

Troop 116 Handbook

A Book of Frequently Asked Questions, Guidelines,
Requirements, and Responsibilities for Scouts, Scouters and Parents

Troop 116
Fayetteville, Arkansas
Chartered by
Sequoyah Methodist Church

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About This Document

This document is intended to provide helpful information about practices, policies and procedures for Scouts, Scouters, and parents of Scouts in Troop 116. While every attempt has been made to comply with Boy Scouts of America guidelines, policies, and procedures, conflicts may occur inadvertently. In such event, BSA guidelines, policies, and procedures will take precedence over this document.

About Troop 116

Troop 116 is part of the Razorback District in the Westark Area Council of the Boy Scouts of America. Troop 116 has been in Fayetteville since 1985 and has produced over 30 Eagle Scouts. From the beginning, the troop has been chartered by Sequoyah United Methodist Church (SUMC). Troop 116 uses the facilities of the SUMC to conduct the Scouting program. We are deeply grateful to the members and leadership of the Church for the financial support, use of facilities, and efforts that allow Troop 116 to operate.

Joining Troop 116

All boys are welcome in our troop. Prospective Scout and parents should visit several Troop meetings and ideally one outing before joining. One of these meetings should be the meeting prior to the outing since this is where outing planning will take place. There is a great deal of variation between Scout troops, and it's important that you feel comfortable with our troop's "culture". There's no better way to determine that than by camping with us!

To join the troop, a Scout needs to complete the requirements for becoming a Boy Scout in the front of the Scout handbook. This includes a conference with the Scoutmaster. There is a joining fee which covers registration, a troop neckerchief, shoulder loops, the "116" numeral patch, and a Westark Area Council shoulder patch, along with an Activity Uniform (T-116 T-Shirt). The troop youth leadership will work with the new Scout to assign him to a patrol and to help him get started.

Parents will need to provide a Boy Scout handbook, and a uniform (see the "Uniforms" section on page 8). These are available from the Scout Shop in Springdale. You'll also need to provide a basic set of camping equipment (see "Camping Equipment" on page [12](#)).

Scouting Costs and Payments

Membership Dues

Troop 116 does its best to keep costs, both for dues and for campouts, as low as possible. Scholarships are available for scouts who do not have the resources to pay all costs associated with scouting. It is Troop 116's goal that no boy should miss out on the scouting experience due to finances!

Currently dues are \$150 per year and payable by October 1st. They may be paid all at once or in, or in three payments divided equally and payable in June, August and October.

Every effort is being made to lower the dues beginning in October of 2010.

Scouts that enter the Troop after January 1st but prior to July 30th each year, will be assessed \$50.00 in dues for the remainder of that year.

The dues include:

- National Boy Scout Dues
- Troop 116 Dues (helps cover equipment, advancement patches, etc.)
- Boys Life Magazine
- Scout Insurance

This fee is comparable to costs at other Boy Scout troops, and is subject to change by the Troop Committee. When possible an addendum or update to the T-116 handbook will be put out reflecting any changes in costs.

Fundraising

Troop 116 strongly encourages each scout to participate in the annual Popcorn fund raiser, held in October, to earn his dues. Aside from the popcorn sales Troop 116 also provides other fundraising opportunities throughout the year.

Popcorn Fundraiser

We challenge each scout to sell \$450.00 in popcorn during our annual popcorn drive. Selling this amount will completely pay his annual dues for the follow year. But don't stop there, any amount of popcorn sold

over the \$450.00 will add to the funds in his account. If a scout sells over the \$450, 50% of the profits of that amount will be placed in his account to be used for summer camps, high adventure or any other Troop activity.

If a Scout leaves the Troop he will forfeit any unused funds in his account.

Other Fundraisers

All other fundraising will add to the Scouts account by dividing the amount raised equally between Troop 116 and the Scouts that participated in the fundraiser. The share the Scout earns is proportionate to the number of hours volunteered by each Scout

Communications and Key Information

eMail

Troop 116 operates extensively via our eMail distribution list, so please be sure to keep the troop up-to-date on any changes in your email address. You may join our mailing list by visiting our troop website at <http://www.TroopOneSixteen.org> and entering your eMail address in the “**Subscribe to Troop 116 eMail Distribution List**” box.

Website

Our website is a valuable tool. On it you will find our Troop Calendar and other information to keep you informed and to help your Scout with advancement. We also have a private area (to keep predators out) that has a Forum and Photo Gallery. You may access this area from the home page and clicking on “T-116 Scouts” in the navigation menu.

Troop events are announced at troop meetings – it is each Scout’s responsibility to either be there and take notes, or to call someone who was to find out what happened. Many times, outings will have signup deadlines, and it’s unfortunate when Scouts miss those deadlines and cannot attend because they didn’t bother to call someone to find out if anything important happened at meetings. We try to see that emails go out, but troop meetings are the definitive source of information.

Patrol leaders are responsible for communicating last minute changes to their patrol members; this will usually happen by telephone. A Scout who cannot attend an event and who needs to notify someone should let both his patrol leader and the “adult in charge” for that outing know.

Troop Meetings, Events and Outings

Meetings

The Troop meets Monday evenings in the meeting facilities of SUMC (enter around the back of the church through the covered breezeway and go upstairs to the second floor). Meeting times are 7:00pm (sharp) to 8:30pm. Scouts should assemble at 6:45pm. In addition to Troop meetings, there is at least one monthly activity, which is generally Friday night through Sunday afternoon. Trips usually depart from the parking lot at the rear of the church.

