

# Troop 117 Handbook



[www.troop117.us](http://www.troop117.us)

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# Troop 117 Handbook

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## Welcome to Troop 117!

This is a handbook for Scouts and their parents. It explains the things you should know about Boy Scout Troop 117 of Dublin, OH. This handbook is supplementary to the official Boy Scout Handbook and other guidelines provided by the Boy Scouts of America. Parents should review this handbook with their Scout. When you register with Troop 117, you agree to abide by the policies and procedures of the Troop and the Boy Scouts of America.

Boy Scout Troops are different from Cub Scouts in that the boys run the Troop. However, all parents are strongly encouraged to be involved in the parent meetings and act as guides and advisors. Parents are also necessary as drivers to and from events. Additionally, you will be asked to serve the Troop Committee through helping with troop administration, outing coordination, serving on a Board of Review, or teaching any special skills that you may have to the boys through the Merit Badge program. There are many training opportunities available for adults and we encourage you to take advantage of these and participate as an adult leader. You will soon find yourself caught up in the excitement that can only come from Scouting!

Troop 117 was started in 1997 and is chartered by St. Brigid of Kildare Catholic Church. Although we are still a relatively new troop, we have experienced steady growth and maintain an active core of both Scouts and adult leaders. We currently have approximately 100 Scouts and 60 registered adults involved with the Troop in various roles.

This manual is dedicated to all the great adult Scouters and Scouts who have made Troop 117 the outstanding organization it is today. Without their spirit and dedication, combined with the assistance and support of numerous parents, friends, and St. Brigid of Kildare Church, the many activities, outings and programs would never be reality.

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## General Information about Boy Scouts of America

Here, you will find information about Boy Scouts of America and its history:

- ✓ Founders of the BSA.
- ✓ Tale of the Unknown Scout.
- ✓ Purpose & Mission of the Boy Scouts of America.
- ✓ Code of Conduct: The Scout Oath of Promise, the Scout Law, Scout Motto, and Scout Slogan.
- ✓ Aims & Methods of the Boy Scout Program.

## Founders of the BSA

The Boy Scouts of America was incorporated on February 8, 1910, under the laws of the District of Columbia, by W. D. Boyce. On June 21, 1910, 34 national representatives of boys' work agencies met to establish the Boy Scouts of America.

### **Robert Stephenson Smyth Baden-Powell, 1st Baron Baden-Powell**

Lieutenant general, British Army; known as Lord Baden-Powell, B-P

b. February 22, 1857, Paddington, London, England

d. January 8, 1941, Nyeri, Kenya

As a youth, Robert Baden-Powell greatly enjoyed the outdoors, learning about nature and how to live in the wilderness. After returning as a military hero from service in Africa, Baden-Powell discovered that English boys were reading the manual on stalking and survival in the wilderness he had written for British soldiers. Gathering ideas from Ernest Thompson Seton, Daniel Carter Beard, and others, he rewrote the manual as a nonmilitary nature skills book and called it Scouting for Boys. To test his ideas, Baden-Powell brought together 22 boys to camp at Brownsea Island, off the coast of England. This historic campout was a success and resulted in the advent of Scouting. Thus, the imagination and inspiration of Baden-Powell, later proclaimed Chief Scout of the World, brought Scouting to youth the world over.

### **William D. Boyce**

Newspaper man, entrepreneur, magazine publisher, explorer

b. June 16, 1858, Plum Township, Pennsylvania

d. June 11, 1929; resting place Ottawa, Illinois

In 1909, Chicago publisher William D. Boyce lost his way in a dense London fog. A boy came to his aid and, after guiding the man, refused a tip, explaining that as a Scout he would not take a tip for doing a Good Turn. This gesture by an unknown Scout inspired a meeting with Robert Baden-Powell, the British founder of the Boy Scouts. As a result, William Boyce incorporated the Boy Scouts of America on February 8, 1910. He also created the Lone Scouts, which merged with the Boy Scouts of America in 1924.

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## **Daniel Carter Beard**

Illustrator, author, youth leader, social reformer; known as Uncle Dan

b. June 21, 1850, Cincinnati, Ohio

d. June 11, 1941, Suffern, New York

Woodsman, illustrator, and naturalist, Daniel Carter Beard was a pioneering spirit of the Boy Scouts of America. Already 60 years old when the Boy Scouts of America was formed, he became a founder and merged it with his own boys' organization, the Sons of Daniel Boone. As the first national Scout commissioner, Beard helped design the original Scout uniform and introduced the elements of the First Class Scout badge. "Uncle Dan," as he was known to boys and leaders, is remembered as a colorful figure dressed in buckskin that helped form Scouting in the United States.

## **Ernest Thompson Seton**

Author, wildlife artist; a Scots-Canadian and naturalized U.S. citizen

b. August 14, 1860, South Shields, England

d. October 23, 1946, Seton Village, New Mexico

Ernest Thompson Seton immigrated to America as a youth in the 1880s. His fascination with the wilderness led him to become a naturalist, an artist, and an author, and through his works, he influenced youth and adults. Seton established a youth organization called the Woodcraft Indians, and his background of outdoor skills and interest in youth made him a logical choice for the position of first Chief Scout of the BSA in 1910. His many volumes of Scoutcraft became an integral part of Scouting, and his intelligence and enthusiasm helped turn an idea into reality.

## **James E. West**

Lawyer, advocate of children's rights; known as Dr. James West

b. May 16, 1876, Washington D.C.

d. May 16, 1948; resting place Valhalla, New York

James E. West was appointed the first Chief Scout Executive of the Boy Scouts of America in 1911. Although orphaned and physically disabled, he had the perseverance to graduate from law school and become a successful attorney. This same determination provided the impetus to help build Scouting into the largest and most effective youth organization in the world. When he retired in 1943, Dr. West was recognized throughout the country as the true architect of the Boy Scouts of America.

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## The Tale of the Unknown Scout

Scouting was brought to America by William D. Boyce, a Chicago publisher, and the way Boyce discovered Scouting is one of the movement's most colorful stories. Boyce, it seems, was in London in the fall of 1909 and was out in a famed London fog looking for an office in the center of the city.

Nearly at his wit's end, Boyce stopped a young man and asked directions. Not only did the youth tell Boyce how to reach his destination, he actually led Boyce there to make certain the American found his way without becoming lost again.

Boyce, to show his gratitude, offered the youth a tip, but the youth would not accept it. When asked why, the young man told Boyce he was a Boy Scout and taking a tip would negate the good deed he had done and violate his Scouting code.

The youth's gesture impressed Boyce, who later visited with Robert Baden-Powell himself. Boyce was so taken with Baden Powell and the Scouting idea that back in America he and other men interested in youth development founded the Boy Scouts of America in Washington D. C., on February 8, 1910.

No one knows who the Scout was who performed his Good Turn for Boyce, but he had not been forgotten. In Gilwell Park in London, American Scouts had a statue erected in his honor. A large scale representation of the Silver Buffalo Award, the statue bears the inscription, "To the Unknown Scout Whose Faithfulness in the Performance of the Daily Good Turn Brought the Scout Movement to the United States of America."

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## The Purpose & Mission of the Boy Scouts of America

It is the purpose of the Boy Scouts of America to provide an effective program designed to instill with the youth desirable qualities of character; to train them in the responsibilities of participating citizenship; and to help develop their personal fitness, providing this country with citizens who:

- ❖ Are physically, mentally and emotionally fit.
- ❖ Have a high degree of self-reliance as evidenced in such qualities as initiative, courage and resourcefulness.
- ❖ Have personal and stable values based firmly on religious concepts.
- ❖ Have a desire and the skills to help others.
- ❖ Understand the principles of the American social, economic, and government systems.
- ❖ Are knowledgeable about and take pride in their American heritage and understand America's role in the world.
- ❖ Have a keen respect for the basic rights of all people.
- ❖ Are prepared to fulfill the varied responsibilities of participating in and giving leadership to American society and in other forums of the world.

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.

## Code of Conduct

The Boy Scouts of America has defined the Code of Conduct in accordance with the Scout Oath and Promise. Members of Troop 117 shall follow this same Code of Conduct in all of their activities.

### The Scout Oath or Promise

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

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The Scout Oath and Law should be the Scout's guide in all interactions with members of the Troop and others. The Scout alone is responsible for his behavior in all activities and should work cooperatively with members of his Patrol and the Troop, sharing in all work duties; working to build a safe environment for all to learn and participate.

In addition to the Scout Oath and Law, the Scout should be mindful of the Scout Motto and Slogan in all of his activities.

## **Scout Motto**

Be Prepared!

## **Scout Slogan**

Do a Good Turn Daily

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## Aims and Methods of the Boy Scout Program

Boy Scouts of America works toward three Aims through the Scouting program:

1. Participating Citizenship
2. Moral Strength and Character
3. Physical, Mental and Emotional Strength

The Boy Scout Oath or Promise can be broken down to represent the Aims of Scouting in the following way:

### **Participating Citizenship...**

*"On my honor I will do my best to do my duty to God and my country and to obey the Scout Law"*

Used broadly, citizenship means the boy's relationship to others. He comes to learn of his obligations to other people, to the society he lives in, and to the government that presides over that society.

