



# Troop 111 Handbook

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(Updated October 12, 2013)

**Troop Philosophy:** *Troop 111 is founded on those principles developed by the Boy Scouts of America with emphasis on:*

- Leadership Skills
- Outdoor and Scoutcraft Skills
- Character Development
- Personal Responsibility
- Mental and Physical Fitness
- Citizenship Training and Community Service

## Troop 111's Handbook:

This Guide was prepared by the Troop Committee and Scoutmasters to familiarize members with the policies and philosophy that govern Troop 111. It is intended to be a "living" document that will be reviewed and updated as needed.

## Membership:

- Troop 111 abides by all BSA policies concerning eligibility for membership (age 11 years old, finish the 5<sup>th</sup> grade or have earned the Arrow of Light). We do have a suggested cap on membership of 40 scouts. When this limit is exceeded, scouts may be put on a waiting list until a spot becomes available. Entry from the waiting list is on a first come, first serve basis.
- To register, a scout is required to provide:
  1. Completed application.
  2. Health form: The new Health Form is now required for all events. For camping of less than 72 hours, Parts A and B are required. For all camping over 72 hours, Part C (requiring a doctor's physical) is required. High adventure programs such as Philmont require Part D. This form can be found on the Troop website (forms page).
  3. Registration fees \$48 per year, which includes Boys' Life Magazine.
- Adult leaders will be required to complete an adult application. There is no registration fee for active adult leaders. Non-active leaders' fee is \$37 per year.
- Adults who wish to be registered drivers must provide a drivers' license number, year, make and model of vehicle, number of seat belts, and insurance coverage. No adult is allowed to transport a scout to an event (other than their own son) without being a registered driver.

**Adult Leadership:** *Troop 111 will utilize the many training opportunities available through the Troop, district and council to provide well - trained leaders.*

- All registered adults in the Troop will abide by all BSA rules.



- The SM and all ASMs will complete Youth Protection Training and Boy Scout Leader Training (currently 3 parts – New Leader Essentials, Boy Scout Leader Specific Training and Outdoor Leader Skills) and Weather Hazards Training. Wood Badge is highly recommended for all ASMs.
- All ASMs and SM will be knowledgeable of and abide by all procedures outlined In “The Guide to Safe Scouting”.
- All committee members will complete Youth Protection, New Leader Essentials and Committee Training.
- All other registered adults will complete Youth Protection Training.
- All other training (to include Safe Swim, Safety Afloat, Climb On Safely, Trek Safely, CPR, First Aid, LOST, ACES, and Wood Badge) will be promoted by the Troop.
- All adults are expected to abide by the Scout Oath and Law when attending Scouting events.
- The Scoutmaster’s main job is to mentor the SPL so he (the SPL) can run the Troop. The main role of Assistant Scoutmaster(s) is to assist the Scoutmaster (skills instruction, transportation, mentoring and being a good role model for the boys).
- All adults (leaders and non-leaders) attending campouts or other Troop events are automatically part of the Sitting Bull Patrol. This patrol is to function as a model patrol (with flag, yell, duty rosters, etc.).
- Non-leaders are welcome to attend campouts if space permits (that is if for transportation and / or reservation limitations, a scout is not being displaced). However, on campouts, all adults are to respect the patrol method and leadership of the scouts in the Troop.

### **Junior Leadership:** *Troop 111 will develop and encourage leadership skills in all youth.*

- Job descriptions for each elected and appointed junior leadership position will be maintained by the PLC. Each scout interested in a position will be given a job description for that position by the SPL.
- Troop elections will be handled three times per year – positions will take effect at the first Troop meetings in December, April and August.
- Positions will be classified as follows:
  - Level 1: SPL, ASPL, Troop Scribe, Troop Quartermaster, Chaplain Aide, Camping Coordinator.
  - Level 2: Troop Librarian, Troop Historian, Den Chief, Troop Guide, Patrol Leader, Troop Sales, Troop Cheermaster, Troop Webmaster, Troop Grubmaster, OA Rep.
  - Level 3: APL, Patrol Scribe, Patrol Quartermaster.
- All Level 1 and 2 positions are approved for the ranks of Star, Life and Eagle.





