

**BOY SCOUTS
TROOP**



**OF AMERICA
947
WEST CHESTER, OHIO**

Troop 947 Handbook

***New Scouts Binder
(02-2010)***

<http://www.troop947.org/>

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Tab I

***Troop 947 and Boy Scouting
General Information***

General Information

Organization

Each Boy Scout Troop is governed by a set of rules established by the troop, troop leaders, Adult Troop Committee and Boy Scout Council (Dan Beard Council - Tri-State Area). The troop is run by a Sr. Patrol Leader elected by the scouts, and Patrol Leaders elected by the members of the patrols. Patrols are typically made up of 7-10 scouts of roughly the same age. The current list of all members in Troop 947, the scout leaders and the Adult Troop Committee members is given in Tab 2.

In addition, there are other elected positions in the troop, such as Assistant Sr. Patrol Leader, Scribe, Librarian, Historian, Quartermaster, Bugler, Chaplain Aide, Instructor, Troop Guide and Jr. Assistant Scoutmaster. A more complete list and the requirements to be able to hold those positions are given in the Rank Advancement Tab 4, under Leadership Positions. Elections are held every 6 months and scouts may not hold the same position for two terms in a row. They are encouraged to hold different positions for the betterment of both the troop and the scout.

The national Boy Scout website is located at www.scouting.org.
The local Dan Beard Council website is located at www.danbeard.org.
The Troop 947 website is located at www.troop947.org.

Activities

The scout leaders and Adult Troop Committee make a plan of events and campouts for the year. Usually there is one camping trip or extra activity/outing a month, in addition to the weekly troop meetings. For the campouts, the scouts plan the food menu, purchase the food, pack the gear, cook the food, and set up all shelters on campouts. Examples of the extra activities are caving, canoeing and YMCA lock-ins. The troop also attends a week long summer Boy Scout Camp, typically in June and July. A group of the older scouts will attend a High Adventure (Philmont, Sea Base and Northern Tier). See Tab 3 for more details.

The campouts and other activities provide growth opportunities for the scouts. Participation in as many of the events as possible is encouraged. Many of these activities are also important for earning scout rank advancement or merit badges. The advancement and merit badge processes are described in Tab 4.

Fees for the scouting activities are typically very low. For example, a weekend of camping may have a \$5-10 charge for food. Special outings, such as caving would have fees as charged by the facility defined on the sign-up sheet. Each

scout has an account with the troop, where money earned from events such as popcorn sales, Kroger cards is deposited. Money in the account may be used for payment of dues or activity fees.

Membership Fees

For transferring Webelos, the fee is \$1.00. A Boy Scout Registration Form is also needed when initially joining the Troop. After that, Boy Scout membership is on an annual basis, beginning with the re-charter date of January 1 each year. The re-chartering fee is \$16.75 (which includes insurance), payable in the Fall when notified by the Troop. The Boy Scout Magazine, "Boy's Life", is recommended and is \$12.00 per year.

Adult re-chartering fee is \$16.75 (which includes insurance), An Adult Registration Form is needed when initially joining. Adults who want to participate in Troop Committee elections or hold a position on the Troop Committee must be registered.

New Boy Scouts and adults joining the troop at other times of the year will receive a pro-rated charge for the membership fee and the scout magazine.

Dues

Dues are used to help support troop activities. Funds will be made available with the approval of the Adult Troop Committee. Dues are \$5.00 per month. They are collected at the first troop meeting each month. Pre-payment for longer periods of time is acceptable. Payment by a check, made out to Troop 947, is preferred. Dues are given to the Troop Treasurer for deposit. They are not refundable.

Scouts that are behind in payment (on a quarterly basis) will be notified in writing and any balance in their account will be used to bring it up-to-date. Scouts must be current with payments prior to each Court of Honor. Awards will not be given if a scout is not current on all dues and fees.

Note: Scouting should not be a financial burden. If there is any financial issue, please talk to the Committee Chairman (Tom Moore) or Scoutmaster (Dan Weiss). All discussions are kept confidential.

Boy Scout Uniform

The Class A Boy Scout uniform for scouts under the rank of Second Class (Scout and Tenderfoot) includes the following:

- Short or long sleeve tan uniform shirt
- Red shoulder epaulets
- Dan Beard Council patch
- 947 unit numbers
- World Scout Crest emblem
- Patrol emblem
- Boy Scout neckerchief (black on red)
- Neckerchief slide (any appropriate style)
- All applicable patches, emblems and badges for rank and position

The Class A Boy Scout uniform for scouts of Second Class rank or higher includes those items listed on the preceding page plus:

- Green scout belt
- Green scout uniform shorts or pants
- Boy Scout uniform socks
- Boy Scout hat (not allowed to be worn in the church)

The Boy Scout Handbook (inside the front and back cover) shows the proper location for the emblems, patches and troop numbers.

