

# TROOP and PARENTS' GUIDE

## Troop 219 Eagle River, Alaska

March 11, 2007



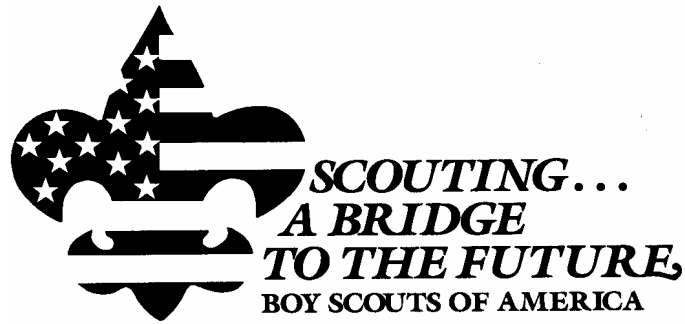
**For additional information regarding Troop 219:**

Steve Puterbaugh, Scoutmaster  
Phone: (907) 694-5283  
E-mail: StevePt9@aol.com

Martin W Eldred, Chartered Organization Rep.  
Joy Lutheran Church  
10111 E. Eagle River Loop Road  
Eagle River, Alaska 99577  
Phone : 907-694-9601  
Fax: 907-694-7853  
E-mail: joylutheran@gmail.com

## TABLE OF CONTENTS

1. INTRODUCTION .....	2
1.1 Welcome to the Boy Scouts of America (BSA).....	2
1.2 What's It All About? .....	2
1.3 Mission Statement.....	3
1.4 Purpose.....	4
1.5 Methods .....	4
2. ORGANIZATION.....	6
2.1 Troop 219.....	6
2.2 Chartered Organization (Sponsor) .....	7
2.3 Troop Committee .....	7
2.4 Scoutmaster and Assistant Scoutmasters.....	7
2.5 Senior Patrol Leader .....	8
2.6 Assistant Senior Patrol Leader.....	8
2.7 Patrol Leaders.....	8
2.8 Assistant Patrol Leaders .....	8
2.9 Troop Parents .....	8
3. ADMINISTRATION .....	10
3.1 Membership .....	10
3.2 Troop Meetings .....	10
3.3 Committee Meetings .....	10
3.4 Outdoor Program .....	11
3.5 Tour Permits, Permission Slips, And Driver's Insurance .....	12
3.6 Behavior Problems.....	12
3.7 Discipline.....	13
3.8 Inquiries and Complaints.....	13
3.9 Guidelines .....	13
3.10 Scout Uniform .....	13
3.11 Annual Rechartering .....	15
4. TROOP FINANCE .....	16
4.1 Registration / Transfer / Rechartering .....	16
4.2 Expenses Paid by Troop .....	16
4.3 Expenses Paid by Scout .....	16
4.4 Fundraising .....	18
4.5 Scoutmaster's Fund .....	18
4.6 Accounts .....	18
4.7 Treasury Operations.....	18
4.8 Friends of Scouting .....	19
5. ADVANCEMENT .....	20
5.1 Rank.....	20
5.2 Merit Badges .....	21
5.3 Scoutmaster Conferences / Boards of Review .....	22
5.4 Courts of Honor.....	22
5.5 Scout Shop.....	22
5.6 Record Keeping .....	23
6. AUTHENTICATION .....	24
7. TROOP 219 CODE OF CONDUCT .....	25



*All who have meditated on the art of governing mankind are convinced that the fate of empires depends on the education of youth.*

*--Aristotle*

## **1. INTRODUCTION**

### **1.1 Welcome to the Boy Scouts of America (BSA)**

By becoming the parent of a Boy Scout, you and your son are setting out on the grand adventure of Scouting. This is a tremendously important and rewarding endeavor that you will share with him.

What's it all about? What's expected? What does it cost? We've prepared this booklet to answer these questions. The following pages describe the goals of Scouting, the organization of a Troop, and the advancement pattern that Boy Scouts typically follow. Reading this will help you understand how your son can progress through the ranks.

### **1.2 What's It All About?**

There are three aims to Scouting. They are the foundation of the American Boy Scouting movement. The core values contribute to the long-term outcomes we want for every boy.

**Aim I - Build character:** Moral strength and character is the boy's personal qualities, his values, and his outlook.

**Aim II - Foster Citizenship:** Citizenship means the boy's relationship to others. He comes to learn of his obligations to other people, to the community where he lives, and to the government that presides over that society.

**Aim III - Develop Fitness:** The development of physical, mental, and emotional fitness includes the body (well-tuned and healthy), the mind (able to think and solve problems), and emotions (self control, courage and self-respect).

### 1.3 Mission Statement

*“It is the mission of the Boy Scouts of America to serve others by helping to instill values in young people and to prepare them to make ethical choices during their lifetime in achieving their full potential.”*

The values we strive to instill are based on those found in the Boy Scout Law, Oath, Motto, and Slogan.

<b>SCOUT LAW</b>	<b>SCOUT OATH</b>
<i>A Scout is:</i> Trustworthy Loyal Helpful Friendly Courteous Kind Obedient Cheerful Thrifty Brave Clean Reverent	On my honor I will do my best To do my duty to God and my country and to obey the Scout Law; To help other people at all times; To keep myself physically strong, mentally awake, and morally straight.
	<b>SCOUT MOTTO</b> Be Prepared
	<b>SCOUT SLOGAN</b> Do a Good Turn Daily

Since 1910, these principles have been taught in an atmosphere of recreation and fun, which allows young people to develop self-confidence, leadership, and moral character. More and more men trained as Scouts are taking their places in today's world as responsible adult leaders. Men who earned badges as Scouts hold important positions in the Supreme Court and Congress as well as key offices in government, business, and industry. The long list of famous Scouts includes:

President John F. Kennedy	Boy Scout	Neil A. Armstrong	Eagle Scout
		first person to set foot on the moon	
President Gerald Ford	Eagle Scout	Steven Spielberg	Eagle Scout
J. Willard Marriott, Jr.	Eagle Scout	William C. Devries, M.D.	Eagle Scout
President, Marriott Corporation		transplanted the first artificial heart	
Sam M. Walton	Eagle Scout	Barber B. Conable, Jr.	Eagle Scout
Chairman/CEO, Wal-Mart		President, World Bank	

The Boy Scouts of America is the largest youth-oriented organization in the United States. More than four million boys and leaders are currently registered in the Boy Scouts of America.