### **Moral Strength and Character...**

*"To help other people at all times"*

We may define this as to what the boy is himself: his personal qualities, his values, and his outlook.

### **Physical, Mental and Emotional Fitness...**

*"To keep myself physically strong, mentally awake, and morally straight."*

Physical Fitness includes a well-tuned and healthy body; Mental Fitness includes the ability to think and solve problems; and Emotional Fitness includes self-control, courage and self-respect.

## **The Methods of Scouting are designed to accomplish these Aims:**

### **Advancement...**

Scouting provides a series of surmountable obstacles and steps to overcome them through the advancement process. The Scout plans his advancement and progresses at his own pace as he masters each challenge.

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## **Adult Associations...**

Boys learn from the examples set by their adult leaders. Troop leadership may be male or female. Association with adults of high character is encouraged at this stage in a young man's development.

## **Personal Growth...**

As Scouts plan their activity and progress toward their goals, they experience personal growth. The good turn concept is a major part of the personal growth method of Scouting. Boys grow as they participate in community service projects and do good turns for others.

## **Ideals...**

The Ideals of Scouting are spelled out in the Scout Oath, Law, Motto, and Slogan. The Scout measures himself against these ideals and continually tries to improve. The goals are high, and as he reached for them, he has some control over what he becomes.

## **Patrols...**

The patrol method gives Scouts an experience in group living and participating in citizenship. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it. The patrol method allows Scouts to act in small groups where they can easily relate to each other. These small groups determine Troop activities through their elected leaders.

## **Outdoors...**

Boy Scouting is designed to take place in the outdoors. It is in the outdoors that Scouts share responsibilities and learn to live with each other. It is here where the skills and activities practiced at the troop meetings come alive.

## **Leadership Development...**

Boy Scouting encourages boys to learn and practice leadership skills. Every Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a boy to accept the leadership roles of others and guides him toward the citizenship aim of Scouting.

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## **Uniform...**

The uniform makes the Scout Troop visible as a force of good and created a positive youth image in the community. Boy Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting. The uniform gives the Scout identity in a world brotherhood of youth who believe in the same ideals.

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## About Troop 117

Here, you will find information about Troop 117 and our Program:

- ✓ Charter Organization
- ✓ Joining Requirements
- ✓ Meeting Logistics
- ✓ Uniforms
- ✓ Monthly Outings
- ✓ Summer Camp
- ✓ High Adventure
- ✓ Fund Raising
- ✓ Troop Expenditures
- ✓ Equipment

## Charter Organization

Troop 117 is chartered by St. Brigid of Kildare Catholic Church in Dublin, OH and is part of **Darby Creek District** in **Simon Kenton Council**. St. Brigid is located at 7179 Avery Road in Dublin OH 43017.

As part of the Diocese of Columbus, St. Brigid of Kildare Church maintains very strict provisions with respect to Youth Protection. In addition to the BSA's Youth Protection requirements, all adults involved with the troop must complete the Diocese's **Protecting God's Children** program ([www.virtus.org](http://www.virtus.org)). This program consists of classroom instruction, finger-printing and a background check. Protecting God's Children is required for all adults who may come in contact with youth participants – including occasional drivers to Troop events and parents attending a Troop outing with their Scout. This is not negotiable and is required as part of the Church and Diocese maintaining our charter with BSA.

## Joining Requirements

Joining Troop 117 as a youth is as simple as completing the BSA Youth Application and paying your dues. You do not need to have been a Cub Scout nor do you need to be a member of St. Brigid of Kildare Church. Troop 117 draws youth members from all over the Dublin, Hilliard, Plain City and Powell areas; from all faiths.

As a youth, to join the any troop you must be 11 years old or have completed the 5<sup>th</sup> grade; or youth may be 10 years old if they have earned the Arrow of Light as a Cub Scout.

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Joining Troop 117 as an adult Scouter requires completing the BSA Adult Application; paying your dues; completing BSA's Youth Protection Training; completing the Diocese Protecting God's Children program; and, lastly, completing any training for your role within the Troop. Simon Kenton Council requires that **all Youth-interfacing Leaders** complete training for their role such as Outdoor Essentials for Scoutmasters and Assistant Scoutmasters.

Each Scout and Scouter are required to submit an annual BSA Medical form in order to participate in Troop activities. The form can be found at the following link:

<http://www.scouting.org/sitecore/content/home/healthandsafety/ahmr.aspx>

## Meeting Logistics

Troop 117 meets weekly on Thursday evenings from 7:00 PM – 8:30 PM. We meet at Hendricks Hall on the St. Brigid campus, unless otherwise noted in program for the month. The address is:

St. Brigid of Kildare Church  
7179 Avery Rd  
Dublin OH 43017

Troop 117 maintains a web site where our annual calendar can be located. The address is:

[www.troop117.us](http://www.troop117.us)

The weekly meetings are typically tied to the outing plan for that month and are focused on developing skills and planning to make the outing a success.

We try to have one weekly meeting each month dedicated to "Advancement Emphasis". This meeting is a time for newer Scouts who are not yet First Class, to meet with older Scouts and Troop Guides to demonstrate the skills necessary for their rank advancement. The Advancement Emphasis meeting is noted on the Troop calendar and may not occur each month, depending on the activities planned. Scouts are encouraged to work on their rank requirements at home and during Troop activities.

**Please note that personal electronics are not permitted at our activities.** At troop meetings, personal cell phones must remain in the Scout's (and Scouter's) pocket. If they need to take or make a call, they should excuse themselves from the activity and move to the reception area in Hendricks Hall or elsewhere so as not to disturb the meeting.

On our monthly outings or at summer camp, Scouts caught with personal electronics will have them confiscated. Adult Scouters may have a cell phone or smartphone but are asked to be out of eyesight of the Scouts when using the device.

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Personal electronics include: cell phones, smart phones, PDAs, iPods, iPads, MP3 players of any sort, handheld video game players, etc.

## Uniforms

Scouts in uniform are conscious of their rank and make a greater effort to advance. The BSA uniform provides a place for display of badges – important symbols of achievement. Scouts have more fun, stay longer, and feel greater pride in their advancement when they wear their uniform. When a Scout sees another person in a Scout uniform, he knows that he is like that person because both have committed themselves to the principles of the Scout Oath and Law. By wearing the uniform, Scouts give each other strength and support. The uniform is a way of making their belief in God, their loyalty to our country, and their commitment to helping other people visible to each other and visible to the community.

Troop 117 requires Scouts to wear the Field Uniform (Class A) to all troop meetings; during travel to and from Troop and Patrol campouts; at opening and closing ceremonies at campouts; during Scoutmaster Conferences and Boards of Review; and during any other functions where the Scout is representing Troop 117 and/or Scouting. The Class A uniform is defined as the BSA uniform shirt with appropriate pants or shorts along with sashes for merit badges and Order of the Arrow.

Official placement of insignia and badges on the uniform may be found on the inside front and back covers of the Scout Handbook, in the Insignia Guide, and in the Scout Record Keeping and information booklet.

Troop 117 does not require Scouts to wear the BSA neckerchief.

The Activity uniform (Class B) may be worn during camp / outing activities, service projects, and during other activities as the Troop permits. Troop 117 creates a new Class B T-shirt each year prior to summer camp. Scouts are encouraged to purchase the Class B for summer camp so that leaders may easily identify Scouts from Troop 117 when they are engaged in activities with Scouts from other units at camp. T-shirts with non-BSA or Troop 117 logos / artwork do not qualify as a Class B uniform.

## Monthly Outings

Troop 117 plans its annual program each year in early June. The Scouts lead this planning session and determine the theme for each month. As part of that theme, a Patrol is assigned to

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leading the activities and planning the logistics for the outing that month. Outings typically involve 2 nights camping. The Troop meets at St. Brigid on Friday evening and departs as a group to the destination. During our outings, the Scouts work on skills related to the program, such as camping, cooking, hiking, geocaching, orienteering, knots & lashings, first aid, wilderness survival skills, shooting skills, archery canoeing, cycling and so forth. The monthly themes relate directly to Scouting Rank Requirements and/or Merit Badges as determined by the Scouts. Monthly outings wrap up on Sunday morning with a short inter-faith service lead by the acting Scout Chaplain's Aide and the Scouts are driven home or to a designated meeting place (communicated in advance) before noon. We return by noon so that Scouts may attend an afternoon worship service or Mass within the Diocese.