Parents should be prompt in picking up their son after the Troop meeting. Troop and Boy Scouts of America policy dictates that no Scout will be left at the meeting without two-deep adult leadership present. A late pickup means that two adults are delayed in getting home to their families.

Guests are always welcome at Troop 116 meetings.

Events and Outings

Troop 116 participates frequently in special events, such as Scout Sunday, Merit Badge University, District Camporees, Summer Camp, and our own Troop 116 campouts and treks.

Campouts feature competitive events in Scouting skills, campfires, camp wide games, advancement, worship services, special activities and tours, and lots of fun. We try to schedule at least one campout per month year-round.

Troop 116 participates in one or more resident summer camps each year. We usually schedule are week at camp for mid-June. The camp lasts from Sunday to Saturday. This is a traditional camp, featuring “mess-hall” or patrol cooked meals and advancement activities. Summer camp is available to every Scout in Troop 116. This camp is critically important for first and second year Scouts, as it represents their best opportunity to really feel that they’ve become “one of the guys” and is important for all Scouts in that they are able to earn advancement and Merit Badges here that are difficult to obtain at other times. Scouts also learn many basic outdoors skills at this camp.

Older Troop 116 scouts are regular participants in “High Adventure” summertime treks. One of these is usually to one of the Boy Scouts of America “High Adventure” facilities (such as Philmont Scout Ranch, Florida Sea Base, or Northern Tier Canoe Base) and attendance is subject to the rules set by the BSA (most are available only to First Class scouts over age 14). Other treks are usually back-packing trips, and are open to First Class Scouts, sometimes with age or other restrictions.

Troop meetings are where skills necessary for upcoming outings are taught, and where planning and preparation occurs. It isn’t reasonable to expect to come on outings without participating in the preparation, so meeting attendance is very important. Troop meetings continue through the summer; although we do understand that families frequently are out of town and that boys attend other events, plan to attend meetings during the summer whenever feasible. These meetings tend to be less formal and are a great time to work on advancement!

When a boy joins Troop 116, he is expected to participate in as many Troop events as possible and to attend his Patrol meetings when called. Records are kept of his attendance. It is Troop policy that attendance at troop meetings and outings is considered part of Scout Spirit, which means that attendance will affect advancement. The program of the Troop is run by the Scouts for the benefit of all who wish to participate. Participation makes it work! Most youth positions of responsibility (Patrol Leader, etc.) have attendance requirements.

Weather

Part of the camping program is designed to teach young men how to deal with adversity such as bad weather. This requires participation. Campouts are held rain or shine. A scout should be prepared to protect himself adequately from the elements. He receives instructions in these methods by regularly attending scout meetings. Campouts are only canceled in the event of unsafe conditions. Generally, rain is not an unsafe condition. Scouts should never, ever go on a campout (no matter what the forecast) without bringing some form of rain gear – at least an emergency poncho.

Monthly Campouts

Troop 116’s policy is to have a flat fee for campouts of \$10. This fee is for the purchase of food items. Each patrol determines what meals will be eaten that campout. Certain campouts may have special additional fees or charges to cover equipment rental or event admission charges. If the fee for any campout represents a hardship, please see the Scoutmaster, Camping Chair, Treasurer or Committee Chair – funds are available to help out. Scouts are discouraged from joining a campout already in progress (Saturday arrival) but we understand that in certain circumstances this is the only way a Scout can attend. In this case the Scout is still expected to pay the full \$10.00. We can not prorate this amount.

Summer Camp

Summer camp usually costs \$150.00 to \$200.00 depending upon the summer camp location. Generally summer camp fees are payable in two or three installments prior to the camp. Camperships (scholarships) are available – please ask the Committee Chair, Treasurer or Scoutmaster. Also the Scout can earn money toward his Scout account (see below) with participation in Troop fund-raisers.

High Adventure Camps: Costs are usually \$500.00 to \$1,000.00 (for older Scouts only). Scouts are expected to earn money toward their Scout account with participation in Troop fund-raisers.

Transportation

Transportation to campouts is on a voluntary basis and each adult driving will need to donate the fuel needed for transportation. This donation is tax deductible if you save your receipts and file with your tax return. If the distance to the camp-out exceeds 50 miles one-way, adults can be reimbursed for fuel. Please provide mileage note to the Troop Treasurer for reimbursement. Adults driving need to plan on arriving early and leaving late.

Payments

The Troop 116 Committee has instituted some guidelines for campout sign-ups and payments, with the intent of helping with the planning process - both for scout families and for the Troop.

Normal, Monthly Campouts

Permission slips can be downloaded from our website <http://trooponesixteen.org/pages/Forms.html>.

Signed Permission slips and payment are due to the Campout Coordinator 2 meetings before a normal, monthly campout.

Exceptions for additions to a campout attendee list will be at the discretion of the Campout Coordinator and Scoutmaster.

As of two meetings before a campout, reservations will be reconfirmed with the campsite and the troop will be obligated to pay for those campsites whether someone participates or not. A signed permission slip and payment is your commitment to attend this campout. Late payment and late submittal of a signed permission slip may not allow us to have a spot for you on the trip. Exceptions will be at the discretion of the Campout Coordinator and Scoutmaster.

Cancellations after 2 meetings before a campout will normally not entitle you to a refund. However, refunds may be extended based on actual funds spent at the discretion of the Treasurer.

