

# Troop 682 Handbook



Troop 682 is chartered by  
Pleasant Valley United Methodist Church  
Chantilly, Virginia  
and is registered in the  
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# Troop 682 Handbook

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## Welcome to Troop 682

Welcome to the world of Scouting and to Troop 682! Troop 682 is a Scouts BSA boy troop. This handbook is intended to provide Scouts and their parents/guardians with basic information about Scouting in general, and the Troop's operating procedures in particular.

### Introduction

The mission of Scouts BSA Troop 682 is that of the Boy Scouts of America, 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. Troop 682 strives to achieve this mission by delivering on the Aims of Scouting. These are Character Development, Citizenship Training and Physical, Mental and Emotional Fitness. Everything we do should tie back to these aims. These aims are achieved through the Methods of Scouting. The methods are Adult Association, Advancement, Ideals (the Scout Oath, Law, Motto and Slogan), Leadership Development, Outdoors, Patrol Method, Personal Growth and the Uniform.

A boy crossing over from a Webelos Scout or Cub Scout program will already know quite a bit about Scouting, but he will soon find there are a number of important differences between the Cub Scout/Webelos Scout program and the Scouts BSA program. It is likely the biggest difference he will notice is that while Cub Scouts is a parent-run, family based program, the Scouts BSA program is youth-led. The troop's adult leaders are there to provide supervision and guidance, but the Scouts in the troop provide program leadership. The adult leaders are always available to help the youth leaders carry out the program, but the program's success depends on the leadership provided by the youth themselves. While it may sound as though this is a difficult challenge for the youth leaders, it is usually harder for the adult leaders and parents. They must stand aside and let the youth learn by doing. The youth sometimes fail in their attempts and it is hard to stand by and let them. On the other hand, many of the most important lessons are learned through failure. The adult leader's job is to provide the freedom to fail without incurring any undue risk, and to make sure those "failures" are positive learning experiences. Scouting's founder, Baden-Powell said, "Never do for a Scout what he can do for himself."

You are now part of a great organization that attracts almost one million youth each year. It includes tens of thousands of adult leaders, interested parents, and Boy Scouts of America (BSA) professional staff, all of whom work hard to deliver on a promise of fun and adventure. It's more than just enjoying the outdoors (although that's a big part). Scouting also teaches leadership and citizenship skills, and shows the Scouts how they can keep themselves strong and healthy in body, mind, and spirit. We want them to learn to use a compass to find their way on the ground, and to develop a "moral compass" to guide them all their lives. Along the way, we try never to forget that the youth, as well as the adult leaders, are in Scouting to have fun!

### Chartered Organization

The BSA grants annual charters to local religious institutions, schools, civic organizations, and similar groups allowing them to use the Scouting program to serve youth in their community. Troop 682 is an integral youth program of the Pleasant Valley United Methodist Church (UMC), which serves as the Chartered Organization for the troop. Troop 682 is

chartered within the National Capital Area Council (NCAC) of the Boy Scouts of America, which itself is a Corporation that has been chartered by the Congress of the United States. In this regard, the Charter and Bylaws of the Boy Scouts of America are the Charter and Bylaws of Troop 682. The Charter and Bylaws are published in BSA Publication No. 57-491. Troop 682 is in the Sully District of the National Capital Area Council of the BSA.

## **Membership**

To be eligible for membership in Troop 682, a boy must have completed fifth grade and be at least 10 years old, or be at least 11 years old, or have earned the Arrow of Light rank as a Webelos and be at least 10 years old. Once a boy reaches the age of 18, he is classified as an adult and from then on can be registered as an adult member of the troop.

Adult membership in the troop is open to all parents of youth members, members of our Chartered Organization (Pleasant Valley UMC), and other adults interested in serving the youth of our troop. To serve as a registered leader in Scouts BSA, an adult must agree to abide by the Scout Oath and the Scout Law and obey the laws of the United States, subscribe to the precepts of the BSA's Declaration of Religious Principle and its Policy of Nondiscrimination, be at least 21 years of age (except assistant scoutmasters, who must be at least 18 or older), complete and sign the BSA adult application, be screened and approved by the Chartered Organization, submit to a criminal background check conducted through public records sources, complete Youth Protection Training and complete position specific training. All adult positions as a Scoutmaster, Assistant Scoutmaster, or troop committee member are open to men and women and to both citizens and noncitizens. Adult volunteer BSA membership fees will be paid by the troop.

## **Joining the Troop as a Youth**

All new troop members, including Scouts transferring into the troop from another troop or Cub Scout pack, will complete a BSA youth application or apply online.

All boys joining the troop are charged a joining fee. The fee varies depending on a boy's specific circumstances. The joining fee covers the cost of the following items: BSA registration fee pro-rated through the end of the calendar year (unless the boy is currently registered with the BSA and is transferring from another troop or pack), BSA new member fee (one-time only, upon joining Scouting for the first time), Troop numeral patch, Troop neckerchief, BSA neckerchief slide, BSA shoulder loops, and Troop Class 'B' t-shirt. If a boy already has any of these items, the joining fee will be adjusted accordingly. Each new Scout receives a Troop 682 Neckerchief, either upon induction into the troop or upon earning their Scout badge.

# Troop 682 Organization

## Troop Structure

Troop 682 is organized similarly to Scout troops everywhere in a manner that supports the patrol method. Troop 682 strives to be a youth-run troop. Leadership is one of the methods of Scouting. Every Scout will have an opportunity to participate in both shared and total leadership. Understanding the concepts of leadership helps the Scout accept the leadership of others and helps him grow to be a more responsible adult.

Troops are divided into patrols of Scouts who work together as a team. Each patrol has a name and a distinctive shoulder patch. Each patrol elects their own Patrol Leader. New Scouts are normally assigned to a temporary New Scout Patrol. The New Scout Patrol is assisted by one or more Troop Guides. The Troop Guides are experienced Scouts in the troop. New Scouts are later assigned to a permanent patrol.

Scout meetings are planned and carried out by the Patrol Leaders' Council (PLC). The Patrol Leaders, Senior Patrol Leader, Assistant Senior Patrol Leader(s), and Troop Guide(s) form the PLC. It is the PLC's function to plan and implement the troop program. This is called the Patrol Method. According to Lord Baden-Powell, the founder of Scouting, it is the best way to organize and operate a troop. All duties for a patrol activity are assigned by the patrol leader or the ranking patrol participant in the activity.

In our troop, patrols usually meet during the "patrol corners" portion of the weekly troop meeting. It is here that attendance is taken, and other patrol level decisions are reached. Patrols may also meet separately and carry out their own patrol activities. In some troops this happens quite often. Since our troop meets weekly and conducts troop outings and trips at least once a month, separate patrol meetings are the exception, rather than the rule.

## Youth Leadership

The troop youth leadership consists of the following positions of responsibility:

- Senior Patrol Leader
- Assistant Senior Patrol Leader(s)
- Patrol Leader (one for each patrol in the troop)
- Assistant Patrol Leader (one for each patrol in the troop)
- Troop Guide(s)
- Scribe
- Quartermaster
- Librarian
- Historian
- Webmaster
- Chaplain's Aide
- Den Chief(s)
- Outdoor Ethics Guide

- Instructor(s)
- Junior Assistant Scoutmaster(s)

The Senior Patrol Leader and Patrol Leaders are generally elected to six month terms (usually November-April and May-October). Troop elections for Senior Patrol Leader and Patrol Leaders are usually held at the end of October and at the end of April. All other positions (except Assistant Patrol Leaders) are appointed by the Senior Patrol Leader in consultation with the Scoutmaster. Each Patrol Leader appoints an Assistant Patrol Leader.

## **Youth Leadership Descriptions**

### ***Senior Patrol Leader***

The Senior Patrol Leader (SPL) is the top youth leader in the troop. The SPL is elected by a majority vote of all members of the troop present when elections are held. Candidates for SPL must be at least First Class rank and approved by the Scoutmaster. The SPL leads the Patrol Leaders' Council (PLC) and, in consultation with the Scoutmaster, appoints other junior leaders and assigns specific tasks and responsibilities, as needed.

### ***Assistant Senior Patrol Leader***

The Assistant Senior Patrol Leader (ASPL) is appointed by the SPL and fills in for the SPL in his absence. He is also responsible for training and giving direction to the Quartermaster, Scribe, Historian, Librarian, Chaplains Aide, and Instructors. The SPL may appoint more than one ASPL.

### ***Patrol Leaders***

The Patrol Leaders (PL) are elected by members of the patrol and are responsible for providing patrol leadership. They represent their patrols at the monthly Patrol Leaders' Council (PLC) meeting.