## Summer Camp

Troop 117 typically goes to summer camp in mid-June, after local schools are out. The Scouts decide at the annual planning meeting where they would like to attend summer camp for the following year. Troop 117 has attended summer camp at camps within Simon Kenton Council and neighboring councils. For the last several years, the Scouts have chosen to attend summer camp at Camp Friedlander, which is in Loveland, OH (outside of Cincinnati). Camp Friedlander is in Dan Beard Council and offers an excellent mix of programs for both new and experienced Scouts. We typically have approximately 65 Scouts attending summer camp, which runs from Sunday arrival and check in to Saturday departure. Given the number of Scouts we bring to summer camp, we encourage adult members of the Troop to join us for a day, a few days or the whole week – whatever your schedule permits. The fees for summer camp for a Scout typically average about \$250 for the week and include meals and materials required to earn the merit badges that each Scout signs up for. The Troop covers the expense for any adult attending summer camp for the week. Sign up for summer camp usually occurs in March and Merit Badge selection occurs in April. Scouts typically earn 4 – 8 merit badges during one week of summer camp.

## High Adventure

Participation in one of BSA's high adventure programs such as Philmont Scout Ranch, Algonquin, Boundary Waters, and Sea Base can be a once in a lifetime experience. However, these national camps have become very popular and the process for reserving places is strictly controlled with limited spaces available. In light of this, Troop 117 creates its own high

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adventure program each summer. In addition to the troop high adventure program, we continue to pursue national programs each year. In 2012, we will have 4 crews attending Philmont Scout Ranch. A crew consists of 6 – 8 Scouts and 2 – 3 adult Scouters. We are hopeful that the opening of the Summit Bechtel Reserve in West Virginia (4 ½ hours from Columbus) will create additional opportunities for Scouts to experience high adventure programs.

High adventure programs are intended for older, physically stronger, more mature Scouts. Most national and Council level programs require the Scout to be a minimum of First Class rank and 14 years of age; in addition to having earned various merit badges and undergone training specific to the intended high adventure program. Typical programs involve strenuous outdoor activities, often in a remote wilderness setting. Our Troop high adventure programs are not much different and strict minimum requirements must be met by the Scout and any adults attending the program.

Typically, all of our high adventure programs have conditioning requirements that will apply to your participation. Shakedown will be scheduled and the Scouts and Scouters will be required to participate in order to attend the high adventure event for the year. The High Adventure Committee will have a final say as to the eligibility of the Scout or Scouter's ability to participate. This Committee is comprised of the Scoutmaster, Assistant Scoutmasters (ASM), High Adventure ASM, Advancement Chairperson and the Outdoors Committee Chairperson. In the event of a split decision, the Troop Committee Chairperson will make the final decision.

## **Fund Raising**

Troop 117's primary fund raising event at this time is the annual popcorn sale. This occurs each fall and typically runs from late September through the end of October. The Troop may or may not sell popcorn after Mass at St. Brigid or at other events. Scouts are encouraged to set a goal and either take orders for delivery in early December or purchase the amount they intend to sell from the Troop and "Show and Sell". Unsold Show and Sell orders may be sold back to the Troop. Proceeds from the sale of popcorn help to pay for the program that the Scouts plan each year.

Ten percent (10%) of the amount of popcorn sold is applied to the Scouts' personal account in the Troop Ledger. Scout accounts may be used by the Scout to pay fees for summer camp, training fees for Council or National programs, high adventure expenses, national events such as Jamboree, and so forth. Scouts will get an e-mail from the Treasurer each year with the amount deposited to their Scout Account from the sale of popcorn.

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Troop 117 may participate in other fund raisers as approved by the Troop Committee. These other fund raisers may be specific to an event such as High Adventure.

Troop 117 also participates in the Kroger Community Rewards program. By shopping at Kroger and registering your Kroger Plus Card, you can help support the troop financially. To participate, follow the steps below:

1. Go to [www.krogercommunityrewards.com](http://www.krogercommunityrewards.com), click on "Sign Up Today"
2. Sign up for a Kroger Rewards Account by entering your zip code, clicking on your favorite store, entering your e-mail address and creating a password.
3. You will get an e-mail with a link to follow.
4. Log back in and click on "Edit Kroger Community Rewards" and input your Kroger Plus card number.
5. Enter our Troop 117 NPO number **81704** or select **Boy Scout Troop 117 of St. Brigid of Kildare Church** from the list. Once enrolled correctly, you will see our organization listed on the right side of the screen with your information.
6. When shopping at Kroger, use your Kroger Plus card. Fuel, alcohol and gift card purchases are not eligible for the rewards program.
7. Your participation will be noted on your checkout receipt.

## Troop Expenditures

Troop 117 has a number of expenses each year. These are covered by annual dues and fund raising. These expense include the following:

- Troop registration and re-chartering (annually)
- Boy's Life subscriptions
- Troop Insurance
- Troop Equipment (as needed with Committee Approval)
- Advancement pins, merit badges, rank patches, etc.
- Summer camp fees for adult leaders and Scouters attending
- Youth Leadership Training for Scouts selected and approved by the Troop.
- Order of the Arrow fees after completion and annual membership dues for all adult and Scout OA members in the Troop.
- Adult Leadership Training for Scouters selected and approved by the Troop (Committee Approval required).
- BMV Registration for the Troop Trailer(s)

### Other routine expenses include:

- Bank charges and check printing

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- Office supplies and software such as Troop Master and Troop Ledger
- Propane and other immediate outing necessities
- Court of Honor expenses
- Copying, postage and refreshment expenses associated with meetings and trainings.

## **Scoutmaster's Fund:**

A stipend of \$50.00 per month (non-cumulative) is provided to the Scoutmaster to be used specifically to support the Troop Program. This fund shall be used for PLC and training event refreshments, and other expenses to specifically support the training of youth leaders. The Scoutmaster shall submit receipts to the Treasurer for all expenditures.

## **Expenditure Approval:**

A vote of the key Committee members will be necessary to approve any expenditure of Troop funds beyond the major and routine expenses as described above, and the discretionary \$50.00 per month (non-cumulative) allotted to the Scoutmaster. Approval must occur prior to the expense, or the individual runs the risk of non-approval and non-reimbursement.

## **Reimbursement Policy:**

These procedures will be used for the following –

Expense Reimbursement – an "Expense Reimbursement" form will be filled out with all receipts attached. The expenditures need to be approved by the Committee Chairperson. Another committee member should approve the Chairperson's expenses. After approval, a check will be issued (usually at the next Troop meeting).

Check Request – a "Check Request" form will be filled out completely for any expense payable to a third party. The Committee Chairperson must approve the check request.

Cash Received Detail – all Scouters should keep a detailed list of cash received for troop activities. A troop list is available from the Treasurer to help facilitate the detailed record keeping. The Treasurer has the option of requesting the list to use as a deposit audit trail.

## **Equipment**

Troop 117 maintains a Troop trailer on the St. Brigid campus. The trailer is maintained by the youth Quartermasters and an adult Committee member. The trailer contains all of the essentials for a weekend camp outing:

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- Tents and ground clothes
- Cook boxes with camp stoves, pots, pans, utensils, and cleaning supplies
- Dutch ovens
- Canopies
- 20 gallon water bottles
- Rakes, shovels, saws, hatchets and axes
- Rope, fire starter, first aid supplies.

All Troop equipment must be signed out by Scouts from the Quartermaster. The Scout is responsible for returning all equipment that he checks out. Troop tents should be brought home on Sunday after the outing. The Scout should unpack, clean and dry the tent and ground cloth; returning them clean at the next Troop meeting. The Scout should make note of any defective or missing equipment (tears, rips, broken zippers, broken tent poles, etc) when returning the gear to the Quartermaster.

Scouts and Scouters are responsible for their own personal gear. Please refer to the BSA Scout Handbook for the essentials. A gear review will be part of the planning for each monthly outing. Personal gear such as tents can be used on outings. Please note the following regarding tents and tenting:

- Personal tents should sleep no more than 3 people.
- Larger tents will not be permitted to be set up. The Scout will be required to check out a Troop tent.
- Scouts of a rank lower than Star are required to have a tent buddy (one) on all outings.
- Scouts who have earned Star or higher are permitted to go solo in a tent.
- Adult tent areas are separated from Scout tent areas.

Troop 117 recognizes that some Scouts may have allergies to certain foods. As such, we maintain one cook box that is "peanut free". Scouts with food allergies should make sure that their grub-master and cook groups are aware of the allergy when they are doing their meal plan for the outing.

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## **Personal Gear needed by Scouts for all campouts**

For a typical monthly outing, each Scout should plan on having the following personal equipment:

- Boy Scout Handbook
- Scout Essentials (pocketknife, personal first aid kit, extra clothing, rain gear, water bottle, flashlight, trail food, matches & fire starter, sun protection, map & compass )
- Sleeping bag & bed pad or roll
- Mess Kit – including utensils, water bottle, and cup
- Toiletries
- Clothing for the season / activity
- Durable hiking boots
- Backpack or duffle back to carry it all in.