Unlike Cub Scouting, Boy Scouting is a youth-led organization. The boys learn how to organize and lead the Troop. After training, and with supervision from the adult leaders, the boys run the show.

As the boys in the Troop travel on the trail to Eagle Scout, they will not only learn how to lead a team to a goal, but they will actually lead teams of Scouts in a number of situations. Many Eagle Scouts put their accomplishments on their résumés and find they are favorably considered in college and the work force.

You are joining a great organization that includes tens of thousands of adult leaders, interested parents, and the BSA professional staff. Scouting is much more than enjoying the outdoors. The Troop teaches leadership skills and community skills. Scouting also shows the boys how they can keep themselves strong and healthy and make the most of school. With hard work and dedication, your son will be able to serve as a leader in the Troop and advance in rank along the trail to Eagle.

Above and beyond anything else said in this package, the boys and us "big kids" are in Scouts to have fun!

## 1.4 Purpose

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

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

## 1.5 Methods

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

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

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

**Ideals** - The ideals of Scouting are spelled out in the Scout Oath, Law, Motto, and Slogan. The Scout measures himself against these ideals and continually tries to

improve. The goals are high, and as he reaches for them, he has some control over what he becomes.

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

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

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

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

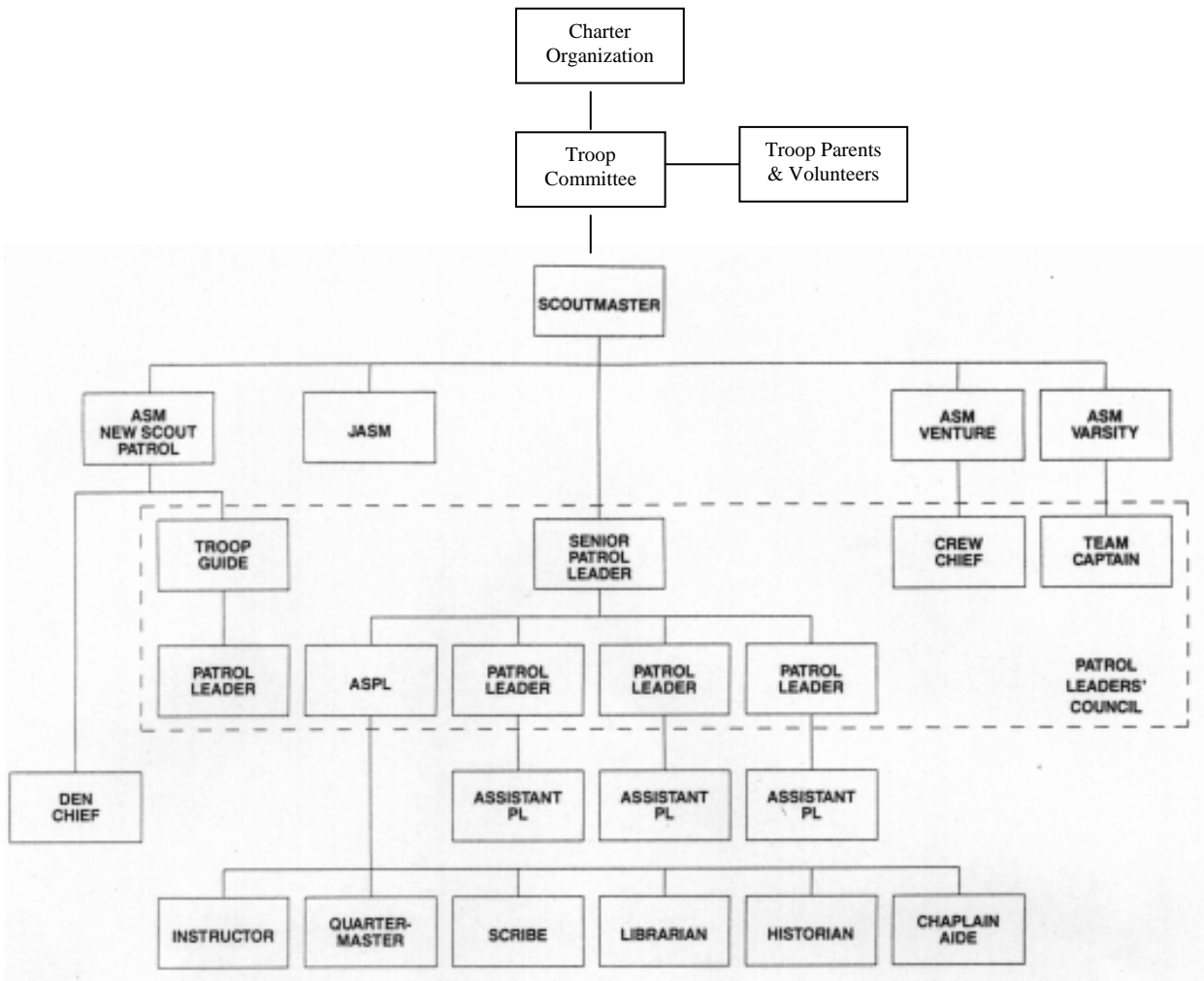
## 2. ORGANIZATION

### 2.1 Troop 219

Troop 219 is a participating member of the Eklutna District of the Great Alaska Council, Boy Scouts of America. A Boy Scout Troop consists of a Chartered Organization, a Troop Committee, Troop Parents and Volunteers, Adult Leaders, and the Boy Scouts.

Troop 219 is a “Scout run” organization: the boys truly lead the organization by determining what they would like to do and how they would like to do it. Leadership is one of the methods of Scouting. Every boy will have an opportunity to participate in both shared and total leadership. The meetings are planned and carried out by the Patrol Leaders' Council (PLC). The Patrol Leaders and the Senior Patrol Leader assign duties for patrol activities. Understanding the concepts of leadership help Scouts accept the leadership of others. Our responsibility as adults is to guide and monitor the activities Scouts want to do in accordance with Official Boy Scouts of America standards.

The structure of a Boy Scout Troop is illustrated as follows:



## **2.2 Chartered Organization (Sponsor)**

Every Troop belongs to an organization. The Chartered Organization for Troop 219 is Joy Lutheran Church. The Chartered Organization shares our objectives for the boys and insures that there is adequate, trained leadership. A Chartered Organization Representative acts a liaison between the Troop and the Church.