### ***Assistant Patrol Leaders***

Assistant Patrol Leaders (APL) are appointed by the PL to help run the patrol and fill in for him in his absence. (This position does not satisfy the leadership requirement for advancement to the ranks of Star, Life, or Eagle.)

### ***Troop Guide***

The Troop Guide is an older Scout, at least First Class in rank, who is both a leader and a "big brother" to the new Scouts. The Troop Guide participates in all New Scout Patrol activities and is available to teach and "guide" the younger Scouts as they advance to the rank of First Class. There may be more than one Troop Guide.

### ***Scribe***

The Scribe is the troop secretary. The Scribe attends the PLC meetings and keeps a record of their decisions.

### ***Quartermaster***

The Quartermaster is in charge of all troop equipment. The Quartermaster keeps an inventory of troop property, is responsible for knowing who has signed out accountable equipment, and sees to it that it all remains in good condition.

### ***Librarian***

The Librarian keeps the troop's merit badge pamphlets and other published material available for checkout by Scouts. The Librarian keeps a record of all material loaned out.

### ***Historian***

The Historian collects and cares for Troop 682 memorabilia, photos, news stories, awards, etc. The Historian keeps the troop bulletin board and website up to date with photos and stories about troop events. The Historian writes articles about the troop and its activities for inclusion in local papers and other publications.

### ***Webmaster***

The Webmaster is responsible for assisting with maintaining the troop's website. The Webmaster ensures the site is updated regularly with new content and outdated material is removed. The Webmaster assists the Historian with posting photos and stories about troop events.

### ***Chaplain's Aide***

The Chaplain's Aide assists the Troop Chaplain in meeting the religious needs of troop members while on activities. The Chaplain's Aide keeps the troop apprised of religious holidays when planning activities. The Chaplain's Aide encourages the saying of grace at meals while camping. The Chaplain's Aide assists with coordinating the annual Scout Sunday with Pleasant Valley UMC.

### ***Den Chief***

A Den Chief works with a Den of Cub Scouts and their adult Leader. A Den Chief helps with den meetings, helps the Cubs earn achievements, and serves as a role model for the younger Cub Scouts, as they prepare for Scouts BSA. Specialized training is offered, at both the District and Council level, for Scouts interested in being Den Chiefs.

### ***Outdoor Ethics Guide***

The Outdoor Ethics Guide shall have a thorough understanding of and commitment to the Outdoor Code and Leave No Trace principles. The Outdoor Ethics Guide helps minimize the troop's impact on the land by teaching Scouts outdoor stewardship, care for the environment and Leave No Trace principles. The Outdoor Ethics Guide helps ensure that the troop follows Leave No Trace principles on outings.

## ***Instructor***

Instructors are older Scouts who are proficient in one or more advancement skills (e.g. First Aid, Knots & Lashings, etc.) and teach those skills to other Scouts as needed within the troop. Instructors prepare well in advance for each teaching assignment.

## ***Junior Assistant Scoutmaster***

Junior Assistant Scoutmasters (JASM) are Scouts who are at least 16 years old and are typically the rank of Eagle, who supervise and support other youth leaders as assigned by the Scoutmaster.

## **Youth Leader Training**

Effective leadership is a life skill that is always being learned. Even the most accomplished leaders are always polishing their skills in the leadership arts with each new leadership challenge. Most young Scouts have not had the opportunity to develop effective leadership techniques. While practice and experience are the polishing compounds of effective leadership, the basic skills are often best learned through formal training. To help meet this need, the Introduction to Leadership Skills for Troops is provided by the Scoutmaster, Assistant Scoutmasters, and some of the older Scouts, at least once a year. This training is strongly recommended for all members of the PLC. It is the basic building block of leadership development. Many other leadership training opportunities are available. For example, National Youth Leadership Training (NYLT) is a council-level course available for senior Scouts during the summer. This week-long training program offers an outstanding and intensive program in advanced leadership skills. Other formal programs include Den Chief training and Leave No Trace training.

## **Adult Leadership**

### ***Scoutmaster***

The Scoutmaster (SM) is appointed by the Troop Committee and is the adult leader responsible for the troop's image and program. The general responsibilities of the Scoutmaster include training and guiding the youth leaders, working with the other adult leaders to provide a quality Scouting program to the youth, and using the Methods of Scouting to achieve the Aims of Scouting.

### ***Assistant Scoutmasters***

Assistant Scoutmasters (ASMs) are assigned program tasks by the Scoutmaster, provide guidance to the youth leadership, and ensure the required two-deep leadership (two adult leaders present at every Scout activity). Assistant Scoutmasters should care about young people, be willing to teach the Scouts how to be leaders, and serve as role models for young people. If desired, the Scoutmaster may designate an Assistant Scoutmaster as the First Assistant Scoutmaster or Deputy Scoutmaster (FASM or DSM). The FASM or DSM serves in place of the SM when the SM is unavailable or unable to serve, and serves as the primary ASM.



The following Assistant Scoutmaster Positions are desired:

- Assistant Scoutmaster - General Program
- Assistant Scoutmaster - New Scouts

The Scoutmaster may assign additional positions, as needed, to Assistant Scoutmasters. Examples include:

- Assistant Scoutmaster – Patrol 'X' Advisor (where 'X' is one of the named patrols)
- Assistant Scoutmaster – Quartermaster Advisor
- Assistant Scoutmaster – Order of the Arrow
- Assistant Scoutmaster – Chaplain
- Assistant Scoutmaster – High Adventure
- Assistant Scoutmaster – Youth Training

Duties of the Assistant Scoutmaster - General Program include the following:

- Assist and support the Scoutmaster, Patrol Leaders' Council, and Troop Committee in developing and implementing a quality program.
- Help mentor the Troop's youth leaders in their various responsibilities in the troop.
- Assist the Scoutmaster in helping Scouts meet advancement goals.
- Meet regularly with the Scoutmaster to assess the troop's program, discuss current issues and problems, and plan for upcoming events.
- Support the Scoutmaster in recruiting new Scouts and adults and otherwise help maintain the troop's viability.

Duties of the Assistant Scoutmaster - New Scouts include the following:

- Be responsible to the Scoutmaster for new Scouts.
- Work with the Troop Guide and counsel him on the performance of his duties.
- Work with Den Chiefs and Webelos Den Leaders of Cub Scout Packs related to the troop.
- Attend functions planned by the Scouts in the New Scout Patrols, with at least one other adult.
- Meet with parents of new Scouts and explain their role in the support of their son(s).
- Act as an instructor for Scout skills, if necessary.

### ***Troop Committee Chairperson***

The Troop Committee Chairperson supports the troop's yearly program by managing all the administrative requirements of the troop, such as membership, finances, and advancement with the assistance of the other Troop Committee members. They also serve as the liaison between the Chartered Organization – in this case, Pleasant Valley UMC – and the troop.

## ***Troop Committee***

The Troop Committee is comprised of registered adult volunteers. The Troop Committee consists of not less than a chairperson and two committee members. Some committee members do not have assigned functions, but most take on specific roles. Committee positions may include, but are not limited to, these positions:

- Treasurer
- Secretary
- Advancement chairperson
- Fundraising coordinator
- Outdoor/activities coordinator
- Eagle Scout Coach
- New Member Coordinator

Additional positions will be filled as needed. There is no limit to the number of members serving on the Troop Committee. Joining the Troop Committee is an easy and fulfilling way to contribute to the troop's success while minimizing the time commitment. Troop Committee members also conduct periodic Boards of Review for individual Scouts, which is the final step towards advancement (see the Advancement Section).

## ***Merit Badge Counselors***

Merit Badge Counselors are adult volunteers who register at the District level to help teach specific merit badge(s). They may elect to serve only the troop, or be available district-wide. Merit Badge Counselors must possess a technical grasp of the merit badge subject(s) and also have a solid understanding of the needs, interests, and abilities of Scouts.

As with all registered adult leaders, Merit Badge Counselors must complete Youth Protection Training as described in the Adult Leader Training section below. Merit Badge Counselors will not have one-on-one contact with a Scout. Scouts will attend merit badge sessions with another Scout, a relative, or a friend. Merit badge group activities must meet the same two-deep leadership requirements expected in all Scouting activities. Merit Badge Counselor position specific training is available online at [my.scouting.org](http://my.scouting.org).

## ***Parental Support***

In this *Handbook*, and in other Scouts BSA literature, it is emphasized over and over that Scouts BSA is intended to be youth led. In doing this we hope to help the scouts develop leadership skills, become more confident and self-reliant, and learn to take responsibility for their actions and the welfare of others. This youth-led principle should not be interpreted to mean we discourage parental involvement in any aspect of the program. On the contrary we want Troop 682's parents to be active in the life of the troop. You are always welcome at troop, committee, and adult leader meetings, and, as approved by the SM or PLC, troop campouts and other activities. As approved by the SM or PLC, we want you to camp with us, hike with us, and share your youth's Scouting experiences. One exception is when including a parent would mean excluding a Scout. This circumstance occurs when group size is somehow constrained (number of seats on a raft, or a bus, for example) and a

reasonable accommodation cannot be reached. A Scout's participation, like his welfare, is always our first priority.