All items can be picked up at either of the Cincinnati area Boy Scout stores:

Dan Beard Scout Shop
10078 Reading Rd.
Cincinnati, OH 45241
513-961-0500

Hours: 8:30 am to 6:00 pm Monday, Tuesday, Thursday and Friday
8:30 am to 8:00 pm Wednesday
9:00 am to 3:00 pm Saturday
Closed Sunday

Maps are included in Tab 7.

Each scout must attend each Boy Scout meeting or function in uniform. Other events where the Class A uniform is required are:

- a. Boards of Review
- b. Travel to and from scouting events, including campouts
- c. Courts of Honor
- d. Ceremonial events

Scouts will be notified if there are other events requiring a Class A uniform.

A Class B uniform consists of clothing items displaying Scouting logos and ideals, such as T-shirts and sweatshirts. These are used at scout campouts once at the campsite and for other events where the troop leaders specifically notify the scouts that a Class B uniform is allowed. Occasionally, the troop will have available for sale red T-shirts or sweatshirts with Troop 947 information lettered in black. These are acceptable as a Class B uniform. Other scout related clothing items can be purchased through the Boy Scout Stores and at some of the scout camping areas/events.

Any scout needing help in acquiring a uniform should speak to the Scoutmaster. There are some items that get recycled within the troop as they are outgrown.

Scout Handbook and Troop Notebook

The scout is required to bring his Boy Scout Handbook and red troop notebook to each meeting. The Boy Scout Handbook, and if desired a black protective cover, can be obtained at the Boy Scout stores. Troop 947 creates a troop notebook for each scout at a cost of \$5.00. The notebook is designed to help the scout organize all his papers about troop or patrol events and his personal scout activity records.

Meeting Dates and Location

Troop 947 holds scout meetings every Wednesday evening, with the exception of holidays. The meetings are held at Lord of Life Lutheran Church on Tylersville Road, about a block east of West Chester-Lesourdesville Road. The meetings start promptly at 7:00 p.m. and end promptly at 8:30 p.m.

For safety reasons, parents are required to come into the meeting place in order to pick up the scout at the end of the meeting. Scouts are not allowed to wait in the parking lot.

Expectations of Scouts in Troop 947

1. Demonstrate effort toward achievement of rank and/or merit badges. Support is available from the troop to help you in achieving your scouting goals.
2. Participate regularly in troop/patrol meetings and other activities, such as campouts or special events/outings.

3. Conduct yourself so as to be a credit to yourself, your patrol, your troop and your family.

4. Keep dues and other financial obligations current.

Expectations of Parents of Scouts in Troop 947

1. Parents are welcome to attend all Boy Scout meetings.

2. Parents are encouraged to attend all Adult Troop Committee meetings held the third Sunday of each month. The meetings start at 7:00 p.m. and are held at Lord of Life Lutheran Church.

3. One parent of each scout is expected to volunteer for a job with the Adult Troop Committee. See the Troop Committee Chairperson for ideas. Some jobs are large and some are small. One can be found that suits your time availability.

Parents are a vital part of scouting. Please take an active role in your son's life!

Troop 947 Discipline Policy

The Troop Committee has adopted a discipline policy for use when required. Experience has shown that the need to enforce this discipline policy has been rare within Troop 947. If a serious discipline problem were to arise it would be reviewed by the Scoutmaster, with input from the Patrol Leaders Council and the Adult Troop Committee, on a case by case basis.

<i>Unacceptable Behavior</i>
Fighting
destruction of property
abusive language
violation of a specific portion of the Scout Law
miscellaneous infraction

When a registered adult leader notices a scout exhibiting any of the above unacceptable behaviors, they must notify the Scoutmaster or an Assistant Scoutmaster immediately.

Tab 2

Troop 947 Membership and Leadership Information

Tab 3

Troop Meetings and Activities

Campout Packing List

Please mark all items with your last name!