## **2.3 Troop Committee**

The Troop Committee functions as an administration and support organization for the Troop. The Troop Committee takes care of the non-program issues surrounding the Troop, including Troop finance, fundraising activities, membership drives, activity permits and permission slips, advancement records, newsletters, procurement and maintenance of Troop equipment. Key Committee members have a vote on proposals or recommended actions. Key Committee positions include, but are not limited to the following:

- (1) Committee Chairman \*
- (2) Treasurer\*
- (3) Advancements Chairman\*
- (4) Outdoor/Activities Coordinator
- (5) Health and Safety Chairman\*
- (6) Membership Chairman\*
- (7) Equipment Coordinator
- (8) Secretary
- (9) Service Chairman\*
- (10) Chaplain
- (11) Historian
- (12) Training Chairman\*
- (13) Chartered Organization Representative
- (14) Assistant Scout Masters\*
- (15) Scoutmaster (Non-voting member)

\* Key Committee Officers

Additional committee positions and subcommittees may be established as needed. There will be no limit to the number of terms for any of these positions.

## **2.4 Scoutmaster and Assistant Scoutmasters**

The Scoutmaster is the adult leader responsible for the image and program of the Troop. The Scoutmaster and Assistant Scoutmasters work directly with the Patrols and Scouts. The general responsibilities of the Scoutmaster include:

- Train and guide boy leaders.
- Work with other adult leaders to bring Scouting to boys.
- Use the methods of Scouting to achieve the aims of Scouting.

Assistant Scoutmasters are recruited by the Scoutmaster to assist the Scoutmaster in the operation of the Troop. Ideally there will be at least one Assistant Scoutmaster appointed to each patrol.



Two registered adult leaders, or one adult leader and a Scout parent, both of whom must be at least 21 years of age, are required for all Troop meetings and outings.

## **2.5 Senior Patrol Leader**

The Senior Patrol Leader is the top boy leader in the Troop. He leads the Patrol Leaders' Council.

The Senior Patrol Leader is an elected position. The Senior Patrol Leader appoints his Assistant Senior Patrol Leader, or he may leave it to a vote.

Elections for Senior Patrol Leader and Patrol Leaders are held twice a year. Patrol Leader Training should be conducted within a month of the elections.

## **2.6 Assistant Senior Patrol Leader**

The Assistant Senior Patrol Leader is appointed by the Senior Patrol Leader and fills in for him in his absence. He is also responsible for training and giving direction to the quartermaster, scribe, historian, librarian, and instructors.

## **2.7 Patrol Leaders**

The Troop is made up of several patrols. Each patrol usually consists of a Patrol Leader and four to eight Scouts. The boys in a patrol elect their Patrol Leader who in turn appoints the Assistant Patrol Leader. The Patrol Leaders are responsible for giving leadership to the members of their patrols.

The Patrol Leaders, with the Senior Patrol Leader as their head, form the Patrol Leaders' Council.

Patrol Leaders may also hold patrol meetings outside of the regular Troop meetings.

## **2.8 Assistant Patrol Leaders**

Each Patrol Leader appoints an Assistant Patrol Leader. He helps the Patrol Leader run the patrol and fills in for him in his absence.

## **2.9 Troop Parents**

The role of parents within Troop 219 is to be supportive of the Troop's efforts and to provide the atmosphere Scouts need to learn and excel.

Parents or guardians of all applicants should meet with the Scoutmaster, an Assistant Scoutmaster, or the Committee Chairman for a personal interview before a boy will be registered with the Troop. The Troop cannot function without the active involvement of every parent. Accordingly, the Troop will ask each parent to volunteer for a committee or adult leader position, participate in at least one outing or activity annually in a supervisory capacity, and sit on Boards of Review for the Scouts on a rotating basis.

Parents are responsible for providing the transportation for their sons to campouts and other Troop activities. Carpools will be coordinated wherever possible; however the ultimate responsibility will lie with the parents. The parents are responsible for timely

pick-up of their sons after a Troop activity or, at least, to be home when the Scout is dropped off by the Troop. The Troop will not leave a Scout at home after a Troop activity unless a responsible adult is present. If a boy is to be dropped off somewhere other than his residence or is to be picked up by someone other than a family member or the parent of another Scout in the Troop, the adult leader must be informed by the parent in writing prior to the Troop activity (e.g., a note on the permission slip for that activity).

Parents should:

- Read Chapter One of your son's Boy Scout Handbook.
- Review the handbook and understand the purpose and methods of Scouting.
- Follow their Scout's progress (or lack thereof) and offer encouragement.
- Show support to both the individual Scout and the Troop by attending all Troop Courts of Honor.
- Assist in Troop fund-raisers and other such activities. All such assistance lowers the cost of the program we offer to the Scouts and, therefore, lowers each family's cash outlay for their Scout(s).
- Be aware of the Troop program and annual calendar.
- Successfully complete Boy Scout "Fast Start" Training. This training is offered online at <https://scoutnet.scouting.org/elearning>. This training is mandatory for all leaders, and highly recommended for parents who participate in the Troop.
- Successfully complete the online "Youth Protection" training at <https://scoutnet.scouting.org/elearning>. This training is mandatory annually for all leaders and parents who participate in activities such as Troop offsite events and campouts. This training is also offered through the Troop for parents. Ask about training meetings.
- Read and be familiar with the "Guide to Safe Scouting" online at <http://www.scouting.org/pubs/gss>.
- For additional scouting information, see <http://www.scoutingalaska.org/>.

## **3. ADMINISTRATION**

### **3.1 Membership**

Membership is open to any boy meeting the requirements set forth by BSA National Policy. This Troop will not discriminate against a boy's eligibility on the basis of race, color, religion, national origin, or handicap as to membership in the Troop. So long as the boy agrees to live by the Scout Oath and Scout Law, he may join this organization.

### **3.2 Troop Meetings**

Troop 219 conducts weekly meetings. Meetings are currently held every Sunday from 7:00 p.m. to 8:30 p.m. Changes to the meeting schedule will be announced as early as possible to allow for proper planning. Patrols may meet on other occasions as needed. Parents are welcome and encouraged to attend Troop meetings.