## **Adult Leader Training**

To understand and effectively support the Scouts BSA program requires that adults receive formal BSA training. BSA training is available at multiple levels. To encourage adult leader training, and as approved by the troop committee, adult leaders will be reimbursed for training costs by presenting their receipts to the troop Treasurer for reimbursement.

### ***Youth Protection Training***

All those registering as adult leaders must complete BSA Youth Protection Training prior to submitting their adult leader application and remain current in this training in order to participate in Scout activities. At least two registered adults who have current BSA Youth Protection Training must be present at all events and activities. Youth Protection training is valid for two years from the date completed. The troop also requires that all parents that camp with the troop complete this training. It is recommended that all parents complete this training so that they are aware of BSA youth protection policies.

BSA Youth Protection Training can be accessed at the following website:  
<http://www.scouting.org/Training/YouthProtection.aspx>

### ***Basic or Leader Position-Specific Training***

Every leader should complete basic training as soon as possible. What this training looks like depends on the leader's position; hence the term "position-specific training."

Members of the Scoutmaster corps must complete two courses:

- Scoutmaster & Assistant Scoutmaster Position Specific Training
- Introduction to Outdoor Leader Skills

The first course covers the role of the adult leader, the outdoor and advancement programs, and program planning and administration. This training is available online at [my.scouting.org](http://my.scouting.org). The second course introduces the practical outdoor skills adults need to lead Scouts in the out-of-doors. This course is typically held on a weekend (Friday evening to Saturday afternoon) and includes camping out. These courses are held regularly at the district level. Leaders can take these courses within the Sully District or through one of the other nearby districts.

Members of the troop committee, meanwhile, should complete the Troop Committee Position Specific Training or Troop Committee Chair Position Specific Training. This training is available online at [my.scouting.org](http://my.scouting.org).

Once you have completed the basic training for your position, you are considered trained and can wear the Trained Leader emblem on your uniform. It goes in the left sleeve below

the emblem of the office for which it was earned.

### ***Supplemental***

Supplemental training includes a variety of courses given on a district, council, area, regional or national basis. These courses offer additional information on targeted areas of the program through a combination of additional knowledge of Scouting in general, additional skills and roles knowledge, and/or beginning to advanced leadership skills knowledge. Here are some examples:

- Supplemental online courses at the [my.scouting.org](http://my.scouting.org) website such as Safe Swim Defense, Safety Afloat, Climb On Safely, Trek Safely, and Weather Hazards.
- Roundtables – Led by members of the district’s commissioner staff, roundtables are a monthly time of training, fellowship, and idea sharing with other Scouters. The Sully District Roundtable is held the 2<sup>nd</sup> Thursday of the month at 8pm, either at the Sully District Government Center or another pre-announced location.
- University of Scouting – Annually in February the Council holds this training event. Sessions are geared to all levels of Scouting (Cubs, Scouts, and Venturers) and cover a wide range of Scouting program topics.
- National Conferences –Typically held at national BSA facilities such as the Philmont Training Center.

### ***Advanced***

Designed for all adult Scouters, Wood Badge is the most well-known example of advanced leadership training. Over two weekends (or one week), participants learn and practice an array of leadership skills – the same skills Scouts learn in National Youth Leadership Training. The first part of a Wood Badge course reflects unit meetings, while the second part uses a unit camping activity as its delivery model. Participants then complete a “ticket,” a list of goals that will allow them to use their new leadership skills in ways that strengthen Scouting back home.

## Troop 682 Activities

### Troop Calendar

The troop prepares an annual calendar of all troop activities for the Scouting year from September through August. This calendar is developed by the youth leadership at an annual planning conference typically held in mid-August. Once the calendar is approved by the Troop Committee it is published and provided to the entire troop. The calendar is noted in Scoutbook. Information on Scoutbook is found in the Communications section on page 21.

### Troop Meetings

Troop Meetings convene every Tuesday from 7:00 P.M. to 8:30 P.M. at the Pleasant Valley United Methodist Church, or as designated by the Patrol Leaders' Council (e.g., in the case of special events, held at another location). Generally, Troop Meetings consist of:

- Opening and Announcements
- Patrol Time
- Skill and/or Requirement Teaching
- Merit Badge or Other Discussion
- Game
- Closing and Final Announcements

Troop Meetings may also provide an opportunity for:

- adult leaders to meet with parents (these meetings will be announced ahead of time at a meeting or via email),
- Scouts to meet with Scoutmasters for advancement conferences or to get signed off for individual requirements,
- Scouts to have a Board of Review (see Advancement section below),
- or for Scouts to meet with a merit badge counselor to review progress and complete requirements.

*No meetings occur during the week of Fairfax and Loudoun County Public School Spring Break, the week of summer camp, and the week between Christmas and New Year's Day. If the troop is attending a high adventure camp, there may not be a meeting during that week if adult leadership is not available. If Fairfax or Loudoun County Public Schools cancel evening activities due to inclement weather or another reason on a regular meeting night, then that Troop meeting normally will also be cancelled.*

The Senior Patrol Leader or his designated representative runs troop meetings. As a minimum two registered leaders 21 years of age or over are required to be present. If the requirement for adult leadership cannot be met, then the meeting will be cancelled for that week.

## **Patrol Leaders' Council (PLC)**

The PLC provides near- and long-term planning and execution of the troop's program and activities through a series of monthly meetings, occasional stand-up meetings at the end of troop meetings, and an annual program planning conference. The last of these is a meeting where the Scout and adult leaders discuss options and make choices about the troop calendar for the coming year. Following the planning conference, the SPL presents the plan to the Troop Committee for approval and to serve as the basis for development of the budget. The monthly meetings then serve to define details for each month. Any adjustments or additional interim planning requirements are performed briefly before or following troop meetings. Each monthly PLC is run by the Scout leadership and attended by adult leadership. Generally, the Scoutmaster and at least one Assistant Scoutmaster attend the PLC meetings. The Scout leadership plans the details of the coming month's activities with guidance provided by the adults as requested or required.

The following youth leaders comprise the voting membership of the Patrol Leaders' Council:

- Senior Patrol Leader
- Assistant Senior Patrol Leader(s)
- Patrol Leader (for each patrol in the troop)
- Troop Guide(s)

The following youth leaders comprise the non-voting membership of the Patrol Leaders' Council:

- Troop Scribe
- As determined by the Senior Patrol Leader or Scoutmaster, other Scouts currently holding a position of responsibility

The Patrol Leaders' Council typically meets the first Monday of every month at 7:00 P.M. The SPL or his designee (an Assistant Senior Patrol Leader or Patrol Leader) will run the PLC meeting. The PLC plans the details of troop meetings, including responsibilities for leading opening, training, games, closing, and cleanup. If the SPL will be absent for a troop meeting, his designee for running that troop meeting will be identified. The SPL may call for additional PLC meetings as needed at his discretion.

The Troop Scribe will attend the Patrol Leaders' Council as a non-voting member to record minutes of the meeting. As determined by the Senior Patrol Leader or Scoutmaster, all other Scouts holding a youth leadership position are required to attend the Patrol Leaders' Council in order to meet their leadership requirement.

## **Troop Committee Meetings**

Committee meetings typically convene the first Monday of every month at 8:00 P.M. Committee meetings during the summer (July and August) will be scheduled as needed. The committee meeting will be chaired by the Committee Chairperson, or, in his/her absence, a designated representative. The Scoutmaster is expected to attend Committee meetings and other uniformed adult leaders may also attend. It has been typical troop

procedure to not hold separate Scoutmaster Meetings, but to cover any program-related issues at the committee meetings.

The Committee meetings will address, as appropriate, the following subject areas:

- Financial status of troop compared to budget
- Budget development including dues determination
- Fundraising activities
- Advancement
- Outing logistics (transportation, adults, venue reservations, etc.)
- Community & Pleasant Valley UMC service project opportunities
- Special needs and assistance for individual Scouts
- Charter renewal process
- Friends of Scouting Campaign
- Upcoming plans, based on the outcomes of the PLC meeting, presented by the Scoutmaster
- Adult volunteer needs

The Committee meetings will be valid only when a quorum exists at the commencement of the meeting. A quorum shall be declared by the committee chair and shall consist of a minimum of three registered committee members.

