members of the Order of the Arrow are encouraged to attend the monthly chapter meetings held at the council roundtable. See the Troop Order of the Arrow Representative for more information.

Tribe of Lone Bear

The Tribe of Lone Bear is inspired by, but is not part of, the Tribe of Mic-O-Say at the H.Roe Bartle Scout Reservation on Truman Lake. It was founded in 2001 at Camp Arrowhead.

The Tribe of Lone Bear is an honor, recognition, and leadership program for older Scouts, Scout leaders, and staff members at Camp Arrowhead. Its purpose is to reinforce the Scout Oath and Scout Law and encourage longer tenure in Scouting by giving older Scouts another reason to Camp Arrowhead's summer camping session.

Outdoor Activities

Outdoor activities are an essential part of the Scouting program. It is through these activities that Scouts grow in skill and confidence. The troop holds at least one outdoor activity each month. These are typically a camping experience in which the Scouts sleep in tents. Occasionally, outings involve sleeping in cabins. Several of the yearly activities include backpacking, in which the Scouts carry all of the equipment and supplies in packs to their destination. Each trip has a theme or focus often related to the theme from the meetings. Whenever possible the troop attends the district camping functions such as the fall and spring district Camporees, the winter Klondike, or council-wide Camporalls. Plans for all activities are made by the Patrol Leaders' Council as part of the yearly planning for the troop.

The yearly camping program also includes one week at Scout Summer Camp. Troop 7 goes on alternating years to the BSA Council camp at Camp Arrowhead in Marshfield, Missouri. Troop 7 has also attended summer camps in Arkansas and Oklahoma. This is a special opportunity to build Scouting friendships, develop Scouts and camping skills, to participate in a wide range of activities, and to complete rank requirements and earn merit badges.

Troop 7 also sponsors crews to high adventure camps such as at the Philmont Scout Ranch and Double H in New Mexico or the Sea Base in Florida. To participate in high adventure camping, the Scout must meet age, rank and other requirements for that adventure.

Since outdoor activities require advance preparation, Scouts will be expected to commit in advance to activities they wish to attend. All fees that must be paid in advance will be collected from the Scouts signed up for the event. This money is normally not refundable if the Scout chooses at a later date not to attend. Scouts that are planning to attend a function for which food must be provided must either be present when the food is purchased and be prepared to pay for their share at that time or have made prior arrangements for payment with the Patrol Leader. If the Scout subsequently chooses not to attend, the cost of the food cannot normally be refunded.

Neither Scouts nor adult leaders are to bring soda, candy, gum, etc. on campouts. Any food that is brought on a campout must be reported to the Scoutmaster or an Assistant Scoutmaster and placed in the dry box. No food is permitted in the tents. Exceptions may be made by the Scoutmaster.

**See note under Patrol Method for grocery shopping information.

Adult supervision is required on all campouts. To adhere to the two-deep leadership requirement that is BSA policy, a minimum of three adults must attend each campout to ensure that there is no safety issue should a scout or adult require medical or disciplinary attention.

Parent Tip

No food is allowed in the church vans! Therefore, typically the boys are to eat dinner before they leave on a campout and they will need to bring money for lunch on the way home. Ask the Scoutmaster or SPL if you have any questions before a campout.

Before Camping:

Before going camping, the Scout should pack his own gear and see to the preparation or make plans for the purchase of any personal food that is required (such as the sack meal on the first night). He should develop and maintain a personal equipment checklist (a good starting example can be found in this handbook as well as the Boy Scout Handbook) and refer to this checklist before every outing. He should learn to monitor weather predictions and tailor his equipment choices accordingly. Early on, packing should be done under the guidance of an adult, but as he becomes more experienced and reliable, he should be expected to complete this task unsupervised.

After Camping:

In order to further promote the development of responsibility and self-reliance, Scouts should unpack and sort their own gear after returning from outings. Initially, this should be supervised by adults in order to facilitate learning good habits.

1. Clothing should be collected for laundering.
2. Sleeping bags should be air-dried and then stored in a mesh or linen laundry bag to keep them from being prematurely compressed (and thereby losing insulating qualities) or mildewed.
3. Boots and other footwear should be cleaned before storage.
4. Gear should be inspected and repairs made immediately or plans made for replacement prior to the next outing.
5. Troop tents go home with the boys to be aired out and cleaned. Be sure to bring the tent parts to the next meetings and store all parts of a tent together.

After backpacking, all gear should be examined against a personal checklist to identify if it was crucial to take each item along (the list should be used at each backpack outing). Scouts should keep a personal camping log including dates, destinations, and highlights.

