



B.S.A. Troop 5
Brookfield, CT

Parents Handbook



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INTRODUCTION

Thank you for your interest in scouting and welcome to Troop 5. This packet is meant as a reference for parents so that they may familiarize themselves with Troop 5's goals, policies, and yearly activities. This packet is meant as a supplement and therefore is not intended to conflict with the policies and practices of the Connecticut Yankee Council or the Boy Scouts of America or any of their official publications.

As this packet is meant as a reference for parents, scouts should be directed to their Scout Handbook for any information on rank advancement, policies or other questions that they may have concerning the Scouting program. The uses of a Scout Handbook are numerous, and therefore it is required for each Scout to own one. Other Scouting related publications can be obtained from the Troop's librarian.

The one factor that is most important to us is the safety of the scouts. All of our programs not only meet the required guidelines set by the national Boy Scouts Council, but additional requirements that Troop 5 has set in place to ensure that all activities will be run in a safety conscious manner.

Finally, Scouting is an activity that is most effective when parents take an active role in their son's Scouting Experience. Being active as a parent in Scouting can mean anything from donating time, talents or supplies, and should at least consist of talking and keeping informed about your son's experience in Scouting. We have seen that this makes for the best experience for both Scouts and Parents.

Mission of the Boy Scouts of America

The mission of the Boy Scouts of America is to serve others by helping to instill values in young people and, in other ways, to prepare them to make ethical choices during their lifetime in achieving their full potential. The values we strive to instill are based on those found in the Scout Oath and Scout Law.

Scout Oath

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

Scout Law

A scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.



Goals of Troop 5

Troop 5 is dedicated to provide a safe environment in which young men can be instilled with the three "Aims of Scouting"; character development, citizenship training, and personal fitness. We desire to fulfil this by providing challenging programs in which boy's can learn from each other, all the while having fun.



SCOUT UNIFORM

The Scout uniform is one of the most important parts of Scouting in that it identifies your son with the ideals of Scouting. It also serves the important task of signifying your son's role in the troop. Due to this, Scout uniforms are required. If for any reason this presents a financial difficulty to the family, a uniform may be supplied by the troop. There are many different levels of the uniform; the requirements of each are listed below and can also be found in the Scout Handbook.

Class A Uniform

It is a Troop 5 policy that the Class A uniform be worn at all meetings, special events and while traveling as a unit. A Scout who is not in a Class A uniform will not be allowed to participate in the event. It includes:

- Scout uniform pants/shorts or Khaki pants. (No Jeans or Camouflage)
- Scout belt (web or leather).
- Short or long sleeve tan scout shirt with the "5" designation for our troop, US flag, council patch, and red shoulder loops. Rank patch on the left pocket. (it is customary for the scouts to sew on their own patches)
- Troop 5 neckerchief with slide or BSA approved bolo. All Scouts are given a Troop 5 neckerchief upon joining the Troop.

Full Class A Uniform

The "full" class A uniform is mandatory for all Scoutmaster conferences, Boards of Review, Courts of Honor, and other formal events. Troop 5 requires that each scout appear before the Board of Review in a clean "full" class A uniform. The full class A uniform includes all of the above plus:

- Merit badge sash (when more than six merit badges have been earned)
- If hat is worn, official BSA uniform hat
- Troop 5 neckerchief with slide. No BSA bolos allowed.

Class B Uniform

The class B uniform is used at camp, camp-outs and other informal events. Since the class A uniform is the standard, when in doubt a scout should be dressed in class A unless given prior notice. The class B uniform consists of:

- Blue jeans or scout uniform shorts or pants (no camouflage)
- Troop 5 T-shirt or other BSA related T-shirt. Troop T-shirts can be purchased from the troop.
- Any BSA cap or Troop 5 cap optional but encouraged

In the few occasions where a scout uniform is not necessary (which is rare), Troop 5 also reserves the right to limit any articles of clothing which we feel does not fit with Scouting ideals. A good rule of thumb is that if you wouldn't let your son wear an article of clothing to school, then it should not be worn at a scouting event.

BOY SCOUT HANDBOOK

Each Scout is required to have a Boy Scout handbook that is to be carried by the scout to all meetings and campouts. This will serve as your son's record of rank advancement so it is important that it is kept in good condition.



CAMPING SUPPLIES AND SOURCES

Outfitting a new scout can be a daunting task considering the amount of material that is needed. Many of this equipment can be costly, however, there may be alternatives to buying top of the line equipment. Talk to the adult leaders and even the parents of older scouts. It is very likely that you will find ways to properly equip your son while minimizing costs. Also, not all of this equipment needs to be bought immediately. It is advisable to put off purchase of a particular piece of equipment until 1 month prior to your son's use of such equipment. This is especially important for parents of new scouts whose son's have not yet proven their dedication to scouting. In such instances borrowed equipment may be best, some of which can be supplied by the troop. Talk to the troop quartermaster or adult leaders about borrowing equipment. Some suggestions that could reduce the cost of equipment are as follows:

- A backpack will not be needed until a formal backpacking event has been scheduled.
- Daypacks are often necessary on many outdoor events. It should be big enough to carry a lunch bag, water bottle, scout handbook, jacket, and gloves and personal first aid kit. A typical "book bag" is perfectly acceptable however it will face the possibility of getting wet and quite dirty.
- The troop will supply all of the tents, tarps, and stoves for camping. We recommend that you do **not** buy your son a tent. He will **not** be able to use it on any troop outing.
- We camp 12 months a year. Verify that equipment can be used in all types of weather and seasons.
- Buy 'quality' once, 'cheap' twice. Try to buy quality equipment, they last longer. Items that appear to be a bargain may end up costing you more as they may wear out earlier. However keep in mind that your son is still growing. It is not advisable to buy the best quality boots for your son when he will outgrow them in a few months.