## **Courts of Honor**

When a Scout advances in rank, the Scout is recognized as soon as possible, usually at the same troop meeting as the Board of Review. The Scout is recognized a second time, along with fellow Scouts who have advanced, at a more formal, public ceremony called a Court of Honor. All Troop 682 Scouts and adults take part in recognizing all Scout appointments, elections, awards, and advancements since the last Court of Honor. Families, friends, and members of the Chartered Organization are encouraged to attend the Court of Honor. A Scout acts as the master of ceremonies for each Court of Honor, using a script for the meeting developed ahead of time. This activity satisfies a requirement for the Communication merit badge.

Troop 682 holds three Courts of Honor each year, usually in the fall, winter and spring. The PLC, Scoutmaster, and the Troop Committee will work together to ensure the Courts of Honor are well planned and advertised. The crew who will be attending a high adventure camp may cook a dinner for attendees and setup for the Court of Honor, and the net proceeds of any dinner go toward the funding of that trip.

The Court of Honor will consider any rank or merit badges awarded up to two weeks prior to the Court of Honor. This will provide adequate time for the Advancement Chairperson to procure and prepare all awards and honors that will be presented.

## **Service Projects**

One of the requirements for rank advancement is participation in an approved community

service project. The Scoutmaster grants this approval for the project. The amount of service time required varies with the pending rank. The rank of Eagle requires the Scout to plan and direct a major service project. All Scouts in the troop are expected to assist, to the extent practicable, with Troop 682 Eagle projects. Participation in Eagle projects is always approved as creditable service time for the ranks of Tenderfoot through Life.

The troop will participate in various community service projects as determined by the PLC, the Scoutmasters, and the Troop Committee. The following are examples of past participation:

- Scouting for Food
- Cleanup of the Pleasant Valley UMC grounds
- South Riding Community Clean-up

## **Outdoor Program**

At the core of the Troop 682 Scouting Program is an exciting and varied schedule of outdoor activities. The place where Scouting works best is the place where the Scouts want to be most -- in the outdoors. Plans for each year's outdoor activities are developed at our annual planning session typically held in mid-August. At this meeting, the PLC recommends the kinds of activities they would like to participate in during the coming year. A diligent effort is made to include an activity mix that will provide a program to hold the interest of all ages. The Troop Committee supports the proposed activities by providing many of the necessary resources and logistical arrangements, including transportation requirements. Every troop outing requires the participation of at least two adult leaders in order to meet the BSA two-deep leadership requirement. We make every effort to conduct each of the activities the Scouts have made preliminary plans for, but occasionally some activities cannot be arranged, or other opportunities arise during the Scouting year that the troop might wish to pursue. In any case, activity planning continues throughout the year. Plans are modified and refined on an ongoing basis to ensure they meet the current needs of the troop's Scouts.

Troop 682 campouts, camps, meetings, and other events are tools for furthering the Boy Scouts of America and Troop 682 mission to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law. The PLC and Scoutmaster may determine rules governing language and behavior at Troop campouts, camps, meetings, and other events.

### ***Troop Short-term Campouts & Outdoor Activities***

The troop pursues a wide range of outdoor activities, including for example, week-end campouts at sites in the region, backpacking trips, a beach camp-out, a canoeing trip, a ski trip, and District events like the Klondike Derby and Fall Camporee. We try to introduce new opportunities for our Scouts each year, depending on the interests expressed by the PLC, and the resources available.

Short-term campouts are one or two night campouts held throughout the year. The troop strives to hold ten short-term campouts a year. The majority of these trips are 'plop' style camping. Typically the troop will hold a backpacking weekend campout once a year.



Scouts usually perform their detailed planning for outings during the patrol corners or another portion of the meeting(s) leading up to a particular outing. On most campouts, Scouts camp and eat as patrols. Alternative food arrangements are made for certain trips, particularly if doing so enhances that weekend experience in some way. On occasion, patrols may be combined for a particular outing if only a few members of a particular patrol plan on attending.

### ***Summer Camp***

Summer camp is the highlight of the Scouting year. Summer camp provides opportunities for fun, adventure, and learning. Camp programs complement the activities we participate in as a troop during the program year. First-year Scouts are strongly recommended to attend summer camp. Younger Scouts complete many of the advancement requirements for Tenderfoot through First Class, and have a chance to earn a number of merit badges in a variety of areas. They also will build fond memories that will remain with them all of their lives.

Summer camp experiences are usually among the highlights of any Scout's experiences, and we encourage all of our Scouts to participate for as many summers as possible. We try to vary our summer camps from year to year to keep providing new challenges and experiences. The cost of summer camp is set each year by the BSA Council that operates the camp. Troop leaders can answer questions about summer camp, and will encourage your participation as well.

Adult support is needed for summer camp to provide adequate supervision during the week and, if necessary, to transport the Scouts to and from camp. When the troop attends Goshen Scout Reservation, which is operated by the National Capital Area Council, the troop may utilize the bus service that the council offers for an additional fee. To ensure adequate adult support for summer camp, the troop may cover adult leader fees for the number adults required to meet a specified ratio of adult to Scouts. Additional costs for additional leaders will be evenly divided over all leaders attending camp.

### ***High Adventure***

The troop has a strong high adventure program. High adventure camps are restricted to older Scouts (13 years old or completed 7<sup>th</sup> grade for most council-based programs and 14 or completed 8<sup>th</sup> grade for most National based programs). For several years we have sent at least one crew annually to one of the original three BSA National high adventure bases. They are Philmont Scout Ranch in northern New Mexico, Northern Tier High Adventure Bases in northern Minnesota and southern Ontario, and Sea Base in the Florida Keys. In addition, we may participate in other council-based high adventure programs such as Lenhok'sin, located at Goshen Scout Reservation or High Knoll located at the Blue Ridge Scout Reservation. Where we go, and the kinds of high adventure activities we participate in, are driven by the Scout's choices, and resources available within the troop.

### ***Gear & Equipment***

Every Scout needs some basic equipment to participate fully in the troop's outdoor activities. The good news is that a Scout won't need it all at once, i.e., it can be acquired over time as each Scout grows in stature and his interests and capabilities expand. Much of

the equipment a Scout will need – like tents, stoves and camp cookware – is owned by the troop and available for the Scout's use. Training is required before a Scout is permitted to use some of the troop equipment. Each Scout will have to earn the Totin' Chip before being allowed to use any of the wood tools like knives, axes, and saws. The Totin' Chip is like a license, which can be suspended or revoked if wood tools are not used properly, and in accordance with BSA and Troop 682 safety policies. In addition to the Totin' Chip, Lantern & Stove use training is required before Scouts are permitted to use any liquid fuel stoves and lanterns. Totin' Chip and Lantern & Stove use training is provided as part of our outdoor program on an as needed basis. Before carrying or using fire-lighting devices (like matches, lighters, etc.) or building or maintaining campfires, a Scout must earn the Firem'n Chit. If a Scout acts inconsistently with the Firem'n Chit requirements, then the Firem'n Chit may be suspended or revoked.

A Scout family will want to buy some of the more "personal" equipment for their Scout like a sleeping bag, hiking boots, rain gear, and a backpack. This will provide lots of birthday and holiday present opportunities! Our Scoutmaster or any Assistant Scoutmasters can provide assistance on what types of equipment are advisable, and where it can be acquired.

## Troop 682 Policies & Procedures

The following sections contain the policies and procedures of Troop 682. These policies and procedures are intended to ensure the smooth functioning of the troop, and not place extraordinary administrative burdens on the volunteers and Scouts who comprise the troop leadership. These policies and procedures embody the methods that the troop leadership has elected to follow in performing the program and administrative functions necessary to operate the troop. This troop handbook can be changed upon the recommendation and approval of the Troop Committee at a regularly scheduled Committee meeting when a quorum exists. In addition, the rules and regulations of the Boy Scouts of America are the rules and regulations of Troop 682. These can be found in BSA Publication No. 100-492, *Rules and Regulations of the Boy Scouts of America*, a copy of which is maintained by Troop 682.

As noted above, the PLC and Scoutmaster may determine rules governing language and behavior at Troop campouts, camps, meetings, and other events.

### Uniforms

The uniform makes the Scout and the troop visible as a force for good and creates a positive image for youth in the community. Wearing the Scout uniform is a privilege that carries a commensurate responsibility. Whenever and wherever a Scout wears his uniform, the youth is reminded of being a Scout and that people will expect the youth to act like one. The youth is expected to take pride in the Scout uniform, in the way the youth looks, and in the badges and awards the youth displays that testify to skill and leadership achievements. Wearing the Scout uniform demonstrates a commitment to the aims and purposes of Scouting. Troop 682 Scouts are actively encouraged to wear their uniform to each scheduled activity. Scouts are required to wear their uniform to and from all troop outings. Exceptions to this policy are made, and announced in advance, when appropriate. Troop 682 wears the full uniform of Scouts BSA to the maximum extent possible as outlined by BSA Policy. However, proper uniforming will not be a barrier to participation, the key goal of the Scouting program is to build Scout skills. As a Scout advances, his Scout spirit is reviewed, the proper wear of the Scout uniform is part of that review.