### **3.3 Committee Meetings**

The Committee generally meets monthly to discuss Troop business. Attendance by all parents and interested adults is encouraged. Meetings will be open to parents, registered members of Troop 219 and Committee members, although only Committee Members will have a vote. A quorum will exist when any five Key Committee Officers are present. Most Committee meetings will convene the first or second Sunday of each month at 6:00 p.m. following the Eklutna District Roundtable meeting that is the first Thursday of the month. The Committee will meet on other occasions as needed.

The Scoutmaster and all Committee members should attend Committee meetings. Occasionally, the Committee may want to invite guests to report on topics of interest.

The Scoutmaster, Patrol Leader Council and Committee members should not forget that their primary responsibility is supporting the Troop program. The importance of mutual cooperation among the Scoutmaster, Patrol Leader Council and the Troop Committee is critical for the smooth and successful operation of the Troop. The support and administration of an active Troop requires the participation of every Committee member.

### **Suggested Troop Committee Meeting Agenda**

1. Call the meeting to order
2. Welcome and introduction of new members and guests--Chairperson
3. Approval of previous meeting's minutes--Secretary
4. Reports
  - Scoutmaster (Troop's progress, actions of patrol leaders' council, disciplinary problems, attendance, monthly outing plans, other Troop meets)
  - Secretary (newsletter, additional resource surveys)
  - Outdoor/Activities (outdoor plans, special activities, district and council activities, summer camp update)
  - Treasurer (report on current financial standing, money-earning projects, Friends of Scouting)
  - Training (new training materials, youth leader and adult volunteer opportunities for training)

- Equipment Coordinator (status of new and existing Troop equipment and of Troop needs, new procedures for safe use and storage of equipment)
5. Old business (reports on task assignments from previous meeting)
  6. New business (assign tasks as issues are discussed)
  7. Announcements (including the date of next month's Troop committee meeting)
  8. Adjournment

If everyone is prepared, Troop Committee meetings should not last longer than one and one-half hours. It is the chairperson's responsibility to keep the meeting moving swiftly. There is no better way to discourage attendance than to conduct meetings that last too long with too little accomplished.

### 3.4 Outdoor Program

Troop 219 has a very active outdoor program and all boys are encouraged to participate. Our program includes monthly weekend campouts, an annual one-week summer camp, day hikes, an annual high adventure outing such as a 50-miler afoot or afloat, and other outdoor activities. The Troop provides tents, stoves, fuel, and group cooking gear and utensils.

The camping checklist in the table below is a general list of what should be available for the Scout to take on outings. What is actually required for a specific campout will be determined by considering such things as: What time of year is the outing? Where will the camping take place: on a long hike, at summer camp, at an established campground, or on the side of a road? The answer to these and many more questions will lead the Scout to determine what equipment they should take on their outing. Scouts and parents will find several checklists on the Troop 219 web site at <http://home.gci.net/~troop219/>. If you are uncertain what to take with you, please ask someone who has prior camping experience with the Troop.

#### **What Scouts Should Bring On A Campout**

Backpack	Hat & Gloves	Jacket or Coat	Toilet paper
Gear/Duffle Bag	ID/Wallet	Backpack stove	Towel (Chamois)
Sleeping bag	Watch (Required)	Mess Kit & Cup	Soap
Foam Pad	Flashlight	Plastic ware	Toothbrush
Sleeping Cot	Extra Clothes	2 Nalgene Bottles	Toothpaste
Mosquito Netting	Hiking Boots	Knife (Folding)	Comb
Bug Dope	Camp shoes	Coco Mug w/top	Notebook
Sun-block	Spare Socks	Privy Shovel	Pen / Pencil
Sunglasses	Rain gear	Large plastic bag	Sewing Kit

Scout uniform as required by the Scoutmaster

For the safety of your son, limit the use of cotton clothing to underwear and an occasional T-shirt for hiking, backpacking, and winter camping. (***Cotton can kill because it promotes hypothermia***). Synthetic materials such as acrylics, polypropylene, thermax, and various wool blends are the desired clothing for these activities. Always dress in layers and always have quality footwear, socks and raingear.

It is recommended that the *Boy Scout Handbook* be taken with younger Scouts on all outings. However, please take appropriate measures to protect the *Boy Scout Handbook* from wet environments such as snow, rain, rivers, or lakes. Older Scouts may elect to take the smaller field version that contains only requirements.

**Scouts Cannot Bring Any of the Following Items**

Radio  
MP3 players  
I Pods  
Video games  
Weapons (Sling shots, Firearms)  
Luggage  
Aerosol bug sprays  
Sheath knives

\* Additionally, high energy or carbonated drinks such as Rock Star and Red Bull, loaded with caffeine & sugar, will not be allowed on or during any Scouting event or activity.

### **3.5 Tour Permits, Permission Slips, And Driver's Insurance**

A council-approved tour permit is required for all Boy Scout outings. The tour permit is important because it is the source document for insurance coverage. Typically, the Health and Safety Chairman or the Outdoor/Activities Coordinator coordinates the tour permit and permission slips.

Permission slips will be collected and turned in to the appropriate adult leader prior to departure.

All drivers of Scouts must carry liability insurance of at least \$50,000 (each person), \$100,000 (each accident) and \$50,000 (property damage). All riders must wear seat belts. Parents and adult leaders must provide updated information about their vehicle(s) and associated insurance to the Troop Outdoor/ Activities Coordinator.

### **3.6 Behavior Problems**

Boy Scouts in leadership positions are encouraged to resolve problems as they arise. The Senior Patrol Leader will inform the Scoutmaster or Assistant Scoutmaster of unresolved problems. The Scoutmaster, or his designee, has the authority and discretion to suspend any boy who creates an unsafe situation or refuses to carry out the instructions of the Scoutmaster or his designated representative. In the event such a suspension occurs, the parents/ guardians of the boy will be contacted immediately and make arrangements to assume custody of the boy. The Troop will not be liable for any costs involved. These expenses will be the sole responsibility of the parent/guardian. Any suspended boy may be reinstated at the discretion of the Scoutmaster after the boy and his parents have developed a course of action to ensure that the behavior will not be repeated.