See Amendment "[Camping Participation Rules \(Relaxed Participation\)](#)" November 2, 2009 in the Amendments Section of this manual.

Troop Organization

Troop 116 is organized into several operating units, including the Patrols, the Patrol Leaders Council, the Adult Leaders (Scouters), and the Troop Committee.

Youth Leadership

The troop is "boy-run" by scout leadership positions with adult oversight. With the exception of Senior Patrol Leader, Scout leadership positions are gained through an election. The positions include:

- Senior Patrol Leader (SPL)
- Assistant Senior Patrol Leader (ASPL)
- Junior Assistant Scoutmaster
- Troop Scribe
- Troop Historian
- Troop Librarian
- Troop Quartermaster
- Troop Chaplain's Aide
- Troop Guide(s)
- Patrol Leader (PL)
- Assistant Patrol Leader (APL)

Other positions that may be filled depending upon youth leadership include Bugler, Leave No Trace Coordinator, Cheermaster, and Songmaster at the troop level and assistant patrol leader, assistant quartermaster and grubmaster at the patrol level.

The Assistant Senior Patrol Leader is elected by the Scouts in a Troop election. The outgoing ASPL is then promoted to the SPL position.

This election is held approximately every six months – typically in March and September (just before summer camp and just before Court of Honors). The Patrol Leaders are elected by the Scouts in their Patrol. The Patrol Leaders choose their assistants with Scoutmaster concurrence. It is the Senior Patrol and/or the Scoutmaster's option to remove a scout from a leadership position if needed. The Scoutmaster will have a conference with the Scout first.

The Patrol Leaders' Council (PLC)

The PLC (Patrol Leaders' Council) is comprised of the Senior Patrol Leader, Assistant Senior Patrol Leader, Scribe, Historian, Librarian, Quartermaster, Chaplain's Aide and the Patrol Leaders. Assistant Patrol Leaders should attend so that they are aware of plans and thus are able to step in when their Patrol Leader is unable to attend a meeting or outing. It is the PLC's job to plan and run the programs of the Troop, under guidance of the troop's adult leadership. The PLC meets every month on the Monday following our monthly campout, to plan the Troop meetings and the upcoming monthly weekend activities.

Youth Training

Training for boys in leadership positions is held near the beginning of each term. This usually means during May or June for the summer term and during February or March for the winter term. This Troop Leadership Training is conducted by the Scoutmaster together with the senior youth leadership, and usually is a one-day session. It may or may not be held during a campout. Attendance at Troop Leadership Training is mandatory, even for Scouts who have attended before. Attendance entitles youth to wear the "trained" strip below their position patch. Anyone who has not been trained during the present term (even if previously trained) must remove their "trained" strip as they are not entitled to wear it.

The Patrol Method

When your new scout joins Troop 116 he is placed in the Bobcat Patrol for his first year. The Bobcat Patrol is made up of all incoming scouts. While in the Bobcats he will learn all of the skills needed to advance through the ranks of, Tenderfoot, Second Class and First Class.

Other than our Bobcats, Troop 116 operates with "mixed age" patrols – this means that once a Scout has completed his first year he will join an existing patrol, with older boys. We feel that this offers the best Scouting experience for both the younger and the older boys and that it better facilitates advancement. Campouts are organized via the Patrol Method wherever and whenever possible. The patrol method gives Boy Scouts an experience in group living and participating citizenship. It places responsibility on young shoulders and teaches boys how to accept it. The patrol method allows Scouts to interact in small groups where members can easily relate to each other. These small groups determine troop activities through elected representatives. In general, this means that patrols set up their tents together, separate from other patrols, and that patrols will be assigned specific duties for specific times.

The Patrol Method with respect to cooking consists of the following:

1. The Patrol meets in the weeks prior to the campout and all members participate in the planning of the menu using a balanced menu plan. Menus are planned for each meal of the campout.
2. The menu and supply list is then approved by the Senior Patrol Leader and the Scoutmaster or an Assistant Scoutmaster. A shopping list for both food and any needed supplies should be attached to the menu.
3. The patrol leader should establish a budget based on the number of meals to be prepared during the trip and allocate an equal per scout cost to all patrol members and guest(s). This will normally be \$10 per person for a 2 night campout.
4. Two members of the Patrol are designated to buy the food for the Patrol. This is a good opportunity to complete the Second Class food purchase "camping" requirement.
5. The food buying Patrol members will go to the store at the designated time and purchase the food and supplies for the meals for the campout. An adult will be there to review purchases (items not on the previously approved shopping list may not be added at this time!), to check to insure that the patrol has stayed within budget, and to observe the scouts paying for the food.
6. Patrol members share in the preparation of the meal. All scouts should get a balanced meal. Scouts share in the clean up as listed on the duty roster set by the boys in their planning session.
7. Following the campout, any remaining perishables that cannot be returned should be divided among the Patrol members as equally as possible. Non-perishables should be stored in the Scout hut for use at the next campout.

Meal Policies That Relate to the Patrol

1. Scouts should plan together so that most of the members like what is on the menu. If a scout is not present when the menu is planned, he needs to be prepared to accept what is planned.
2. Scouts should never bring their own food unless the troop camping plan calls for a special

arrangement. For example, a “nose-bag” (sack lunch) will usually be needed for Friday evening travel to a distant campout or for a first meal during winter camping months due to limited daylight. This includes “snacks”. A Scout is not permitted to bring extra snacks and drinks (sodas, etc.) to campouts. If the patrol decides to include snacks in their menu planning then the snacks will be purchased along with the other meal items.