The troop will be uniformed in accordance with the *Rules and Regulations of the Boy Scouts of America*. Insignia worn by all troop members will be in accordance with the *BSA Guide to Awards and Insignia*. All adult leaders are encouraged to set the example by wearing complete uniforms to all troop meetings and other functions as appropriate. In accordance with the provisions of the Boy Scouts of America congressional charter, any imitation of United States Army, Navy, or Marine Corps uniforms is prohibited. This extends to the wearing of camouflage clothing, to include pants, shirts, and hats at any troop activity or meeting. Adult leaders on active duty with the military may wear their uniform to a troop meeting if it would cause undue tardiness to change to civilian clothing prior to attendance at the troop meeting.

#### **Class 'A' Uniform**

The standard, or Class 'A' uniform, is the standard Scouts BSA uniform consisting of:

- Scout long-sleeved or short-sleeved tan uniform shirt with appropriate insignia
- Troop 682 neckerchief and appropriate slide (optional for adult leaders)
- Scout belt and buckle
- Scout pants or shorts
- Closed toe shoes
- Scout socks (optional)
- Scout hat (optional)

There are various insignia that are required for the proper uniform. Each Scout's Class 'A' shirt should include those patches already included on the shirt when purchased new (American flag patch, BSA insignia, etc.) plus the National Capital Area Council (NCAC) shoulder patch, World Scout Crest Emblem, Troop 682 numerals, badge of office (if applicable), badge of rank, and patrol symbol, and the most recent quality unit award patch, if applicable. Each of these patches has a specified place for attachment to the uniform shirt. Proper positions for uniform items can be found on the inside covers of the *Scout Handbook*. The troop normally has a supply of one-piece 682 numeral patches available. Check with the Scoutmaster, Assistant Scoutmaster – New Scouts, or the Treasurer. It is expected that each Scout will keep uniform items up to date, reflecting current rank and leadership assignment. Having a complete uniform that accurately reflects a Scout's progress and leadership responsibilities is one of the indicators of Scout spirit. Scout spirit is one of the criteria that must be satisfactorily demonstrated before advancement to the next rank.

Other patches earned for participation in various events (camporees, summer camps, etc.) can be worn on the right front pocket. Only one temporary patch should be worn at a time on the uniform shirt's right pocket.

Merit badge sashes are used to display a Scout's merit badges. Normally, the merit badge sash is only worn on special occasions such as at a Court of Honor or Board of Review. Similarly, the Order of the Arrow (OA) sash is worn only at OA functions or when representing the OA.

Uniforms and accessories are available from the Scout Shop located at NCAC headquarters in Bethesda, Maryland; the Northern Virginia Scout Shop in Springfield; or at [www.scoutshop.org](http://www.scoutshop.org). If you have any questions about where to obtain the items you need, please ask any of the uniformed leaders.

### ***Class 'B' Uniform***

As an alternate to the Class 'A' uniform, Scouts may wear the field, or Class 'B,' uniform for certain active outdoor activities. The Scoutmaster or Trip Leader will announce when the Class 'B' uniform is in effect. The Class 'B' uniform consists of:

- Troop 682 or other Scout related T-shirt
- Scout shorts (as required)
- Closed toe shoes

During the summer, Troop 682 will usually go to a Class 'B' uniform for most activities,

including weekly meetings. The Class 'B' uniform for weekly meetings consists of a Troop 682 (or other Scout related) T- shirt. Even during the Class 'B' uniform "season" there will be occasions (e.g., Boards of Review) when the Class 'A' uniform will be required.

### ***Experienced Uniform Program***

We sometimes have a limited supply of used uniform items available for exchange to help parents keep up with the growth spurts of our Scouts. The Scoutmaster can help you locate available items. The troop may operate an "Experienced Uniform Program" to assist parents in reducing uniform costs. An "Experienced Uniform" is a Scout shirt, pants, or shorts that no longer fits the original owner, but is still in good condition (no tears or stains, all buttons on, clean and pressed). The troop will accept uniforms from donor families and will provide them to Scouts as requested.

## **Advancement**

Advancement is a tool for furthering the Boy Scouts of America and Troop 682 mission to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

Advancement can be defined in many ways. For Scouts, the definition might well be the way we measure meeting challenges. Meeting challenges is what the Scouts BSA advancement program asks the Scouts to do. Advancement is the process by which the Scouts progress through the ranks in the Scouting program by the gradual mastery of Scout skills. The various ranks are simply a means to an end, and not an end in itself. The Scouts BSA advancement program provides a ladder that each Scout climbs at his own pace. Everything Scouts do to advance and earn the various ranks, from the day they join until they leave the program, is designed to help the Scouts meet challenges successfully and have an exciting and meaningful set of experiences. That being said, we will also encourage the Scouts to be diligent in meeting the challenges before them, and support their efforts to advance at an appropriate pace. In this regard, Troop 682 has as a goal that each new Scout attain the rank of First Class within one year of joining the troop. Getting to First Class requires learning the basic Scouting skills that form the foundation for a Scout's successful tenure in Scouting. Achieving the first year/First Class goal requires successful resolution of a three factor equation. One factor is the troop. The troop ensures that the program provides ample opportunities for learning these basic skills in a variety of settings - at troop meetings, camping trips, outings, etc. Another factor is the Scout himself and his willingness to put forth the effort needed to meet the challenges before him. The last factor is support at home. Parents who remain involved in their youth's Scouting progress and support participation in the troop's activities are critical to facilitating successful advancement.

The Scouts BSA Handbook is the primary record of rank requirement completions, and Scoutbook is the secondary record. Scouts should bring their handbook (and a pen) to every troop meeting and campout.

Scouts BSA advancement is a four-step process applied to each of the seven ranks:

1. The Scout learns.

Each Scout learns by doing. As the Scout learns, the Scout grows in ability to do the Scout's part as a patrol and troop member. As knowledge and skills develop, the Scout will be asked to teach others. In this way, the Scout begins to develop leadership skills.

## 2. The Scout is tested.

A Scout may be tested on requirements by his Patrol Leader, Scoutmaster, Assistant Scoutmaster, an Instructor, a Troop Guide, or one of the youth leaders. Parents should not sign off on their youth's requirements. Once a youth has successfully demonstrated the mastery of a skill, or completion of a task, that activity is "signed-off" by a uniformed leader or a fellow Scout. Fellow Scouts who have earned the rank of Star or above can sign off on Tenderfoot, Second Class, and First Class requirements of other Scouts. PLC members may sign off on rank requirements up to the rank below their rank.

## 3. The Scout is reviewed.

A Scout meets with the Scoutmaster for a Scoutmaster Conference. This Scoutmaster Conference is intended to review progress to date, confirm that a Scout has completed requirements satisfactorily, set goals for the next advancement milestone, and prepare for a Board of Review. The Scoutmaster may delegate the Scoutmaster Conference to an Assistant Scoutmaster for the ranks below Star. The Scout then notifies the Advancement Chairperson that the Scout is ready for the Board of Review.

## 4. The Scout is recognized.

Once the Board of Review has certified a Scout's advancement, that advancement will be recognized by the troop as soon as possible at a regular meeting. The Scout is then eligible to wear the appropriate badge for that rank. A more formal recognition of his advancement will occur at the troop's next Court of Honor.

### ***Advancement through First Class***

From the time a youth enters the troop until he advances to First Class, the youth is learning basic Scout skills to enable the youth to camp, hike, swim, cook, tie knots, administer first aid, and perform other tasks in the outdoors. The youth is also learning to work as part of a team. With those initial steps, a Scout begins to grow physically, mentally, and morally. The Scout starts to live with the Scout Law and Oath. Early on the Scout will learn the symbolism inherent in the Scout badge, or trefoil. The Scout will understand there are three parts of the trefoil that represent the three parts of the Scout Oath: duty to God and country, duty to other people, and duty to himself. As noted, Troop 682's goal is for each Scout to reach the rank of First Class within the first year in the troop. This is an indication that the Scout has mastered Scouting's fundamentals and can begin the process of learning to lead others, refining learned skills, and mastering new ones.