Scout Equipment

In order to participate in the troop outdoor activities, each Scout must have certain essential camping equipment. New Scouts are encouraged to talk with the Scoutmaster **PRIOR** to the purchase of equipment in order to avoid unwise purchases. The troop provides each patrol with tents, cooking gear, a patrol box, dining flies, propane stoves and lanterns, and other crew gear.

The following is a suggested checklist for camping trips. Please remember to modify the list for the season and the particular needs of that trip.

Notes about camping equipment:

Keep in mind that the troop holds outdoor events year round ranging from hot summer weather to mid-winter cold. Camping can be fun in any weather as long as you are properly prepared for the experience. Improper equipment and inadequate preparation can make any camping experience a miserable one. Key camping gear includes:

- Sleeping bag: Since the temperature can drop below 40° even in the spring and early fall, it is suggested all sleeping bags be minimally able to handle 30°-40°. Winter camping bags should be rated between 0-20°. Weight and bulk are also key factors, especially for backpacking. Most sleeping bag liners are lightweight, removable and can add 10° to a sleeping bag's warmth.
- Closed-cell Sleeping Pad: Closed cell pads such as the Therm-A-Rest self-inflating sleeping pads provide vital insulation from the ground as well as added comfort. Open cell pads can be placed on top of these for additional padding, but they absorb moisture readily making them cold to sleep on if they are directly on the ground. Cots are not used in the troop's tents, but may be used in summer camp and at some special events. Inflatable air mattresses should not be used in any camping when cold weather may be encountered since these will chill the camper very quickly.
- Rain Gear: A good poncho or rain suit is essential for all outdoor activities. Weight and bulk are important especially for backpacking, but very thin gear is not recommended. The so-called emergency poncho made of thin plastic is not appropriate for camping.
- Boots: A good pair of medium-weight sturdy hiking boots is necessary for hiking and most outdoor activities. Heavy-weight mountaineering boots are not suitable for this purpose. The boots must be comfortable, provide support, and offer adequate protection. Ideally, they should be also water resistant.

Parent Tip

Sock liners help wick moisture away from skin. Socks made for hiking are recommended. Boots need to be broken in before extended use. Sandals are not allowed with Troop 7, however you may wear closed-toe water shoes when needed.

- Backpacks: A good quality frame pack that fits properly is essential for all backpacking trips. External frame packs are recommended for most hikes. The pack should be large enough for both personal equipment and the Scout's share of the crew gear and food. These packs are only used for backpacking hikes and cannot be brought inside the troop tents. Before purchasing a backpack, check with the Scoutmaster or Quartermaster, they may have one you could borrow.
- Duffle Bag: For activities other than backpacking trips, Scouts should use a duffle bag for their gear.

Troop leaders will be happy to assist in planning the purchase of camping equipment and in recommending suppliers.

Parent Tip

Check with Scoutmaster and/or Quartermaster for equipment you may borrow. Additionally, if your son has food allergies or any diet restrictions be sure to speak directly with the Scoutmaster before the trip so that arrangements can be made.

Personal Camping Equipment

Bags:

- Duffel bag for most activities
- Backpack for backpacking trips

Clothes:

- Scout related cap
- Scout related t-shirts
- Underwear
- Long-sleeved shirts
- Extra pants and/or shorts
- Socks
 - Liner socks
 - Outer socks
- Handkerchiefs
- Neckerchief or Bandanna
- Sweatshirt/Fleece jacket
- Jacket/Windbreaker
- Rain Gear
- Boots
- Extra shoes (sneakers/closed-toe sandals)

Seasonal:

- Wool hat
- Outer coat/Vest
- Warm gloves
- Bathing suit

Dining:

- Plate and/or bowl
- Knife/Fork/Spoon
- Cup

Sleeping:

- Sleeping bag (in waterproof bag and stuff sack)
- Fleece liner
- Closed-cell sleeping pad
- Ground cloth

Personal Items:

- 1 Quart water bottle (nalgene type)
- Deodorant
- Personal First Aid Kit
- Towel
- Bug Spray
- Sun screen
- Toothbrush/paste/floss
- Biodegradable soap/Chamois (small towel)
- Toilet paper – unscented
- Knife
- Small flashlight/Extra batteries
- Moleskin
- Other toiletries needed (contact lenses soln., etc)

Misc.:

- Sewing/repair kit
- Tape
- Compass
- Rope – Nylon 1/8 – 1/4" – 15-30' long
- Flashlight and extra batteries
- Pen and pad
- Work gloves
- Garbage bags/Ziploc bags
- Matches (in waterproof container)
- Camp Chair