- All Level 1 positions will be voted on by secret ballot. Scouts wishing to run for a Level 1 position must have held a Level 2 Troop position and completed the job in a satisfactory manner. To be eligible to run for a Level 1 Troop position scouts must also be 13 years old, Star rank, active in the current Troop for at least 4 months, and have the Scoutmaster recommendation.
- The position of ASPL will be voted on and once the scout successfully completes the 4 month position he will be eligible for the position of SPL which will require a vote of confidence (50% or higher). In order to run for the position of ASPL, a scout must meet the same criteria as those running for a Level 1 position AND have previously held a Level 1 position (and completed the job in a satisfactory manner.)
- New scouts will not vote for Level 1 positions until they are in the Troop for one trimester.
- Leadership credit towards advancement may be withheld if a Scout consistently fails to meet the requirements of the position. In this circumstance, the SM will call a conference with the Scout, Assistant Scoutmaster and Advancement Chairperson to discuss the matter. Those not upholding Troop positions may be replaced.
- All patrol elections will be handled within the patrol.

**Program Development:** *Troop 111 will develop a long-term program plan that targets necessary skills and achievements, but also provides an interesting variety of activities.*

- The youth of T111 plan and execute the program under the guidance of the Scoutmaster and Assistant Scoutmasters and with the support of the committee.
- The Shaman will conduct an annual program planning conference to plan all of the monthly themes, outdoor events, service projects and other Troop events for the year. The PLC will also set Troop goals at this conference and evaluate the goals of the previous year.
- The Troop will camp monthly and attend at least one summer camp and high adventure option each year.
- The Troop will sponsor several community service and conservation projects during the year, with emphasis on the community events sponsored by our Chartered Organization. Participation in community service events such as Memorial Day, Veterans' Day and MLK Jr. Day are mandatory, unless a valid reason is called into the PL or SPL.

**The Patrol Method:** *Troop 111 will embrace the patrol method as "The Patrol Method is the only Method".*

- The "Troop" is the entire group of youth. It is broken down into "patrols" which are groups of 6-8 youth. Each patrol selects a name, has a flag and cheer and has its own leadership to include a Patrol Leader, Assistant Patrol Leader, Scribe and Quartermaster. The patrol leader is responsible for representing his patrol at meetings of the "Patrol Leaders' Council – aka PLC" and to communicate directions to his patrol.



- The PLC will meet monthly (or more often if needed) to plan and carry out the Troop program in detail.

**Troop Meetings:** *Troop 111 will have motivating, interesting and fun Troop meetings which will develop leadership, teach skills, and encourage Troop and patrol spirit.*

- According to scouting guidelines, PLC's (under the direction of the Senior Patrol Leader) will plan and carry out all of the details for each Troop meeting.
- In general, the first Tuesday of the month is the PLC – this is attending by the Shaman Patrol, the Patrol Leaders and the Assistant Patrol Leaders. Everyone else gets the night off.
- In general, the first Tuesday of the month is also the Committee Members, ASMs, and Parent meeting. All parents are encouraged to attend this meeting where information is shared, policies made, and plans finalized.
- Other than the PLC, there are two types of meetings: Patrol Meetings and Troop Meetings:
  1. Troop Meetings – follow the 7 step meeting plan to include opening, skits and songs, and activity, skills for scouts under 1<sup>st</sup> class, specific patrol time and more. There is often a theme and the activity of the meeting will relate to the theme. TROOP MEETINGS REQUIRE CLASS A uniforms.
  2. Patrol Meetings – are similar to Troop meetings except that there is no main activity, rather there is extended time for the patrol to plan for their upcoming campouts. In general, the Tuesday before the campout is usually a patrol meeting. PATROL MEETINGS REQUIRE CLASS B uniforms.
    - a. To plan for a campout the patrol needs to assign tents, plan a menu, designate shoppers, get the money for the food from Troop Committee Chair, pick up coolers and dry boxes. The patrols should be filling out the campout planners as well as duty rosters at that meeting.

**Outdoor Program:** *Troop 111 will be known for providing a high-quality, diverse outdoor program.*

- To sign up for an event the following items will be required by the set deadline:
  1. Payment.
  2. Permission Slip (**one for each trip – NO EXCEPTIONS**) – signed by parent(s) or guardian.
  3. Valid Health Form on file.

The role of the committee (adults) will be to:

- Secure an approved site and make any necessary deposits.
- Learn about activities, restrictions, check in and check out times, etc.
- Set a fee and deadline.
- Secure a tour permit and oversee transportation.
- Ensure that if Safe Swim / Safety Afloat / CPR or Range Certification is required that we have adults with those certifications.
- Consult the Troop program plan and work with the PLC to assist with the planning of major activities if necessary.