3. If a Scout commits to come to a campout and then later becomes unable to attend, he should immediately notify his Patrol Leader so the shopping list can be modified. If the food has already been purchased, the Scout will forfeit the campout fee. In other words, the Patrol should be able to plan on the Scout's participation.
4. At times we camp close enough to Fayetteville that some Scouts, that would otherwise miss a campout due to a Saturday morning conflict, will attend in the afternoon and stay the rest of the weekend. This is allowed but the Scout must pay the FULL campout fee. The patrols can not be expected to pro-rate the fee according to the amount of food for a particular meal.

The Patrol and Patrol Method is a central feature in accomplishing the aims of Scouting. Every effort is made by the adult leadership to encourage Patrol participation and identity. Patrol names that fit the spirit of Scouting are appropriate. It is critical that Scouts be happy in their Patrol and that they contribute to their Patrol.

Immediate problems need to be handled through the chain of command.

Patrol Leader

Senior Patrol Leader

Junior Assistant Scoutmaster

Scoutmaster

Ongoing/constant problems need to be discussed with any adult leader. One of the most important ways of solving a problem is to know what the problem is. For this, it is imperative that the boys follow the chain of command. One of the goals of this Troop is that every boy learns to communicate and learns to solve problems with boy leadership. This teaches them reliance on peers, decision-making, independence, and responsibility.

Uniforms

Scouts should wear their uniforms to every Troop 116 event, unless otherwise instructed.

The Scout uniform is one of the “eight methods of Scouting.” What this means is that the outward principles of the uniform are helpful in instructing the Scout Law and Oath and that it is up to adult leaders to see that uniforms are worn. As youth, Scouts understand that to participate on sports teams or to serve in church they are expected to dress a certain way. Boy Scouts is no different. Scouts should expect wearing the uniform to be a part of the scouting experience. Scouts should wear some aspect of the uniform to every Troop 116 event.

“The uniform is a steady reminder that you have pledged yourself to the same high ideals of living as have your brother Scouts and that dressed as a Scout, you must act as a Scout. It challenges you to do those things that stamp you in the eyes of the world as a real Scout and it keeps reminding you that you have promised to do your best.”

- from the Boy Scout Handbook, Sixth Edition, 1959.

To help boys remember to wear uniforms and to be consistent the Troop 116 leadership has designed a uniform classification. The classifications take into account the type of activity involved and the need for boys to be consistent in what they wear. The classifications are “Full Uniform”, “Abbreviated Uniform”, and “Activity Uniform”. The youth leadership, in consultation with adult leaders, will announce the proper uniform ahead of each activity. Assume “Abbreviated Uniform” unless otherwise advised.

The official Boy Scout shirt and pants form the core of the “Full Uniform” and are required. Younger scouts (those who have just joined and have not yet reached Tenderfoot rank) may substitute non-ornamented pants or shorts in colors such as olive, sage or an earth-toned green such as forest, loden, pine or hunter. Please note that blue jeans, shorts or pants, are not acceptable with Full Field uniforms. Also, Khaki or sand colored pants are not accepted colors. As far as possible the tan/olive color combination should be maintained. We strongly recommend that Scouts consider the BSA “Switchback”

zip-off pants. These are acceptable as uniform pants in any situation, plus they are quite practical for almost any camping situation. However, the older style BSA shorts or trousers are also acceptable. Items of apparel that are not considered to be in keeping with Scouting Ideals or Spirit are not appropriate. Camouflage clothing is not allowed by BSA nor by Troop 116.

Field Uniform

Full Field Uniform

This is the full “DRESS” uniform and is required for special events, training sessions, Court of Honor, flag ceremonies, etc. It should be worn anytime the troop is appearing in public. The full Field uniform is required for Boards of Review. This uniform consists of:

- Official Boy Scout uniform shirt (long or short sleeve) with correct insignia and badges
- Troop orange neckerchief with slide (or Red/White/Blue troop-issued Eagle neckerchief)
- Closed toe shoes (hiking boots or shoes, athletic shoes, dress shoes)

Troop 116 requires that boys wear their Full Field uniform anytime the Troop participates in activities before the general public.

For formal occasions such as troop and Eagle Courts of Honor, public flag ceremonies, and district and council events, Scouts should wear their merit badge sashes along with the Field uniform. An Order of the Arrow sash cannot be worn along with a merit badge sash, and the merit badge sash may be worn only over the shoulder - never on the belt. OA sashes are to be worn only at OA related functions or when representing the OA and are never worn hung from the belt. Service at flag ceremonies and similar duty may require removing the merit badge sash so that it will not interfere with duties or to enforce greater uniformity between scouts.

On those rare occasions when it is important that the troop appear uniform – for example, summer camp, troop photos, parades, etc. Scouts should wear only the orange troop neckerchief (not even the red/white/blue Eagle neckerchief).

Abbreviated Field Uniform

This is toned down version of the Full Field Uniform and is allowable for troop meetings, travel to and from events, training sessions, camporees, summer camp evening flag ceremonies and dinner, etc.

This uniform consists of:

- Official Boy Scout uniform shirt (long or short sleeve) with correct insignia and badges
- Troop orange neckerchief with slide (or Red/White/Blue troop-issued Eagle neckerchief)
- Closed toe shoes (hiking boots or shoes, athletic shoes, dress shoes)
- Solid colored (tan, khaki, green or bluejean) pants or shorts that require a belt. Sweatpants, gym shorts, etc. are not permitted. Plaids, stripes, prints etc. are not permitted. Holes in pants are not permitted. Baggy, oversized pants are not permitted.