### **3.7 Discipline**

Experience has shown that serious discipline problems are rare. Troop 219 has a Code of Conduct (COC) that was formulated by the Scouts and adult leaders, and approved by the Committee. All Scouts and their parents sign the COC acknowledging and agreeing to the behavior standards. (Please see Section 7 of this guide). Usually a simple reminder to follow the Scout Oath and Scout Law is sufficient to curb misbehavior. Sometimes the situation requires calling a parent. On rare occasions, a parent might need to come and talk with his or her Scout son who is having difficulty handling himself. Adult leaders will not take active discipline measures against any Scout in the troop other than asking a Scout to take a "time out" to cool off.

Parents of any Scout who is out of control or unable to follow the Scout Oath and Scout Law during an activity, troop meeting, or campout will be contacted. If the adult leader in charge feels the behavior warrants the Scout's removal, the Scout's parents will be asked to come and pick up their son. This is extremely rare, but having the ability to call a parent day or night is an important safety precaution for every Scout and parent in the troop. Scouts who continuously cause problems and who require exceptional time and vigilance may require parental supervision at the campouts as a prerequisite for attendance.

In cases of extreme disciplinary issues, a Disciplinary Review Board (DRB) will be convened, comprised of no less than two Troop Committee Members and an Assistant Scoutmaster. This panel should not be related to the individual in question. The members of the ad hoc DRB will examine the situation in question and make recommendations to the Scoutmaster and Committee for action.

### **3.8 Inquiries and Complaints**

All inquiries and/or complaints from Scouts should be directed to the Patrol Leader and/or Senior Patrol Leader. Inquiries and/or complaints from adults are to be directed to the Scoutmasters, Assistant Scoutmasters or the Committee Chairman.

### **3.9 Guidelines**

Interim amendments to these guidelines may be introduced at a Committee meeting. The proposed amendment will be made available to inform parents. Registered Committee Members will vote on the amendment at the next meeting following its introduction. Any interim amendment passed in this manner will remain in effect only until the next Annual Rechartering, at which time it will be offered as a permanent change.

### **3.10 Scout Uniform**

Scouts in uniform are conscious of their rank and make a greater effort to advance. Only the uniform provides a place for display of badges - important symbols of achievement. Scouts have more fun, stay longer, and feel greater pride in advancement when they wear the Scout uniform.

How the uniform can help a boy:

- It is not the purpose of the Scout uniform to hide the differences between the boys or make them feel that they are all the same. However, there is one way in which all Scouts are alike. Whenever a Scout sees another person in a Scout

uniform he knows he is like that person because both have committed themselves to the principles of the Scout Oath and Law which bind all Scouts of the world together in a common purpose.

- By wearing the uniform, Scouts give each other strength and support.
- Beyond accenting the common bond between Scouts, by wearing the uniform Scouts are declaring their faith and commitment to some important beliefs that bind them to all people. It is a way of making visible their belief in God, their loyalty to our country, and their commitment to helping other people who need them.

How the uniform can help the Troop:

- When properly worn, the uniform can help build good Troop spirit.
- By investing in a uniform, a Scout and his parents are making a commitment to Scouting and thus to the Troop.
- The uniform makes the Troop visible as a force for good in the community.
- When properly worn on the correct occasions, it can attract new members.
- Scouts in uniform create a strong, positive, youth image in the neighborhood, thus helping to counteract the negative feeling some adults have about youth.

Wearing of the complete uniform by registered adults is highly encouraged and sets the example for the boys. The complete official uniform is shown in the Boy Scout Handbook. Those Scouts who cannot afford a complete uniform will contact the Scoutmaster and/or the Troop Committee for consideration.

Olive green pants may be worn until official uniform pants are obtained. Eagle Candidates must have a complete Dress Uniform (Class 'A') with merit badge sash for the presentation of the Eagle packet, the Eagle Board of Review and the Eagle Court of Honor.

The Official Boy Scout Handbook, although not an article of clothing, becomes a uniform part because it contains what a Scout needs to know to advance. It should be brought to all meetings and outings.

All clothing worn to Scout meetings and activities must be clean, in good repair and worn properly. If temporary pants other than Scout pants are worn, they must be green. Socks and shoes are required for all meetings and activities. As a Court of Honor is a formal event, dark vinyl or leather shoes are preferred.

Troop 219 has an official Troop neckerchief. Each Scout will be presented this neckerchief at crossover or when they join the Troop.

Complete uniforms (Class 'A') are required for all Scoutmaster Conferences, Boards of Review and Court of Honor for all Scouts. No awards will be presented to a Scout who is not in uniform.

At a minimum, uniform inspections will be held periodically and will include evaluating personal grooming and proper wearing of the uniform.

Please note: The Troop Committee very highly recommends that each Scout wear the Official Scout Uniform. We understand that outfitting a young man with a complete "new" uniform can be very expensive, easily reaching \$125.00 for one full uniform. In order to lower the costs associated with Scouting, we recommend the following as sources of "experienced uniforms": the Troop 219 Uniform Bank, garage sales, e-Bay,

Salvation Army, Bishops Attic, Value Village, and the ARC of Anchorage. If you purchase a new uniform for your son, as an alternative to the local store, we recommend the Seattle Scout Shop which sells new BSA uniforms that are “seconds” from the factory. All Scouts are asked to exchange/contribute serviceable uniforms that they have outgrown, or no longer want, to the Troop 219 Uniform Bank.

The official Troop uniform for BSA Troop 219 consists of:

**Provided by the boy:**

Shirt (official tan shirt)  
Merit badge sash  
Flag and Council patches  
BSA Belt and buckle  
BSA Socks (official green)  
BSA Scout Hat  
Scout Handbook

**Provided by the Troop (1 each):**

Neckerchief  
Neckerchief slide  
Troop 219 Unit Numerals  
Red shoulder tabs  
Troop 219 T-shirt  
Rank badge and badges of office  
BSA uniform inspection worksheet

**Optional:** The red Scout wool jacket is not mandatory, but highly encouraged

Official placement of insignia may be found on the inside front and back cover of the Boy Scout Handbook & BSA uniform inspection sheet.

If a Scout leaves the Troop prior to the end of their first year in Boy Scouts, the Troop Committee requests that all uniform items provided by the Troop be returned to the Troop.

Uniform Definitions:

- Class “A”: Complete dress uniform with BSA tan shirt and BSA green Scout pants, BSA belt, BSA belt buckle, current rank and Troop position patches, and any other earned or awarded patches/medals. The BSA hat is optional, depending on the event.
- Class “A” Dress Uniform w/Merit Badge Sash: Same as above with the addition of the Merit Badge sash with all earned Merit Badges sewn on. This is the required uniform for Courts of Honor, and special ceremonies and functions.
- Class “B” Uniform: Troop 219 black T-shirt worn with the BSA green Scout pants, BSA belt, and BSA belt buckle.