The following is the minimum equipment/supplies needed for all camping trips:

1. Sleeping bag or bedroll, pillow if needed
2. Mess kit - plate, bowl, cup, fork, spoon, knife (no glass please)
3. Container for water (canteen or insulated water jug)
4. Extra socks. Also extra shoes if rainy weather is expected.
5. Clothing appropriate for the season. (Class A uniform for travel to and from camp and Class B uniform while at camp)
6. Poncho or raincoat
7. Garbage bag for dirty laundry
8. Bag to hold all gear (duffel bag or backpack, locker for week long trips)
9. Flashlight and extra batteries
10. Boy Scout Handbook
11. Personal supplies - soap, towel, toothbrush, toothpaste, comb
12. Money for food
13. Permission slip, filled in and signed by a parent

14. Other items you find useful
- first aid kit
 - camera
 - prescription medicines, if needed
 - _____
 - _____
 - _____

The troop has tents that are normally shared between 2 or 3 scouts. On occasion, personal tents (where currently available) may be needed due to the size of the group going camping.

Chapter 9 of the Boy Scout Handbook provides advice on preparing for camping.

Tab 4

Boy Scout Rank Advancement

Boy Scout Advancement Process

1. Advancement - General

Advancement is the process by which scouts progress through the rank of the Scouting program by the gradual mastery of Scouting skills. Everything the scouts do to advance and earn these ranks is designed to help them have an exciting and meaningful experience. The advancement is accomplished through personal commitment of the scout combined with an active troop program.

Educational and fun activities are the basis of the advancement program. In Scouting, recognition is earned through leadership in the troop, attending activities, living the ideals of Scouting and developing proficiency in outdoor living and other useful skills.

No council, district, troop or individual has the authority to add or subtract from any Boy Scout advancement requirement as defined in the Boy Scout Handbook. The advancement requirements have been carefully developed to achieve the aims of Boy Scouting.

2. The Four Step Advancement Process

Step 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. For each rank, the scout must complete specific requirements listed in the Boy Scout Handbook (BSH).

<i>Rank</i>	<i>BSH Chapter</i>	<i>Advancement Sign-off Pages</i>
Scout	1	31-34
Tenderfoot	3	432 – 433
Second Class	4	434 – 435
First Class	5	436 – 437
Star	6	438
Life	6	439
Eagle	6	440 – 441
Eagle Palms	6	443

The rank advancement requirements may include acquired skills or knowledge, active time in current rank, serving in a position of responsibility, completion of merit badges, a service project and exhibiting Scout spirit in daily life. The Troop Advancement Chairperson keeps the official troop records of completion, while the scout keeps his personal records.

Step 2 The Boy Scout is Tested

A Scout will be tested on individual rank advancement requirements by his patrol leader, Scoutmaster, Assistant Scoutmaster, a Troop Committee member or a member of his troop. The Scoutmaster maintains a list of those qualified to test. Successful completion of an item is documented by a signature and date in the Boy Scout Handbook.

Once all the rank advancement requirements have been completed for a given rank, the scout schedules a conference with the Scoutmaster. After satisfactory review of the scout's knowledge and skill in the areas covered by that rank, the Scoutmaster signs the Boy Scout Handbook and schedules a Board of Review.

Step 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, the review is conducted by members of the Troop Committee. The intent of the review is to encourage the scout on his trail to Eagle and to check that the scout has really completed the advancement requirements. It also serves the purpose of a quality control check of the troop's advancement process. A Guide to Conducting Board of Reviews is included at the end of this tab. It gives an idea of the type of questions to expect.

The Eagle Board of Review is conducted in accordance with local Dan Beard Council procedures, which requires a Fort Hamilton District or Dan Beard Council Board of Review. When the Board of Review is satisfied the scout is ready to advance, the Boy Scout handbook is signed.

Step 4 The Boy Scout is Recognized

When the Board of Review had certified a Scout's advancement, he deserves to receive recognition as soon as possible. An advancement report is forwarded to the Dan Beard Council, which then returns the advancement badge and card to the troop. These are presented at the Troop Court of Honor, typically held quarterly in Troop 947.

This cycle is repeated through each rank, until the Eagle rank is earned.

3. Age Requirements for Advancement

Any registered Boy Scout may earn merit badges, badges of rank, and Eagle palms until his 18th birthday. A scout with a handicapping condition may work toward rank advancement after he is 18 years old.

If a scout foresees that he will be unable to complete the requirements for the Eagle rank prior to his 18th birthday, a petition may be filed in writing with the national Boy Scout Committee through the Dan Beard Council for special permission to continue to work toward the award after reaching age 18. The petition must show sufficient detail of the extenuating circumstances. Extenuating circumstances are defined as conditions or situations that are totally beyond the control of the scout.

If circumstances should prevent a scout from requesting the extension before he turns 18, it is still permissible to ask for the extension. As above, sufficient details of the circumstances that prevented him from completing the requirements and from requesting the extension before age 18 must be provided. A limited extension may be granted by the national Boy Scout Committee.