Troop 116 requires that boys wear their Abbreviated Field uniform during travel to and from outings. Generally this means that the uniform shirt and neckerchief may be removed while in the vehicle but must be worn while at stops at restaurants or rest breaks (that is, any time outside the vehicle). For travel to and from a campout, we relax the requirement for official Scout slacks or shorts – pants suitable for the outing may be worn instead as long as they are reasonably neat – but consider the BSA “Switchback” pants which are very practical for almost all outdoor use. The Field shirt must always be worn properly buttoned and tucked in.

For regular Monday troop meetings, boards of review, and weekend campouts other than camporees, Scouts may substitute other neckerchiefs such as camp staff, Order of the Arrow, historical, commemorative, etc.

On those rare occasions when it is important that the troop appear uniform – for example, summer camp, troop photos, parades, etc. Scouts should wear only the orange troop neckerchief (not even the red/white/blue Eagle neckerchief).

Activity Uniform

This is a more casual uniform and is required for informal events when in a troop setting. This uniform is the Troop 116 t-shirt and solid color earth-tone (green, tan, brown, or black) pants, shorts or bluejeans.

Loud colors, swimming trunks and the like are not appropriate for Activity Uniform. The Activity uniform is intended to be consistent for the troop as a whole. Tee-shirts must be tucked in.

Other Situations

Some situations, such as heavy-duty service projects (most Eagle projects, for example) require clothing appropriate for the activity. For these situations, blue jeans would likely be an appropriate work pant. Shirts and hats are encouraged to be Scout or outdoor related, however, if painting is involved it might be best to not risk a Scout shirt and certainly uniform items are to be avoided.

At no time will T-shirts or other garb that advertises or depicts products, actions or events inconsistent with Scouting values be allowed. For example, a cap advertising beer or tobacco products would be unacceptable in any Scouting situation.

Neckerchief

Neckerchiefs are never optional with the Field uniform in Troop 116. Troop 116 has its own, distinctive neckerchief. Special neckerchiefs, such as commemorative, historical, or event-related neckerchiefs, may be worn for regular Monday troop meetings, boards of review, and weekend campouts – at other times the troop neckerchief or troop-issued Eagle neckerchief must be worn (as specified above). Neckerchief slides should be official BSA, Scout commemorative, patrol-specific, or of a Scouting or outdoor nature. Non-official slides must be approved by the Scoutmaster or an Assistant Scoutmaster. Patrols are strongly encouraged to develop their own special patrol-specific slides! Additional Neckerchiefs can be purchased from the Quartermaster for \$15.

Insignia

Shirts should have the proper insignia sewn on. The right shoulder should have the American flag and the patrol emblem (and optionally below that a "Quality Unit" patch); the left shoulder the Westark Area Council patch, below that the troop numerals "116", and below that, if the scout holds a troop office such as Patrol Leader, the patch for that office. If the scout has been trained for that position, he may wear the "trained" strip below the patch of office. On the left pocket goes his badge of rank (scout, tenderfoot, 2nd class, 1st class, star, life, eagle). Above the left pocket the round purple World Crest emblem would be placed. Also, if the boy has earned a religious award, in Boy Scouts or Cub Scouts, he may wear the appropriate square knot patch (silver knot on purple background) immediately above the left pocket. If he earned the Arrow of Light award in Cub Scouts, that patch goes immediately below the left pocket. If he is a member of the Order of the Arrow who has paid dues for the current year, that patch (the "Lodge Flap") goes on the right pocket flap, and on the right pocket itself can go a temporary patch, such as Lost Pines Summer Camp, etc.

The inside front and back pages of the Boy Scout Handbook show the proper location for the various insignia and awards that are earned by the Scouts and used on the uniform. You may also consult the Official Scout Insignia Guide for proper position of the insignia if there are any questions – the official Insignia Guide supercedes this document when in conflict. Additional badges of rank, badges of office and patrol insignia are available for purchase from the Advancement Committee chair.

Note that while patch glue ("Badge Bond" is the most common brand) seems like a good idea, it does not survive the heat and humidity and badges will fall off if glued. Sewing is a useful skill and it is not at all unreasonable to expect boys to sew on their own patches.

Adult Uniforms

Adult leaders serving as Scoutmasters and Assistant Scoutmasters must follow the same uniform standards (Field, Activity, etc.) as the boys, as should any other adults actively working with boys as part of the troop program. Remember that setting a good example is the main adult leadership role. In formations with the scouts (such as dinner at summer camp, troop photos, Courts of Honor) the troop neckerchief is essential. At other times, another neckerchief of your choice as acceptable. In some formal settings it may be appropriate to wear an earned special neckerchief, such as Wood Badge or a Commissioner College Ph. D. neckerchief.

It is understood that sometimes adults will need to come directly from work such that a full uniform isn't feasible, but try to plan ahead and be in uniform if at all possible.

Uniform Assistance

Troop 116 recognizes that young men are growing rapidly during their early scouting years and that the uniform is an expense that can become overwhelming. Please contact the Scoutmaster or Troop Committee Chairperson if the purchase of a uniform creates a financial hardship. Troop 116 will provide assistance where needed. Troop 116 also maintains a uniform exchange supply. Please see the Adult Quartermaster for details, and please donate outgrown uniform items to the uniform bank.