### **3.11 Annual Rechartering**

The process of rechartering is the annual collection of registration fees for the Scouts and Leaders. A Troop representative (normally the Committee Chairman) also makes a formal visit to the chartering organization to renew their commitment for the coming year. The process of rechartering the Troop must be completed every January.



## **4. TROOP FINANCE**

### **4.1 Registration / Transfer / Rechartering**

The process of Rechartering is the single most important event of the year for the Troop Committee. The cost of registration, transfer, or rechartering is outlined below. The Treasurer should use this time of the year for an annual audit.

### **4.2 Expenses Paid by Troop**

The Troop will be responsible for paying the following expenses (all Troop expenses are subject to Committee vote):

1. Troop Annual Rechartering Fee \$20.00.
2. Replacement Troop equipment / gear.
3. Advancement pins, rank badges, merit badges, etc.
4. Summer Camp fee for up to a total of three adult leaders.
5. National Youth Leadership Training (NYLT) costs for up to a total of two selected Scouts.
6. Adult Leadership Training (e.g. Basic Leader Training, Wood Badge, OKPIK). The Committee will vote to authorize reimbursements before training begins and reimbursements will only be made upon successful completion of the identified approved training. This reimbursement is not guaranteed for all training.
7. Troop neckerchief and first BSA slide (slide for crossover Scouts only).
8. First set of red shoulder tabs.
9. First Troop T-shirt.
10. Transfer fee (\$1) for Scouts transferring to the Troop.
11. Rental fees associated with special Troop offsite events such as Courts of Honor, Christmas parties, swimming, bowling, Merit Badge Lock-Ins, etc.
12. Troop Christmas Party (\$500 maximum).
13. Eagle Court of Honor: \$100 maximum per Eagle Scout.
14. The annual budget will/could supplement, supercede and/or amend this listing.

Note: Leaders pay for their own adult leader uniform and annual registration fee.

### **4.3 Expenses Paid by Scout**

Individual Scout Accounts are Troop moneys designated for use by individual Boy Scouts for summer camp, other campout fees, registration, annual dues and other camping or Scouting related expenses. Individual Scout Account money earned by any Scout and not used by the time that Scout leaves the Troop (expiration of last registration period), or turns age 18, will be returned to the Troop Fund. If the Boy Scout transfers to another Troop within one year, the funds may be used as previously specified, or transferred to the new Troop, provided the new Troop manages individual Scout Accounts. The Troop Treasurer will maintain accurate records of Individual Scout Accounts. New Scouts can add startup money to their account to establish a new account. Scouts are encouraged to maintain records of their Individual Scout Accounts. Adult Leaders do not have individual accounts.

A one-time administrative fee of \$10 is required with every new membership.

As of January 2007, the Annual Registration fee for each Scout of \$43 is broken down as follows: BSA Registration-\$10; Boy's Life-\$12; Troop Dues-\$20; Insurance-\$1. BSA Registration and Boy's Life fees will be prorated as the year progresses. NOTE: Registered adults pay \$12.

Months	Registration Fees	Boys' Life Subscription Fees
1	.85	
2	1.70	2.00
3	2.55	3.00
4	3.40	4.00
5	4.25	5.00
6	5.10	6.00
7	5.95	7.00
8	6.80	8.00
9	7.65	9.00
10	8.50	10.00
11	9.35	11.00
12	10.00	12.00

For example, a new boy joining the Troop in July will pay \$32.95:  
 \$10 one-time administrative fee + \$10 remaining dues + \$5.95 BSA registration + \$7.00 Boy's Life.

For insurance purposes, new Scouts must register prior to participating in any Troop activity outside of regularly scheduled meetings. Crossover Webelos Scouts not registered with the Troop must be currently registered with a Cub Pack and have a parent, guardian, or their Webelos leader accompany them on outings and campouts until they are registered with the Troop.

Each Scout is strongly encouraged to acquire his own personal camping gear, such as sleeping bag, backpack, mess kit, water bottles, hiking pants and boots, and cold weather gear as soon as possible. The Troop provides tents, cooking gear and other miscellaneous items. A "Scout's Own" seasonal camping checklist will be provided.

Each Scout will pay for his own food for each campout or other activity. Patrols will assume responsibility for purchasing their food for campouts. One person will buy the food and the other patrol members will reimburse him for their share of expenses at or before the campout. Most weekend outings will cost \$15-\$20 for food. The Troop will not be involved in reimbursing Scouts' food expenses.

Summer Camp costs approximately \$220.00. Each Scout will be encouraged to pay his own way by earning money through participation in Troop fundraisers or his own enterprise.

Other activity fees such as Order of the Arrow Ordeal, Jamboree, and other special activities are a Scout's responsibility.

#### **4.4 Fundraising**

All Scouts will be afforded ample opportunities to participate in fundraisers. The Troop typically plans two to three major fundraising activities a year. Troop fundraisers are designed so that once the Troop's budget is met, additional funds earned by the Scout will accumulate in individual Scout accounts.

Troop fund raising is highly encouraged for all Scouts and is required for active-participation rank requirements for Star, Life, and Eagle Scout. Examples of Troop fund raisers include: Christmas wreath sales, Troop car washes, Scout-O-Rama ticket sales, Trail's End popcorn sales, and Eagle Scout Project fundraisers.

Fundraisers: The purpose of an Eagle Scout Project fundraising event is to fund the Eagle Project. If an Eagle Scout candidate has surplus funds after completion of his project, he may use those funds to assist in the funding of his Eagle Scout Court of Honor. If he chooses not to use the funds for that purpose, he may donate the surplus funds to the organization for which he is conducting the project. It is highly encouraged that he coordinates the use of any Eagle Scout project funds with the Scoutmaster and the Committee Chairman.

#### **4.5 Scoutmaster's Fund**

The Scoutmaster has a \$100.00 discretionary fund. A quorum vote of the Key Committee Members will be necessary to approve any expenditure of previously unapproved Troop funds beyond the discretionary \$100.00 allotted to the Scoutmaster.

The \$100 discretionary fund will be replenished by the Treasurer upon presentation of receipt(s) and approval of a quorum of the Key Committee Members.