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## Advancement

Here, you will find information about Boy Scout ranks, advancement and merit badges:

- ✓ Steps to Advancement
- ✓ Ranks
- ✓ First Class in First Year
- ✓ Merit Badges
- ✓ Courts of Honor

## Steps to Advancement

Advancement is the process by which Scouts progress through the ranks in the Scouting program by gradual mastery of skills. Ranks are simply a means to an end, not an end in themselves. Everything Scouts do to advance and earn these ranks, from the day they join until the day they leave the program should be designed to help the Scouts have an exciting and meaningful experience. Advancement is a four-step process:

1. The Boy Scout **Learns**.

A Scout learns by doing. As he learns, he grows in ability to do his part as a member of the patrol and the troop. As he develops knowledge and skill, he is asked to teach others. In this way, he begins to develop leadership.

2. The Boy Scout is **Tested**.

His Scoutmaster, Assistant Scoutmaster, or a member of his troop that is Star rank or higher may test a Scout on requirements.

**A parent is not permitted to sign off on any rank requirements for his own Scout.**

3. The Boy Scout is **Reviewed**.

After a Scout has completed all requirements for a rank, he has a Board of Review. For Tenderfoot, Second Class, First Class, Star, Life and Eagle Palms, members of the Troop Committee conduct the review. Members of the District Advancement Committee conduct the Eagle Board of Review.

4. The Boy Scout is **Recognized**.

When the Board of Review has certified a Scout's advancement, he deserves to receive recognition as soon as possible. This should be done at the next Troop meeting. The badge for that rank will be presented to him at the next Troop Court of Honor.

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The ranks within a Scout Troop are as follows (in order):

- New Scout (joining rank)
- Tenderfoot
- Second Class
- First Class
- Star
- Life
- Eagle

An Eagle Scout who is not yet 18 and is still active with the Troop may earn Eagle Palms based upon completion of additional service and merit badge requirements.

The requirements for each rank are outlined in the BSA Boy Scout Handbook.

The Scout is required to make arrangements with the Scoutmaster for his Scoutmaster Conference (***this is not something the parent can do***). The Scout is also responsible for contacting the Advancement Chairperson to make arrangements for the Board of Review, once the Scoutmaster Conference has been completed. ***Again, this is not something the parent can do.*** As mentioned previously, part of Scouting is learning to interact with adults.

## First Class in First Year

In the century of the Boy Scouting in America, the BSA has determined that Scouts who are active in their Troops and earn the rank of First Class are more likely to advance toward Eagle. To that end, the Troop 117 program is focused on putting the necessary resources in the Troop so that as many Scouts as possible can earn First Class in their First Year. During this time period, a Scout who participates in at least 75% of the Troop and Patrol meetings, monthly outings and summer camp should be able to accomplish this goal. If the Scout crossed over from a Cub Scout Pack, they are usually focused on completing rank requirements. And, during this period, the workload of school and sports is usually more manageable. A Scout who earns First Class in his First year (say by the age of 12 or 13), then has 5 – 6 years to focus on the increased challenges that come with the ranks of Star, Life and Eagle. For these ranks, many of the merit badges have minimum time requirements of 3 – 4 months before they can be completed.

## Merit Badges

The Boy Scout Merit Badge Program is part of the advancement process. Currently there are approximately 130 merit badges available to earn. The merit badge program is designed to teach the Scout about a vocation or hobby that they may have interest in. Merit Badge

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Counselors are Scouters who have a vocation or interest in a particular subject and are willing to share that interest with a Scout. Troop 117 maintains a list of Troop Merit Badge Counselors on our web site ([www.troop117.us](http://www.troop117.us)). Simon Kenton Council maintains a Council-wide list of Merit Badge Counselors on its website ([www.skcbasa.org](http://www.skcbasa.org)). Certain merit badges are required to earn the rank of Eagle. There are 15 Eagle merit badges, of which 12 must be earned. After a Scout earns First Class, there are a minimum number of the Eagle-required merit badges that must be earned in order to progress to Star and Life.

For a current listing of all merit badges, please refer to the following link:

<http://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/MeritBadges.aspx>

Merit Badges Required for Eagle:

- Camping
- Citizenship in the Community
- Citizenship in the Nation
- Citizenship in the World
- Communications
- Cycling, Hiking or Swimming
- Emergency Preparedness or Life Saving
- Environmental Science
- Family Life
- First Aid
- Personal Fitness
- Personal Management

To earn a merit badge, a Scout must strictly follow the steps below:

- 1) Obtain a Blue Card from the Scoutmaster, signed.
- 2) Fill in the information specific to the Scout and the merit badge on the blue card.
- 3) Obtain and read the reference book for the specific merit badge. The book may be borrowed from the Troop Library or purchased from the Scout Shop.
- 4) Learn the requirements in the book. Worksheets for each merit badge are available on-line at [www.usscouts.org](http://www.usscouts.org) or [www.meritbadge.net](http://www.meritbadge.net).
- 5) Set up a time to meet with the merit badge counselor.
- 6) Obtain the merit badge counselors sign off on all requirements.
- 7) Sign the blue card.
- 8) Have the blue card signed by the Scoutmaster.

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- 9) Turn in the signed, completed blue card to the Advancement Chairperson.

## **Courts of Honor**

Troop 117 conducts 3 Courts of Honor each year. They are in September, January and May. The Patrol(s) responsible for the program that month is responsible for planning the Court of Honor. To be recognized at a Court of Honor, the Scout should plan to have all Rank requirements (including the Board of Review) or all Merit Badge requirements completed and submitted to the Advancement Chairperson at least 3 weeks prior to the Court of Honor. The Advancement Chairperson will typically communicate a deadline prior to the Court of Honor.

Courts of Honor in Troop 117 are a family event. We encourage the entire family to attend and participate. They are typically potluck-type events where families are asked to contribute by bringing a food or refreshment item to be shared with the Troop. They may be at St. Brigid or elsewhere. In the Spring and Fall, we tend to have them outdoors at a park.

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## Troop Leadership

Here, you will find information about the Troop leadership in Troop 117:

- ✓ Boy-led Troop
- ✓ Youth Leadership and Troop Organization
- ✓ Roles
- ✓ Patrols
- ✓ Patrol Leaders Council (PLC)
- ✓ Role of the Scoutmaster & Assistant Scoutmasters
- ✓ Troop Committee

## Boy-led Troop

Troop 117 is a “boy-led” troop. This means that the Scouts, not the adults, are responsible for planning and running the meetings as well as any activities. The Scouts plan the program for the year. The Scouts choose where they will go to summer camp. Unlike Cub Scouts, where the leaders and parents planned all of the activities and meetings, in Boy Scout Troops like Troop 117, the Scouts are responsible for all of the details. Scouters (adult leaders and involved parents), are there for guidance and to ensure a safe environment and to assist where necessary.

Empowering boys to be leaders is the core of Scouting. Scouts learn by doing, and what they do is lead their patrols and their troop. The boys themselves develop the troop’s program. They take responsibility for figuring out how they will achieve the goals. One of our most important challenges is to train boy leaders to run the troop by providing direction, coaching and support. The boys will make mistakes now and then and will rely on adult leaders to guide them. But, only through real hands-on experience as leaders can boys learn to lead.