Required Items for new Scouts

Sleeping Bag Know your needs before you buy. Understand the temperature rating of the bag. Synthetic bags are best due to their ability to retain warmth even when wet. You will also need a stuff sack. Roll the bag and wrap it in a strong, large plastic bag and then stuff into the sack. It's no fun sleeping in a wet bag.

Sleeping Pad A pad is used to insulate the camper and sleeping bag from the earth. It is not used for comfort. More body heat is lost to the earth than to the air. A lightweight foam pad will work. Pack it in a plastic bag to keep it dry.

Dinnerware Plastic or Lexan kits are light and durable and don't transfer heat like aluminum or stainless steel. They are also lightweight which make them ideal for backpacking. You will need at least a bowl with flat bottom, plastic mug and utensils. Make sure that the cup has a handle for hot liquids.

Canteen One liter bottled water container works well. Do not buy metal canteens, as they bend and are too heavy for hiking or backpacking. The best would be a one-liter wide-mouth bottle.

Rain Gear ABSOLUTELY ESSENTIAL! Nylon suits that stuff into small bags are ideal.

Knife A knife is an essential tool to have when camping outdoors. A multi-purpose knife (such as the type made popular by Swiss Army) is often best due to other tools such as a can opener. Sheath knives, butterfly knives, or any knife with a blade longer than 4 inches are prohibited. Before your son will be allowed to use a knife (or any other sharp object such as a saw or hatchet) he will need to attain his Totin' Chip certification. This ensures that all scouts have received training in the proper use and care of such tools.

Flashlight Necessary for all campouts and should be waterproof and durable. Make sure your son also keeps with it extra batteries and a spare bulb.



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- Compass**..... A low cost but reliable compass (\$7-15) is essential for every Scout.
- First Aid Kit**..... The Scout Handbook lists the essential parts of a personal first aid kit. It should be brought on each trip. Larger more comprehensive kits will be carried with the troop equipment as well.
- Hiking Boots** Any boot with ankle support is acceptable, the lighter the better though to reduce fatigue on long hikes. Boots should be waterproofed and worn in before taken on a troop event.
- Socks**..... Polypropylene sock liners are a must for long hikes or cold weather camping. The liner removes sweat away from the foot avoiding blisters and frostbite. Wool socks are then to be worn over the liner. Extra socks are a must.

Also please label all equipment belonging to your son. It is inevitable that equipment will be lost at some time and proper labeling will ensure that any equipment will be promptly returned to it's owner.

Backpacking/Hiking Gear

Internal frame packs are currently popular, but it has been our experience that external frame packs are better suited for growing boys who will need frequent readjustments made to their packs. Ask other Scouts and adult leaders for their opinions and have your son try on other Scout's packs.

- Beginners** The pack should be bought to fit your son. Buying one to "grow into" will result in very uncomfortable hiking. Good youth packs include the Coleman Peak I compact frame pack, BSA pack, and Kely youth pack. The hip belt should fit snugly. You can get the hip belt modified at an upholstery shop if it is too big. Be sure it has a sternum strap. Our experience has shown that they fit the younger Scouts for a number of years. It will also hold more than they need to carry. Generally, you can carry 20% of your body weight comfortably. Have your son practice carrying his new pack loaded before he takes it on a hike so that all adjustments can be made in the leisure of your own home.
- Experienced** Know your needs before you buy and research the options. You can spend a lot of money without getting a lot of use or benefit. Good fit is the most important part of any purchase.
- Pack Cover**..... It covers the backpack when hiking and will help keep the contents dry and the pack light. A plastic lawn/leaf bag is a great, low cost, alternative. Having a pack cover does not preclude your son for packing everything inside of the pack in a plastic bag.

Cold Weather Gear

Winter campouts are for scouts who are Second Class or above, however cold weather may be encountered on a non-winter campout so it is advisable for all scouts to have this equipment. Socks and underwear are the key items here. Avoid cotton items as they will retain all moisture and keep them near to your son's skin, making for a hazardous situation in cold weather. Synthetic fibers and wool blends retain insulating properties even when wet. Also bring plenty layers of clothing and when it comes to winter camping, more is better.

- Socks**..... Same requirements as listed above, but again remember to bring extras.
- Clothing**..... Wear layers. An underlayer should be tight (but comfortable) and made of synthetic fibers, again, no cotton. The outermost layer should be waterproof.
- Gloves/Mittens**.. Very important for cold weather. Mittens are preferred because they keep all digits together so that the heat from each can be shared. Since they will need to be removed quite a bit so that your son has use of his fingers, glove liners are also suggested to be worn under the mitten.



