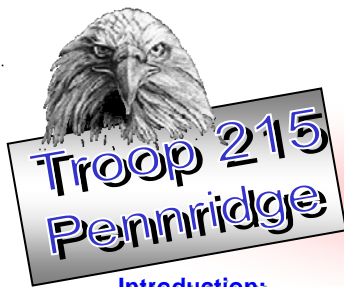


"Adventures in Scouting"

Troop 215
Frontier Youth Group
Pennridge, Bucks County, PA

Troop Manual
For
Scouts and Parents

*This Troop Manual is dedicated to the
ideals of Scouting!*



Troop 215 Manual for Scouts and Parents

Table of Contents

Introduction:

Chapter 1: Troop Program page 1

- Troop 215 Mission Statement
- Troop 215 Program Emphasis
- Adventures in Scouting

Chapter 2: Parent Participation page 3

- Support The Troop
- Support Your Son

Chapter 3: New Scouts page 4

- Joining The Troop
- What is "Patrol", "Patrol Method"
- New Scout Information Packet
- Required Forms
- Gear Needs For New Scouts
- Later Gear Needs

Chapter 4: Uniforms page 6

- Troop Uniform Policy
- Class A Uniform
- Modified Class A Uniform
- Class B Casual Uniform
- Personal Clothing
- Adult Leader Uniforms

Chapter 5: General - Troop Meetings, Activities, & Fundraising page 8

- Weekly Troop Meeting
- Monthly Troop Committee Meeting
- Monthly Troop Junior Leaders' Meeting
- Monthly Adventure Camping Trips
- Annual Summer Camp
- Semi-Annual Courts of Honor
- Eagle Courts of Honor
- Annual Calendar of Events
- Planning Troop Activities
- Dues Policy
- Fund Raisers

Chapter 6: Troop Organization page 10

- Chartering Organization
- Troop Committee
- Adult Troop Leaders
- Boy Leadership Positions
- Patrol Leaders' Council
- Venture Scouts

Chapter 7: Adult Leader Policy page 14

- Goals of Adult Leaders
- Filling Adult Leader Positions

- Adult Leader Training
- Adult Leader Meetings
- Adult Leader Conduct

Chapter 8: Boy Leader Policy page 17

- Commitment
- Troop Elections
- Qualifications
- Junior Leader Training

Chapter 9: Patrols page 18

- Reorganizing Patrols
- Forming a New Patrol
- Patrol Tent Assignments
- Additional Patrol Leadership Positions

Chapter 10: Advancement page 19

- Rank Advancement
- Spirit and Participation Requirements
- Merit Badges
- Advancement Pace
- Eagle Advancement
- Service Projects
- Leader Position Requirements for Star, Life and Eagle Ranks

Chapter 11: Outdoor Activities page 22

- Goals
- Adult Support for Camping/Activities
- Funding and Meal Planning for Trips
- Troop Camping Guidelines
- Visitors on Outings

Chapter 12: Equipment page 25

- General
- Categories of Equipment
- Control of Equipment
- Duties and Responsibilities
- Safety Considerations with Equipment
- Damage to Equipment

Chapter 13: Discipline page 27

- General
- Obedience
- The Scout Oath
- The Scout Law
- Enforcing Discipline
- Troop Reinstatement Review Board
- Drugs Alcohol and/or Tobacco
- Do's and Don'ts
- Troop 215 "Bully Policy"

Troop Organization Chart: page 32



Introduction

Welcome to Troop 215 of Pennridge School District, Pennsylvania.

This manual will help Scout families understand the troop. Topics such as troop organization, uniforms, safety concerns, and appropriate conduct will be discussed.

In today's world, there is a real need to develop our sons into men of character with strong values and the ability to achieve their fullest potential. Scouts learn lessons about life and the value of being a person of character and integrity, while enjoying fun-filled activities. Scouting fosters the development of the whole person! Scouts learn to do a "good turn daily". Since 1910, the Boy Scouts of America has provided strong values-based programs that strengthen character, develop good citizenship, and enhance both mental and physical fitness in youth.

Troop 215 endorses character-related Scouting values including respecting the environment, avoiding drugs and tobacco, helping at home, loving your family, learning moral values, educational growth, community involvement and service, national pride, telling the difference between right and wrong, and strengthening the relationship with God. Scouting definitely provides guidance for youth in a confusing world.

The boys in the troop will grow together as friends during their years in Scouting. It is the goal of Troop 215 to provide an environment that enables boys to have fun in a safe and positive environment that includes a respect for God and an understanding of the personal discipline that it takes for a young man to excel.

Troop 215 is "family friendly". The family unit is and should be a vital and integral component of a boy's life as well as a man's life. The boys develop their leadership skills by actually running the troop. And in recognition of the importance of family, the troop's activities are intended to include the family as much as possible.

The Troop Committee is responsible for implementing BSA policy in Troop 215.

Welcome to Troop 215!

Chapter 1 Troop Program



Troop 215 Mission

Statement

- Troop 215 will continue from the Pennridge area to share high adventure activities.
- Positive peer-pressure will be developed by building relationships in a family environment with an accent on reverence.
- Emphasis will be placed on using the elements of the Scout Law in daily living to nurture relationships with family, friends, and community.
- Achievement in education and realization of an aptitude for life-long learning will be nurtured, while enjoying an exciting and motivating Scouting program!
- Family participation is encouraged and expected.

Meeting every Wednesday from 6:30 PM to 8:30 PM (except Thanksgiving, Christmas or Christmas Eve)



TROOP 215

PROGRAM EMPHASIS:

- ▶ **INDIVIDUAL EXTREME SPORTS**
- ▶ **GOD & FAMILY PROGRAM**
- ▶ **ADVENTURE CAMPING**
- ▶ **YEAR-ROUND PROGRAM**
- ▶ **EXCITING, EDUCATIONAL,**

“Adventures in Scouting”

- ▶ **Horseback Camping**
- ▶ **Caving**
- ▶ **Skateboarding / In-line Skating**
- ▶ **Skiing / Snow Boarding / Sledding / Snow Sports**
- ▶ **Water Skiing / Water Sports / Windsurfing**
- ▶ **Cope Course**
- ▶ **White-Water Rafting**
- ▶ **Deep-Sea Fishing**
- ▶ **Kayaking / Canoeing / Sailing / Motor Boating**
- ▶ **Backpacking / Hiking / Historic Trails**
- ▶ **Back Country Camping / Orienteering**
- ▶ **Survival Skills / Snow Camping**
- ▶ **Skeet Shooting / Riflery / Archery**
- ▶ **Rappelling / Climbing / Rock Walls**
- ▶ **Mountain Biking / Freestyle Biking**
- ▶ **Nature & Wildlife / Oceanography / Animal Studies**
- ▶ **Swimming / Snorkeling**
- ▶ **Aviation**
- ▶ **Entrepreneurship**
- ▶ **Other High Adventure Trips**
- ▶ **Out Of State Adventures**

Chapter 2 Parent Participation

SUPPORT THE TROOP: Troop 215 parents act as volunteers to provide supervision and support to make Troop 215 a success. Parents can use their time and talents to provide transportation, help maintain troop equipment, be a Merit Badge Counselor, serve on our Troop Committee, or serve in a troop leadership position.

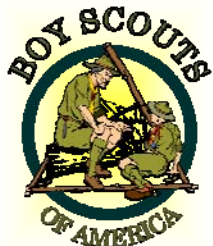
Your participation as a parent is required for the troop to continue operating as a quality unit worthy of the fine Scouts it serves. Please complete a Troop Resource Survey and return it to the Scoutmaster or Troop Committee Chairperson.

SUPPORT YOUR SON: It will be up to your son to decide the goals he sets for himself in Scouting. The adult leaders will provide encouragement and opportunity for your son. But your parental interest in his growth in Scouting is the most important factor in helping him to be successful.



Chapter 3 New Scouts

JOINING THE TROOP: In August 2002, Troop 215 was established as a new troop serving the boys and families of the Pennridge area. Troop 215 accepts new members that advance from the Pennridge area Webelos (Cub Scout) program. In addition, boys that have no prior Scouting experience are also encouraged to join the troop.



1. A Troop 215 adult leader will attend Webelos bridging ceremonies for boys joining the troop, and each boy will be officially welcomed to the troop and presented with a Scout manual.
2. Boys, aged 10½ years, advancing from Webelos will be part of a "New Scout Patrol." To give these new Scouts the initial attention they deserve, an Assistant Scoutmaster will be assigned to work directly with them.
3. Older boys joining the troop will be placed in a patrol with others of their age or skill level.

WHAT IS A "PATROL" AND THE "PATROL METHOD": The troop is organized into patrols, which are groups of approximately 8 boys that will work together as a unit at troop meetings and events. Patrol members elect their own "Patrol Leader". These boys will work together as a unit for many years in Scouting and will develop life-long friendships. On camping trips, each "Patrol" uses the "Patrol Method". That means that they set up their tents together as a group, cook their own meals, and organize many of their own activities.

NEW SCOUT INFORMATION PACKET: This packet contains troop forms and information for the new Scout and his family. The packet includes the following:

1. Troop 215 Manual (The manual you are presently reading)
2. BSA Medical Release Form (Parents authorization for emergency treatment)
3. Troop Resource Survey (This form is used to identify how a parent can help the troop)
4. BSA Applications (A Scout application and an adult leader application for parents)

REQUIRED FORMS: Prior to participating in a Scouting event, the following shall be returned to the Scoutmaster or one of his assistants:

1. Completed BSA Boy Scout application, along with prorated share of the annual dues to pay for registration, Boys' Life magazine subscription, and insurance. (\$60 per year or \$5 per month)
2. BSA Medical Release Form (Parent's authorization for emergency treatment).