### The role of the PLC (Scouts):

- The PLC will work within the Troop program to plan skills that will meet the feature of the program plan and which will target advancements for a group of scouts. The PLC may assign activities to a patrol, IE setting up a knots, first aid or fire safety demonstration.
- The PLC is in charge of developing a schedule of events and activities. This should include a camp set-up time, a formal opening, activities and games schedule, meal times, clean-up times, free times, campfire or evening activities, taps and flag lowering, religious service and formal closing.
- The Camping Coordinator will post a Troop duty roster to include patrol assignments (for latrines, ax yard, flag care, etc).
- The Chaplain should have a printed worship service for each campout.
- The Senior Patrol Leader will oversee the opening and closing of camp and that each patrol fulfills its duties at camp.

### The Role of the Patrol:

- The patrol will be responsible for meal planning and setting up their camp and equipment according to Troop guidelines.
- The patrol may cover activities not sponsored by the Troop on a campout. For example, if a scout needs to cover the requirement of setting up a tent, this should be done on the PATROL level.
- Patrols will police their own members as to behavior and if camp rules are being followed.
- **SUMMER CAMP** – in general one week of summer camp is worth a whole year of Troop meetings. Also, if a scout does not attend summer camp he is far more likely to drop out of scouting in the upcoming year. Summer camp is vital – send your scout to summer camp!!!!

### **Advancement Procedures:** *Troop 111 will be known for producing highly skilled scouts, not just highly decorated scouts.*

- Personal growth is the prime consideration in the advancement program. The four steps of Advancement are:
  1. The Boy Scout learns.
  2. The Boy Scout is tested.
  3. The Boy Scout is reviewed.
  4. The Boy Scout is recognized.
- **The scout is responsible for his own advancement.** The Troop provides the opportunity for the scout to advance. Skills instruction is featured at most meetings and at campouts. Scouts are not forced to participate in skills instruction.
- If a scout is present at an activity, it is not a given that he has mastered the skill, he will still be tested to ensure that he has mastered the requirement.
- The scout may, at any meeting or campout, ask for an ASM to test him (or teach him) a skill. If need be, he may always call or email the Scoutmaster to arrange a time outside a meeting for testing. **HOWEVER** – a scout should think about getting his book signed off at CAMPOUTS in particular.





- Designated Assistant Scoutmasters sign off the achievements in the books of the scouts for those up to and including 1<sup>st</sup> class, with the exception of Scout Spirit, Scoutmaster Conference and Board of Review.
- System for Advancement
  1. When the Scoutmaster / Assistant Scoutmaster is confident that a scout has mastered the skills for a rank, he signs off the achievement and the date the item was completed. Note: an ASM should not sign his own son's book.
  2. When all of the requirements for a rank have been completed, the scout then schedules a Scoutmaster Conference with the Scoutmaster. He should have his book with him. The Scoutmaster will provide the scout with an Advancement Form. The Scoutmaster, after conferencing with the scout, signs both the book and the form if he feels the scout is ready for advancement.
  3. The scout should then contact the Troop Scribe to Schedule a Board of Review. The Troop Scribe will contact the Advancement Chairperson to schedule a Board of Review then contact the scout to indicate when their Board of Review is scheduled.
  4. Scouts are required to:
    - Be on time dressed in complete Dress Uniform (Class A+).
    - Have their scout book and signed Scout to Life form.
  5. What to expect during a Board of Review:
    - ★ The Board Members will be seated. A Scout above you in rank will introduce you to the Board. Remain standing and shake hands with the Advancement Chairperson and hand her the Scout Book and Scout to Life form.
    - ★ You will be asked to be seated and the Board Members will ask you questions.
    - ★ Relax during the interview. You are encouraged to let the Board know how you are feeling about your scouting experience in Troop 111.
    - ★ When the interview is complete, you will be asked to step away for a few minutes. When you are called back, your Scout Book will be returned to you.
    - ★ The Board will either : (1) congratulate you on your advancement, give you back your book (and keep the Scout to Life Form) or (2) offer constructive suggestions if the Board determines that you need more work on your advancement.
  6. The award will be presented at the next Troop meeting if possible.
  7. The cards will be retained for Court of Honors.
- Being "active" in the Troop is a fundamental requirement for successful advancement at all levels. Regular attendance is strongly encouraged. In this regards, Troop 111 Scouts should attend at least 75% of regular Troop meetings and 60% of other scheduled camping trips or Troop outings. In addition, scouts are expected to attend all community service events and conservation projects. If scouts cannot attend, they need to let their PL or SPL know why they cannot attend.
- Service hours for 2<sup>nd</sup> Class, Star and Life will be community service hours. They may be performed as a part of a Troop sponsored community service project or on the scout's own.
- Scout Spirit – The main underlying requirement for advancement is scout spirit. There are many tangible and intangible parts of scout spirit, but the main driving factors are the Scout Oath and Scout Law. A scout's behavior, whether or not he has a positive attitude and wears his uniform are all components of Scout Spirit. Scout Spirit is signed off by the Scoutmaster.