Prohibited Equipment

- Firearms
- Fireworks
- Liquid fuel equipment (stoves, lanterns, etc.) unless instructed to by leadership for hiking.
- Sheath Knives (knives that cannot be closed)

Electronic Equipment

A Scout may ***not*** bring radios, televisions, tape players, compact disc players, MP3 players, cellular telephones, electronic games, or computers on any Troop activity. These detract from the program, and might become lost, damaged, or stolen during the activity.



Suggested Suppliers and Sources

Boy Scouts of America catalogue	1-800-323-0732	
BSA Council Store	1-800-333-7905	www.ctyankee.org
Connecticut Yankee Council, 60 Wellington Road, Milford, CT		
L.L. Bean	1-800-221-4221	www.llbean.com
Campmor	1-800-236-7667	www.campmor.com
REI	1-800-426-4840	www.rei.com
Cabella's	1-800-237-4444	www.cabellas.com
Recreation Showroom	740-0014	
67 Federal Rd. Brookfield		
Eastern Mountain Sports (EMS)	794-1043	www.emsonline.com
Danbury Mall		
Sports Authority	798-9520	
Danbury Mall area		
Early Winters	1-800-458-4438	www.earlywinters.com

There are also a number of resources on the internet that compare equipment, including:
www.gearfinder.com

A number of the suppliers listed above like EMS will rent equipment for the weekend. Equipment needed on a temporary basis (like a minus twenty-degree sleeping bag for a deep winter camping trip) might be better rented than purchased. Also, renting allows the Scout to "try before you buy." Additionally, Eastern Mountain Sports in Danbury sponsors a "Club Day" in the fall and spring, offering 20% discounts. The troop often obtains coupons extending the Club Day discount for a week or two. Call EMS to get the exact dates.

Year Round Camper

This CT Yankee Council patch is awarded to Scouts who have satisfied the following requirements:

- Camp overnight and prepare 2 meals – at least once per month for 12 consecutive months.
- Troop 5 has a campout each month that qualifies. If you have a schedule conflict – camping with another troop that month will qualify.
- If it can be demonstrated that even with advanced planning by the individual scout that the above was not possible, then an additional campout may be arranged at the discretion of the scoutmaster. At least 2 scouts and 2 adults, one of whom must be a trained leader, must attend this campout.
- If a scout attends BSA summer camp or another BSA camping event, this will satisfy the year round camper requirement for July and August.



TROOP 5 PERSONAL EQUIPMENT LIST

This is a list of camping supplies needed for a campout. A Scout might not need all items and there may be items that you want to add. This is a good checklist for each campout.

	class "A" uniform	B	backpack		soap
	class "B" uniform		large duffel bag		shampoo
W	winter parka		dinnerware		toothbrush
	warm jacket (fleece)		eating utensils		toothpaste
	sweatshirt		flashlight		hairbrush
	extra pants and shirt		extra batteries		toilet Paper
	extra socks and underwear		extra bulbs		small towel
W	long underwear		pocket knife		bandanna
W	snow or ski pants		totin' chip card		mug
W B	wool socks		1 qt. water bottle		sunglasses
W B	sock liners		compass		sunscreen
W	gloves or mittens		matches		snacks
S	shorts		first aid kit		watch
	scout hat	B	whistle		insect repellent-
W	wool hat	S	day pack		(non aerosol)
	rain gear (no ponchos)		BSA handbook		medications-
W	winter boots	S	merit badge books		give to leader
	hiking boots		camera		pencil & paper
S	sneakers		fishing rod		camp stool
S	bathing suit	W	hand warmers	S	pillow
S	towel	S	mosquito netting	S	hanger
			35° sleeping bag		
		W	0° sleeping bag-mummy style		

KEY: **W** = Winter Camping

B = Backpacking

S = Summer Camp



TROOP CAMP-OUT PROCEDURES AND GUIDELINES

Necessary Paperwork for Camping

All of the following forms will need to be filled out and submitted to the scoutmaster for your son to be eligible to participate in any scouting event.

Health Forms

- The **CONSENT TO TREAT** form needs to be completed for Scouts when joining and when registering in September each year.
- The **CLASS 1** form is needed for the Troop for all activities and is valid for one year.
- The **CLASS 2** form is for Scouts going to summer camp and requires a doctor's exam. This form is good for three years (not including out-of-state camps).
- The **CLASS 3** form is required for each High Adventure Scout, and requires a doctor's exam. This form is also required for adult leaders going on a long-term camp-out.

Parental Permission

The permission form is required before a scout can participate in any troop activity. This form must have the parent's signature and contact information. If parents will not be home during any activity, they must provide the Scoutmaster with updated information about where to contact them or provide an address and phone number of a responsible individual that can be reached in an emergency. A copy of this form is included at the end of this packet as well as on the web page.

Registration and Automobile Insurance

Each driver must complete these forms annually so that they are covered by the Boy Scout liability insurance policy when driving scouts to and from events.

Attendance

Scouts are encouraged to attend weekly meetings. Non-attendance at meetings may result in a scout's loss of camping privileges. Also it could result in a lack of advancement because all ranks require that the scout "show Scout Spirit".