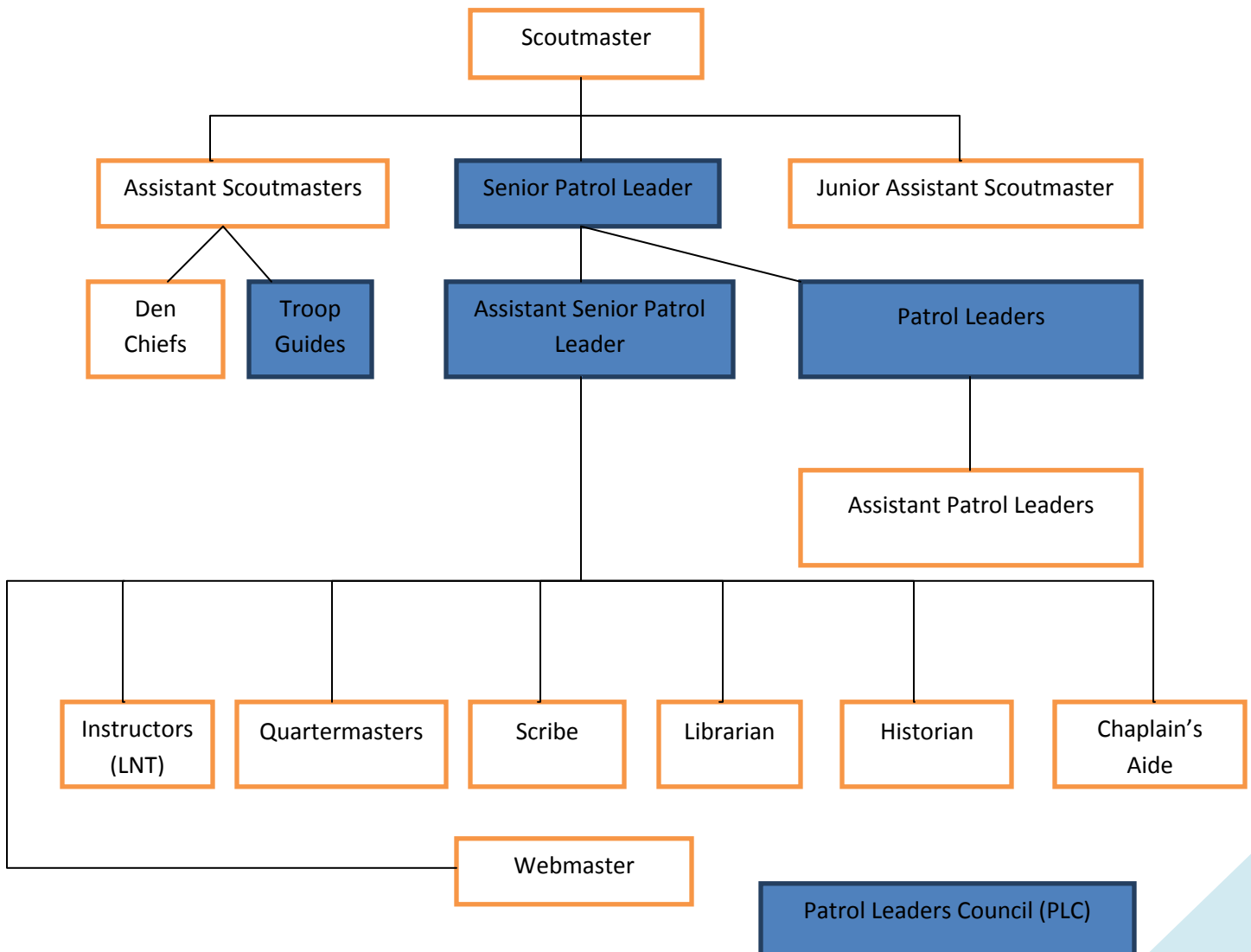
The adults need to keep in mind that they are there for the Scouts. In Scouting, parents will meet others with similar values and goals for their children. Parents will build good friendships with others parents in the troop, just as their Scouts will. Scouting is a way to become a better parent through association with and the help of like-minded adults. However, adults should keep in mind that they are there for their Scouts.

In Scouting, boys learn to lead in a safe environment. They learn from their mistakes. Scouts learn to lead others and work in teams. Boys gain confidence by being entrusted with power and by leading their peers.

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## Youth Leadership and Troop Organization

Troop 117 operates its program annually. However, the Scouts elect new youth leadership every six months. Senior Patrol Leader (SPL) elections are held in May and November. Similarly, leadership within the Scouts patrols is changed at the same time. The term for the youth leadership is June 1<sup>st</sup> – November 30<sup>th</sup> and December 1<sup>st</sup> – May 31<sup>st</sup>. The Scouts elect the SPL. The SPL chooses his "cabinet of leaders. These roles include Assistant SPL, Scribe, Quartermaster, Librarian, Historian, and Chaplain's Aide. They serve for the same 6 month term. Within a patrol, the elected Patrol Leader also appoints an Assistant Patrol Leader. The Assistant Patrol Leader will be his back up to represent the patrol in the event he cannot make a meeting or activity. Youth leadership is a requirement for rank advancement after First Class. Scouts who do not fulfill their responsibilities will not be given credit for their term.



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## Roles

### Senior Patrol Leader

<b>Type:</b>	Elected by the members of the troop.
<b>Term:</b>	6 months
<b>Reports to:</b>	Scoutmaster
<b>Description:</b>	The Senior Patrol Leader is elected by the Scouts to represent them as the top youth leader in the troop.
<b>Comments:</b>	The Senior Patrol Leader is the focal point of the troop. He needs to attend as close to all troop functions as possible. One of the major parts of the SPL's job is to appoint other troop leaders. He must choose leaders who are able, not just his friends or other popular Scouts. The SPL for the June 1 – November 30 <sup>th</sup> term must be able to attend summer camp.

### Qualifications

<b>Age:</b>	none
<b>Rank:</b>	Star or higher
<b>Experience:</b>	Previous service as SPL, ASPL or PL
<b>Attendance:</b>	75% of troop meetings and activities over prior 6 months.

### Performance Requirements

<b>Training:</b>	You must be able to attend the Troop Leadership Training (TLT).
<b>Attendance:</b>	You are expected to attend 85% of all troop meetings, Patrol Leaders Council meetings, outing and service projects. If your attendance is low, or if you have three (3) unexcused absences on a row, you can be removed from office. You will be required to attend summer camp.
<b>Effort:</b>	You are expected to give this job your best effort

### General Leadership Responsibilities

<b>Uniform:</b>	Set the example by wearing your uniform correctly. This means that you will wear all parts of the uniform, shirttail tucked in, with all required badges in their correct locations.
<b>Behavior:</b>	Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything that you say and do.
<b>Attendance:</b>	Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Scoutmaster if you are not going to be at a meeting or outing. You also need to make sure that the Assistant Senior Patrol Leader is ready to assume your responsibilities.

### Specific Leadership Responsibilities

- Runs all troop meetings, events, activities and the annual program planning conference.
- Runs the Patrol Leader's Council meeting.
- Appoints other youth leaders with the advice and counsel of the Scoutmaster.
- Assigns duties and responsibilities to youth leaders.
- Assists the Scoutmaster / Assistant Scoutmaster with Troop Leadership Training.

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## Assistant Senior Patrol Leader

<b>Type:</b>	Appointed by the Senior Patrol Leader.
<b>Term:</b>	6 months
<b>Reports to:</b>	Senior Patrol Leader
<b>Description:</b>	The Assistant Senior Patrol Leader (ASPL) is the second highest ranking youth leader in the troop. The ASPL acts as the Senior Patrol Leader in the absence of the SPL or when called upon. He also provides leadership to the other youth leaders in the troop.
<b>Comments:</b>	The most important part of the ASPL's position is his work with the other youth leaders. The ASPL should be familiar with the other positions and stay current with the work being done.

## Qualifications

<b>Age:</b>	none
<b>Rank:</b>	First Class or higher
<b>Experience:</b>	none
<b>Attendance:</b>	75% of troop meetings and activities over prior 6 months.

## Performance Requirements

<b>Training:</b>	You must be able to attend the Troop Leadership Training (TLT).
<b>Attendance:</b>	You are expected to attend 85% of all troop meetings, Patrol Leaders Council meetings, outing and service projects. If your attendance is low, or if you have three (3) unexcused absences on a row, you can be removed from office.
<b>Effort:</b>	You are expected to give this job your best effort

## General Leadership Responsibilities

<b>Uniform:</b>	Set the example by wearing your uniform correctly. This means that you will wear all parts of the uniform, shirttail tucked in, with all required badges in their correct locations.
<b>Behavior:</b>	Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything that you say and do.
<b>Attendance:</b>	Set the example by being an active Scout. Be on-time for meetings and activities. You must call the SPL or Scoutmaster if you are not going to be at a meeting or outing. You also need to make sure that someone is ready to assume your responsibilities.

## Specific Leadership Responsibilities

Helps the Senior Patrol Leader lead meetings and activities.  
Runs the troop in the absence of the Senior Patrol Leader.  
Helps train and supervise the troop Scribe, Quartermasters, Instructors, Librarian, Historian and Chaplain's Aide.  
Serves as a member of the Patrol Leaders Council.

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## Chaplain's Aide

<b>Type:</b>	Appointed by the Senior Patrol Leader.
<b>Term:</b>	6 months
<b>Reports to:</b>	Assistant Senior Patrol Leader
<b>Description:</b>	The Chaplain's Aide works with the Troop Chaplain to meet the religious needs of Scouts in the troop. He also works to promote the religious awards program. He is responsible for the Interfaith Service Program on all Troop Outings.
<b>Comments:</b>	Duty to God is one of the core beliefs of Scouting. The Chaplain's Aide helps everyone in the troop by preparing short religious or spiritual observations for campouts and other functions. The Chaplain's Aide does not always lead the observation himself and can have other troop members' help.

## Qualifications

<b>Age:</b>	none
<b>Rank:</b>	First Class or higher
<b>Experience:</b>	none
<b>Attendance:</b>	75% of troop meetings and activities over prior 6 months.

## Performance Requirements

<b>Training:</b>	You must be able to attend the Troop Leadership Training (TLT).
<b>Attendance:</b>	You are expected to attend 75% of all troop meetings, Patrol Leaders Council meetings, outing and service projects. If your attendance is low, or if you have three (3) unexcused absences on a row, you can be removed from office.
<b>Effort:</b>	You are expected to give this job your best effort

## General Leadership Responsibilities

<b>Uniform:</b>	Set the example by wearing your uniform correctly. This means that you will wear all parts of the uniform, shirttail tucked in, with all required badges in their correct locations.
<b>Behavior:</b>	Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything that you say and do.
<b>Attendance:</b>	Set the example by being an active Scout. Be on-time for meetings and activities. You must call the SPL or Scoutmaster if you are not going to be at a meeting or outing. You also need to make sure that someone is ready to assume your responsibilities.