## ***Advancement from First Class to Eagle***

From the time a Scout becomes a First Class Scout, through the time the Scout achieves the rank of Eagle, and beyond, the Scout will be demonstrating leadership, performing service projects, earning merit badges, and applying the skills learned along the way. The First Class rank is followed by the Star rank and then Life. Reaching these ranks will be successively more challenging. A substantial amount of merit badge work will be required, together with leadership experiences and community service. The principles embodied in the Scout Oath and Law will take on fuller meaning as these now older Scouts take on more and more responsibility for themselves and others. Once a Scout reaches the rank of Life Scout he will have the opportunity to take the final steps along the path to Eagle Scout. The Eagle Scout rank is the highest attainable in Scouting. Only a small percentage of all youth entering Scouting reach the rank of Eagle. Troop 682 is proud of the fact that in our over 25 year history we have had numerous Scouts attain the rank of Eagle. Our requirements are no less rigorous or diligent than any other troop. Each of our Eagle Scouts has reached this goal using the identical formula - hard work and perseverance, coupled with the support and encouragement of parents, leaders, and fellow Scouts. These Scouts have established a tradition for those who will follow.

## ***Boards of Review***

All Boards of Review are to be scheduled in advance by the advancing Scout with the Advancement Chairperson after completion of all requirements. A Board of Review is not required for a Scout to earn the Scout rank.

The Advancement Chair will solicit committee members and parents to sit on these boards for the ranks of Tenderfoot and above when Scouts become eligible. If at least one committee member and one parent or additional committee member are present at a troop meeting and are available to sit on a board, a Board of Review may be conducted for the rank of Tenderfoot. If at least one committee member and two parents or additional committee members are present at a meeting and are available to sit on a board, a Board of Review for a rank of Second Class through Life will be conducted. Eagle Boards of Review will continue to be scheduled by the Eagle Coordinator and include a District Eagle Representative. A parent cannot participate in a Board of Review for their Scout.

The purpose of the review is not to retest the Scout. Rather, it is to determine the Scout's attitude and acceptance of Scouting ideals, ensure that the requirements have been met for advancement, discuss the Scout's experiences in the troop and the troop's program, and encourage the Scout to keep on meeting challenges. At the end of the review, the Scout will leave the room while the board members discuss his qualifications. Then they will call the Scout back to tell the Scout that the Scout is qualified for the new rank or, if the Scout has not satisfied the requirements, to outline very clearly what more must be done to successfully complete the requirements.

While wearing a complete uniform is encouraged, the following are minimum uniform expectations for Boards of Review:

Scouts advancing through First Class shall, at a minimum, wear the following parts of the Class 'A' uniform:

- Scout tan uniform shirt with appropriate insignia
- Troop neckerchief and appropriate slide
- Scout belt and buckle

Scouts advancing beyond First Class shall, at a minimum, wear the above and:

- Scout pants or shorts
- Merit badge sash

### ***The Rank of Eagle Scout***

The attainment of the Eagle Scout rank is a desirable goal and requires focus and a concentration of energy in the midst of multiple demands and distractions. Achieving it sometimes requires a Scout to make difficult decisions. The older Scout, in particular, needs to be cognizant of the active participation requirement (see Attendance section below) with respect to the fact that when the Scout reaches the eighteenth birthday, the Scouting status changes to adult and the Scout is no longer eligible to earn Scouts BSA awards.

### ***Merit Badges***

Merit badges are an integral part of the advancement program for the Star, Life, and Eagle ranks. There are more than 130 merit badges for a Scout to choose from. From this group, 13 specified merit badges are required for the rank of Eagle, together with another 8 "electives", for a total of 21. Merit badge subjects cover basic Scouting skills such as hiking, camping, and cooking, as well as career-oriented skills including salesmanship, geology, and dentistry. Some are geared toward the rights and responsibilities of citizenship, such as American Heritage and Citizenship in the Community. Many merit badges are just for fun, as in Water Skiing, Golf, and Shotgun Shooting. The *Scout Handbook* describes the merit badge requirements for the ranks of Star, Life, and Eagle. While there will be some opportunity for first-year Scouts to work on some merit badges, merit badge work is not emphasized until Scouts have reached the rank of First Class. Experience shows that "new" Scouts are better served by focusing their attention on mastering the basic Scout skills they will use in the rest of their "Scouting careers" and probably for life.

While some merit badges must be earned for rank advancement, the overall goal of the merit badge program is to expand a Scout's areas of interest, and to encourage the Scout to meet and work with subject-matter expert adults in a chosen subject. To earn a merit badge a Scout follows a prescribed six-step sequence:

Review the merit badges available and decide which one to work on. Obtain a copy of the merit badge pamphlet (the Troop Library contains many of them) and review the requirements.

1. Obtain a "Blue Card" from the Scoutmaster (or in some cases Assistant Scoutmaster). The Scoutmaster or Assistant Scoutmaster will review the requirements with the Scout to ensure the choice is appropriate to the Scout's age and experience, and can direct him to a merit badge counselor (in most cases, someone in the troop, or if not, someone



in the nearby area). Note that the Scoutmaster or Assistant Scoutmaster must sign the blue card before a Scout contacts the merit badge counselor.

2. Contact the Counselor and discuss the requirements with him or her before starting work on the merit badge.
3. Follow the Counselor's guidance in completing the established requirements.
4. Obtain the counselor's signature(s) in the appropriate places on the blue card.
5. Obtain the final Uniformed Leader signature.
6. When complete, the blue card is separated into three parts: one for the Scout's records, one for the Counselor's records, and one for the Troop 682 Advancement Chairperson. It is the Scout's responsibility to ensure the Advancement Chairperson receives the Scout and troop portions of the blue card so the troop records can be updated, and the badge purchased and awarded. The Scout will receive their blue card portion back at the next Court of Honor along with the applicable badge. The Scout should retain their blue card portion because it may be needed as documentation to support the Scout's completion of the Eagle rank requirements.

A modified version of this process will be followed when a Scout earns a merit badge at summer camp. Procedures will vary from camp to camp and from year to year, but the objectives of the process, i.e., ensuring the Scout is working on merit badges suited to the Scout and with the appropriate Counselor, will remain at the core of the process. Before camp, Scouts attending will also be apprised of any merit badge prerequisites that they should complete ahead of time. The Scout must work with his troop leaders to satisfy these, or he may only obtain a partial completion on the merit badge.

The process is complete when the Advancement Chairperson receives the blue card. The merit badge is awarded to the Scout at the next Court of Honor and receives their portion of the blue card back. It is encouraged that parents not serve as the merit badge counselor for their own Scout.

## **Attendance**

### ***General***

Attendance is taken at all troop meetings and troop activities and is recorded in Scoutbook. Every level of rank advancement has a requirement that the Scout demonstrate Scout spirit. This can be a difficult factor to measure but it can be quantified, at least in part, through a Scout's attendance at troop meetings and events. Of course, mere presence is not enough and other qualitative factors must be applied to attendance records.

### ***Definition of "Active" Scout***

For the ranks of Star, Life, and Eagle, a Scout is required to be an "active" Scout within the troop for a specified period of time. The following three factors must be met to be considered an Active Scout:

1. The Scout must be registered, and;
2. The Scout must be in good standing, meaning the Scout hasn't been dismissed for disciplinary reasons or deemed unfit to be a Scout by the council, and;
3. One of these (A) or (B):

- A. The Scout must meet the unit's reasonable expectations for activity (see following section).  
OR
- B. If a youth has fallen below his unit's activity-oriented expectations, then it must be because of other positive endeavors - in or out of Scouting - or to noteworthy circumstances that have prevented a higher level of participation. In this case a Scout is considered "active" if, after discussing their level of participation with the Scout, the Scoutmaster can agree that Scouting values have already taken hold and been exhibited. This might be evidenced, for example, in how the youth lives and relates to others in his community, at school, in religious life, or in Scouting. It is also acceptable to consider and "count" positive activities outside Scouting when those activities contribute to his growth in character, citizenship, or personal fitness. Remember, it is not so much about what a Scout has done, it is about what he is able to do and how he has grown. It will be the Scoutmaster's responsibility to sign off on the requirement for "active" tenure for the ranks for Star, Life, and Eagle.

### ***Troop 682's Reasonable Expectations for Activity***

Troop 682 defines a reasonable expectation for activity as the following:

- Attend 50% of the weekly troop meetings within the time period counted for tenure for the next rank, and
- Attend a minimum of one short-term troop campout within the time period counted for tenure for the next rank

### ***Position of Responsibility***

Active tenure in a leadership position of responsibility (other than APL) is required for Star, Life, and Eagle ranks. Scouts must discuss their choice of position of responsibility with the SPL and Scoutmaster before they assume the duties of the position. To qualify as having served actively in a tenured position of leadership, Scouts must understand what is expected of them in performing the duties of the position. Active service and fulfilling the responsibilities assigned to the position are the expected standard. As determined by the Senior Patrol Leader or Scoutmaster, Scouts holding a position of responsibility may be expected to attend the monthly PLC meeting. If so, then failure to attend the meeting or have an excused absence by notifying the SPL in advance will result in that month not counting towards the required tenure in a position of responsibility for rank advancement. Merely wearing the badge of office for the specified period will not fulfill the requirements for advancement in rank.