GEAR NEEDS FOR NEW SCOUTS:

1. A new Scout needs a Boy Scout Handbook by his first meeting. The troop will provide handbooks to each boy bridging from the Webelo program. The Scout should bring the handbook to all Scouting functions.
2. Uniform requirements are covered in Chapter 4. Due to the cost of uniform items, the purchase of uniforms may be spread out over several weeks. The shirt with the proper identification symbols should be the first priority.
3. Due to the cost of equipment, gear purchases should be restricted to essential items until you confirm the level of your Scout's interest in outdoor camping. Discuss equipment purchases with the Scoutmaster and Scout before you make expensive

purchases. The following personal equipment items will typically be required on monthly camping trips:

- ◆ Sleeping bag rated to 0 degrees Fahrenheit or lower.
- ◆ Flashlight with fresh batteries.
- ◆ Toiletries kit with toothbrush, toothpaste, soap, wash cloth, shampoo, comb, deodorant, bath towel, etc.
- ◆ Mess kit to include bowl, cup, spoon, fork and knife.
- ◆ Personal first aid kit as described in the Boy Scout Handbook.
- ◆ Emergency toilet paper.
- ◆ Poncho or rain coat.
- ◆ Changes of socks, underwear and outerwear.
- ◆ Sweater/jacket/sweatshirt in fall, winter and spring.

The following equipment will be needed for backpacking trips. Please do not buy these items until you determine your sons interest in this type of adventure:

- ◆ Backpack (Internal or external frame).
- ◆ Canteen.
- ◆ Compact 1-man propane backpacking stove.

LATER GEAR NEEDS: As your Scout becomes more involved in Scouting activities, he will have some additional equipment needs. An active troop will do at least 10 weekends of camping each year. Eventually he could use hiking boots, a pocketknife, a compass, etc. Only you know what you can afford, so use your own good judgment. **If you are planning to purchase camping equipment, check with our leaders first.** They have knowledge of the best type of equipment our troop uses.



Chapter 4 Uniforms

TROOP UNIFORM POLICY: Wearing a uniform shows “Scout Spirit.” When a Scout sees another Scout in uniform, he knows he is like that person because they have committed to the principles of the Scout Law and Scout Oath. By wearing the uniform, Scouts are taking an open stand for their convictions. The boy leaders will conduct uniform inspections at least once per quarter. BSA policy allows a troop several options regarding uniforms. Troop 215 has elected the following:

FIELD UNIFORM: (TO BE WORN AT FORMAL SCOUTING FUNCTIONS & TROOP FAMILY NIGHTS)



1. Scout shirt (long or short sleeve) tucked into the trousers.
2. Standard shirt insignia. The following insignia are required on the official BSA shirt, and must be sewn in the correct position (See the Boy Scout Handbook or talk to an adult troop leader for assistance):
 - ◆ Shoulder tabs—red shoulder loops;
 - ◆ Left sleeve—Bucks County Council shoulder patch, numeral “215”, badge of office and “Trained” patch (if applicable);
 - ◆ Right sleeve—American flag, patrol medallion, and Quality Unit Patch (if earned);
 - ◆ Left pocket—badge of rank, Arrow of Light (if earned);
 - ◆ Above right pocket flap (optional)—nametag and Jamboree patch.
 - ◆ Right pocket flap—Order of the Arrow lodge insignia (if earned).
 - ◆ Other insignia are optional, but must be sewn in the correct position, if worn.
3. Scout trousers (long or short). If short pants are worn, Scout socks shall be worn. Trousers will be worn at waste height, not exposing underwear or buttocks.
4. Scout hat is optional; however, should the Scout elect to wear a hat, the baseball-style mesh Scout hat is the only hat authorized for BSA events.
5. Any closed-toe shoes or boots (as a safety precaution Troop 215 policy precludes the wearing of sandals at Scouting events.)
6. Scout belt and buckle.
7. Scout socks.
8. Merit badge sashes (with patches for merit badges earned) are worn to formal events.
9. A BSA neckerchief and neckerchief slide may be worn. There is no official Troop 215 neckerchief at this time.
10. *Note:* Older Scouts that have been elected into the Order of the Arrow (OA) will wear OA sashes at OA functions, Courts of Honor, and formal events.

MODIFIED FIELD UNIFORM: (TO BE WORN TO WEEKLY SCOUT MEETINGS)

1. Scout shirt (long or short sleeve) with standard insignia as described above, tucked into the trousers.
2. Appropriate jeans or pants (long or short). Trousers will be worn at waste height, not exposing underwear or buttocks.
3. Scout hat is optional.

ACTIVITY UNIFORM: (TO BE WORN FOR TRAVEL TO/FROM SCOUTING EVENTS)

1. Troop 215 or other Boy Scout T-shirt.
2. Appropriate jeans or pants (long or short). Trousers will be worn at waste height, not exposing underwear or buttocks.
3. Scout hat is optional.

PERSONAL CLOTHING: (ALLOWED DURING CAMPING TRIPS AND DAY TRIPS)

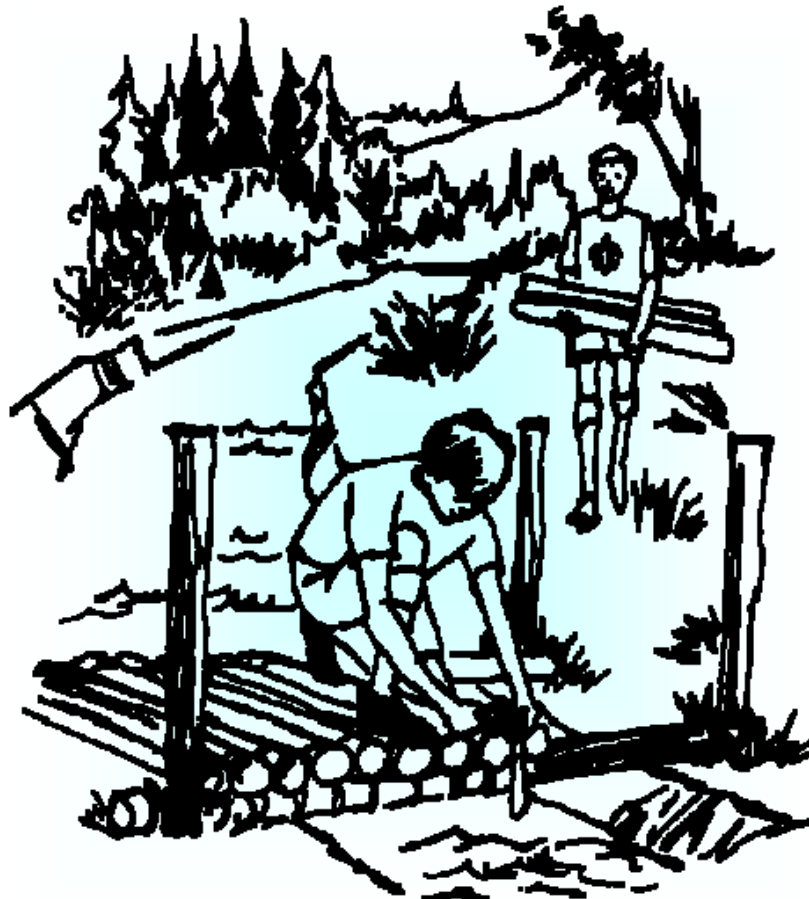
1. Neat clean personal clothing without unsightly rips, tears, or stains.
2. No inappropriate pictures or slogans allowed on clothing.
3. Troop leadership will use discretion in determining if clothing is appropriate.

Scouts should wear the appropriate uniform as described above for all Scouting activities. Parents, encourage your Scout to comply. The Field Uniform will be required for Courts of Honor, and some District, Council and out-of-Council events, e.g., summer camp. A merit badge sash will be required after six merit badges are earned. (Up to six merit badges can be worn on the right sleeve of the long-sleeve shirt.) The merit badge sash is a required uniform item for special occasions.

New uniforms are available for sale through Bucks County Council's office located at Scout Way, Doylestown, PA, or from the J.C. Penney's catalog. sAlso, the BSA catalog is available on-line at www.scoutstuff.org.

If for any reason a Scout is unable to afford a uniform, the troop will help arrange for one. A note, signed by the Scout's parent or guardian, stating financial circumstances shall be presented to the Scoutmaster or Troop Committee Chairperson. Personal details will remain confidential.

ADULT LEADER UNIFORMS: Adult leaders wear the same uniform as the Scouts, except they do not wear a badge of rank.



Chapter 5 General - Troop Meetings, Activities, and Fundraising

WEEKLY TROOP MEETINGS: Meetings are held each Wednesday from 6:30 p.m. to 8:30 p.m. unless otherwise noted on the annual calendar. Parents must arrange transportation for their Scout. Scouts may arrive as early as 6:30 p.m. for a pre-gathering activity and should be picked up by 8:30 p.m. unless otherwise directed by the Scoutmaster. Parents are responsible for their own child's safety before and after Scout meetings. Do not leave your Scout at the meeting place if no adult leader is present. Scouts are not permitted to loiter away from the group during meetings. If the Scout does not report to the Scout meeting, Troop 215 is not responsible for him.

1. **FIRST WEDNESDAY EACH MONTH – MERIT BADGE INTRODUCTION NIGHT:** A new merit badge is introduced each month.
2. **SECOND WEDNESDAY EACH MONTH – SCOUTMASTER CONFERENCES:** Boys can discuss advancement and other issues with the Scoutmaster.
3. **THIRD WEDNESDAY EACH MONTH – BOARD OF REVIEWS:** Boys can have a formal Board of Review to determine if they qualify for advancement.
4. **FOURTH WEDNESDAY EACH MONTH – TROOP 215 COMMUNITY EXCURSION NIGHT:** Boys will participate in a community excursion, usually having to do with a topic being studied by the troop.

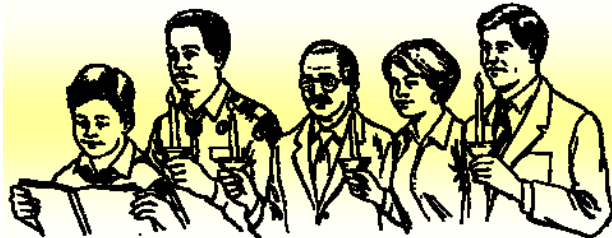
MONTHLY TROOP JUNIOR LEADERS' COUNCIL (JLC): Troop Junior Leaders (boy leaders) meet on the **second Sunday of each month at 1:00 p.m.** at the Scout Barn. This is an important monthly planning meeting for the boys involved in leading the troop. They will be involved in planning troop meetings, activities, outings, camping trips, community excursions, monthly themes and training, and community service projects.