Parents may also wish to consider purchasing used uniforms. The online auction site eBay is a good source of affordable used uniform items - see the Collectibles > Historical Memorabilia > Fraternal Groups > Boy Scouts > Uniforms category. Uniform parts can occasionally be found at local used clothing stores such as Goodwill.

Annual Planning

Our troop's annually planning process takes place each August, typically the last weekend prior to Labor Day. The process usually used is for the adults to determine viable dates – by consolidating school, Church, sports, band, etc. calendars to find the least bad weekends of each month, and for the boys to come up with a prioritized list of activities they'd like to do. We do as a policy support our district and attend camporees and similar events, and we have a policy that only about 1/3 of the calendar can be the same from year to year – this prevents us from getting “in a rut” but it does mean that outings that they boys really, really liked can be repeated.

Typically, the committee chair will collect calendars in advance so as to simplify the meeting process. Meanwhile, each patrol will submit in advance a list of activities that they would like to conduct. These are collected and organized into a master list by the youth leadership. At the actual planning meeting, the adults finish calendar consolidation, while the boys vote to prioritize their list of activities. Once these are accomplished, we get together and populate the calendar by taking from the top of the boys list and fitting it into the adult's “available weekends” list. This results in our annual calendar. At the same time, an “adult in charge” is selected for each outing. They are responsible for insuring that all permission slips and other required forms such as tour permits are turned in, all fees are paid, and that there are adequate vehicles and seat belts to transport the scouts to and from the campout. Coordinators are also expected to attend the campout to serve as adult leadership.

Camping

Personal Gear

One question that will come up almost immediately is "What equipment does my son need?" The troop is well supplied with equipment for most outings. We have tents, stoves, lanterns, etc. The boys will need a few items of personal gear – please visit the Camping/Backpacking section of our Troop 116 website for checklists on items each Scout should supply <http://www.trooponesixteen.org/pages/Camping-Documents.html>

Knives

Before being allowed to carry or use a knife in Troop 116 boys will be expected to earn and carry with them their "Totin' Chip" card. An adequate camping knife will have a blade no longer than three inches (our troop prohibits personal knives of any kind with blades longer than 3 inches) and be a lock-back or pocket knife. Sheath knives aren't allowed and "technical knives" – those with mostly serrated edges – aren't recommended. Multi-tools are acceptable as long as the knife isn't excessively large. Scouts may not bring personal axes or hatchets without advance permission from the Scoutmaster. A troop axe is available for use in learning axe yards skills required for advancement.

Items NOT to Bring

- Electronic games
- Hatches or axes
- Sheath knife
- Sandals or open toe shoes (except shower shoes)
- Weapons (including airsoft or paintball guns)

- Sugary or caffeinated drinks
- Snacks, Junk food or any personal food beyond Friday evening sack lunch.
- Expensive or delicate clothing
- Fireworks
- Pets
- Cots (except summer camp)
- Footlockers (except summer/winter camp)

Guidelines and Rules

Special guidelines and rules for Troop 116 activities:

Do's

1. Always bring a complete change of clothing (2 in wet weather) packed in zip-lock bags or weatherproof bags.
2. Always bring several pairs of dry socks in waterproof bags.
3. Boots-above-the-ankle are preferred footwear.
4. Cameras are allowed, at Scout's own risk — consider the waterproof, disposable cameras.
5. Always bring a bottle of water – there may be long periods without other access to something to drink. If the plan includes hiking, you'll probably need more than one bottle.
6. Always bring a ground cloth, poncho (or raincoat of some type), and work gloves.
7. Always bring the Scout Handbook, notepad, and pencil.
8. Come prepared for the weather, and come prepared for fun! Never, ever go on a Scout outing without some form of raingear, no matter what the forecast says!
9. Sports equipment is welcome unless it interferes with the individual's or the patrol's participation in the patrol and troop activities. Easily packed items such as hacky-sacks or Frisbees work well.
10. If a Scout is on any prescribed medication, place the medication in an envelope with complete instructions and give to the adult leader in charge of the campout. It is the Scout's responsibility to go to the adult leader when it is time to take medication; the adult leader is only responsible for keeping track of the medications.
11. Scouts should write their name on everything they bring, include the Troop number if it is a council or district activity where other Troops will be present – such as summer camp.
12. The Field uniform is always worn to and from camp and for Sunday chapel.

Don'ts

1. Never bring personal radios, music players, TV's, or electronic games. These devices detract from the experience, and are a distraction for others and should be left at home. However, these are allowed for in-car use only on trips lasting more than an hour – if in doubt ask the adult leader in charge of the trip. Exception: Scouts may bring personal cell phones for emergency use only. Please keep them out of sight – casual cell phone use will result in being requested to surrender the cell phone to an adult leader for the remainder of the trip.
2. Never bring any knives other than those approved under BSA guidelines. Troop 116 specifically prohibits large sheath knives. Blades no longer than three inches are adequate for camping; longer knives are not allowed at Troop 116 activities.
3. Never bring an axe or hatchet of any kind. Axes and hatchets may only be used by Scouts who are trained and qualified by the Scoutmaster and will be used only in the axe yard. The troop will provide axes as required.
4. Never bring soda, candy, or snacks on any of the campouts. This attracts ants and varmints and is potentially dangerous. Exception: your Friday evening sack lunch, if required. Remains of this must never be brought into a tent
5. Never go on a campout without required daily medications taken or brought. Parents will be called to bring the medication out to the campout location.