Troop Policies

1. Troop 7 follows all guidelines and policies established by the Boy Scouts of America and the Ozark Trails Council.
2. No Scout may use a straight or sheath knife except in filleting fish or preparing food. A filet knife is provided in the patrol boxes. Only folding-type knives are allowed. Knives with locking blades are highly recommended.
3. No Scout is allowed to use an axe, saw, or any knife until he has earned his Totin' Chip Card. This card is earned under the supervision of the troop leaders and indicates that the Scout has demonstrated his proficiency and understanding of the safe and proper use of these tools. This card may be revoked by a troop leader either for repeated safety violations or for a flagrant misuse of one of these tools.
4. Alcohol, tobacco, drugs, firearms, sling shots, gambling devices and electronic devices (radios, CD players, I-pods, Game boys, cell phones, etc.) are not allowed at meetings or activities. The troop leaders should be made aware of any Scout requiring medication.
 - When approved by the Scoutmaster, you may be allowed one exception to the electronic device rule and that is when the Scouts will be traveling for longer than 2 hours by vehicle, then they may listen/play, as long as isn't offensive in nature and upon arrival stays in the van!
5. Gas or LP stoves and lanterns must not be used by any Scout without proper adult supervision and training.
6. Once a Scout commits to attending an event, he is responsible for paying all fees that are incurred as a result of his commitment. If a Scout is unable to attend, he must let his Patrol Leader know immediately in order to avoid any further financial responsibilities. All Scouts going on a camping trip are required to be pressed when the food and supplies are purchased. They will each pay their share of the expenses at this time. If a Scout cannot be present at that time, but plans to go on the trip, he must make prior arrangements with his Patrol Leader and send his money in advance.
7. All Scouts are expected to behave according to the Boy Scout Oath and Law. Inappropriate behavior will not be tolerated. All discipline will be handled by the Scoutmaster.
8. In observance of the twelfth point of the Scout law, "A Scout is reverent", we have church services at each campout. These services are interfaith and are conducted by the Scouts, led by the Troop chaplain, the Chaplain Aide or other leaders or Scouts so appointed.
9. All Scouts are required to assist the troop by participating in the selling of popcorn during the BSA popcorn sale.
10. If a Scout family is having financial difficulty and cannot afford to send their Scout to summer camp or other activities, please do not hesitate to speak with either the Scoutmaster or the Committee Chair. Many times there are partial/full scholarships available through the council to help with some camps. All conversations will be kept in confidence.

A Note to Parents

Unlike Cub Scouting, a Boy Scout troop does not operate on a parent-son basis. Boy Scouts are encouraged to be more independent. The troop is run by the boys elected by their peers. The success of Troop 7 is largely due to the effort of many volunteers who help make the troop run. Parents are encouraged to register as troop leaders and/or help out by assisting with camping trips or other activities. Even if you choose not to register, there is a role for each parent or guardian in our Troop. By helping plan a Court of Honor, cleaning and refueling the vans after outings, helping with reserving vans and filing tour permits before outings, and providing transportation are small tasks which free up the Scoutmaster and assistants to spend more of their time working directly with the youth. The troop is also in need of qualified merit badge counselors and instructors of Scouting and camping skills. Most of all, your son needs your support to meet the challenges of Scouting and for advancement. It is a proven fact that Scouts who are active in the troop and advance to Eagle enjoy strong parental support at home. Please feel free to talk to the Scoutmaster or any other troop leader if you have any questions or concerns.

Any parent who wishes to camp with the troop outside of the parent-son and family campouts, should strongly consider availing themselves of formal leader training. Initial training is available on line at <http://ozarktrailsbsa.org/resources.html> where you can complete both Boy Scout Leader Fast Start training and Youth Protection certification in the comfort of your own home. In addition, our district and nearby districts conduct additional training for adults throughout the year.

Fast Start Training is the first step for any new volunteer and is to be delivered immediately after a new leader registers and before he or she meets with any youth member.

Basic Leader Training comprises of two parts: New Leader essentials for all unit-level leaders and Leader Specific training, which is based on the leader's unit-level position.

Outdoor Leader Training is learning the skills that Scouters need to know to have a successful camping experience.

Order of the Arrow Encampment Gear List

- ✓ Clothes – 3 day supply
- ✓ Sleeping pad
- ✓ Sleeping bag
- ✓ Personal tent with ground cloth
- ✓ Flashlight and spare batteries
- ✓ Hat with Cyclops light
- ✓ First Aid bag
- ✓ Money – Trading post
- ✓ Toilet paper
- ✓ Toiletries
- ✓ Chair – COMFORTABLE – lots of ceremonies to sit through!
- ✓ Snacks
- ✓ Water cup
- ✓ Knife with sharpening stone
- ✓ Survival kit
- ✓ Book