MONTHLY TROOP COMMITTEE MEETINGS: Troop Committee Meetings of the troop adult leaders are held on the **first Monday of each month at 7:00 p.m.** (location to be determined each month). These meetings are important for handling Troop 215 business. In addition to committee members, any troop parent or district/council representatives may attend the Troop Committee Meetings and present subjects for discussion.

MONTHLY ADVENTURE CAMPING TRIPS: Each month, Troop 215 conducts a weekend camping trip or special event. When possible, the troop will participate in events planned by the District or Bucks County Council. These troop outings promote advancement opportunities, fun, fitness and comradeship.

ANNUAL SUMMER CAMP: In the summer, Troop 215 attends at least one week of camp at an approved BSA facility. It is a Troop 215 policy not to attend the same summer camp two years in a row. This allows Scouts to experience different camp programs.

SEMI-ANNUAL COURTS OF HONOR: Troop 215 holds "Courts of Honor" to recognize our Scouts' hard work. Courts of Honor are family affairs and parents and families are expected to attend to honor their boys for their achievements. Troop Courts of Honor are typically held in May and November (to be confirmed).



Chapter 6 Troop Organization

Troop 215 is organized in accordance with BSA guidelines as follows:

CHARTERING ORGANIZATION: The Chartering Organization (CO) is chartered by the Boy Scouts of America. This charter allows the organization to operate a BSA troop to fulfill its community and youth objectives. The Chartering organization for Troop 215 is "Frontierland".

TROOP COMMITTEE: The Troop Committee is a group of adults, generally parents of the Scouts. They handle troop administration, provide adequate adult leadership and support, and deliver a quality program by seeing that the troop is functioning according to official BSA policy. Committee meetings are held monthly on the first Monday of each month at 7:00 p.m. at a location to be determined each month. The Troop Committee consists of the following positions:



1. **TROOP COMMITTEE CHAIR** -- The Committee Chair serves as the "Chairman of the Board," the board being the Troop Committee. The Chairperson is selected by the Chartering Organization.
2. **CHARTERING ORGANIZATION REPRESENTATIVE** -- A member of the Chartering Organization whom acts as a liaison between the troop and the Chartering Organization.
3. **TREASURER** -- Responsible for the troop's funds and financial records (the recording of all incoming and outgoing moneys) and provides a monthly report on troop finances to the Troop Committee. Leads the "Friends of Scouting" campaign, prepares the annual troop budget, and supervises fundraising. The Treasurer may recruit the assistance of a **FUND RAISING COORDINATOR** to assist with fund raising.
4. **SECRETARY** -- Takes minutes and types and distributes minutes for approval. Prints a troop newsletter. Handles troop resource surveys and the troop web page, phone list, troop roster, troop forms and registration materials, and publicity.
5. **MEMBERSHIP / PACK AND WEBELO COORDINATOR** -- Maintains the troop's relations with feeder Packs. Coordinates placement of Den Chiefs in Packs. Works with Webelo Den Leaders to maximize the number of Webelos successfully crossing over to Troop 215's program. Responsible for Webelos-to-Scout transition.
6. **OUTDOOR & ACTIVITIES COORDINATOR** -- Works with the Scoutmaster to determine transportation requirements for camping trips/events and organizes drivers and vehicles. Prepares tour permits and submits them to Bucks County Council. Coordinates with the POC (Point of Contact) for each trip to insure proper planning.
7. **ADVANCEMENT COORDINATOR** -- Responsible for the administration of the troop advancement program, keeps records and prepares reports for submission to the Council. Maintains the Merit Badge Counselor List, secures badges and certificates, maintains advancement literature, and coordinates Boards of Review.
8. **TRAINING COORDINATOR** -- Ensures leaders are trained, maintains training records, maintains training resources, runs Youth Protection Training in troop, oversees Junior Leader Training (JLT), and schedules adult training with the District.
9. **TROOP CHAPLAIN** -- Provides spiritual tone, guides Chaplain's Aide, performs home visits when needed, provides spiritual counseling, promotes religious emblems program.
10. **EQUIPMENT COORDINATOR** -- Responsible for working with the troop Quartermaster in the organization, control and maintenance of troop equipment.
11. **GRUBMASTER** -- Responsible for coordinating menu planning, collecting grub money, purchasing food, transporting food, and coordinating with the Point of Contact person for each camping trip.

12. **OTHER ADULT POSITIONS** can be created and filled as decided by the Troop Committee.

ADULT TROOP LEVEL LEADERS: The following adult leaders are selected by the Troop Committee to operate the troop program and oversee the activities of the Scouts:



1. **SCOUTMASTER** -- The Scoutmaster is responsible for overseeing the operations of the troop. The Scoutmaster serves as the "Chief Executive Officer." His main responsibility is the Scouts of the troop and all Assistant Scoutmasters assigned. The Scoutmaster attends Troop Committee meetings and reports on the status of the troop and the annual program of events.
2. **ASSISTANT SCOUTMASTERS** -- Aside from being responsible for specific tasks as assigned by the Scoutmaster, each Assistant Scoutmaster acts as an advisor to an assigned patrol.
3. **ASSISTANT SCOUTMASTER (NEW SCOUT PATROL)** -- Works with new Scouts to assist them in their orientation to the troop. Provides the boys with necessary information, forms, and counseling.
4. **ASSISTANT SCOUTMASTER (VENTURE CREW ADVISOR)** -- Provides guidance to Scouts (over 14 years old) participating in the Venturing program and provides oversight that their functions are being carried out in accordance with BSA policy. Troop 215 Scouts participate in Venture Crew 185 at this time.

BOY LEADERSHIP POSITIONS: The main leadership positions are filled when the Scouts elect their leaders. The elected leaders then appoint other Scouts to fill needed positions.

ELECTED BOY POSITIONS:



1. **SENIOR PATROL LEADER** -- The Senior Patrol Leader is the boy leader of the troop elected by his fellow Scouts. He works with the Scoutmaster to set the agenda and presides at all Patrol Leaders' Council meetings, runs the weekly troop meetings, and appoints other boy leaders, assigning specific responsibilities as needed.
2. **ASSISTANT SENIOR PATROL LEADER** -- The Assistant Senior Patrol Leader, also elected by the troop, assists the Senior Patrol Leader in conducting meetings and providing leadership to other junior leaders in the troop. He acts as the Senior Patrol Leader in his absence.
3. **PATROL LEADERS** -- Patrol Leaders are responsible for their individual patrols at all times. They preside at patrol meetings and control their patrol during troop functions. They represent their patrol at Patrol Leaders' Council meetings and report to the Senior Patrol Leader for all matters concerning their patrol.

APPOINTED BOY POSITIONS: All appointments are made with the approval of the Scoutmaster. The following positions are appointed as needed to operate the troop:

1. **JUNIOR ASSISTANT SCOUTMASTER** -- Appointed by the Scoutmaster because of his leadership ability. This is a 16 or 17-year-old boy, and typically an Eagle Scout preparing to make the transition to being an adult leader. The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required.
2. **DEN CHIEFS** -- Selected by the Scoutmaster to assist with Cub Scout Dens, to attend Den meetings, serve as a roll model for Cubs, and increase Cub Scout interest in bridging over into Boy Scouts.

3. **TROOP GUIDE** -- An older, experienced Scout appointed by the Scoutmaster and the Assistant Scoutmasters. He will help younger Scouts progress through the ranks of Scouting as assigned by the Assistant Scoutmaster.
4. **INSTRUCTORS** -- Older Scouts who have advanced in rank and training provide a core of skills and knowledge on which the Senior Patrol Leader can develop training programs in support of the troop's annual training objectives. Appointed by the Senior Patrol Leader.
5. **TROOP QUARTERMASTER** -- Responsible for the organization, control and maintenance of troop equipment. He shall work with the Committee Equipment Coordinator. Appointed by the Senior Patrol Leader.
6. **CHAPLAIN'S AIDE** -- The Chaplain's Aide shall work with the adult Chaplain to meet the religious needs of the Scouts in the troop. Assists in delivering the Sunday religious ceremony on camping trips, overseeing prayers before meals, etc. He shall also work to promote the religious emblems program. Appointed by the Senior Patrol Leader and the Troop Chaplain.
7. **SCRIBE** -- The troop Scribe keeps the troop's records. He records the activities of the Patrol Leader's Council and keeps records of Scout attendance to troop meetings. He shall work with the Scoutmaster and Senior Patrol Leader. Appointed by the Senior Patrol Leader.
8. **LIBRARIAN** -- The troop Librarian shall take care of troop literature and maintain merit badge books, which can be loaned to Scouts. Appointed by the Senior Patrol Leader.
9. **HISTORIAN** -- The troop Historian keeps a written and photographic historical record and scrapbook of troop activities. Appointed by the Senior Patrol Leader.
10. **ASSISTANT PATROL LEADER** -- Appointed by the Patrol Leader, he assists the Patrol Leader in leading the patrol and acts as the Patrol Leader in his absence.
11. **PATROL SCRIBE** -- He works with the Patrol Leader to keep important patrol records. The Patrol Scribe can write up the menu and maintain duty rosters on camping trips. Appointed by the Patrol Leader.
12. **PATROL QUARTERMASTER** -- Responsible for the organization, control and maintenance of Patrol equipment, and the procurement and return of troop equipment to the troop Quartermaster. Appointed by the Patrol Leader.
13. **OTHER BOY POSITIONS SUCH AS ASSISTANT QUARTERMASTER, PATROL CHEERMASTER, PATROL GRUBMASTER, PATROL COOK, ETC.** can be appointed as needed by the Scoutmaster, Senior Patrol Leader, or Patrol Leaders.