Reverent

The twelfth point of the Scout law is “Reverent” and, as a troop chartered by a Church, we take this seriously. It is our policy that whenever the troop is on an outing that spans a Sunday morning, a Church service will be provided. This will be a brief, non-denominational service typically led by the youth Chaplain’s Aide. Our troop is comprised of youth from a variety of religious backgrounds, which we respect and encourage. Our goal is to encourage Scouts to be active in the Church of their choice. Scout Sunday is typically celebrated on the first Sunday in February; because in the Methodist Church the first Sunday is Communion Sunday, SUMC celebrates Scout Sunday on the second Sunday in February each year. We encourage Scouts to attend their own Church in uniform on the first Sunday in February, then to participate with us at SUMC on the second Sunday.

Advancement

Troop 116 provides a climate that encourages the scout to advance as a natural course in his mastery of scout programs. In spite of this, the scout’s ability to advance will depend mainly on a Scout’s own initiative. If a scout takes advantage of the troop programs and participates actively, he may reasonably expect to attain the rank of First Class within the first year. Advancement to Eagle may be achieved within another 2 years; however, 4 or 5 years is not an unreasonable time to accomplish the requirements for Eagle Scout. Remember that it is not a race, and that different paces are appropriate for different boys. Advancement is not possible without going on troop outings, and participation in troop sponsored service and fund raising activities.

It is the Scout’s responsibility to learn the advancement program. He can learn through discussions with his Patrol Leader, Senior Patrol Leader, troop guides or Instructor Scouts or members of the adult leadership. His Scout Handbook and Boy Scout Requirements books are his best sources of information. It is important to realize that the scout can begin working on 2nd Class and 1st Class requirements immediately - there is no need to wait until achieving Tenderfoot. He should be looking ahead and taking advantage of opportunities to do things like cooking over an open fire or other requirements for which opportunities may not be frequent. He can also begin working on merit badges at any time - summer camp is a great opportunity to get started on this. We find that once scouts reach Tenderfoot, they understand the system and will advance on to Second Class and First Class without problems, but occasional parental encouragement and reminders are always good.

For the first few ranks (Tenderfoot to First Class), most advancement happens on campouts. It is imperative that scouts bring their scout handbooks along, so that advancement achievements can be signed off. Please make sure your son’s book has his name in it, so when it gets misplaced we can see that it is returned to him! Since the book is his primary record of advancement, it is also a really good idea for parents to “borrow” the book now and then and to photocopy the pages in the back that are his progress record, so that it can be easily reconstructed should his book become lost.

The specific rules for advancement come from the most current “Boy Scout Requirements” book, and “Advancement Committee Policies and Procedures” (BSA Publication #33088C or later). This document is intended to explain those requirements and procedures, but does not supersede them in any way. In the event of conflict, the BSA Policies and Requirements will prevail.

Primary Rank Advancements (Tenderfoot, Second Class, First Class)

Troop 116 encourages more experienced scouts to mentor younger scouts in basic scout skills. Some of the senior scouts will be designated as Troop Guide or Instructors, with the explicit duties of teaching skills and signing off for advancement requirements. As advancement opportunities occur frequently in the course of troop events and campouts, Scouts should watch for opportunities to have requirements signed off.

In Troop 116, the rules for who can sign off on requirements are somewhat complex. Most primary rank requirements are signed off by older Scouts, according to the following rules. First, the Scout signing off must already have the rank being earned – so a 2nd Class Scout cannot sign off on a 1st Class requirement. Patrol Leaders can sign off for requirements within their patrol. The SPL and ASPLs can sign off for anyone, as can the Troop Guide or the Instructors. Troop 116 Eagle Scouts can sign off on any requirements as well. There is one exception – to sign off for aquatic requirements (BSA Swim Test, etc.) the signer must be currently certified as a BSA Lifeguard. The Scoutmaster and Assistant Scoutmasters can also sign off on these rank advancements, but prefer to defer to the senior scouts

when practical. In Cub Scouting, parents sign off for many advancement requirements. In Boy Scouts, parents can't sign for anything (except for merit badge requirements, and then only if that parent is a currently registered counselor for that merit badge).

As each rank is completed, the last three signoffs have special requirements. "Scout Spirit" and the "Scoutmaster Conference" may only be signed off by the Scoutmaster. Please make an appointment in advance for the conference (allow up to half an hour for a primary rank Scoutmaster conference, and as much as an hour for upper rank conferences). The Scoutmaster may, at his discretion, delegate this to certain Assistant Scoutmasters.

The final signoff is for the Board of Review – see "Boards of Review" below.

Please note that until a rank is achieved, the only definitive record of which requirements have been signed off is in the scout's handbook. It is a really good idea to occasionally photocopy the signoff pages as insurance against loss or damage.

Advanced Ranks (Star and Life)

All Star, Life & Eagle requirements will need to be signed off by the Scoutmaster or an Assistant Scoutmaster, with the exception of the merit badge requirement, which can be signed off by the Advancement Chair.