## **Communications**

### ***Scoutbook Roster***

The troop will maintain the troop roster in Scoutbook. In addition, the troop will use Scoutbook as its primary record keeping method for advancement and attendance. Scoutbook can be accessed through the internet at [scoutbook.com](http://scoutbook.com) or on a mobile device with the Scouting App. For login information for Scoutbook, contact the Advancement

Chairperson.

### ***Use of Email***

Email is the primary method of communications within the troop. Please ensure that your email address is up to date in your profile in Scoutbook.

### ***Bulletin Board***

The troop bulletin board is located in the fellowship hall of Pleasant Valley UMC. Announcements and other information may be posted on the board.

### ***Troop Website***

The troop maintains a troop website at [troop682chantilly.org](http://troop682chantilly.org).

### ***Privacy Policy***

The troop's website will not reveal Scouts' full names, addresses, or phone numbers. At most, first name and the first letter of last name will be used to identify Scouts.

## **Troop Activities**

### ***Sign ups***

Scouts and adults will sign-up for an outing/event by putting their name on a sign-up list via a Google Form (the link to each form is provided via email). Typically, the sign-up for an outing will close the Tuesday prior to the event. Occasionally, sign-ups may have to close sooner in order to make reservations, etc. Early sign-up dates will be communicated when the event is announced.

The Scout or adult signing up for an activity makes a commitment to participate in the activity. Because most activities involve costs, at least some of which must be paid in advance of the event, Scouts and adults who sign up are expected to pay the advertised fee whether or not they actually participate.

Drivers may sign up for an outing by signing up via the Google Form for the event and noting that you are only able to drive and not stay for the outing. Please note the available number of seats in your vehicle. Please note Drivers must ensure that available spaces are seats with seat belts.

### ***Trip Leader Duties & Responsibilities***

A uniformed leader will be designated as the trip leader for each outing. In addition, two-deep leadership on all outings is required. A minimum of two registered adult leaders 21 years of age or over are required for all trips and outings. Trip leaders are ultimately responsible for the safety and wellbeing of all participants on the trip. Under normal circumstances they will follow the guidance in the *Guide to Safe Scouting*.

The trip leader will inform participants what uniform will be worn during travel to and from the activity. In most cases, the uniform for travel will be the Class 'A' uniform. The trip leader shall collect all permission slips prior to departure for the outing. The trip leader will provide all drivers an address and driving instructions for the final destination and all planned intermediate rest stops. The trip leader will be the point of contact for the trip. The trip leader's contact information will be provided on the permission slip. This is the person parents should contact if an emergency or a question arises during an outing.

Per the discipline policy, the trip leader has the ultimate say in whether a Scout may stay or be sent home from an outing. The trip leader will contact the Scoutmaster to inform him of the situation and contact the Scout's parents to coordinate picking up the Scout.

### ***Transportation***

Transportation for most outings is a cooperative effort among ALL the troop's adults. If everyone volunteers to take a regular turn, the burden (and expense) is spread among the group and no one has to do more than their fair share. This system has served us well for a number of years. Because it is assumed that everyone shares this responsibility, the troop does not typically reimburse drivers for transportation expenses.

The troop usually assembles in the Pleasant Valley UMC parking lot before leaving for an event or outing. The meeting time is listed on the permission slip. **PLEASE BE ON TIME.** This time is set to allow sufficient time to load gear, provide final briefing information, and determine who is riding in which vehicle.

On the return trip, Scouts are either returned to Pleasant Valley UMC, picked up at the location of the event, delivered to their home by the designated driver, or retrieved at another predetermined location. Parents are asked to ensure they understand the arrangements for the return trip prior to departure. If circumstances require a delay or change in plans, every effort will be made to relay information to the parents.

### ***Driver Duties & Responsibilities***

Transportation to and from activities will be conducted in accordance with the *Guide to Safe Scouting*. As you might expect, the BSA has a number of rules we must comply with when providing transportation for our Scouts to and from troop functions. These rules are common sense ones and enforced for everyone's protection. Drivers will travel as single vehicles and not attempt to caravan with other drivers because this can distract the drivers and pressure them to drive recklessly to keep up with the group. Regarding two-deep leadership and travel, the BSA allows for only one adult to be in a vehicle with Scouts unrelated to themselves as long as there are at least two Scouts with the adult (the "no one-on-one policy" is being followed). All drivers should review and follow the **BSA Driver's Pledge**:

- **I will not** text or talk on my phone while I am driving. Texting and talking take my eyes off the road, hands off the steering wheel, and my mind off what I am doing.
- **I will** put my phone in my backpack or in the glove box before I get behind the wheel. I will only check it when I have safely parked the vehicle.
- **I will not** become distracted by things going on inside and outside the vehicle. I will

concentrate on my driving and my travel plans.

- **I will not** drive when I feel fatigued. I realize that when I am fatigued, I process information more slowly and less accurately and this impairs my ability to react in time to avoid accidents.
- **I will** arrange my schedule so that several days before a Scout "driving trip," I will get a good night's sleep every night to avoid the cumulative effect of not getting enough sleep.
- **I will** make trip preparations far enough in advance so that last-minute preparations don't interfere with my rest.
- **I will** make travel plans and drive only during the part of the day when I know I will be alert.
- **I will** be smart about engaging in physical activities during Scouting outings and will make sure that I will be ready to drive alertly.

I am the only person who can make these decisions for me. **I will:**

- Follow this driver's pledge.
- Be risk ready.
- Do everything that I can to keep Scouts safe.

### ***Leaving Troop Events Early/Arriving Late***

Normally, Scouts and leaders will not depart a troop event early or arrive late. However, extenuating circumstances such as athletic events, church functions, and other activities may require a Scout and/or a leader to arrive late or depart early. The following policies apply:

Leaders who must depart early or arrive late will coordinate with the trip leader and ensure he/she knows their travel plans. The trip leader must ensure two-deep adult leadership is maintained throughout the trip. If the early departure by a leader violates the two-deep policy, then the entire activity must be curtailed and all must return early.

Scouts may depart early and/or arrive late only with the express permission of the trip leader and with written permission from the Scout's parent/guardian. Scouts may travel with leaders who must depart early and/or arrive late only if the leader is their parent/guardian, or if there are at least two Scouts traveling with the leader. Otherwise the only way a Scout departs early or arrives late to a function is when they are transported by their parent/guardian.

The trip leader may, at his/her discretion, deny permission for a Scout or a leader to attend an activity if the Scout's or the leader's early departure or late arrival will adversely impact the overall activity.

## **Troop Equipment**

The troop equipment represents a significant investment in time conducting fundraisers to pay for high quality, serviceable equipment. Caring for troop equipment requires

participation by all Scouts and adult leaders to ensure proper maintenance and care. The equipment allows the troop to conduct much of its outdoor program.

Troop equipment will usually be marked with "TROOP 682". The Quartermaster should sign-out equipment to the patrols, and should account for the equipment when it is returned. Patrols will return the equipment in a clean and dry condition. Patrols will inform the Quartermaster of any damage to the equipment when they return it.

### ***Inventory***

The Quartermaster will inventory troop equipment every six months.

### ***Equipment Purchasing***

Periodically, the troop committee will be informed of the need to replace damaged or worn equipment, or to increase the inventory. The Troop Committee must approve all purchases of troop equipment prior to the actual purchase date. The Scoutmaster and/or Assistant Scoutmasters will present the Troop Committee with the equipment list, the purchase price, and the quantity desired. The Scoutmaster, Assistant Scoutmasters, and Committee Members, with the express prior authorization of the Troop Committee, are permitted to purchase troop equipment.

### ***Checkout Procedures***

The Quartermaster should prepare a sign-out sheet for troop equipment. The patrols or Scouts signing for the equipment will complete the sign-out sheet, and turn it in to the Quartermaster. The Quartermaster will indicate on the sign-out sheet the condition of the equipment and the quantity issued.

## **Troop Finances**

### ***Annual Budget***

Annually, the Treasurer prepares a draft budget with input from the PLC. The Troop Committee then reviews and discusses the draft budget, recommends any changes to it, and then approves it. Once approved, the budget is available to the Scouts and their parents and/or guardians.

### ***Dues***

A primary source of troop income will be from dues paid by the Scouts. The Troop Committee determines the type, amount, and timing of dues.