PATROL LEADERS' COUNCIL: The Patrol Leaders' Council meets on the second Sunday of each month at 1:00 p.m. at the Scout Barn, and is responsible for planning and conducting the troop's activities. The Troop Committee interacts with the Patrol Leaders' Council through the Scoutmaster. The Patrol Leaders' Council comprises the following voting members:

1. Senior Patrol Leader -- Leads the Patrol Leaders' Council
2. Assistant Senior Patrol Leader(s)
3. Patrol Leaders -- One for each patrol
4. Troop Guide for New Scout Patrol
5. Scoutmaster
6. Other Scouts in troop-level boy leadership positions (i.e. Scribe, Quartermaster, etc.)



THE PATROL LEADERS' COUNCIL MEETS MONTHLY TO:

1. Plan the annual calendar of events.
2. Plan monthly events.

3. Plan and organize weekly meetings and assign responsibility for planned events.
4. Complete the weekly meeting plan for each weekly meeting.
5. Discuss problems.
6. Make recommendations for improving troop operations.

VENTURE SCOUTS: Troop 215 has formed an alliance with Venture Crew 185 in order to provide an opportunity for exciting and high-adventure activities of interest to our senior Scouts. The Venture Crew operates much the same as a patrol.

1. Requirements for Participation - Venture Scouts shall be at least 14 years old. Membership in the group will be at the recommendation of the adult leadership and will be based on rank, maturity, and ability.
2. Venture Crew activities are planned and performed in addition to the regular troop activities (Members will also continue with regular Scouting advancement programs, troop activities and troop leadership responsibilities).
3. An Assistant Scoutmaster (Venture Crew Advisor) will be appointed to oversee the Venture Crew Scouts. Due to the risk involved with some of the advanced skill activities, parental permission is required for participation in Venture Crew activities.



V E N T U R I N G • B S A

Chapter 7 Adult Leader Policy

GOALS OF ADULT LEADERS: Adult leaders act primarily as advisors, giving maximum opportunity for the Scouts to show responsibility. The adult leadership of Troop 215 has two major goals:

1. Provide an environment for the boys to live the ideals of Scouting, including a chance to develop and demonstrate leadership abilities, and to participate in educational opportunities.
2. Provide an adult organizational structure that can adapt to changes in its staffing requirements.

FILLING ADULT LEADER POSITIONS: Positions will be filled as made possible by the number of adult volunteers. If the number of adult volunteers isn't sufficient to fill all positions, the Committee Chairperson and/or the Scoutmaster may combine positions after gaining approval of the Committee. The Committee will have the responsibility to appoint all adult leaders, and the Chartered Organization must approve of each appointment. The Chartered Organization and/or the Troop Committee can remove an adult leader at their discretion.



ADULT LEADER TRAINING: Adult leaders in the troop are expected to participate in training courses for his/her position as offered by the Bucks County Council. This training enables the troop's adult leaders to remain on target with the aims of Scouting. Until leadership training can be arranged, new adult leaders will be familiar with the Youth Protection Program guidelines for Boy Scout leaders. BSA training consists of:

1. **BOY SCOUT LEADER FAST START TRAINING:** A quick orientation to get ready for the first Scout meeting. It is available on-line at www.buckscountybsa.org (click on "Training").
2. **YOUTH PROTECTION TRAINING:** A 1-hour course about protection of youth from sexual abuse. The Scoutmaster or troop Training Coordinator can teach this course at Troop 215 at any time, and it is also available on-line at www.buckscountybsa.org (click on "Training").
3. **NEW LEADER ESSENTIALS TRAINING:** A 1-hour course to be completed by all adults in the BSA program, regardless of position. This course is offered at the district or council level several times per year.
4. **SCOUTMASTER POSITION SPECIFIC TRAINING:** A 4-hour course specifically targeted for troop leader training. Required for all troop-level leaders such as Assistant Scoutmasters. This course is offered at the district or council level several times per year.
5. **INTRO TO OUTDOOR LEADER SKILLS:** A weekend-long training usually held at Ockanickon Scout Reservation. This training involves specific skills training for the outdoor BSA camping program. Completion of training courses #1 through #5 will qualify the Scoutmaster or Assistant Scoutmaster to wear the "Trained" patch for their position. This course is offered at the council level twice per year.
6. **TROOP COMMITTEE TRAINING:** This training is a 4-hour long training course for troop committee members. It can be held on a Saturday at the Troop barn. Completion of training courses #2, #3, and #6 will qualify Troop Committee Members to wear the "Trained" patch for their position.

ADULT LEADER MEETINGS: Adult leaders are encouraged to become involved with all aspects of the Scouting program. The following is a list of some of the meetings that adult leaders may attend (see the Scoutmaster or an Assistant Scoutmaster for information):

1. **WEEKLY TROOP MEETINGS:** each Wednesday.
2. **TROOP COMMITTEE MEETINGS:** monthly, on the first Monday of each month at 7:00 p.m. at a location to be determined each month.
3. **ADULT DISTRICT ROUNDTABLES:** 2nd Tuesday of each month (except in the summer). See the Scoutmaster or Committee Chair for information about attending this informative monthly District meeting.
4. **TRAINING SESSIONS:** as scheduled by Bucks County Council.

ADULT LEADER CONDUCT: Adult leaders shall exhibit the ideals of Scouting when working with boys. They will strive to set an excellent example in their handling of the boys. Standards of conduct in personal habits, language, hygiene, and interaction with Scouts will be in accordance with the Scout Oath and Law, and BSA policy. The Scoutmaster shall enforce leader conduct at troop functions. The committee shall oversee and review leader conduct as needed.

1. **GENERAL STANDARD OF CONDUCT:** The same standards of conduct will apply to troop leaders that apply to troop boys (See Chapter 13 in this manual). Firearms and weapons are not permitted at troop functions except with prior District approval for use in a BSA approved firearms program. Swearing and jokes of a sexual or discriminatory nature are not permitted. Openly homosexual adults will not be permitted to be leaders in the troop.



2. **"TWO-DEEP LEADERSHIP":** The principle of "Two-Deep Leadership" will be used by troop leaders and adults/parents at all troop functions. This requires that there shall **never** be a situation in which a **single boy** and a **single adult** are **alone** together (except for a parent with his/her own son). In camping situations, an adult will not share a tent with a boy (except his/her own son). In cabin camping situations, the adults should attempt to segregate their sleeping area from the boys as much as possible. Females shall not share sleeping facilities with males, except members of their own family.
3. **DRIVING:** Adult leaders involved in driving youth will handle their vehicle safely and obey vehicle laws. They will verify that each occupant is strapped in a seat belt as required by BSA policy. Adults shall not use tobacco while in a vehicle with Scouts.
4. **ADULT LEADER GUIDELINES FOR DISCIPLINE OF SCOUTS:** Adult Leaders are never permitted to physically strike a Scout. Adult leaders shall not holler, scream, or curse at Scouts, and shall not call a boy names or demean or put down a Scout. Discipline guidelines also apply to an adult's discipline of his/her own children during a Scouting event. The three methods by which an adult can deal with a Scout behavior problem are:
 - ◆ Request the Scout to cease the inappropriate behavior and redirect the Scout to an appropriate activity.
 - ◆ Direct the Scout to report to the Senior Patrol Leader or Scoutmaster for a conference.
 - ◆ Remove the Scout from the situation. However, the Scout must remain in the company of at least one other Scout, or the principle of "Two-Deep Leadership" must be followed.

5. **USE OF ALCOHOL OR OTHER CONTROLLED SUBSTANCES:** A troop leader may not use or be under the influence of Alcohol or any controlled substances at any troop function. This includes attending a troop function under the influence of alcohol consumed prior to the meeting. If you smell like alcohol, don't come to the meeting, or the Scoutmaster or other troop leaders will be required to ask you to leave. Please do not drive your son to a meeting smelling like alcohol, or the Scoutmaster or other troop leaders will be required to find another form of transportation to return your boy home. Even if you had "only one drink", it is the duty of the Scoutmaster or other troop leaders to take action as described above. So please do not embarrass yourself or the troop leadership.

6. **TOBACCO USE:** Tobacco use is not permitted at Scout meetings or outings, and at most BSA Scout Reservations. If you are a smoker, remove yourself from the group setting if you must smoke. Please be discrete – boys should not witness adult smoking at a Scouting event. Adults should not smoke in a vehicle with Scouts present.

7. **BE AN EXAMPLE REGARDING THE "TROOP BULLY POLICY":** We understand that boys are subjected to many inappropriate situations every day in school and elsewhere. Children can be very cruel to each other.

Inappropriate behaviors can include physical striking, aggressive or inappropriate gestures, sexually inappropriate behavior or gestures, name calling, ruffling the hair, sarcasm, insults, put-downs, exclusion from the group, laughing at a person, joking about a person, commenting on a person's physical attributes, imitating or mocking a person, and more.

Troop 215 has a "Bully Policy" that addresses these behaviors (See Chapter 13 in this manual). Troop leaders are expected to be role models for the Scouts and are to avoid bullying behaviors including sarcasm and joking about a boy. Troop leaders are also expected to request Scouts to cease any such behavior that they witness, and to counsel Scouts about how their behavior is making another Scout uncomfortable or sad.



Chapter 8 Boy Leader Policy



COMMITMENT: A leadership role within Scouting requires an extraordinary commitment, and demands time and sacrifice of the Scout. Troop 215 leadership positions should only be considered by those boys who:

1. Demonstrate the proper example.
2. Are willing to give to the troop more than they receive.
3. Are willing to put troop activities on a higher priority than other activities.

TROOP ELECTIONS:

1. Each September, a general election by the entire troop will be conducted for Senior Patrol Leader and Assistant Senior Patrol Leader(s). The outgoing Senior Patrol Leader will preside over the election, accept nominations, and supervise the collection of ballots. Voting will be conducted by secret ballot. Election for Senior Patrol Leader will be conducted first to allow candidates not elected to run for Assistant Senior Patrol Leader. The Scoutmaster or Assistant Scoutmaster, plus the outgoing Senior Patrol Leader or Junior Assistant Scoutmaster will count and verify the votes. The candidate receiving a simple majority of the votes will be declared winner. Newly elected leaders assume their new posts at the first regular meeting following the next Court of Honor.
2. A Patrol Leader election will be held in January. Patrol members will vote for their respective Patrol Leaders. Votes will be by secret ballots. Ballots will be counted and verified by the outgoing Patrol Leaders and a troop Guide or Assistant Scoutmaster.
3. All other troop leadership positions will be recommended by the Senior Patrol Leader and approved by the Scoutmaster.
4. An attempt will be made to get 100 percent of the troop's membership in attendance for the night of the election. No election will be conducted if less than 60% of the general membership is present.