Equipment

The Troop Quartermaster issues gear to each patrol for campouts.

- This gear is checked out before each camp-out from the trailer.
- Gear is to be **cleaned** after each camp-out, and properly maintained.
 - Stoves, cooking utensils, pots and pans are to be properly cleaned at home and returned at the next Troop meeting after each camp-out.
 - Tents and ground cloths must be air dried and cleaned before storing and returning to the next troop meeting. Any damaged and/or missing items must be reported to the troop Quartermaster.
- Equipment repairs and replacements are made by the troop as needed.

Food

- It is the responsibility of each patrol to plan a menu and to shop for necessary food items prior to each campout unless otherwise stated. The Patrol Leader will assign a scout to shop for the patrol's food on a rotating basis.
- **Each Scout must pay the shopper Scout for food no later than the troop meeting following the camp-out, based on the cost of the food divided by the number of boys signed up to go. If a Scout does not attend the campout but was signed**



up to go, he is still responsible for his share of the cost of the food that was purchased. The cost is roughly around \$7.00 per campout.

- A Scout is responsible for snacks and food purchased while traveling to and from camp.

Tents

Scouts will normally sleep two to four boys per troop tent. Scouts may tent with the boy of their choice. There will be a minimum of two boys to a tent. **BSA regulations prohibit a scout and adult leader from sleeping in the same tent.** Personal tents are not permitted on troop. Snack food should never be kept inside a tent (even if inside a pack). Animals can and will crawl into tents looking for food.

Summer Camp

The Troop spends one week in July at Camp Sequassen, Winsted, CT. Camp runs from Sunday to Saturday. Space is limited in the camp, and advance sign-ups are mandatory, with total camp fees (approximately \$220.00 per scout) due around May 1st. Meals are included in this fee (but snacks are not). Camperships are available from the Council and Troop Committee for families in need of financial support. See the Scoutmaster for information and campership applications, which will be held in confidence.

The emphasis in summer camp is fun, merit badges, and fun. Scouts typically sign up for three to six merit badges, and attend daily classes, with evening homework, to complete the badges by week's end. First year Scouts typically focus on basic camping skills, including cooking, wilderness survival, and craft merit badges. Experienced Scouts focus on waterfront and other outdoor badges. If a badge has requirements that cannot be done in the week at camp, scouts are strongly encouraged to complete those requirements in advance of arrival at camp. Initial merit badge signups take place in May. After that, a Scout may make changes in his merit badge selection with the assistance of the Scoutmaster or assistant Scoutmaster.

The troop generally cannot accommodate late arrivals or early departures from summer camp, for a number of administrative and logistical reasons. However, we do look for parental support during part or all of the camp week. It is Troop 5 policy that at least 2 leaders be present during camp week.



PARENTAL SUPPORT OF THE TROOP

As with any volunteer youth organization, the troop needs the active support of the parents to be successful. There are many positions available to parents, such as Assistant Scoutmasters, merit badge counselors, fundraising committees, advancement committees and boards of review, hospitality committee and people to plan Courts of Honor, trips, etc. The list goes on.

We want to your son to have the best possible scouting career, but for this to happen, we need your time. There are quarterly parents meetings that are required for at least one parent to attend. Also, there are many positions available for parents to fill.

Parents at Campouts

The troop encourages parents to join us on campouts as this is beneficial to not only the scouts, but the parents as well. Outdoor activities are at the heart of the Scouting program and are enjoyable for everyone. There are, however, several duties and responsibilities that must be carried out by parents that attend our campouts.

Sign up in Advance and Participate with the Troop

We ask that parents intending to visit with the troop during any part of or for the entire weekend camping trip sign up in advance. That way we can plan for sufficient food, tents, and other equipment. The parent will be expected to stay in a tent supplied from the troop and eat with the troop.

Your son has very specific and assigned responsibilities to his patrol and the troop, and he is expected to follow the activity schedule. Accordingly, we request that parents participate in scheduled troop activities, along with your sons, and not make special plans with your son. This is disruptive to the troop and makes the jobs of the patrol leaders and adult leaders more difficult.

Since the troop operates by the "patrol method" of scouting most of your son's activities will be done with his patrol. Because of this, visiting parents will eat with the scout leaders and will not be part of a Scout patrol.

Drivers

Quite often the troop will need parents to help drive the scouts to events. We request that all parents try to share this responsibility. It is a Troop 5 rule that no scouts may drive to scouting functions (other than weekly meetings) until they are 18. Also it is our rule that no leader under the age of 21 be allowed to drive scouts. Most often we will depart from St. Paul's Church and return to the Brookfield Town Hall.



Two Deep Leadership

One of the most important aspects of additional parents at campouts is to maintain “Two Deep Leadership.” This is a BSA rule that requires that two adult leaders be at every scouting function. This requirement may require parents to donate their time to help keep this coverage. This is most often a concern during summer camp because the leaders often cannot take off an entire week from work.

Also keep in mind that as part of Scouting's youth protection policy, one adult is never allowed to be alone with one Scout and an adult is never allowed to sleep in the same tent as a Scout. This policy applies to all adults who attend campouts.