- **MERIT BADGES** – please have the front of a blue card signed by the Scoutmaster BEFORE you start the badge. Also, meet with the counselor BEFORE you start any requirements so you know what is expected. Completed blue cards must be signed by 1. Your counselor, 2) The Scoutmaster and 3) Handed to the Advancement Chair.
- Court of Honors will be planned by the PLC under the direction of the Senior Patrol Leader. He may assign some tasks to individual patrols, but he is responsible for the guest speakers, awards presentation and making sure that all bases are covered. Courts of Honor will be held every 4 months (3 times per year). Cards will be retained for distribution at Courts of Honors, but badges will be awarded at the next Troop meeting after they are earned.
- The scout's book is the primary source of record. It is recommended that the scout photocopy the advancement pages of his scout book each time he advances. SCOUTS UNDER FIRST CLASS SHOULD BRING THEIR BOOKS TO EVERY MEETING AND CAMPOUT.

## **Finances:**

- Troop 111 will collect annual registration fees of \$48 per scout.
- Troop 111 will collect \$15 dues per month payable on ScoutPay.
- Monthly campouts generally cost between \$30-\$50 and include the cost of the food for the weekend. Local summer camp costs about \$250, distance ones (including transportation) run about \$400.
- T111 utilizes a program exclusive to our Troop and created by one of our Eagle Scouts called ScoutPay. Upon registering for the Troop you will receive your log in and temporary password. You may change your password.
  1. Scouts make "deposits" to their ScoutPay accounts either by bringing cash or checks to a Troop meeting, or through fundraising (money will be allocated to your account).
  2. It is up to the SCOUT and PARENT to then PAY for the event by logging into ScoutPay and clicking "Pay". This deducts money from the account.
  3. You may "UnPay" for an event up until the deadline.
  4. To see all your payments, click on the \$ amount under your name.
  5. Full directions on using ScoutPay are found on the home page of the website.
  6. On occasion, if you do not pay fees that are required, we will manually deduct the amount from your account.
  7. NOTE – you will not be able to pay for an event if there is not enough money in your account.
- Scouting will be available to every boy, regardless of finances. Any scout or family that is in need of a scholarship or is unable to meet the fees of a particular outing should see the Troop Committee Chair. All such information will be kept strictly confidential.
- Scouts are expected to "earn their way" and all are expected to participate in Troop fundraisers. All fundraisers (except for the Troop auction) go 100% to the SCOUT who earned the money.





- Every family is expected to participate in the Auction as this is what funds the Troop. The auction covers the expenses of the bus, all leader training, the rent of the meeting facility and helps supplement ALL campouts, especially the expensive ones.
- All requests for reimbursement need to be accompanied by a Request for Reimbursement form from the forms page of the website.

### **Equipment Procedures:** *Troop 111 will be known for caring and respecting its equipment and for setting up awesome campsites.*

- Scouts in Troop 111 have the option of purchasing their own Eureka Timberline 2 or 2xt tents. Scouts may not use any tent other than the Eureka tents.
- Each patrol has a fully, well stocked patrol box and camp stove for preparing patrol meals.
- Troop equipment will be checked out and in by the patrol quartermaster from the Troop quartermaster. Any damage to equipment will be the responsibility of the patrol.
- New scouts need not purchase any camping equipment until they are sure that scouting is right for them. A good size school backpack should suffice for a weekend campout. They do need:
  1. A water bottle (not a bottle of water) marked with their name.
  2. Hat – plain (no logos).
  3. Small flashlight.
  4. A sleeping bag or bed roll (big thick sleeping bags are not practical). For warm weather a light weight, fleece sleeping bag should be fine. For cold weather consider an efficient light weight sleeping bag that stuffs into a stuff sack. It is a good investment that they will use for years to come.
  5. If a pillow is needed, a small camping pillow is best.
  6. Sleeping pad – optional, most scouts can do without it.
  7. Clothes, toiletries.
  8. Tents will be shared with the other scouts in the Troop until new scouts have purchased their own tents.