The Trail to Eagle Scout

This section outlines the steps that a scout has to go through to advance through the Boy Scout ranks of Scout, Tenderfoot, Second Class, First Class, Star, Life and Eagle. Eagle Scout is the highest rank a scout can earn. The trail to Eagle is challenging, but the reward is a rank that is held for life. This information supplements what is contained in the Boy Scout Handbook (BSH) and other Boy Scout of America (BSA) materials. Specific suggestions for both the scout and the parents are given below, to help in the journey to Eagle.

To the Scout

1. From the BSH, review the advancement requirements for the rank on which you are working.
2. Do as much preparation as you can on your own, seeking help where needed from leaders or others in the troop.

3. Keep excellent personal records of your completed advancement requirements. These are used for the rank advancement process at each level, and are particularly important to have in several years when completing the Eagle rank. Some of the types of written records that should be kept are:

- camping participation list
- troop activities participation list
- rank advancement cards
- merit badge cards
- time spent on service projects
- leadership roles/offices held, for what time period and major activities

This notebook contains record sheets in Tab 5 that can be used to keep written documentation. A card holder page has been included in Tab 5 to store some of the card type records.

4. Periodically make sure that the Troop Advancement Chairperson's records are up to date with your records as you complete the advancement requirements.

To the Parents - Encourage your son as he works his way through scouting. Your interest and support is essential.

Summary of Requirements to Earn Eagle Scout Rank

The tables below summarize the requirements for attainment of the various ranks. More detail on merit badges, leadership positions and service projects are given in following sections.

<i>Starting Rank</i>	<i>Knowledge/Skill Requirements</i>	<i>Troop or Patrol Activity, other than meetings</i>
Tenderfoot	16	1 overnight campout
Second Class	20	5 total, one more campout
First Class	22	10 total, one more campout
Time to complete starting ranks is typically 12 months. These requirements are given on pages 432 through 437 in the BSH.		

<i>Higher Ranks</i>	<i>Time in Previous Rank</i>	<i>Merit Badges (required list in next section)</i>	<i>Service Projects</i>	<i>Leadership Time (approved positions in following section)</i>
Star	4 months	6 total, 4 required	6 hours	4 months
Life	6 months	5 more, 7 required in 11 total	6 hours	6 months
Eagle	6 months	10 more, 12 required in 21 total	50 or more hours, special project approval required	6 months
These requirements are given on pages 438 through 443 in the BSH.				

Merit Badges

Merit badges are advancement requirements that help scouts explore interesting and challenging subjects, which may turn into lifelong interests. Merit badges are part of the advancement requirements for Star, Life and Eagle rank. Unlike leadership position time, badges may be earned at any time and applied to the rank requirements as needed. Attendance at the summer Boy Scout Camp and the annual Merit Badge Challenge weekends (typically several Saturday mornings in the winter) are excellent ways to earn merit badges.

There are 12 required merit badges to earn the Eagle Scout rank. Other badges are selected by the scout based on his interests. The required badges are:

First Aid	Citizenship in the Community	Personal Management
Camping	Citizenship in the Nation	Environmental Science
Communications	Citizenship in the World	Personal Fitness
Family Life		
Swimming or Hiking or Cycling (only 1 counts as a required badge)		
Emergency Preparedness or Lifesaving (only 1 counts as a required badge)		

The process for earning merit badges is defined in each section of the BSH. The badge requirements must be completed to the satisfaction of a qualified Merit Badge Counselor. This is different from Cub Scouts, where parents and troop leaders would provide the sign-offs. A list of qualified merit badge counselors is available when needed.

Merit Badge Process

1. Get blue merit badge card from Scoutmaster and fill out
2. Have the Scoutmaster sign authorization to begin
3. Check out a troop copy of the Merit Badge booklet needed from the Librarian, or purchase the booklet from the Scout Store.
4. Contact a merit badge counselor to set up a meeting to see what is required to earn the badge.
5. After the requirements are completed to the satisfaction of the counselor, they will sign off the requirements and for completion of the badge (two places on card).
6. The counselor keeps the "Counselor's record" part of the card.
7. The scout has the Scoutmaster sign the "Applicant's Record" part of the card. The scout must keep this part of the card as part of his personal records.
8. The "Application for Merit Badge" part of the card is turned in to the Advancement Chairperson for filing in the official troop records and for preparing a Council Advancement Report.
9. The merit badge and its award card are received by the troop and presented to the scout at the next Court of Honor. The scout must also keep this card for his personal records.