## Specific Leadership Responsibilities

- Assists the Troop Chaplain with religious services at troop activities.
- Tells Scouts about the religious emblems program for their faith.
- Makes sure that religious holidays are considered during troop program planning.
- Helps plan for religious observance in troop activities.
- Works with patrols and cook groups to develop a grace that they can use.
- Works with patrols before campouts to make sure that they have somebody saying grace before meals.
- Attends Patrol Leaders Council to give input.

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## Troop Historian

<b>Type:</b>	Appointed by the Senior Patrol Leader.
<b>Term:</b>	6 months
<b>Reports to:</b>	Assistant Senior Patrol Leader
<b>Description:</b>	The Troop Historian keeps historical records or a scrapbook of troop activities.
<b>Comments:</b>	The true value of a good Historian does not show up until years later. The Historian provides material for displays and presentations of current activities. In addition, the work of the Historian provides a link to the past.

## Qualifications

<b>Age:</b>	none
<b>Rank:</b>	First Class or higher
<b>Experience:</b>	none, but an interest in photography is helpful
<b>Attendance:</b>	75% of troop meetings and activities over prior 6 months.

## Performance Requirements

<b>Training:</b>	You must be able to attend the Troop Leadership Training (TLT).
<b>Attendance:</b>	You are expected to attend 75% of all troop meetings, Patrol Leaders Council meetings, outing and service projects. If your attendance is low, or if you have three (3) unexcused absences on a row, you can be removed from office.
<b>Effort:</b>	You are expected to give this job your best effort

## General Leadership Responsibilities

<b>Uniform:</b>	Set the example by wearing your uniform correctly. This means that you will wear all parts of the uniform, shirttail tucked in, with all required badges in their correct locations.
<b>Behavior:</b>	Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything that you say and do.
<b>Attendance:</b>	Set the example by being an active Scout. Be on-time for meetings and activities. You must call the SPL or Scoutmaster if you are not going to be at a meeting or outing. You also need to make sure that someone is ready to assume your responsibilities.

## Specific Leadership Responsibilities

Gathers pictures and facts about past troop activities and keeps them in a historical file or scrapbook.  
Takes care of troop trophies, ribbons and souvenirs of troop activities.  
Keeps information about the former members of the troop.  
Collects as many summer camp photos as far back as possible.  
Updates the Troop History Book as necessary to keep records.  
Collects information and photos of all new troop Eagle Scouts.  
Attends Patrol Leader's Council meeting to give input.

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## Troop Librarian

<b>Type:</b>	Appointed by the Senior Patrol Leader.
<b>Term:</b>	6 months
<b>Reports to:</b>	Assistant Senior Patrol Leader
<b>Description:</b>	The Troop Librarian takes care of the troop's literature.
<b>Comments:</b>	The library contains books of historical value as well as current materials. Troop 117 maintains a library of virtually every merit badge booklet. The Librarian is responsible for managing the library.

## Qualifications

<b>Age:</b>	none
<b>Rank:</b>	First Class or higher
<b>Experience:</b>	none
<b>Attendance:</b>	75% of troop meetings and activities over prior 6 months.

## Performance Requirements

<b>Training:</b>	You must be able to attend the Troop Leadership Training (TLT).
<b>Attendance:</b>	You are expected to attend 75% of all troop meetings, Patrol Leaders Council meetings, outing and service projects. If your attendance is low, or if you have three (3) unexcused absences on a row, you can be removed from office.
<b>Effort:</b>	You are expected to give this job your best effort

## General Leadership Responsibilities

<b>Uniform:</b>	Set the example by wearing your uniform correctly. This means that you will wear all parts of the uniform, shirttail tucked in, with all required badges in their correct locations.
<b>Behavior:</b>	Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything that you say and do.
<b>Attendance:</b>	Set the example by being an active Scout. Be on-time for meetings and activities. You must call the SPL or Scoutmaster if you are not going to be at a meeting or outing. You also need to make sure that someone is ready to assume your responsibilities.

## Specific Leadership Responsibilities

- Sets up and maintains the troop library.
- Keeps a catalogue of merit badge books, other books and pamphlets owned by the troop.
- Adds new or replacement items as needed.
- Keeps a record of who has checked out which books.
- Follows up on late returns.
- Makes recommendations for merit badge books to be purchased.
- Keeps a file of all Troop 117 Eagle Project reports to be used as a reference for future Eagle Projects.
- Attends Patrol Leader's Council meeting to give input.

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## Troop Quartermaster

<b>Type:</b>	Appointed by the Senior Patrol Leader.
<b>Term:</b>	6 months
<b>Reports to:</b>	Assistant Senior Patrol Leader
<b>Description:</b>	The Troop Quartermaster(s) keeps track of troop equipment and sees that it is in good working order.
<b>Comments:</b>	The Quartermaster does most of his work around campouts. At least one Quartermaster must attend each monthly outing. The Quartermaster has to be available to check equipment out and see that it is returned.

## Qualifications

<b>Age:</b>	none
<b>Rank:</b>	First Class or higher
<b>Experience:</b>	none
<b>Attendance:</b>	75% of troop meetings and activities over prior 6 months.

## Performance Requirements

<b>Training:</b>	You must be able to attend the Troop Leadership Training (TLT).
<b>Attendance:</b>	You are expected to attend 75% of all troop meetings, Patrol Leaders Council meetings, outing and service projects. If your attendance is low, or if you have three (3) unexcused absences on a row, you can be removed from office.
<b>Effort:</b>	You are expected to give this job your best effort

## General Leadership Responsibilities

<b>Uniform:</b>	Set the example by wearing your uniform correctly. This means that you will wear all parts of the uniform, shirttail tucked in, with all required badges in their correct locations.
<b>Behavior:</b>	Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything that you say and do.
<b>Attendance:</b>	Set the example by being an active Scout. Be on-time for meetings and activities. You must call the SPL or Scoutmaster if you are not going to be at a meeting or outing. You also need to make sure that someone is ready to assume your responsibilities.

## Specific Leadership Responsibilities

- Keep records on patrol and troop equipment.
- Makes sure equipment is in good working condition.
- Issues equipment and makes sure that it is returned clean and in good condition.
- Makes suggestions for new or replacement items.
- Follows up on late equipment returns.
- Works with the Troop Committee member responsible for equipment.
- Obtains the US and Troop 117 flags for meetings and ceremonies and makes sure that they are stored properly.
- Coordinates on period cleaning of the Troop 117 trailer.
- Attends Patrol Leader's Council meeting to give input.

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## Troop Scribe

<b>Type:</b>	Appointed by the Senior Patrol Leader.
<b>Term:</b>	6 months
<b>Reports to:</b>	Assistant Senior Patrol Leader
<b>Description:</b>	The Scribe keeps the troop records. He records the activities of the Patrol Leader's Council and sends notes to the Senior Patrol Leaders for distribution to the Patrol Leaders. He keeps records of Patrols, advancement, and attendance at troop functions.
<b>Comments:</b>	To be a good Scribe, you need to attend nearly all troop meetings and every Patrol Leaders Council meeting.

## Qualifications

<b>Age:</b>	none
<b>Rank:</b>	First Class or higher
<b>Experience:</b>	none
<b>Attendance:</b>	75% of troop meetings and activities over prior 6 months.

## Performance Requirements

<b>Training:</b>	You must be able to attend the Troop Leadership Training (TLT).
<b>Attendance:</b>	You are expected to attend 75% of all troop meetings, Patrol Leaders Council meetings, outing and service projects. If your attendance is low, or if you have three (3) unexcused absences on a row, you can be removed from office.
<b>Effort:</b>	You are expected to give this job your best effort

## General Leadership Responsibilities

<b>Uniform:</b>	Set the example by wearing your uniform correctly. This means that you will wear all parts of the uniform, shirttail tucked in, with all required badges in their correct locations.
<b>Behavior:</b>	Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything that you say and do.
<b>Attendance:</b>	Set the example by being an active Scout. Be on-time for meetings and activities. You must call the SPL or Scoutmaster if you are not going to be at a meeting or outing. You also need to make sure that someone is ready to assume your responsibilities.

## Specific Leadership Responsibilities

Attends and keeps a log of Patrol Leader's Council Meetings.  
Records individual member attendance at all troop functions.  
Provides minutes of the PLC and Troop Meetings to SPL, Webmaster and Committee Secretary.  
Works with Troop Committee members responsible for records and dues.

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## Troop Webmaster

<b>Type:</b>	Appointed by the Senior Patrol Leader.
<b>Term:</b>	6 months
<b>Reports to:</b>	Assistant Senior Patrol Leader
<b>Description:</b>	The Troop Webmaster is responsible for maintenance and up-keep of the Troop 117 web site and e-mail distribution list.
<b>Comments:</b>	The Webmaster does most of his work in the background. He obtains notes, rosters, photos, and other items from youth and adult leaders for posting to the website.

## Qualifications

<b>Age:</b>	none
<b>Rank:</b>	Star or higher
<b>Experience:</b>	none
<b>Attendance:</b>	75% of troop meetings and activities over prior 6 months.