Health and Safety

One reason for multiple adults at each event is to maintain a safe environment. The adult leaders for the Troop are bound by detailed rules for safe scouting. While we do not expect a visiting parent to know all of these rules, we expect the visiting adult to assist. Some of the most common safety rules include:

- No Scout is allowed to leave camp alone and/or without permission.
- No Scout is allowed to “play” with fire. All fires must be contained within the fire ring or cooking areas.
- **Fires are NEVER allowed in tents**, including lighters, lanterns, and matches. **NEVER**.
- No Scout is allowed to fight, play with, or throw a knife, axe or saw. Any Scout carrying a knife must have a Totin' Chip Card in his possession. Axes and saws are not used outside of the troop established ax yard.
- Fighting, punching, teasing, hazing are **never** allowed. Such actions will result in the parents being called to pick up their son from the campout and possibly a loss of camping privileges.

If a visiting parent observes a Scout violating any of these rules, they should bring it to the immediate attention of one of the adult leaders. If the parent feels that a Scout is in imminent danger, then they must correct the problem immediately. It is not the intention of the Troop to have visiting parents discipline any Scout (including one's own son). That is the responsibility of the Scoutmaster or one of the assistant Scoutmasters.

Smoking is not permitted during any troop activity, including campouts. It sets the wrong example for the scouts. Parents are requested to respect this prohibition. Please support the Scoutmaster and assistant Scoutmasters in the program for the weekend. The assistant Scoutmaster in charge will review the weekend program with the attending adults, and will also review any special aspects of safe scouting that apply to the weekend's program. If any parent has any questions as to what will take place, or the parent's part in the weekend program, do not hesitate to ask.



ADVANCEMENT PROGRAM

Advancement is the process by which Scouts progress through the ranks in the Scouting program by the gradual mastery of Scouting skills. It is a four-step process: A Scout learns, is tested, is reviewed and then is recognized. Each Scout is encouraged to advance. The advancement process demonstrates an increased skill level and maturity. All leadership positions within the troop and certain outdoor events and programs are geared toward the experienced Scout. Often, unless a Scout has achieved First Class Rank, he may not be allowed to participate at that level. Each Scout tends to move at his own pace. Parents should encourage their son to advance by helping him with reviewing basic book requirements. But let the Scout learn by completing the requirements himself.

Most requirements for Scout, Tenderfoot, Second Class and First Class, can be “signed off” by any Scout who is of Star Rank or above, Troop Guides, assistant Scoutmaster, or Scoutmaster. Only the Scoutmaster or an assistant Scoutmaster can sign off Star, Life, and Eagle requirements. Brothers are never permitted to “sign off” on each other’s requirements. Parental “sign offs” are specifically prohibited in the Boy Scouts (except where the parent is a registered leader in the troop.)

Rank Advancement

In order for the Scout to advance in rank, he must accomplish the following:

1. Complete all requirements and have them initialed and dated in his scout handbook.
2. Complete the time, leadership, and service requirements required for advancing to the ranks of Star, Life and Eagle.
3. Request a Scoutmaster Conference.
4. Meet with the Scoutmaster in ***Full Class A*** uniform.
5. For the rank of Scout, no Board of Review is required, only a Scoutmaster conference.
6. For ranks of Tenderfoot and above, request a Board of Review by contacting the Advancement Chairperson.
7. Appear before the Board of Review in ***Full Class A*** uniform. No Scout will be given a Board of Review unless he is in Full Class A uniform and has his Scout handbook.
8. Scouts who successfully complete their Board of Review (or Scoutmaster conference for the rank of Scout) will be recognized as the rank advancement that they have earned.
9. Scouts will be formally recognized for their advancement at the next Court of Honor.

Scoutmaster Conference

Scoutmaster conferences are normally held during each troop meeting, although alternativescheduling arrangements can be made. Scouts must appear before the Scoutmaster in class A uniform and must bring his Scout Handbook. Scouts who do not pass the Scoutmaster Conference will be given the reasons for the Scoutmaster’s rejection, and the corrective steps (and timing) necessary to pass a future Scoutmaster conference.

The Scoutmaster may also hold a conference with a Scout at times other than rank advancement, to address items such as lack of advancement, discipline issues, troop or patrol participation. A Scoutmaster conference is also an excellent opportunity of privately commending a Scout on a task particularly well done.

Board of Review

The Board of Review consists of adults, lead by the Advancement Chairperson, who meets with each Scout after the Scout has completed the requirements for each rank (except for the rank of Scout). The Board is responsible for checking that each Scout has in fact completed his rank requirements, is displaying appropriate leadership skills, maturity, attitude, spirit, and is prepared to move on to the next rank.



Scouts who do not pass the Board of Review will be given the reasons for the Board's rejection, and the corrective steps (and timing) necessary to pass a future Board.

Decisions of the Board of Review may be appealed to the troop committee.

Scouts must appear before the Board in Full Class A Uniform, and must bring his Scout Handbook. If not in proper uniform, he will be denied the opportunity to sit before the Board.

The District Advancement Chairperson chairs the Eagle Board of Review, with members drawn from Scatacook District. The Troop normally has one voting member on an Eagle Board of Review. Eagle Boards are convened on an "as required" basis.