QUALIFICATIONS: All boys nominated for leadership positions must meet the approval of the Troop Committee and the Scoutmaster.

1. Senior Patrol Leader: Each Scout running for the office of Senior Patrol Leader must be a First Class Scout, must have served as a Patrol Leader, and must be 14 years of age.
2. Assistant Senior Patrol Leader: Each Scout running for the office of Assistant Senior Patrol Leader must be a First Class Scout, must have served as a Patrol Leader, and must be 13 years of age.
3. Patrol Leader: Each Scout running for the office of Patrol Leader must be at least a Second Class Scout except in the New-Scout Patrol.



JUNIOR LEADER TRAINING: When instructors are available, the troop will offer a Junior Leader Training (JLT) course. In addition, Bucks County Council usually offers JLTC once a year during the summer camp program. Troop 215's Troop Committee has agreed to pay 50 percent of the camp fee for the troop's quota (usually two boys) to this Council course. For a Scout to be eligible to hold a troop leadership position, it is recommended that he attends at least one of these above-mentioned courses or agrees to attend the next available course.

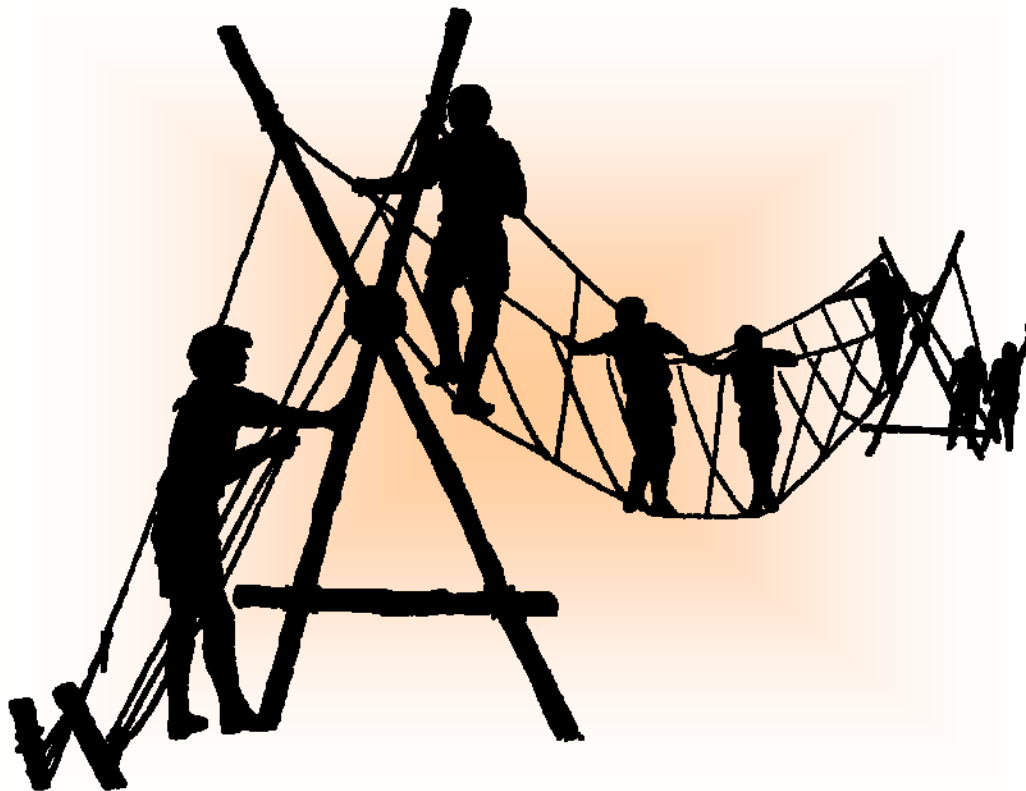
Chapter 9 Patrols

REORGANIZING PATROLS: The "Patrol Method" gives Scouts an experience in group living and citizenship. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it. Patrols become strong active units through the members' long-term sharing of experiences from camping or special events. Troop 215's goal is to maintain a patrol's integrity through as much of a Scout's career as possible. If it becomes necessary to reorganize patrols then the Scoutmaster and adult leadership will determine new patrol organization.

FORMING A NEW PATROL: Troop 215's goal is to maintain patrols of approximately eight Scouts each. There will be no more than 10 Scouts per patrol. When one of the patrols reaches more than 10 members and the others have eight or more members, a new patrol will be formed.

PATROL TENT ASSIGNMENTS: Patrol Leaders shall make tent assignments. The Patrol Leader will adhere to the desires of his Patrol for tenting arrangements as much as possible.

ADDITIONAL PATROL LEADERSHIP POSITIONS: The Patrol Leader shall appoint an **ASSISTANT PATROL LEADER, PATROL QUARTERMASTER, PATROL COOK, PATROL GRUBMASTER, PATROL SCRIBE, AND PATROL CHEERMASTER,** as he deems necessary. Additional patrol leadership roles can be created so that every boy in the patrol has a responsibility.



Chapter 10 Advancement

RANK ADVANCEMENT: Advancement is the process by which Scouts progress from rank to rank. It is designed to help the boys have an exciting and meaningful experience.



1. Ranks are Tenderfoot, Second Class, First Class, Star, Life and Eagle. Eagle Palms may be awarded for additional merit badges until the Scout's 18th birthday.
2. The BSA requirements for rank advancement shall be the basis for the Scouts' advancement. There are four steps in the procedure: learning, testing, reviewing and recognition.
3. All advancement procedures shall be administered under conditions that harmonize with the aims and purpose of the BSA: to strengthen character, body, mind, and the concept of being a participating citizen.
4. Education is the chief function of the Scouting movement and the basis of the advancement program. A boy will advance as a natural outcome of his activities in his patrol and troop. Troop activities are based on rank advancement. Recognition is gained through leadership service in the troop, participating in its activities, living the ideals of Scouting, and proficiency in activities related to outdoor life, useful skills, and career exploration.
5. The Troop Committee reviews the troop's program to see that it is conducted in such a way that the Scouts have an opportunity to advance on the basis of learning, testing, reviewing and recognition.

REQUIREMENTS FOR SCOUT SPIRIT AND PARTICIPATION: In order to fulfill the Scout spirit requirements for advancement, the Scout must demonstrate Scout spirit by living the Scout Oath and the Scout Law in his everyday life.

1. Participation -- All Scouts of Troop 215 are welcomed and encouraged to take advantage of all troop activities. In order to properly demonstrate the Scout Spirit requirement for rank advancement, **each Scout is expected to participate in at least 50% of all meetings and outings.** If legitimate conflicts arise due to sports, church or other activities, they should be discussed with the Scoutmaster.
2. Most of our Scouts participate in organized sports or other activities through school or community groups. Scouting does not need to be curtailed during the various seasons. If the Scout wishes to participate in sports, he should discuss this with the Scoutmaster and make a commitment to participate in as many Scout meetings and events as possible.

MERIT BADGES: Earning merit badges gives Scouts confidence by teaching them to overcome obstacles to achieve a goal. The Scout also learns career skills, develops socially, and may develop physical skills and hobbies that give a lifetime of healthful recreation.

1. To earn merit badges the following sequential procedures shall be followed:



- ◆ Obtain a merit badge card from the troop Advancement Coordinator. The Scoutmaster or Assistant Scoutmaster must sign the card.
- ◆ Contact a Merit Badge Counselor and arrange meetings (see the Scoutmaster for a Council Merit Badge Counselor list).
- ◆ Complete the merit badge requirements under the guidance of the Counselor.
- ◆ Have the Counselor sign the card verifying completion of all requirements.
- ◆ Present the completed card to the troop Advancement Coordinator for forwarding to the Council for registration and procurement of the badge.

2. The responsibility for merit badge qualifications shall rest with the Merit Badge Counselor. Merit Badge Counselors shall be registered adult members of BSA. The Merit Badge Counselor shall prepare and qualify youth members. There is no Board of Review procedure for merit badges, but public recognition may be given at a Court of Honor.
3. Youth Protection Program: The BSA Youth Protection Program policy requires that a Scout must have at least one other person with him at each meeting with the Merit Badge Counselor. **BSA policy prohibits one-on-one situations between adults and Scouts.** The buddy can be a parent or guardian, brother, sister, relative, friend or another Scout.
4. Group instructions: While merit badges may be earned in group instruction, this method is discouraged for most merit badges as it bypasses one of the key purposes of the merit badge plan; working closely with a qualified adult. Group instruction is most practical when special facilities, expert personnel, and/or limited counselors make individual instruction inappropriate. When the group method is used, as much individual attention as possible should be afforded each candidate's project and his ability to fulfill all requirements.
5. Merit Badge Counselor: By working with a Merit Badge Counselor, a Scout becomes acquainted with an adult knowledgeable in one or more fields, an experience invaluable to a Scout. The Counselor introduces subjects that may lead to a career choice or a lifetime pursuit. **The troop Advancement Coordinator and the Scoutmaster will maintain a list of approved Merit Badge Counselors.** Bucks County Council and the District Advancement Committee must approve Merit Badge Counselors (even those parents serving as Merit Badge Counselors just for Troop 215). Merit Badge Counselors must register with Bucks County Council as Scouters. In all cases, the Advancement Coordinator must have a completed Merit Badge Counselor Application on record for each applicable person.
6. Troop meetings are reserved for conducting skill and leadership training and general troop business. With the approval of both the Scoutmaster and the Advancement Coordinator, merit badge classes may be scheduled prior to the regular meeting. Scoutmaster approval will ensure reservation of a meeting place. Approval of the Advancement Coordinator will ensure approved Counselors, cards, merit badge books and other administrative requirements.
7. Some meetings may focus on a particular merit badge, and the troop may use Merit Badge Counselors to make presentations covering the highlights of a merit badge as a means of introducing Scouts to the subject. But completion of the badge is an individual effort by the Scout. Also, work on some merit badges may be arranged at some camping trips.