## Performance Requirements

<b>Training:</b>	You must be able to attend the Troop Leadership Training (TLT).
<b>Attendance:</b>	You are expected to attend 75% of all troop meetings, Patrol Leaders Council meetings, outing and service projects. If your attendance is low, or if you have three (3) unexcused absences on a row, you can be removed from office.
<b>Effort:</b>	You are expected to give this job your best effort

## General Leadership Responsibilities

<b>Uniform:</b>	Set the example by wearing your uniform correctly. This means that you will wear all parts of the uniform, shirttail tucked in, with all required badges in their correct locations.
<b>Behavior:</b>	Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything that you say and do.
<b>Attendance:</b>	Set the example by being an active Scout. Be on-time for meetings and activities. You must call the SPL or Scoutmaster if you are not going to be at a meeting or outing. You also need to make sure that someone is ready to assume your responsibilities.

## Specific Leadership Responsibilities

Maintains troop e-mail distribution list.  
Works with other troop leaders – youth and adult – to get items posted to the website.  
Works with adults and service providers to troubleshoot issues with the web site.  
Works with Troop Committee member responsible for finance to ensure that our domain name is renewed.  
Attends Patrol Leader’s Council meeting to give input

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## Junior Assistant Scoutmaster

<b>Type:</b>	Appointed by the Scoutmaster.
<b>Term:</b>	1 year
<b>Reports to:</b>	Scoutmaster
<b>Description:</b>	The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster, except where legal age and maturity are required. He must be at least 16 years old and not yet 18. He is appointed by the Scoutmaster because of his leadership ability.
<b>Comments:</b>	In many cases, the JASM has the same responsibilities as an Assistant Scoutmaster.

## Qualifications

<b>Age:</b>	At least 16 years old
<b>Rank:</b>	Eagle
<b>Experience:</b>	Previous leadership positions
<b>Attendance:</b>	75% of troop meetings and activities over prior 6 months.

## Performance Requirements

<b>Training:</b>	You must be able to attend the Troop Leadership Training (TLT).
<b>Attendance:</b>	You are expected to attend 75% of all troop meetings, Patrol Leaders Council meetings, outing and service projects. If your attendance is low, or if you have three (3) unexcused absences on a row, you can be removed from office.
<b>Effort:</b>	You are expected to give this job your best effort

## General Leadership Responsibilities

<b>Uniform:</b>	Set the example by wearing your uniform correctly. This means that you will wear all parts of the uniform, shirttail tucked in, with all required badges in their correct locations.
<b>Behavior:</b>	Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything that you say and do.
<b>Attendance:</b>	Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Scoutmaster if you are not going to be at a meeting or outing. You also need to make sure that someone is ready to assume your responsibilities.

## Specific Leadership Responsibilities

Functions as an Assistant Scoutmaster.  
Performs duties assigned by the Scoutmaster.  
Actively looks for areas where he can help improve the troop.  
Assists the Adult and Youth leadership.  
May attend Patrol Leader's Council but has no say or vote.

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## Den Chief

<b>Type:</b>	Appointed by the Scoutmaster.
<b>Term:</b>	1 year
<b>Reports to:</b>	Scoutmaster and Den Leader
<b>Description:</b>	The Den Chief works with the Cub Scouts, Webelos Scouts and Den Leaders in a Cub Scout Pack.
<b>Comments:</b>	The Den Chief provides knowledge of games and Scout skills that many Den Leaders lack. The Den Chief is also a recruiter for the troop. This function is important because no troop can thrive without new members and most members come from Cub Scouting.

## Qualifications

<b>Age:</b>	none
<b>Rank:</b>	First Class or higher
<b>Experience:</b>	none
<b>Attendance:</b>	75% of troop meetings and activities over prior 6 months.

## Performance Requirements

<b>Training:</b>	You must be able to attend the Troop Leadership Training (TLT).
<b>Attendance:</b>	You are expected to attend 75% of all troop meetings, Patrol Leaders Council meetings, outing and service projects. If your attendance is low, or if you have three (3) unexcused absences on a row, you can be removed from office. You must attend 90% of all Den and Pack events
<b>Effort:</b>	You are expected to give this job your best effort

## General Leadership Responsibilities

<b>Uniform:</b>	Set the example by wearing your uniform correctly. This means that you will wear all parts of the uniform, shirttail tucked in, with all required badges in their correct locations.
<b>Behavior:</b>	Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything that you say and do.
<b>Attendance:</b>	Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Den Leader if you are not going to be at a meeting or outing. You also need to make sure that someone is ready to assume your responsibilities. If you will miss a Den or Pack event, you must contact the Den Leader.

## Specific Leadership Responsibilities

Knows the purpose of Cub Scouting.  
Helps Cub Scouts advance through ranks.  
Encourages Cub Scouts to join a Boy Scout Troop upon graduation.  
Assists with the activities in the den meetings.  
Is a friend to the boys in the den.  
Helps out at den and pack meetings.  
Meets with adult members of the den, pack and troop as necessary.  
Den Chiefs are required to attend Den Chief training.

# Troop 117 Handbook

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## Instructor

<b>Type:</b>	Appointed by the Scoutmaster.
<b>Term:</b>	1 year
<b>Reports to:</b>	Scoutmaster
<b>Description:</b>	The Instructor teaches Scouting skills and may specialize in an area such as Leave No Trace.
<b>Comments:</b>	The Instructor will work closely with both the Troop Guides and the Assistant Scoutmaster for new Scouts. The Instructor does not have to be an expert but should be able to teach the Scoutcraft skills needed for Tenderfoot, Second Class, and First Class ranks. The troop can have more than one instructor.

## Qualifications

<b>Age:</b>	14 years or older
<b>Rank:</b>	First Class or higher
<b>Experience:</b>	none
<b>Attendance:</b>	50% of troop meetings and activities over prior 6 months.

## Performance Requirements

<b>Training:</b>	You must be able to attend the Troop Leadership Training (TLT).
<b>Attendance:</b>	You are expected to attend 75% of all troop meetings, Patrol Leaders Council meetings, outing and service projects. If your attendance is low, or if you have three (3) unexcused absences on a row, you can be removed from office.
<b>Effort:</b>	You are expected to give this job your best effort

## General Leadership Responsibilities

<b>Uniform:</b>	Set the example by wearing your uniform correctly. This means that you will wear all parts of the uniform, shirttail tucked in, with all required badges in their correct locations.
<b>Behavior:</b>	Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything that you say and do.
<b>Attendance:</b>	Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Scoutmaster if you are not going to be at a meeting or outing. You also need to make sure that someone is ready to assume your responsibilities.

## Specific Leadership Responsibilities

Teaches basic Scouting skills in the troop and in patrols.  
Attend monthly Advancement Emphasis meeting  
Understands the EDGE method  
Shows Scout Spirit by enthusiastically teaching younger Scouts a new skill.  
Attends Patrol Leader's Council meeting to give input.

# Troop 117 Handbook

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## Troop Guide

<b>Type:</b>	Appointed by the Scoutmaster.
<b>Term:</b>	6 months
<b>Reports to:</b>	New Scout Advisor / ASM for New Scouts
<b>Description:</b>	The Troop Guide helps new Scouts get acclimated to the Troop. He serves as a guide and friend on outings and ensures that new Scouts are not harassed or hazed, focusing on a safe environment to learn Scout skills.
<b>Comments:</b>	The Troop Guides work with the Assistant Scoutmaster for new Scouts. The Troop Guide does not have to be an expert but should be able to teach skills needed for Tenderfoot, Second Class, and First Class ranks. The troop can have more than one Troop Guide.

## Qualifications

<b>Age:</b>	none
<b>Rank:</b>	First Class or higher, Star preferred
<b>Experience:</b>	none
<b>Attendance:</b>	50% of troop meetings and activities over prior 6 months.

## Performance Requirements

<b>Training:</b>	You must be able to attend the Troop Leadership Training (TLT).
<b>Attendance:</b>	You are expected to attend 75% of all troop meetings, Patrol Leaders Council meetings, outing and service projects. If your attendance is low, or if you have three (3) unexcused absences on a row, you can be removed from office.
<b>Effort:</b>	You are expected to give this job your best effort

## General Leadership Responsibilities

<b>Uniform:</b>	Set the example by wearing your uniform correctly. This means that you will wear all parts of the uniform, shirttail tucked in, with all required badges in their correct locations.
<b>Behavior:</b>	Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything that you say and do.
<b>Attendance:</b>	Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Scoutmaster if you are not going to be at a meeting or outing. You also need to make sure that someone is ready to assume your responsibilities.

## Specific Leadership Responsibilities

Teaches basic Scouting skills in the troop and in patrols.  
Sets the example for new Scouts.  
May be assigned to a specific Patrol and will need to attend their Patrol meetings and outings.  
Attend monthly Advancement Emphasis meeting  
Understands the EDGE method  
Shows Scout Spirit by enthusiastically teaching younger Scouts a new skill  
Attends Patrol Leader's Council meeting with Patrol Leaders who have not yet earned First Class to assist them in their responsibilities.