Courts of Honor

Courts of Honor are possibly the most important events for your son's scouting career. They are held at least three times a year (early fall, mid winter, and late spring) to recognize individual scout's achievement as well as troop activities. Parents are encouraged to attend **all** Courts of Honor to share with their son the pride of accomplishment, and the achievements of their fellow patrol and troop members. Scouts are required to wear "full" class A uniforms.

Scout Handbook and "Blue Cards"

While the troop and council keep records of each Scout's achievement and advancement, there is **only one official record of advancement; each boy's Scout handbook**. For merit badges, **only the merit badge blue cards serve as the official record**. When applying for Eagle, the only records that are accepted are the handbook and blue cards. **Please take care of the book and cards!** It's best to get your Scout a binder with paper, tabs and baseball card pocket inserts. The card inserts make excellent holders for blue cards and advancement cards.



EAGLE SCOUT PROGRAM

The Eagle Scout program concentrates on assisting boys who have attained Life Rank in the troop. The Eagle project is the last and most difficult step toward Eagle and is like no other step that the Scout will experience in advancement. It is very structured and formal. The purpose of the service project is to have the Eagle candidate demonstrate leadership. Planning and completing the project - and the final report - will take discipline, forethought, and serve as the final test of all that a scout has learned over the years.

The progress towards Eagle is monitored constantly by the Eagle Advisor and evaluated periodically by the Scoutmaster. The Eagle Advisor will coach each Scout through his project selection, proposal write-up, project execution, final report, Eagle application, and the Eagle Board of Review. With the help of the troop committee, the Scoutmaster and Eagle Advisor will orchestrate the Eagle Court of Honor with input from Eagle Scout candidate and his parents.

The prestige and importance of the Eagle Rank is evident when you consider:

- Only 2.5% of all boys who join scouting reach the Eagle Rank.
- Less than 50% of scouts who attain Life Rank make it to Eagle Scout.
- 9 of 11 men that walked on the moon are Eagle Scouts; 12% of all astronauts are Eagles.
- Close to 50% of the boys listed in *Who's Who in American High Schools* are Eagle Scouts.
- Professional recruiters put more value on an Eagle Scout candidate, than any sport or intramural activity.

Eagle Program Management

The Scatacook District Advancement Chairperson has the responsibility for management of the Eagle Scout Program:

- Reviews all Eagle applications and approves all project proposals; approves all material changes to projects once they have been approved.
- Visits the project site before, during and after completion.
- Talks with the benefactor of the projects.
- Conducts the Eagle Board of Review.

Parental Involvement

Your Eagle candidate needs encouragement and support. If requested, he may need your labors. Remember though, the project is his. Let your son identify solutions and solve any problems. Do not do his project for him.

A Life Scout cannot start his Eagle project until ALL approvals have been secured! That includes the Eagle Advisor, Scoutmaster, Troop Committee Chairperson, project benefactor, and District Advancement Chairperson.

All requirements for the Eagle Rank, including all project work, all merit badges, leadership and time requirements, Scoutmaster conference, and formal Eagle application, must be completed and submitted to the District Advancement Chairperson by the Scout's 18th birthday. There are no exceptions. Note that the Eagle Board of Review may take place after his 18th birthday.



OUTDOOR PROGRAM

The outdoor program in Scouting presents great opportunities for reward but also presents the risk of personal injury. Few Scouts joining this Troop have had camping experience and even Scouts with several years of active service are not always well equipped to live comfortably and safely in the outdoors. The patrol system is well suited to teach these skills. The patrols loosely divided by ability provide a means in which the scouts can learn as a group from each other (compared to a system where one boy who lacks a skill is left out among others who poses that skill). Also by grouping the older, more experienced scouts together, newer scouts know who to go to for help learning new tasks. All of this insures that:

- New Scouts have ample time and instruction to become efficient campers.
- Hone the skills of the Scouts with several years behind them.
- Afford older Scouts, with proven ability, a more challenging and stimulating program.

High Adventure Trips – Star rank with Scoutmaster approval.

This is a program for the older scouts. It is mostly run by them to hone leadership skills and has the goal of providing more challenging activities for the older scout. It is a way to reward advancement and allow experienced scouts to further their skills.



SERVICE TO OTHERS

One of the founding principles of the Boy Scouts is service to others. The Scout Slogan reminds us to Do a Good Turn Daily, and the third point of the Scout Law tells us that a Scout is Helpful. Some ranks require scouts to participate in an approved service project:

<i>Second Class</i>	<i>1 Hour</i>
<i>Star</i>	<i>6 Hours</i>
<i>Life</i>	<i>6 Hours</i>

And of course, advancement to Eagle Scout requires the Life Scout to plan, develop, and lead an approved Service Project (that will typically take over 100 hours to accomplish).

The key phrase to remember and understand is "Service to Others". This usually means service to any religious organization, school, or community, and can include, service to "other" Scout organizations, including all Scout Camps. *It should be noted that the Eagle Project is specifically prohibited from providing service to a Boy Scout organization.*

The service requirements discussed here relate to projects for advancement. In every case, the Scoutmaster or assistant Scoutmaster must approve service projects in advance. A Scout will not be given service hour credit "after the fact" for projects that had not been pre-approved.