ADVANCEMENT PACE: Advancement in BSA is totally dependent upon the boy. Each boy is expected to pursue the various advancement requirements, awards, badges and ranks at his own pace. He is encouraged to involve his family, other Scouts, the Scoutmaster and any other sources available to help him.

1. The troop will provide guidance and assistance in completing merit badges outside the weekly meetings, i.e., classes prior to meetings or on camping trips. The extra effort and experience gained by pursuing merit badges through approved Merit Badge Counselors is important in maintaining the quality and maturity of the upper ranks of Star, Life and Eagle.
2. Advancement requirements for the first three ranks are listed in Chapters 3-5 of "The Boy Scout Handbook." Advancement to Tenderfoot, Second Class and First Class concentrate on Scouting skills rather than merit badges. These skills shall be taught by other Scouts and adult leaders.

3. Advancement requirements for Star, Life and Eagle ranks are covered in Chapter 6 of "The Boy Scout Handbook." These higher ranks emphasize merit badge work only after a boy has a solid foundation of basic Scouting skills.
4. The Scoutmaster shall hold Scoutmaster conferences each month. A Board of Review shall also be conducted monthly, as organized by the troop Advancement Coordinator with the assistance of other Committee members.

EAGLE ADVANCEMENT: An advancement packet discussing Eagle requirements will be given to the Scout upon completion of the Life Scout rank. The packet contains the following items:

1. National BSA application
2. Letters of recommendation (four required)
3. Eagle service project work book
4. Other guidelines for Bucks County Council's requirements.

SERVICE PROJECTS:



1. Star and Life: Work on service projects for credit toward advancement to Star and Life ranks shall be approved by the Scoutmaster in advance of starting the project. Only adult leaders are authorized to sign-off service project requirements. If there is any doubt as to the validity of the project the matter will be referred to the Troop Committee for resolution.
2. Eagle: Eagle service project requirements are described in the Eagle advancement packet.

LEADER POSITION REQUIREMENTS FOR STAR, LIFE AND EAGLE RANK: Star, Life, and Eagle advancement requires that the boy fill a leadership position. One or a combination of the following positions will be accepted as fulfilling the leadership requirements:

1. Junior Assistant Scoutmaster
2. Senior Patrol Leader
3. Assistant Senior Patrol Leader
4. Patrol Leader
5. Assistant Patrol Leader (only for Star and Life ranks)
6. Den Chief
7. Troop Chaplain
8. Troop Scribe
9. Troop Quartermaster
10. Troop Librarian
11. Troop Historian
12. Troop Guide



Chapter 11 Outdoor Activities



GOALS: The BSA program is designed for fun in the outdoors. The Troop Committee, in support of the Scoutmaster, will make every attempt to have at least one outdoor activity per month. These activities will most often be weekend camping trips, but on occasion might be day events. The activities planned for these events will reinforce the skills and ideals of Scouting.

ADULT SUPPORT FOR CAMPING/ACTIVITIES: A minimum of two registered adult leaders trained in Youth Protection are required for all trips or events (at least one leader must be 21 years of age). If there is a female guest, then one leader must be a female 21 years of age or older. There must be 2 adults present on each outing that have received "Youth Protection" training. In addition, certain trips require adults trained in "Safe Swim Defense", "Safety Afloat", "CPR", or "Climb on Safely".

1. The Scoutmaster, an Assistant Scoutmaster, or a Troop Committee member will be assigned primary responsibility as **POINT OF CONTACT PERSON (POC)** for each camping trip and event. Responsibilities for the POC include:
 - ◆ Notifying Scouts and families via flyer two weeks in advance of camping trip details, including approximate cost.
 - ◆ Filing camp/facilities request forms (Coordinate with Outdoor & Activities Coordinator).
 - ◆ Coordinating the reservations and details for any activities planned for the trip.
 - ◆ Filing tour permits with Bucks County Council two weeks in advance (Coordinate with Outdoor & Activities Coordinator).
 - ◆ Accounting for necessary fees (camp fees and food costs).
 - ◆ Arranging transportation and assuring adequate leadership is available.
2. **GUIDELINES FOR ARRANGING TRANSPORTATION:**
 - ◆ A trained adult tour leader (minimum 21 years of age) will be in charge on each trip and will be accompanied by an assistant (18 years or older).
 - ◆ There must be a licensed driver at least 18 years of age operating each vehicle.
 - ◆ Owner/driver will have property damage and personal liability insurance coverage at the dollar limits prescribed by BSA.
 - ◆ Occupancy limits of the vehicle will not be exceeded, and each occupant will have a seat belt.

FUNDING & MEAL PLANNING FOR CAMPING/ACTIVITIES:

1. Scouts participating in camping trips will be responsible for the cost of the event. The troop dues do not provide sufficient funds to sponsor troop camping trips and events. The adult leader responsible for a particular camping trip (POC) will advise Scouts with a flyer two weeks in advance, of any camp fees required.
2. Meal planning will normally be the responsibility of each Patrol. Each Patrol will determine a camping trip menu and make up a shopping list approximately three weeks prior to the camping trip. The Patrol Leader will assign a Grubmaster to purchase food for the Patrol. The Grubmaster will determine the cost per Scout and announce that amount two weeks prior to the camping trip. Scouts participating in the trip will bring money for food shopping by the Wednesday meeting one week before



the camping trip. This allows the Grubmaster enough time to go shopping to purchase supplies for the trip.

3. Patrol Leaders will prepare a duty roster for each camping trip (cooking, cleanup, etc.) and post it at the patrol campsite. The Patrol Leader shall maintain a patrol record on menu planning and food purchasing duties to ensure all members share in the responsibility.
4. All Scouts intending to participate in a camping trip/event shall be present at the Wednesday meeting prior to the trip. Payment for any trip fees and food must be made at that time or the Scout will not be allowed to participate (unless prior arrangements are made with the Scoutmaster, the Patrol Leader, and the Scout(s) purchasing the food).
5. On some camping trips, the troop will practice "Troop Dining" rather than the normal patrol method. In these cases, the same procedure described in paragraph 2 above will be used by the troop to plan and purchase food.
6. While we understand the dynamics of family schedules, parents must understand that camping with large groups of Scouts requires detailed planning to ensure enough food, water, transportation, tents, funds and adult supervision. Unannounced participants create planning problems for those that have planned the trip. Please make sure the Scouts that will attend a camping trip have signed up well in advance and paid their camping fee one week in advance.

TROOP CAMPING GUIDELINES:

1. Camping: Whenever possible, patrols shall camp as individual units and practice the "patrol method". The intent is that each patrol will have:
 - ◆ It's own separate section of the campsite
 - ◆ It's own cooking and campfire site.
 - ◆ It's own dining area.
 - ◆ It's own Patrol Flag.
2. The Adult leaders may also function as a patrol, or alternatively may participate with boy patrols at meal times. Adults will always sleep in separate quarters.
3. Scouts will not leave a campsite without the permission of the Scoutmaster. The buddy system will be used on all camping trips; a buddy will accompany any Scout leaving the campsite.
4. All Scouts will share in the work and duties of their individual campsites. Patrol Leaders or equivalents will establish rotating schedules to assure that work such as cooking, cleaning and wood gathering is done by all, in a fair manner.
5. All members of Troop 215 will observe the Outdoor Code. This will include leaving the campsite better than found.
6. Cooking: Various forms of cooking will be experienced, including individual cooking, patrol cooking, and troop cooking. Camping trip format will be determined by the Patrol Leader's Council and will depend on the other activities scheduled.



VISITORS ON OUTINGS:

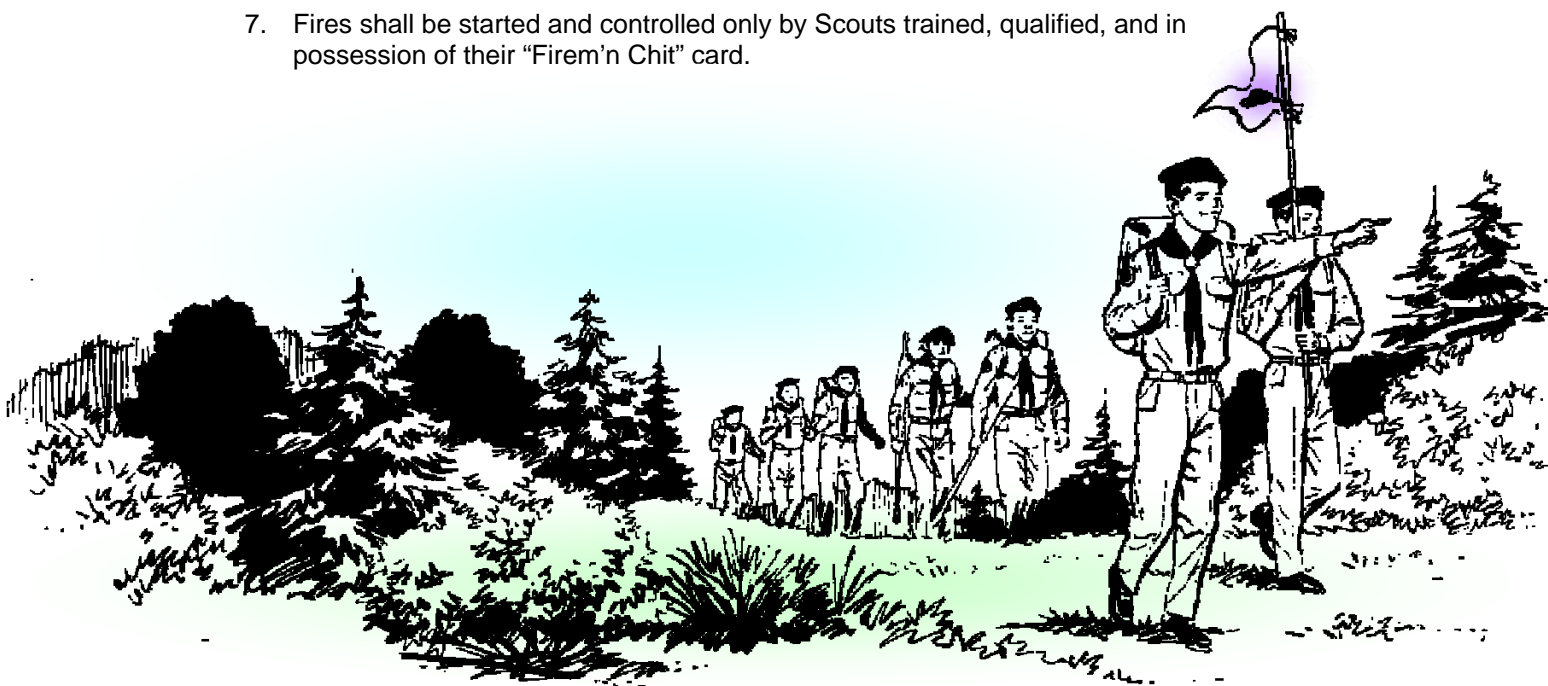
1. Adult family members and siblings are encouraged to participate in troop camping trips (depending on the activity and facilities available on the trip). Guests will pay the same camping fees as other members of the troop. Families desiring to accompany the troop on a camping trip may be able to use troop tents on a first-come, first-served basis. Guests will be expected to provide their own camping equipment, i.e., bedding and cooking utensils, etc. The troop may be able to provide some

equipment, but requirements shall be identified in advance and the troop's ability to respond will depend on the number of members participating in the event.