Leadership Positions

Boy Scouts are expected to learn leadership skills by serving as troop leaders as they work on the higher ranks. No leadership positions are required to earn the starting ranks of Scout, Tenderfoot, Second Class or First Class. The table on the following page shows what jobs may be applied towards which ranks. Responsibilities for these junior leadership positions are described in the BSA Junior Leader Handbook.

These are elected positions in the troop. Requirements to hold the elected positions include:

- a. Second class or higher rank
- b. Membership in Troop 947 for at least 6 months
- c. Attendance at a minimum of 75% of troop meetings
- d. Attendance at a minimum of 50% of troop outings
- e. Recommendation of Scoutmaster

Position	Star (4 months)	Life (6 months)	Eagle (6 months)
Patrol Leader	X	X	X
Sr. Patrol Leader	X	X	X
Assistant Sr. Patrol Leader	X	X	X
Den Chief	X	X	X
Scribe	X	X	X
Librarian	X	X	X
Historian	X	X	
Quartermaster	X	X	X
Bugler	X	X	
Chaplain Aide	X	X	X
Instructor	X	X	X
Jr. Assistant Scoutmaster	X	X	X
Troop Guide	X	X	X
Scoutmaster assigned position	X	X	

Credit towards advancement requirements is given only for leadership time served while working on the next rank. For example, if a scout was a Quartermaster as a Second Class Scout, it would not count toward Star advancement. Only leadership time while a First Class Scout would count towards Star. The scout would have to hold some other position to get credit towards Star. Scouts are not allowed to hold a given position two terms in a row.

Leadership credit may be earned by serving the entire time in one position or a combination of two or more positions. As you progress up the ranks, service in different positions increases your personal growth. After you have completed your time on the positions, make sure that the Troop advancement records are updated to show the start and stop times for your service and that it meets the minimum requirements for the rank. It is recommended that the scout keep a detailed record of what he did while in the leadership position. This is valuable to have in preparation for the Eagle Board of Review.

Service Projects

Service projects are required for advancement in some ranks. They consist of doing a basic service (for example, yard work for an elderly person or a district sponsored project) to help someone else. Projects for different ranks have different time and sign-off requirements and are summarized as follows:

Rank	Service Hours	Approval
Star	6	Scoutmaster
Life	6	Scoutmaster
Eagle	50 minimum	Scoutmaster, Troop Committee, District Eagle Advisor (before and after project completion)

When the service project is completed, add it to the list in your personal records.

For Eagle, please see the Scoutmaster when considering what project to choose and in planning the project. There is a Boy Scout Publication # 18-927, called "Life to Eagle Packet", that must be used to document the project approvals and work plans.

Tab 5

Records

CAMPING LOG for _____

#	DATE(S)	# of OVER- NIGHTS	LOCATION	ACTIVITY (summer camp, camporee, patrol campout, etc.)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

TROOP ACTIVITY LOG for _____

(non-camping)

#	DATE(S)	LOCATION	<i>ACTIVITY</i> (service project, outing, clothing drive, popcorn sales, support of an Eagle Project, etc.)	<i># of HOURS</i> (for all but outings)	<i>Rank at Activity</i> (tenderfoot, 1 st class, etc.)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Tab 6

FORMS

Parent/Guardian Permission Slip

Troop 947 is planning: _____

Date(s): _____ Cost: _____

Location: _____

Address: _____

_____ Phone #: (____) _____

Departing From: _____

Meeting Time: _____ a.m. / p.m. Departing Time: _____ a.m. / p.m.

Returning To: _____ Returning Time: _____ a.m. / p.m.

Transportation By: _____ Supplies to Bring: _____

Keep top half. Scouts must bring signed permission slip to participate!

=====

My son, _____ has permission to participate in
_____ on (dates) _____.

1. Is he in good physical condition with no serious illness or operations since his last annual Scout exam? Yes _____ No _____
2. Is he currently taking any medication? No _____ Yes _____
If yes, please specify : _____
3. Does he have a chronic or ongoing medical condition(s) of which the leaders should be aware? (food, drug or plant/animal allergies, diabetes, contact lenses, ear infection, etc.) No _____ Yes _____
If yes, please specify: _____

Physician's Name: _____ Phone #: _____

Medical Insurance Company: _____ Policy #: _____

During this activity, I can be reached at: Phone #: _____

Address: _____ Alt. Phone #: _____

If I can not be reached, please contact:

Name: _____ Phone #: _____

Parent/Guardian Signature

Date

In the event that I can not be reached in an emergency, I hereby give permission to the Physician selected by the person in charge to secure emergency treatment for my child as named above.

Parent/Guardian Signature

Date

Tab 7

MAPS

Tab 8

NOTES