Earning Service Hours for Rank Advancement

In general, the service hours should be performed after the Scout's last rank advancement. For Second Class, that would mean after the Scout reached Tenderfoot. For Star, service hours would be earned after reaching First Class; for Life, service hours would be earned after reaching Star. As a further guideline, the service hours should generally be earned within at least the 12 months prior to the Scoutmaster conference for the rank.

Approval of Service Projects

The Scoutmaster or assistant Scoutmasters must approve all service projects in advance. All service projects that are advertised for sign-up during a Troop meeting, and all Eagle projects, are automatically pre-approved by the Scoutmaster. Scouts who want to work on other service projects should present the idea in advance to the Scoutmaster. Be prepared to answer questions related to the project such as who will benefit, what group is sponsoring the project, how much time will you put in to the project, and will any other scouts be working on the project.



Wearing of Scout Uniform During the Service Project

In general, a Scout should wear a class A or class B uniform during a service project. But it does depend on the project. If a project involves a lot of manual labor (typical Eagle projects for example), it may not be appropriate to wear a class A uniform. But for less labor-intensive projects, it would be appropriate (and required) to wear the class A uniform. It helps Scouting if people know that a group of Scouts are performing some service.

Service Hour Tracking

The Scout should keep track of the number of hours worked and the projects he worked on and then have an adult in charge of the project sign off in your book at the time service was performed.

ORDER OF THE ARROW

The Order of the Arrow (OA) is an organization of honored campers within the Boy Scouts of America. Its primary purpose is service to others. Candidates must be at least First Class, have camped outdoors at least 15 nights during the previous two years, and attended a long-term camp (including summer camp, jamborees, or Philmont). The Scoutmaster must recommend all candidates. Candidates for the OA are elected annually by a majority of fellow Troop members, usually in February or March. After the election, they must complete a test of service during a weekend "ordeal" hosted by the local council OA Lodge. As with any Boy Scout activity or event, the OA is "boy run" by elected and appointed youth leaders, and is well supervised by adult leader "Arrowmen."

The troop committee may also nominate one eligible adult, each year, to join the OA.



TROOP ORGANIZATION

Troop Committee

The troop committee is the link between the chartering organization, St. Paul's Church, and troop operations. Its duties are:

- Carry out the policies and regulations of the Boy Scouts of America.
- Select the Scoutmaster, assistant Scoutmasters, and merit badge counselors.
- Recruit and approve its own membership and form committees as required.
- Manage the finances and disbursements, in line with an approved budget plan.
- Plan and administer the annual fundraising events.
- Obtain, maintain, and care for troop property.
- Administer advancement program.
- Other responsibilities as may be assumed from time to time.

Scoutmaster

The Scoutmaster is the one and only troop leader who relates closely to each of the other links in the chain of troop operations: the scouts, the junior leaders, the patrol leaders council, the assistant scoutmasters and the troop committee. His main function is to quietly but effectively pull all the components together to get the desired results: helping boys grow into responsible young men.

Scoutmaster Position Description

- Train and guide boy leaders to run the troop.
- Help boys to grow by encouraging them to learn for themselves.
- Guide boys in planning the troop program.
- Work with and through responsible adults to bring scouting to boys.
- Help the troop Committee recruit assistant Scoutmasters.
- Conduct Scoutmaster conferences.

Assistant Scoutmasters

The Scoutmaster and assistant Scoutmasters form the operating management of the troop. The Scoutmaster will assign an assistant scoutmaster specific program responsibilities. The Scoutmaster will schedule regular adult leader meetings for the purpose of reviewing and planning the troop program as well as the roles of the assistant scoutmasters in its implementation. They actively participate in weekly troop meetings and monthly outings. They are expected to complete the formal Scoutmaster fundamentals course (conducted by the Council) within one year of taking the position. They are also encouraged to participate in other formal and informal leader training programs when offered. An assistant Scoutmaster may also be temporarily called upon to assume the duties of the Scoutmaster should he not be available.



Junior Leaders

The Troop is based upon boy leadership and the patrol method of organization. Junior leaders are responsible for a variety of roles within the troop. See the descriptions on the following pages for the structure of the troop and the positions for junior leaders.

Patrol Leaders Council

The patrol leaders council or Greenbar is the committee of junior leaders that plans troop activities. It consists of the Senior Patrol Leader or SPL (Chairman), assistant Senior Patrol Leader or ASPL, Patrol Leaders, and Scribe. The Scoutmaster serves as advisor to the Greenbar. The council formally meets at two-week intervals to plan each troop meeting and campout. It may also meet from time to time during or after troop meetings. Members of the Greenbar are expected to attend all meetings or notify a representative of the patrol to take his place.

Troop Elections

Leadership elections are held in January and June. One Scout cannot normally hold two troop leadership positions at the same time. The Scoutmaster must approve all candidates, based on a number of elements, including Scouts who meet the requirements for the positions sought after. You can get a copy of the complete position requirements from the Scoutmaster or on the web page.