2. Prospective Boy Scouts may be invited to attend camping trips/events in accordance with BSA regulations. A Scout intending to invite a guest on a camping trip will notify the Patrol Leader, Senior Patrol Leader and Scoutmaster to allow the troop to make plans to accommodate the guest. The guest must present a permission slip from the parent authorizing the guest to attend the event, and a medical release form authorizing emergency treatment shall be obtained.
3. Non-adult female guests under 18 will be permitted on overnight camping trips provided they have parental permission, a medical release form, and on-site supervision by a parent or a guardian appointed by their parent. Under no circumstance will unmarried male and female campers share tents. If there are female guests, one adult leader must be a woman 21 years of age or older.

TROOP ACTIVITY GUIDELINES:

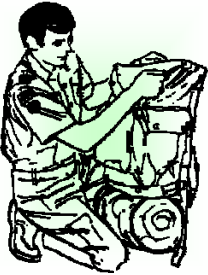
1. Scouts shall use the "Buddy System" during all troop outings or activities, or any time the Scout leaves the troop campsite or meeting area.
2. Scouts shall obey the adult driver of the vehicle they are riding in, and shall wear a seatbelt at all times.
3. **Scouts shall only separate from the group with the permission of the Scoutmaster.** In a public setting, Scouts shall be careful to stay in close proximity to the rest of the group. This will prevent Scouts from getting lost or separated from the group, and will insure that the whole group is available in the event of an emergency or an unexpected change of plans.
4. Scouts shall not swim or bathe in any body of water unless it is approved by BSA, or the appropriate "Safe Scouting" precautions have been taken prior to entering the water (See the troop's copy of "A Guide to Safe Scouting").
5. All camping and troop activities must conform to the rules outlined in "A Guide to Safe Scouting".
6. Any wood cutting shall be done only in a properly set up "Ax Yard", and only by Scouts trained, qualified, and in possession of their "Totin' Chip" card.
7. Fires shall be started and controlled only by Scouts trained, qualified, and in possession of their "Firem'n Chit" card.



Chapter 12 Equipment

GENERAL: Troop 215 operates under the old adage "Take care of your gear and your gear will take care of you." Accordingly each Scout is responsible for providing his own personal camping equipment. The Troop Committee's responsibility is to secure an adequate number of tents, cook kits and other outdoor gear to be used by the entire troop and its patrols. The Equipment Coordinator shall work closely with the troop Quartermaster to maintain the troop's equipment with adequate repair and storage.

CATEGORIES OF EQUIPMENT:



1. Personal equipment: Includes items such as a pack, sleeping bag, individual cooking and eating utensils, canteen, flashlight, foul weather gear, etc. Scouts not in possession of personal equipment (safe for the conditions of an event), shall not be allowed to participate, i.e., rain or cold-weather clothing, sleeping bag suitable for the climatic conditions, etc.
2. Troop equipment: Generally limited to those items necessary to provide for group activities, special events and to support adult participation at camping trips; trailer, tarpaulins, ropes, tents, saws, camp shovels, canoes, etc.
3. Patrol equipment: The troop will provide each Patrol with basic group equipment including items such as chef kit and cooking utensils, large cooking pots and pans, lantern with box, stove, propane bottle with hose and tree, dining fly, tents with ground cloths, patrol box, dish pans, etc.

CONTROL OF EQUIPMENT:

1. Personal equipment: Each Scout is responsible for the purchase and use of his own equipment. It is strongly recommended that individual equipment be labeled or etched with the Scout's name, initials and/or identifying mark to avoid disputes over ownership of similar items.
2. Troop equipment: The troop Quartermaster is responsible for storage and control of troop equipment. The troop equipment is issued to the Senior Patrol Leader, Patrol Leader, Assistant Patrol Leader, or Patrol Quartermaster, and is returned to the troop Quartermaster in clean useable condition.
3. Patrol equipment: For use by members of the Patrol. Each item shall be marked with the Patrol number and stored in the Patrol box or Quartermaster's room.

DUTIES AND RESPONSIBILITIES:

1. The adult Equipment Coordinator is responsible for:
 - ◆ Supervising the troop Quartermaster in the responsibilities of his duties.
 - ◆ Providing recommendations to the Troop Committee on equipment purchases.
 - ◆ Instructing the troop in safe use of all troop equipment.
 - ◆ Filling propane bottles and fire extinguishers.
2. Troop Quartermaster is responsible for:
 - ◆ Troop equipment, under the guidance of the Equipment Coordinator.
 - ◆ Ensuring that an accurate inventory of troop equipment is maintained and that equipment is stored in a clean, neat and orderly manner.
 - ◆ Issuing equipment for use by individuals or patrols.

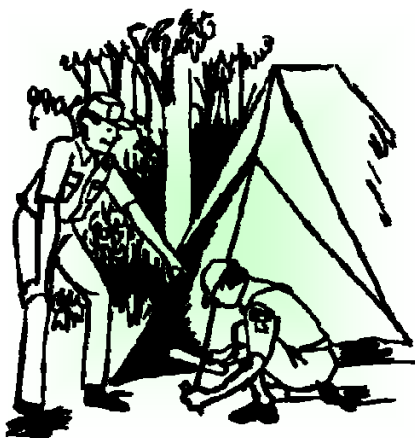
- ◆ Ensuring that equipment is returned in a clean and serviceable condition.
 - ◆ Making recommendations concerning equipment and its use to the Equipment Coordinator.
3. The Patrol Leader, Assistant Patrol Leader, or Patrol Quartermaster will check out and return troop equipment used by the Patrol and will assure that it is returned in a clean and useable condition.

SAFETY CONSIDERATIONS WITH EQUIPMENT:

1. Chemical stoves and lanterns: The troop will furnish compressed-gas (propane) stoves and lanterns for all camping trips. These items will be operated under the supervision of knowledgeable adults and in accordance with the "Guide to Safe Scouting" and the regulations of the specific campground or facility. A troop fire extinguisher shall be maintained in the immediate area of all propane equipment.
2. Liquid or propane-fueled lanterns, stoves, or heaters shall not be operated inside tents under any circumstances.
3. Patrol Leaders, under the supervision of their Assistant Scoutmaster, will go through a checklist with their Patrol prior to departing the meeting place for a trip. Concerns with serviceability of a Scout's personal gear will be brought to the attention of the Scoutmaster. Scouts not in possession of personal equipment suitable for the conditions of the event will not be allowed to participate, i.e., rain or cold weather clothing, sleeping bag suitable for weather conditions, etc.
4. All axes, saws, and hatchets shall be kept in an approved sheath when not in use. The troop Quartermaster will ensure that only equipment that has the required safety sheath is issued.
5. Personal sheath knives are not authorized at any troop activity.

DAMAGE TO EQUIPMENT:

1. Willful damage to property is a violation of the Scout Law. "A Scout is trustworthy." Any Scout willfully damaging troop, patrol or personal equipment will be subject to Committee disciplinary action and required to replace damaged equipment.
2. Accidental damage to equipment will be investigated by the troop Quartermaster under the supervision of the Equipment Coordinator. If it is determined that the accident was the result of negligence, the negligent party shall be required to replace the damaged equipment.
3. Troop and patrol gear damaged or worn through normal wear and tear will be replaced by the troop as recommended by the Equipment Coordinator.



Chapter 13 Discipline

GENERAL: Discipline policy in Scouting is simple; the doors of Scouting are always open to those who strive to follow its law. Adherence to Troop 215 policies will, primarily, be handled by the boy leaders with adult intervention only to maintain safety, preclude property damage, avoid disrupting other organizations' activities and/or restore order in extreme cases of unruliness.



OBEDIENCE: Obedience in Troop 215 is to the Scout Oath and Law, which leads a Scout to be a good citizen of the troop, camp or community. Obedience to the Scout Law includes respect for Scout leadership and adult leadership and all members and guests of the troop. **Under no circumstances will adult or boy leaders administer physical punishment for any reason (including parents to their own children).** Hazing, of any type, will not be tolerated. Boys or adults observing such activity will take immediate measures to stop such activity.