Should a need arise to obtain committee approval of a non-budgeted expenditure on an expedited basis, the Committee Chairman (or his designate) can call an Emergency Committee Meeting to briefly discuss and vote on whether to approve and authorize the expenditure. A quorum of Key Committee Members must be present at the Emergency Meeting to approve and authorize the expenditure.

#### **4.6 Accounts**

The Troop Treasurer will maintain the following accounts:

- (1) Checking account.
- (2) Savings account (\$1,000 withhold).
- (3) Scout store account with the Council Service Center in Anchorage.
- (4) Individual Scout accounts.

#### **4.7 Treasury Operations**

The Troop Treasurer should report on Troop accounts during monthly Committee Meetings.

A minimum of three (3) signatures will be maintained on the checking account. Authorized signatures include: Treasurer, Scoutmaster, Committee Chairman, Advancement Chairman, and Outdoor/Activities Coordinator.

The Committee Chairman supports the Troop and accordingly should arrange for procurement or purchases of necessary items. No single purchase may exceed \$50 without the prior concurrence of at least three Key Committee Members and/or Assistant Scoutmasters.

The Troop should develop an Annual Budget Plan.

#### **4.8 Friends of Scouting**

Each year the Council operates its Friends of Scouting campaign to raise money for the Council operations. The Council is responsible for maintaining the Council Camps, the Council Scout-O-Rama, the Council Camporees, as well as other Council activities, Local BSA administration and local advertising. Contributions are voluntary, but the Troop families have a good record of support for this activity. As years go by, Friends of Scouting is becoming a critical source of BSA funding.

## 5. ADVANCEMENT

### 5.1 Rank

There are many definitions of advancement, but the Scouting definition might well be, simply, "the art of meeting a challenge". For that is exactly what the Boy Scout advancement program asks the boys to do. The Boy Scout advancement program provides a ladder of skills that a Scout climbs at his own pace. As he acquires these skills he moves up through a series of ranks, for which he is awarded Tenderfoot, Second Class, First Class, Star, Life, and Eagle. The higher he climbs, the more challenging his tasks - and the more rewarding. A Scout should be recognized as he completes the requirements for advancement. This is acknowledged at a Board of Review and a patch is given as soon as is practical with the accompanying card at the next Court of Honor.

Advancement sets a pattern of setting positive goals and reaching them throughout life. Even though it's not one of the primary aims of Scouting, advancement is a natural byproduct when the Scouting experience acquaints the Scout with the BSA ideals, the patrol method, the outdoors, association with adults, personal growth, leadership development, and the Scout uniform. It's easy to advance by following these four basic steps:

1. Learning
2. Testing
3. Review
4. Recognition

Each Scout should attend at least nine meetings and participate in at least four outings/campouts/events over the previous 6-month period to be counted toward his rank advancement.

The Star, Life, & Eagle rank advancements require the Scout to serve actively in one of the defined leadership positions. Scouts filling leadership positions must stay active in their Patrol and Troop activities. Junior Leaders not staying active may be replaced at the Scoutmaster's discretion. The Troop / Patrol members deserve active Scout leaders that set a good example.

Additionally, Scouts requiring service hours for rank should participate with the Troop / Patrol during service projects to get credit for his service hours. Other service projects must be approved **in advance** by the Scoutmaster to be counted toward rank advancement.

The requirements for the ranks of Tenderfoot through First Class prepare the Scout to take full advantage of all that Scouting has to offer. Star, Life, and Eagle requirements focus on service to others and developing leadership skills.

Requirements for each rank are outlined in the Boy Scout Handbook. The Scout can work on advancement requirements with parents or other family members, with other Scouts and with adult Scout leaders. This can be done on their own, in Patrol and Troop meetings, and during other Troop functions such as campouts.

Scout skills cannot be mastered by performing them just once. Scouts will have many opportunities to practice each skill, and will be thoroughly tested on each requirement

before it is "signed off". In addition, Scouts can expect to practice each skill repeatedly, even after it has been signed off. As Scouts progress, they will also have opportunities to teach these skills to less experienced Scouts, which will further reinforce their knowledge and skill.

As each requirement is completed, it will be tested and signed off in the back section of the Scout's handbook by the Scoutmaster or his designate. It's up to each Scout to take advantage of the advancement opportunities available, and to take initiative to ask for someone to test them when ready. All Scouts are encouraged to keep an accurate Scouting log with dates and/or service hours applicable to the entry. The Scouting log should include: ranks held, merit badges earned, campouts, hikes, all other Scouting events attended (except normal meetings), and leadership positions held.

Ranks must be earned in order, but the Scout may complete any requirement for Tenderfoot through First Class at any time. (For example, they may complete a First Class requirement before finishing the Tenderfoot requirements. But Tenderfoot rank must be earned before the Scout is awarded Second Class and First Class ranks.)

After reaching the rank of Life Scout, the Scout will meet with one of the adult leaders in the Troop. At this meeting the Scout will receive their Life to Eagle packet and discuss ideas and suggestions for their Eagle Service Project. This project must conform to special guidelines that have been outlined by the Boy Scouts of America. The Scoutmaster, Troop Advancement Chairman, and a District representative from the Advancement Committee, as well as the benefiting organization, must all approve the project.

## **5.2 Merit Badges**

The 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 adults in a chosen subject. The Scout will first get his Scoutmaster's approval and obtain a signed merit badge card. The next step is for the Scout to obtain the merit badge book by purchase or through the Troop Library and read it cover to back. Then, only after reading the book, contact the merit badge counselor to arrange for times and places to meet with the counselor. The Scout must have a buddy when meeting with the counselor. (A buddy is required to insure the Scout does not place the adult counselor in a one-on-one situation. In the absence of another Scout, the boy's own parent(s) may serve in the buddy capacity). At no time will the Scout or the counselor violate the BSA youth protection policy. At no time will the Scout and counselor be alone together without at least another Scout or an adult present. When the Scout completes the work on the merit badge, the counselor should inform the Scoutmaster that the Scout has completed the requirements for that badge. The Scout will turn his blue merit badge card in to the Scoutmaster and/or the Advancement Chairman when complete. The Advancement Chairman turns the advancement report into council headquarters as soon as possible. Merit Badges earned will be presented to the Scout as soon as practical.