# Troop 117 Handbook

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## Patrol Leader

<b>Type:</b>	Elected by the members of his patrol
<b>Term:</b>	6 months
<b>Reports to:</b>	Senior Patrol Leader
<b>Description:</b>	The Patrol Leader is the elected leader of his patrol. He represents his patrol on the Patrol Leaders Council.
<b>Comments:</b>	The Patrol Leader may easily be the most important job in the troop. He has the closest contact with the patrol members and is in the perfect position to help and guide them. The Patrol Leaders, along with the SPL and ASPL are the primary members of the Patrol Leader's Council.

## Qualifications

<b>Age:</b>	none
<b>Rank:</b>	First Class or higher. Younger Scouts will have a Troop Guide to work with at PLC.
<b>Experience:</b>	none
<b>Attendance:</b>	75% of troop meetings and activities over prior 6 months.

## Performance Requirements

<b>Training:</b>	You must be able to attend the Troop Leadership Training (TLT).
<b>Attendance:</b>	You are expected to attend 75% of all troop meetings, Patrol Leaders Council meetings, outing and service projects. If your attendance is low, or if you have three (3) unexcused absences on a row, you can be removed from office.
<b>Effort:</b>	You are expected to give this job your best effort

## General Leadership Responsibilities

<b>Uniform:</b>	Set the example by wearing your uniform correctly. This means that you will wear all parts of the uniform, shirttail tucked in, with all required badges in their correct locations.
<b>Behavior:</b>	Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything that you say and do.
<b>Attendance:</b>	Set the example by being an active Scout. Be on-time for meetings and activities. You must call the SPL or Scoutmaster if you are not going to be at a meeting or outing. You also need to make sure that the Assistant Patrol Leader is ready to assume your responsibilities.

## Specific Leadership Responsibilities

- Appoints the Assistant Patrol Leader.
- Represents the Patrol on the Patrol Leader's Council.
- Plans and steers patrol meetings.
- Helps Scouts in the patrol advance
- Recruits new Scouts to the troop.
- Keeps members informed of troop and patrol activities. Distributes notes from the PLC to members of the patrol.

# Troop 117 Handbook

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## Assistant Patrol Leader

<b>Type:</b>	Appointed by the Patrol Leader
<b>Term:</b>	6 months
<b>Reports to:</b>	Patrol Leader
<b>Description:</b>	The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in his absence.
<b>Comments:</b>	Substituting for the Patrol Leader is only part of the Assistant Patrol Leader's job. The APL actively helps run the patrol.

## Qualifications

<b>Age:</b>	none
<b>Rank:</b>	none
<b>Experience:</b>	none
<b>Attendance:</b>	75% of troop meetings and activities over prior 6 months.

## Performance Requirements

<b>Training:</b>	You must be able to attend the Troop Leadership Training (TLT).
<b>Attendance:</b>	You are expected to attend 75% of all troop meetings, Patrol Leaders Council meetings, outing and service projects. If your attendance is low, or if you have three (3) unexcused absences on a row, you can be removed from office.
<b>Effort:</b>	You are expected to give this job your best effort

## General Leadership Responsibilities

<b>Uniform:</b>	Set the example by wearing your uniform correctly. This means that you will wear all parts of the uniform, shirttail tucked in, with all required badges in their correct locations.
<b>Behavior:</b>	Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything that you say and do.
<b>Attendance:</b>	Set the example by being an active Scout. Be on-time for meetings and activities. You must call the SPL or Scoutmaster if you are not going to be at a meeting or outing. You also need to make sure that the Assistant Patrol Leader is ready to assume your responsibilities.

## Specific Leadership Responsibilities

- Helps the Patrol Leader plan and steer the patrol meetings and activities.
- Helps the Patrol Leader keep patrol members informed.
- Helps the patrol get ready for all troop activities.
- Represents his patrol on the PLC when the Patrol Leader cannot attend.
- Lends a hand controlling the patrol and building patrol spirit.

# Troop 117 Handbook

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## Patrols

The patrol is a group of Scouts who belong to a troop and who are probably similar in age, development, and interests. The patrol method allows Scouts to interact in a small group outside the larger troop context, working together as a team and sharing the responsibility of making their patrol a success. A patrol takes pride in its identity, and the members strive to make their patrol the best it can be. Patrols will sometimes join with other patrols to learn skills and complete advancement requirements. At other times they will compete against those same patrols in Scout skills and athletic competitions.

The members of each patrol elect one of their own to serve as patrol leader. The troop determines the requirements for patrol leaders, such as rank and age. To give more youths the opportunity to lead, most troops elect patrol leaders twice a year. Some may have elections more often.

Patrol size depends upon a troop's enrollment and the needs of its members, though an ideal patrol size is eight Scouts. Patrols with fewer than eight Scouts should try to recruit new members to get their patrol size up to the ideal number.

## Patrol Leader's Council

The Patrol Leader's Council is a monthly meeting that all Patrol Leaders are required to attend. If for some reason, they cannot attend, they should ensure that their Assistant Patrol Leader is able to attend for them. They should also let the Senior Patrol Leader know if they will not be able to attend. The details of planning the program for the troop are discussed and carried out at the PLC meeting. The Patrol Leader is responsible for representing his patrol at the meeting, providing feedback and updates on patrol activities and obtaining details from the other patrols on upcoming troop activities. The Patrol Leader is responsible for conveying the business of the PLC back to his patrol.

Troop 117 typically has PLC meetings on the first Sunday of each month at 4:00 PM at Hendricks Hall. PLC meetings are typically 1 hour long.

## Role of the Scoutmaster

The Scoutmaster is the adult leader responsible for the image and program of the troop. The Scoutmaster and Assistant Scoutmasters work directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of his guidance will affect every youth and adult in the troop.

# Troop 117 Handbook

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The Scoutmaster can be male or female, but must be at least 21 years old. The Committee Chairperson and the head of the chartered organization appoint the Scoutmaster. In Troop 117, the Scoutmaster's term is generally limited to 3 consecutive years and expires in February one year after the Troop Committee Chairperson's term expires.

The Scoutmaster's duties include:

- Train and Guide youth leaders.
- Work with other responsible adults to bring Scouting to boys.
- Use the methods of Scouting to achieve the aims of Scouting.
- Meet regularly with the PLC for training and coordination in planning of Troop activities.
- Attend all Troop meetings or, when necessary, arrange for a qualified adult substitute.
- Attend Troop committee meetings.
- Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation.
- Take part in annual membership inventory and uniform inspections, charter review meetings and charter presentation.
- Conduct Scoutmaster Conferences for all rank advancements.
- Provide a systematic recruiting plan for new members and see that they are promptly registered.
- Delegate responsibility to other adults and groups so that they have a real part in Troop operations.
- Make it possible for each Scout to experience at least 10 days and nights of camping each year.
- Participate in District and Council events
- Build a strong program by using proven methods approved by the BSA.
- Conduct all activities under qualified leadership, safe conditions, and the policies of the St. Brigid of Kildare Church and the Boy Scouts of America.

## Assistant Scoutmasters

To fulfill his obligation to the Troop, the Scoutmaster, with the assistance of the Troop Committee, recruits Assistant Scoutmasters to help operate the Troop. Each ASM is assigned specific program duties and reports to the Scoutmaster. They also provide the required two-deep leadership standards set by the BSA. An ASM may be 18 years old, but at least one ASM in the Troop should be over 21 so he can serve in the Scoutmaster's absence.

Assistant Scoutmasters will be assigned to a particular patrol and have responsibility for supervision and guidance of the various youth leadership roles.

# Troop 117 Handbook

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## Troop Committee

The Troop Committee is the Troop's "Board of Directors". The Committee supports the Troop program and is responsible for the following tasks:

- Ensures that quality adult leadership is recruited and trained.
- Provides adequate meeting facilities.
- Advises the Scoutmaster on policies relating to BSA and St. Brigid of Kildare Church.
- Supports leaders in carrying out the program.
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtains, maintains and properly cares for troop property.
- Ensures that Troop 117 has an outdoor program with a minimum of 10 days and nights camping per year.
- Serves in boards of review and courts of honor.
- Supports the Scoutmaster in working with individual boys and problems that may affect the overall troop program.
- Provides for the special needs and assistance that some Scouts may require.
- Approves and coordinates on all fund raising activities for Troop 117.
- Helps with Simon Kenton Council's Friends of Scouting Campaign.
- Assists the Scoutmaster with handling Scout behavioral problems.

Troop 117's Committee meets on the 2<sup>nd</sup> Thursday of each month from 6:00 – 7:00 PM at Hendricks Hall. The meeting is prior to the weekly Troop meeting and is open to all interested adults.

The Committee Chairperson is a volunteer role and serves a three (3) year term. The term begins in February, one year prior to the start of the new Scoutmaster's term.