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

THE SCOUT LAW: A Scout is:

1. **TRUSTWORTHY.** A Scout tells the truth. He keeps his promises. Honesty is part of his code of conduct. People can depend on him.
2. **LOYAL.** A Scout is true to his family, Scout leaders, friends, school, and nation.
3. **HELPFUL.** A Scout is concerned about other people. He does things willingly for others without pay or reward.
4. **FRIENDLY.** A Scout is a friend to all. He is a brother to other Scouts. He seeks to understand others. He respects those with ideas and customs other than his own.
5. **COURTEOUS.** A Scout is polite to everyone regardless of age or position. He knows good manners make it easier for people to get along together.
6. **KIND.** A Scout understands there is strength in being gentle. He treats others as he wants to be treated. He does not hurt or kill harmless things without reason.
7. **OBEDIENT.** A Scout follows the rules of his family, school, and troop. He obeys the laws of his community and country. If he thinks these rules and laws are unfair, he tries to have them changed in an orderly manner rather than disobey them.
8. **CHEERFUL.** A Scout looks for the bright side of things. He cheerfully does tasks that come his way. He tries to make others happy.
9. **THRIFTY.** A Scout works to pay his way and to help others. He saves for unforeseen needs. He protects and conserves natural resources. He carefully uses time and property.
10. **BRAVE.** A Scout can face danger even if he is afraid. He has the courage to stand for what he thinks is right even if others laugh at or threaten him.
11. **CLEAN.** A Scout keeps his body and mind fit and clean. He goes around with those who believe in living by these same ideals. He helps keep his home and community clean.
12. **REVERENT.** A Scout is reverent toward God. He is faithful in his religious duties. He respects the beliefs of others.



ENFORCING DISCIPLINE:

1. Patrol Leaders will handle discipline in the patrols. If a particular Scout becomes a discipline problem, the Patrol Leader will request the Scout to stop the problematic behavior, and will redirect the Scout to an appropriate activity.
2. If the Scout continues to be a problem, **the only allowable form of discipline to be used by the Patrol Leader will be the use of his authority to ask any patrol member to report to the Senior Patrol Leader for a conference.** When the Patrol Leader cannot handle the problem, he must obtain help from the Senior Patrol Leader. The only person the Senior Patrol Leader will accept a complaint from is the Patrol Leader.
3. The Senior Patrol Leader will attempt to resolve problems with Scouts by discussing appropriate scouting behavior and expectations.
4. If the Senior Patrol Leader can not resolve the problem by talking to the Scout, **the Senior Patrol Leader has the authority to ask that Scout to report to the Scoutmaster.** When the Senior Patrol Leader cannot handle the problem, he must obtain the help of the Scoutmaster. The only person the Scoutmaster will accept a complaint from is the Senior Patrol Leader.
5. At the Scoutmaster's discretion, a Scout's parents can be called at any time to come and pick up their son from a meeting or outing.
6. When the Scoutmaster is approached with a valid complaint, the complaint will be recorded on the Scout's record. Note the following actions:
 - ◆ First Senior Patrol Leader Complaint -- Conference with the Scoutmaster.
 - ◆ Second Senior Patrol Leader Complaint -- Conference with Scoutmaster and a phone call to the Scout's parents explaining the problem and stating that one more complaint may result in a suspension. Parent(s) may be requested to attend meetings to help supervise their Scout.
 - ◆ Third Senior Patrol Leader Complaint -- Conference with Scoutmaster and parents. Based on the Scoutmaster's recommendation, the Scout may be suspended from all troop activities for a period of time as recommended by the Scoutmaster. The Scout may be assigned to appear before a Board of Review as a lesser disciplinary action prior to suspension from troop activities.
7. The Troop Committee will decide if recurring problems warrant suspension from the troop.
8. The above steps are not meant to discourage either the Patrol Leaders or Senior Patrol Leader from seeking advice from the Scoutmaster or any adult leader when they are having leadership challenges, but are intended to state discipline options in advance. **Scout leaders should remember and use their chain of command.**

TROOP REINSTATEMENT REVIEW BOARD:

1. This Board evaluates Scouts who have been suspended from the troop as a result of the third Senior Patrol Leader complaint as well as the use of drugs, alcohol and/or tobacco as outlined below in the troop discipline policy. After the completion of the defined suspension period and prior to resuming troop activities, the Committee Chairperson will convene a Reinstatement Review Board to meet with the Scout and his parents to assess the Scout's intentions regarding pursuit of the Scouting program. The members of the troop Reinstatement Review Board will consist of the Committee Chairperson, the Scoutmaster, the Senior Patrol Leader, and designated representatives from the Committee as deemed necessary.
2. Based on the conclusions of the Board, the Scout will either resume troop participation and activities, or continue his suspension for a period as recommended

by the Scoutmaster and approved by the Board. Continuation of the suspension requires a meeting between the parents and the Committee Chairperson and Scoutmaster to discuss the position of the Board. Upon reinstatement, a Scout will be on probation for a minimum of two months. Additional infractions within the probation period are grounds for immediate dismissal by the Troop Committee. Failure to attend the troop Reinstatement Review Board meeting will result in an automatic dismissal from the troop.

DRUGS, ALCOHOL AND TOBACCO:



1. Any Scout guilty of using, possessing and/or distributing a controlled substance (drugs and alcohol) will be dropped from the troop roster. Parents of the guilty Scout will be advised of all actions taken. The Scout may later be allowed to return once his problem has been resolved to the satisfaction of the troop Reinstatement Review Board.
2. No Scout will be allowed to use a controlled substance of any type at any Scouting function. This includes tobacco.
3. Parents of Scouts required to take prescription medication over the period of a troop event will discuss the requirement with the Scoutmaster. Serious medical requirements may require a parent to attend an event and administer medication.
4. Medications must be held by and administered by a Scoutmaster or Assistant Scoutmaster with a permission note from the boy's parent. A scout may not possess medications on a trip except for "as needed" medications such as Asthma Inhalers.

IMPROPERLY LEAVING A SCOUTING EVENT:

A Scout who leaves a scouting event, runs away, or refuses to come when summoned by the Scoutmaster will be dismissed from the event, parents will be called, and disciplinary action will follow.

DO'S AND DON'TS:

- ✓ 1. The Scoutmaster has the authority to confiscate all items deemed inappropriate or dangerous.
- ✓ 2. The Boy Scouts of America prohibits the securing, use and display of fireworks in conjunction with programs and activities except where the fireworks display is conducted under the auspices of a certified or licensed fireworks control expert. Scouts of Troop 215 are prohibited from possessing or using fireworks on any troop activity.
- ✓ 3. Firearms will be permitted at a troop meeting only if the troop program calls for such activities. Any such activities will have the approval of the Scoutmaster and the Troop Committee.
- ✓ 4. Sheath knives are not permitted. Scouts carrying pocketknives will have earned their Tot'n'Chip as prescribed by BSA training requirements.
- ✓ 5. Each Scout is responsible for making restitution for any damage caused by his actions or negligence. A Scout is trustworthy.
- ✓ 6. Scout passengers in vehicles to and from events will remember they are guests of the driver/owner of the vehicle. Scouts will follow the rules set by the driver/owner, e.g., eating, drinking, seating arrangements, and noise levels. Insurance regulations require that seat belts shall be worn at all times.
- ✓ 7. Fighting is not permitted and is grounds for immediate disciplinary action.

- ✓ 8. Foul language, swearing, cursing, blasphemy and abusive/suggestive gestures are not in keeping with the ideals of Scouting and will not be allowed. A Scout is Reverent, Courteous and Clean.
- ✓ 9. Scout drivers under 18 shall meet the Youth Member Exception clause in local and national tour permits before they act as drivers on any Scout event. As a reminder, the Youth Member Exception states: When traveling to an area, regional, or national Boy Scout activity or any Explorer event under the leadership of an adult (21+) tour leader, a youth member at least 16 years of age may be a driver subject to the following conditions:
 - ◆ Six months driving experience as a licensed driver. (Time on a learner's permit or equivalent is not to be counted).
 - ◆ No record of accidents or moving violations.
 - ◆ Parental permission has been granted to leader, driver and riders.
 - ◆ A 21-year old licensed driver must be a passenger in the vehicle.
- ✓ 10. Sexually explicit materials, including magazines, pictures, etc., shall not be brought to Scout activities. If found, such materials will be confiscated and returned to the parents of any Scout involved.
- ✓ 11. Troop 215 policies prohibits Scouts from bringing personal radios, televisions, compact disc or cassette players, electronic video games and/or laptop computers on weekend camping trips. For long trips over two hours, arrangements can be made for the use of the above equipment during travel to and from the campsite.
- ✓ 12. Scouts may not use cell phones at scouting events.

TROOP 215 "BULLY POLICY": Troop 215 leaders understand that boys are subjected to many inappropriate situations every day in school and elsewhere. Children can be very cruel to each other. Inappropriate behaviors can include physical striking, aggressive or inappropriate gestures, sexually inappropriate behavior or gestures, name calling, ruffling the hair, sarcasm, insults, put-downs, exclusion from the group, laughing at a person, joking about a person, commenting on a person's physical attributes, imitating or mocking a person, and more.

The troop and the BSA program are supposed to be a refuge, a safe haven for boys from these types of abuse. Many of our children exist in a daily environment full of these abusive situations, but the Scout shall not bring this behavior into the troop. Scouts and troop Leaders must work together to identify and eliminate such behaviors from the troop.



1. Scouts must refrain from bullying and other behaviors that have the effect of hurting another's feelings or making them sad. "A Scout is friendly". It is understood that a Scout may occasionally be sarcastic or inconsiderate of another, but Troop 215 expects its Scouts to "catch" themselves when they act this way and make immediate amends without being told to do so.
2. If a Scout is subjected to bullying behavior by another, he must demand that the "Bully" immediately stop the bullying behavior.
3. If a Scout observes another Scout engaged in bullying behavior, the Scout must immediately demand that the "Bully" stop that behavior.
4. If an Adult Leader observes a Scout engaged in bullying behavior, the Adult Leader must immediately tell the "Bully" to stop that behavior.
5. Once a Scout has been identified bullying, the Scout must make immediate amends to the person he was bullying, including a sincere apology, a Scout handshake, and repairing or paying for any damages.

6. If the "Bully" does not make immediate amends as described above, it will be dealt with in the normal disciplinary fashion with conferences by the Senior Patrol Leader followed by the Scoutmaster, with appropriate action to be taken by the Scoutmaster as described in the section above titled "Enforcing Discipline".
7. If a Scout engages in bullying behavior that places another in danger, appropriate action shall be taken by the Scoutmaster as described in the section above titled "Enforcing Discipline".



Troop 215, Penridge, Bucks County Council