### **Uniforming:** *Troop 111 will be known as one that is proud to wear the Boy Scout uniform and proud of what that uniform represents.*

- The Dress uniform (Class A+) is to be worn at all community and council functions as well as Board of Reviews. Class A+ includes all the item listed under "Class A" with the addition of official Troop 111 neckerchief and slide with merit badge sash if applicable (more than 3 merit badges). Only the green web (old) or black web (new) Boy Scout belt is to be used for Class A+. Socks for Class A+ are to be solid green only.
- Class A is to be worn at all regular Troop meetings and for all travel. Neckwear is a must – any bolo or any neckerchief is acceptable. Class A includes the tan Boy Scout Shirt with current insignia in their proper locations. Shirt is to be worn tucked into Boy Scout shorts or pants with Boy Scout Belts (Boy Scout or OA leather, green web or TK) and Socks (old red and green or new green).



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- Class B is worn for district campouts, regular campouts and outdoor Troop meetings. Class B includes Troop t-shirt, Boy Scout shorts or pants, Boy Scout belt and socks.
  - Class C is worn for messy, down and dirty activities and includes any scouting t-shirt, green pants or shorts.
  - All leaders are expected to lead by example concerning the uniform policy. The only exception is that leaders may choose to wear the leader polo shirt with their Class B uniform.
  - The Troop Salesman will bring the Troop Store to each meeting. You can purchase patches, t-shirts, socks and more at the store. To make a purchase you fill out a "pink slip" and we will deduct it from your account. If you need something specific we do not have, please write it down and hand it to the Committee Chair and we will get it to you, usually by the next meeting.
  - We maintain a used uniform bin. Feel free to take items as needed (make a donation if you wish) and if your scout outgrows items. Please consider donating them.

## **Communication:** *The Troop will provide ample resources for scouts and families to be well informed about happenings in the Troop.*

- The Troop website is [www.t111.org](http://www.t111.org).
- Some material on the website is password protected. The password for these areas is: *number1Troop*.
- The Troop puts out a newsletter, usually the Monday before each Troop and Patrol meeting. That newsletter can be found on the Troop website on the forms page. The Scout must PRINT his own newsletter and bring it to the meeting. (Scouts who come in proper uniform with their book and newsletter, get a raffle ticket with a drawing at each meeting.)
- Scouts will get email from [Troop111rpb@gmail.com](mailto:Troop111rpb@gmail.com) (this is our group gmail account used by the scribe and ASMs), or also from [tamiam1@yahoo.com](mailto:tamiam1@yahoo.com) and occasionally from others. For some reason if you do not want to receive emails let the Committee Chair know. We ask that you not use the Troop email list for personal reasons. The Troop also utilizes an automated calling system for both voice and text messages.
- The Troop utilizes Troopmaster Web to allow scouts to view their records and advancements. To create an account in Troopmaster web:
  1. Log in with an initial log in of:
    - a. Scout.
    - b. Number1Troop.
  2. Follow the directions, selecting only your scout's name.
- We ask that all T111 scouts be respectful of others in respect to Facebook and other social media sites. Some scouts may not want to be tagged in scout photos or have information about them posted. Please ask someone before posting anything about them on your Facebook or other social media account.



**Discipline:** *Troop 111 will be known for expecting a high standard of behavior from all of its members.*

It is our strong belief that if you expect scouts to behave according to all points of the Scout Oath and Law that they will do so. That being said, we also understand that youth sometimes make mistakes and our job is to teach them to make the correct choices. Please note, when misbehavior is noticed, it is addressed and corrected immediately.

However, because each situation is unique, unscoutlike behavior will be handled on an individual basis and will be evaluated on the seriousness of the offense, whether this is a repeated offense, the age and demeanor of the scout, etc.

In general, unscoutlike behavior is handled in a progressive manner:

1. Addressed by the Patrol Leader.
2. Addressed by the Shaman Patrol.
3. Addressed by the Adult Leaders.
4. Addressed by the Adult Leaders and the Parents

**NOTE:** T111 has very few behavior issues because we simply do not allow unscoutlike behavior. We expect that parents support the leadership of the Troop in regards to promoting scout like behavior. If you have any questions or concerns about behavior or issues in the Troop you should call or meet with the Scoutmaster.