All parents of Troop 219 Scouts are encouraged to become registered Merit Badge Counselors. Please complete a Troop Resource Survey and return it to the Committee Chairman or training coordinator.

### **5.3 Scoutmaster Conferences / Boards of Review**

When a Scout has completed all the requirements for a rank, he meets with the Scoutmaster or his designate for a Scoutmaster Conference. Once complete, he appears before a Board of Review composed of at least three adult leaders, two of whom must be Committee Members. The purpose of the review is not an examination; rather it is to determine the Scout's attitude and acceptance of Scouting ideals, to ensure that the requirements have been met and documented for advancement, to discuss the Scout's experiences in the Troop and the Troop's program, and to encourage him to keep working towards the next advancement. Passing the Board of Review is not automatic. If the Scout has not completed all the requirements, been active in the Troop, or has not fulfilled his role in a leadership position, the Scout will be deferred until the requirements are met. A Board of Review may also be held to counsel a boy about his lack of progress toward advancement.

Scouts will also ensure all applicable pages in their Scout Handbook are filled out correctly for their current rank advancement.

\*Scouts will schedule Scoutmaster Conferences & Boards of Review at least one meeting ahead of time. The Scoutmaster is also willing to come to your house to conduct Scoutmaster Conferences. Just call and request.

### **5.4 Courts of Honor**

As stated above, when a Scout advances, he will be recognized as soon as possible - preferably at the next unit meeting. He is recognized a second time at a public ceremony called a Court of Honor. The main purposes of the Court of Honor are to finish formal recognition for achievement and to provide incentive for other Scouts to advance. Troop 219 will conduct a Court of Honor approximately once a quarter. The Court of Honor recognizes all Scout appointments, elections, awards, and advancements since the last Court of Honor.

Every boy who advances in a quarter deserves to be recognized in front of his family. The Court of Honor is the boy's special night. It is the responsibility of the Troop's Patrol Leaders' Council to plan and conduct the Troop Courts of Honor. The Troop Committee will support the Courts of Honor as requested. Parents and all other interested individuals are encouraged to attend.

### **5.5 Scout Shop**

The Scout uniform and supplies may be purchased at:  
Great Alaska Council Scout Shop  
3117 Patterson Street  
Anchorage, AK 99504-4041  
(907) 337-9547 and (fax) 338-6273

The Troop will have a standing "Troop Account" at the Scout Shop. Authorized individuals who may charge on this account are the Committee Chair, Troop Treasurer, Advancement Chair and the Scoutmaster or his designate. Receipts for all purchases must be submitted to the Troop Treasurer.

## 5.6 Record Keeping

Each Scout will receive three kinds of documents they need to keep in a safe place. These documents are: their Scout Handbook with requirements signed off, their completed blue merit badge cards, and the wallet-sized certificate cards for rank advancement and merit badge completion. Make sure all of them are signed or initialed by the appropriate Scout leader. These cards should be kept in plastic protector pages, like those designed for baseball and other sports cards. **It's very important the Scout keeps these records and does not lose them.** If it should happen that there is a discrepancy or missing records, these personal records are the Scout's most important ally in proving what they completed and when.



## 6. AUTHENTICATION

These by-laws as set forth above were reviewed by the Troop Committee and approved by a majority vote on this 11th day of March, 2007.

*Clarence Summers III*

---

Troop Committee Chairman

*Steve Puterbaugh*

---

Scoutmaster

## **7. TROOP 219 CODE OF CONDUCT**

I agree to the following:

All Scouts in Troop 219 are responsible for living up to the Scout Oath, Law, Motto, and Slogan. The following Code of Conduct has been compiled by the Scouts and adult leaders, and adopted by the Troop Committee and **must be signed by each Scout and parent and returned to the Committee.** Any situation that is not covered below will be decided by the present Scoutmaster Staff or Troop Committee and discussed with the parent and Scout.

### **Behavior:**

1. I will acknowledge and follow the instructions or directions given to me by a junior or adult leader. If the instruction is not clear, I will ask for clarification.
2. I will not be disruptive at any time.
3. I will show attention and respect to scout leaders and guest speakers.
4. I will not intimidate others.
5. I will respect the property of others.
  - a. I will not take things that do not belong to me.
  - b. I will not "borrow" without asking.
  - c. I will take good care of troop and patrol gear, as well as the gear of others.
  - d. I will be responsible for any negligent damage that I cause.
  - e. I will always inform the Quartermaster when checking out or returning Troop/Patrol gear.
6. I will not do anything that may cause danger to others or myself.
  - a. I will not fight or strike other scouts.
  - b. I will not play with fire, play in campfires, or start fires without adult supervision.
  - c. I will use knives, axes, saws, and other sharp objects only in a safe and proper manner.

### **Responsibility:**

7. I will notify the Senior Patrol leader, or an adult leader, of any situation that I believe to be unsafe, or against this policy.
8. I will inform the Scoutmaster if I am not going on an outing that I previously said I would attend.
9. I will be responsible for my share of costs for that outing if I cancel less than 3 days before the outing.
10. I will use the "buddy system" on troop outings.
11. I will not litter and I will leave my area and/or campsite cleaner than I found it.

### **Language:**

11. I will not use inappropriate language.
12. I will not tease or say hurtful things to others.
13. I will show proper respect to others.

**Uniform:**

- 14. I will wear my uniform properly and respectfully.
- 15. I will wear my uniform to all meetings, unless directed otherwise.

Any parent who believes his or her Scout was treated unfairly should contact the Scoutmaster Staff or Troop Committee to discuss and reconcile the matter.

**Scout's Printed Name & Initials**

**Parent's Initial(s)**

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

**Troop 219**  
**Policy for Dealing with Serious Misbehavior**  
*(e.g. hitting, playing dirty, foul language, cheating, theft,  
intentional injury, chronic misbehavior)*

1. First incident: Scout receives firm warning.
2. Second incident: removal from meeting/activity/outing/camp; conference with parents.
3. Third incident: suspension from all Troop activities for a period of one month and convening of an ad hoc Disciplinary Review Board.
4. Fourth incident: the Troop Committee will meet to determine if Scout should be expelled.

Note: Steps 2 and/or 3 can be bypassed depending on the severity of the incident.

**Scout's Printed Name & Initials**

\_\_\_\_\_ / \_\_\_\_\_

**Parent's Initial(s)**

\_\_\_\_\_ / \_\_\_\_\_