TROOP DISCIPLINE POLICY

Every Scout is expected to understand and comply with the Scout Oath, Scout Law, Scout Motto, Scout Slogan, the Outdoor Code, and the policies of the troop. Scouts having difficulty following these rules will be given an opportunity to correct their behavior. Counseling of Scouts will be based on the severity of the discipline violation. If a conflict between two members of the Troop occurs, the following actions will occur:

Unruly Behavior

If a Scout exhibits unruly behavior at any event, the following will occur:

1. First time infraction, the senior patrol leader, assistant senior patrol leader, or patrol leader will counsel the Scout, depending upon the severity of the behavior. The Scout agrees to comply in a timely and respectful manner.
2. If the Scout does not comply with the desired behavior, the matter will be referred to a more senior leader or to adult leadership for further review.
3. The second infraction will result in the Scout being removed from the meeting or event. The parents of the Scout will be called to immediately pick up the Scout.
4. The repeat infractions will result in the suspension of the Scout from the troop.

Counseling Levels

- | | |
|-----------|--|
| 1st Level | Talk with patrol leader. |
| 2nd Level | Talk with an assistant senior patrol leader. The patrol leader brings the Scout to the ASPL and remains for the discussion. |
| 3rd Level | Talk with senior patrol leader. The patrol leader and assistant senior patrol leader bring the Scout and remain for the discussion. |
| 4th Level | Talk with Scoutmaster or an assistant Scoutmaster. The senior patrol leader brings the Scout to the Scoutmaster and may remain for the discussion. |
| 5th Level | Talk with troop committee (special meeting). The Scoutmaster is present with the Scout and remains for the discussion. The parents of the Scout can also attend. |



Counseling Procedures

Any Scout or junior leader can move the counseling level up the chain, or if the infraction is severe enough, the junior leader can jump levels. Any parent can appeal to the Scoutmaster or troop committee the decision of the troop leadership. All decisions by the troop committee are final.

Disciplinary Actions

Disciplinary actions by the troop and committee can include, but are not limited to:

- Loss of leadership position for part or all of that term or a future term.
- Failure to recommend the Scout for Order of the Arrow.
- Sent home from camping trip, camp, meeting, or outing.
- Suspension from future troop events.
- Failing board of review.
- Suspension from the troop (temporary).
- Expulsion from the troop (permanent).





TROOP MEETINGS

The troop meets every Tuesday evening, from 7:15^{PM} to 8:45^{PM}, at St. Paul's Church. Regular troop meetings are not held over the summer. Each scout is expected to attend a majority of troop meetings during the year. There are no meetings on holidays, or school vacation weeks.

Troop Plans

A master calendar of planned troop events is prepared each September and revised as necessary. Scout families will receive a copy but should verify schedules as dates approach.

Troop Newsletter

Troop 5 publishes a monthly newsletter to keep parents and scouts informed of what's going on in the troop, campout highlights, schedule changes, policy changes, and other newsworthy events. Both parents and scouts should read this informative newsletter to keep up to date.

Troop Web Site

Troop 5 has maintained a web site since 1997. On this page you can find updated announcements, calendars, pictures, and forms of all kinds. Your son can also find links to useful information on advancement and merit badges. This web site is operated for the benefit of troop members with a goal of bringing information to you even when you miss meetings. If you have a suggestion, please email the Webmaster. Names, phone numbers, and email addresses are available on the web site only through password-protected pages. Do not share the passwords with non-members.

Web Page: http://troop_5.tripod.com

Password for Roster: available to troop members only

Password for Counselor List: available to troop members only



TROOP 5 PERMISSION SLIP

Scout's Name: _____ **UNIFORMS REQUIRED**

Trip: _____

Date(s): _____

Meeting time: _____ Place: _____

Pickup time: _____ Place: _____

Cost per person: _____

I can provide transportation for _____ boys to / from this event.

If you have a scheduling conflict that will prevent your son from being present for the entire program, please indicate when he will be coming / leaving and with whom:

Please list any allergies or other medical conditions that warrant notification. Use the back of this form (if necessary) if there is any activity he may not participate in.

Please list any medications your son is currently taking:

My/our son has reviewed his equipment checklist in his scout Handbook and I/we are satisfied that he is properly dressed and equipped for this activity. I/we understand that all troop activities are conducted in the spirit of the Scout Oath & Law. Any scout who, in the opinion of the adult leadership, does not live up to these principles may be required to call his parents and have them bring him home.

In consideration of the benefits to be derived, and in view of the fact that the Boy Scouts of America is an educational institution, membership in which is voluntary, and having full confidence that every precaution will be taken to ensure the safety of my son on this activity, I hereby agree to his participation and waiver all claims against the leader of this trip and officers, agents, and representatives of the Boy Scouts of America. In the event of an emergency and I / we cannot be contacted, I give permission for emergency treatment by qualified medical personnel.

Parent's signature: _____ Date: _____

Home phone: _____ Cellular / pager: _____

Emergency contact: _____ Phone: _____

This form is required for all trips. There will always be adequate supervision for your son and we will do everything in our power to protect him.

Tom Tyrrell, Scoutmaster



Dear Parents and Scout:

Welcome to Troop 5. We hope you find this handbook a useful reference describing our policies and procedures.

Please sign in the space provided below acknowledging your receipt of this handbook and return to the Scoutmaster.

-Troop 5 Committee

Date _____

Scout Name _____

Scout Signature _____

Parents Name _____

Parents Signature _____