### ***Annual Registration Fee***

Each Scout's annual registration fee covers the cost for one year of BSA youth membership, a *Scout Life* magazine subscription, and National Capital Area Council accident insurance. The annual registration fee is paid in the fourth quarter as part of the troop's annual charter renewal.

## ***Troop Expenses***

The principle expenditures for the troop will be those that pay for troop administration and for the conduct and support of its program. Troop administration expenditures include, but are not limited to, troop charter renewal expenses, adult volunteer registration fees, awards and recognition, leader manuals, training fees, and Court of Honor expenses.

Troop expenditures that pay for support to the troop program include funding for items such as troop camping equipment and supplies, youth training fees, and adult leader summer camp fees. The troop will also support individual Scouts by maintaining an individual Point Awards System account consisting of credits earned by the Scout based on participation in troop activities and fundraising.

## ***Troop Program Activities***

The cost of short-term campouts and outdoor activities is estimated ahead of time and distributed to the troop by email. The costs for a trip may include food, campground fees, program fees, transportation fees, etc. The goal is for each trip's budget to be self-sufficient. (See the Sign Ups section under the Troop Activities section above.)

## ***Fundraisers & Contributions***

The other primary source of troop income will be through various fundraising projects. Fundraising projects must be carefully planned to ensure maximum participation by the Scouts and to be consistent with the values of Scouting. The Troop Committee must formally approve fundraising projects.

At present, the troop's principal fundraising activity is the sale of holiday wreaths and greenery each October. Scouts choosing not to participate in the wreath sale will pay an "opt-out" fee. Scouts selling less than a specified minimum number of wreaths and greenery items will pay a pro-rated "opt-out" fee. Periodically, the troop may conduct a car wash as a fundraising activity.

Troop 682 is a non-profit organization affiliated with the Boy Scouts of America and may accept tax-deductible contributions made by individuals. The Treasurer will prepare a receipt and/or a letter validating the contribution and, when appropriate, certifying that the contributor received no "in kind" goods or services.

## ***Point Awards System***

Each year, the Troop Committee allocates some of the troop's funds for "Point Awards," crediting these funds to the Scouts as a way of rewarding them for their participation in the troop's activities. The funds are awarded using a point system that takes into account the level of each Scout's involvement in four areas of the troop's life during the most recently completed school year. These areas are attendance at weekly troop meetings, participation in troop fundraising efforts, participation in troop camping and outdoor activities, and involvement in service projects and other special events. Funds are credited to each Scout based on the Scout's points as a percentage of the total points earned by all scouts in the

troop. The troop normally notifies each Scout family about the "Point Awards" credits earned by their scout during the fourth quarter of the year.

In addition, a portion of the troop's profit from the sale of holiday wreaths and greenery items is allocated to those Scouts who sold such items. At present, a credit of \$2.50 per wreath or greenery item sold is allocated to each Scout, which approximates 25 percent of the profit on each such item. Each Scout's credits, if any, are added to his "Point Awards" credits.

The funds credited to each Scout through the "Point Awards" system are kept in the troop's savings account. Each Scout can request to use some or all of the credits in his "Point Awards" account whenever he or his parents choose to apply the Scout's points in full or partial payment of the fees for summer camp, troop camping and other outdoor activities, registration fees, and the like. Scouts can let their points accumulate from year to year. However, if a Scout leaves the troop and has not used up the points credited to him, the credits are forfeited and included in the amount budgeted by the troop for "Point Awards" the next time that funds are awarded.

### ***Audits***

The Troop Committee may engage a disinterested person capable of conducting auditing services, such as a Certified Public Accountant, to perform an audit of, or other auditing procedures covering, the troop's financial records. The troop will pay the expense for the auditing services, and the report will be made available to all members of the troop and the Chartered Organization.

## **Discipline**

The troop code of behavior is the Scout Oath and Law. Each situation is different and discipline will be dealt with on a case-by-case basis. When a Scout oversteps the boundaries of that code, the youth leadership has the initial responsibility to let the Scout know "We don't do that here" or "That is not acceptable behavior for a Scout." More serious situations or recurring negative behavior will be dealt with by the Scoutmaster or an Assistant Scoutmaster in the form of counseling with the Scout.

A Scout who continually disrupts troop activities or whose actions endanger himself or others during Scouting activities can be suspended from participation by the troop committee. This may include not being able to participate in troop outings, troop meetings, or both. The parent or guardian will be contacted, informed of the situation, and will be consulted on ways that the family and the troop can work together to better integrate the Scout into the troop program.

During an outing the trip leader has the ultimate say when it comes to discipline and whether a Scout may stay or be sent home from an outing. The trip leader will contact the Scoutmaster to inform him of the situation and contact the Scout's parents to coordinate picking up the Scout.

Physical discipline of Scouts will not be tolerated nor employed by either the adult or youth leadership. Physical discipline is defined as spanking, shaking, slapping, or other forms of



corporal punishment. Also, youth-on-youth initiations or hazing is not permitted. Bullying in any form, verbal, physical, and cyberbullying, will not be tolerated by the troop.

As noted above, the PLC and Scoutmaster may determine rules governing language and behavior at Troop campouts, camps, meetings, and other events.

## **Health & Safety**

All activities performed by the troop and patrols will be in accordance with the Boy Scouts of America *Guide to Safe Scouting* that can be found at the following website:

<http://www.scouting.org/scoutsources/HealthandSafety/GSS.aspx>.

### ***First Aid/CPR Training***

All adult leaders are encouraged to receive periodic training in first aid and cardiopulmonary resuscitation (CPR) from the American Red Cross. In addition, BSA high adventure bases require at least two participants be certified in Wilderness First Aid. The troop will pay the costs of leader first aid and CPR training by reimbursing the leader for the cost of the training. The leader will present his/her training card and a receipt to the Troop Committee for reimbursement.

### ***Permission Slips***

Permission slips are required for each Scout for every troop outing. Permission slips for a particular outing are normally provided in advance of the trip. Scouts or parents/guardians need to give a signed permission slip to the trip leader or designee prior to departure if the troop is leaving for the event as a group or upon arrival at a local event if families are traveling separately. **A COMPLETED PERMISSION SLIP IS A REQUIREMENT FOR PARTICIPATION IN AN OUTING.**

### ***Annual Health and Medical Record (AHMR)***

The BSA *Annual Health and Medical Record* consists of multiple parts. Part A consists of the Informed Consent, Release Agreement, and Authorization sections. Part B consists of the General Information/Health History section to be completed by the participant or the parent/guardian for youth. Part C consists of the Pre-Participation Physical that must be completed by a medical professional. Part D consists of a risk advisory for each of the National high adventure bases to review with your physician during your physical.

Parts A and B are required for all Scouting event less than 72 hours in duration. Parts A and B will be collected by the troop on an annual basis and maintained in a troop medical binder. This binder will be kept in the possession of the Scoutmaster or their designee.

It will be announced in advance when an event requires completion of Part C and, as necessary, Part D. These are typically required only for summer camp or high adventure trips. Scouts or parents/guardians need to give the paperwork to the trip leader or designee prior to departure if the troop is leaving for the event as a group or upon arrival at the event if families are traveling separately. A Scout will not be allowed to attend the event unless

the trip leader receives the completed AHMR.

The BSA *Annual Health and Medical Record* paperwork can be located at this website:

<http://www.scouting.org/scoutsource/HealthandSafety/ahmr.aspx>

### ***Medication***

Per the *Guide to Safe Scouting*, taking prescription medication is the responsibility of the individual taking the medication and/or that individual's parent/guardian. An adult leader, after obtaining all the necessary information, can agree to accept the responsibility of making sure a Scout takes the necessary medication at the appropriate time, but BSA policy does not mandate nor necessarily encourage the adult leader to do so.

If requested by a parent or if required by the camp the troop is attending, the trip leader or their designee will be responsible to collect all medication (both over the counter and prescription) and detailed written instructions for administering the drugs prior to departure for the outing. This adult will keep the medications in his/her possession and will administer the medications to the Scouts per the instructions.

The adult leadership on the trip will also have first aid kits and will administer basic first aid as necessary. This first aid will be limited to providing bandages, burn cream, and basic painkillers to include acetaminophen or ibuprofen. Permission to administer over-the-counter medications found in the first aid kit will be noted on the permission slip. It is the responsibility of the parents/guardians to ensure the permission slip includes a list of all of their Scout's allergies.

### ***Prohibited Items***

Prohibited items include fireworks of any type; liquid fuel fire starters or lighter fluid; electronic gear (iPad, radios, Game Boys, etc.); and of course, alcohol, tobacco products, and any illegal substances. These items are prohibited at any Scout activity. If circumstances warrant, exceptions may be made for certain types of electronic gear, but exceptions require advance permission of the Scoutmaster. In general, electronic gear is not an appropriate part of the outdoor experience.