For advanced ranks the scout must serve satisfactorily in a BSA troop leadership position for four or six months while in rank to advance to the next rank. It is the scout's responsibility to make sure that he is in a position that will meet the rules (if in doubt, ask the Scoutmaster!). By the time a scout is progressing through the advanced ranks, he should be in a position of authority such as Den Chief, Patrol Leader, Troop Guide, Assistant Senior Patrol Leader, Senior Patrol Leader or Instructor. Participation in all forms of troop activities is crucial to obtain the required position. Merely wearing the patch will not suffice to gain credit; the Scout must perform the duties of his office satisfactorily for this service to count.

For Star and Life ranks, a Scout must perform 6 hours of service to others. Star and Life service hours may be approved for scouts assisting in the Eagle service projects. Many other community service projects will apply, but the Scout must seek scoutmaster approval before starting the project.

Scout Spirit

To advance in rank all scouts must demonstrate rank and age appropriate understanding and application of the 12 Points of the Scout Law, The Scout Oath, and Scout Motto. The Troop's Senior Scout leaders and Adult leaders should be in strong agreement that the scout demonstrated the values that Troop 116 is trying to instill in each scout prior to his advancement in rank. Additionally this level of character and self-control should be evident not only in scout sponsored activities but in all activities outside of scouting. (i.e. church, community, home, school, sports, social and work.) We consider participation in troop outings and activities to be an important part of Scout spirit – among other things, a Scout must demonstrate loyalty to his troop and patrol by supporting their activities. During the course of the Scoutmaster conference, Scout Spirit will be reviewed and if appropriate, signed for. This is not automatic, and it is not unusual for a Scout to be asked to take a week to think about it, and perhaps to document some examples, before this is signed off. It is possible (but we hope quite rare) for advancement to be delayed due to lack of observable Scout Spirit.

Merit Badges

Merit Badges are one of the most fun parts of scouting. The lower ranks of scouting are characterized by having a check-off list of things that must be accomplished while the more advanced ranks (Life, Star, and Eagle) are achieved through earning merit badges, service projects, and leadership. A scout that is working on any rank can earn merit badges.

Merit badges fall into two general categories: Eagle Required and non-Eagle Required. Troop 116 attempts to make available the opportunity for all scouts to earn the Eagle Required merit badges. This will be done through programs at monthly campouts, summer camp, winter camp, and at special classes. The non-Eagle Required merit badges may be earned at any time the scout desires. Scouts aiming toward earning Eagle rank should pay particular attention to earning the Eagle Required merit badges. The parents and friends of the troop should make themselves available to counsel the Scouts on particular merit badges. This may be done by registering your commitment with the Merit Badge Chairperson of the Troop Committee. The Merit Badge Chairperson will provide the instructions on how to go about counseling a merit badge, particularly the procedures required to make sure that the Scout is

approved to work on the badge and that this progress is tracked. Only registered merit badge counselors may sign off on the completion of a merit badge. Registration is a simple and free process, but without it, there is the potential that a merit badge could be questioned at a later date. A merit badge signed off by a registered merit badge counselor cannot be revoked.

To begin work on a merit badge, the Scout must obtain a “blue card” (a merit badge tracking form) from the Advancement Chairman or the Scoutmaster, fill it out, and have it signed by the Scoutmaster. At this point the Scoutmaster will assign a merit badge counselor. Scouts should not begin work without this permission and assignment!

Here are the steps to earning a merit badge:

1. Get a blue merit badge card from the Advancement Chairman, or Scoutmaster, fill in your name, address, and the name of the badge, and ask the Scoutmaster to sign it. Then get the name and phone number of a qualified counselor from the Scoutmaster. You cannot begin working on a merit badge without written permission from the Scoutmaster – his signature on your blue card provides this permission and his agreement to your choice of merit badge counselor.
2. Call the counselor and set up an appointment. This can be at any place that is suitable to both of you. Along with a buddy (another Scout, a family member, or a friend), meet with the counselor. The counselor will explain the requirements for the merit badge and help you get started.
3. Work on the badge requirements until you complete them, meeting with the counselor (along with your buddy) whenever necessary. You must complete the stated requirements and satisfy the standards of each merit badge. The merit badge counselor may encourage you to do more than the requirements state but he or she may not require it. YOU (not the counselor, Scoutmaster, or Advancement Chairman) keep the merit badge card until you have completed the requirements and the counselor has signed the card. If you lose this card, you will have to start the badge over unless the counselor is willing and able to vouch for what you already completed.
4. If you change counselors for any reason, it is up to the new counselor whether or not he or she will accept the work you did with the previous counselor. Normally the new counselor will ask you a few questions, and if the counselor is satisfied that you actually did the work that was signed off, he or she will accept it.
5. After you complete the merit badge and the counselor signs your merit badge card, he or she will keep the Counselor's section and return the rest of the card to you. Bring the rest of the card to the Advancement Chairman, who will keep the troop section and return the Scout section to you.

You will receive your merit badge shortly after you turn in the blue card (usually the next troop meeting). Your wallet-sized certificate card will be presented to you at the next Court of Honor.

Merit Badges Earned At Camp

Some merit badges commonly taken at summer or winter camp cannot be completed there (for example, the requirement to perform community service for Citizenship in the Community cannot be done at camp). These “partials” (partial merit badges) will be documented by the Advancement Chairman, and when the Scout is ready to continue work, the Advancement Chairman or Scoutmaster will help him locate a merit badge counselor to complete it. The “blue card” process documented above should be used – this is essentially the same situation as documented in point 4 above, re changing counselors. As in that case, it is at the merit badge counselor's discretion whether to consider requirements done at camp toward completion of the badge. The merit badge counselor, in signing off completion of the badge, is certifying completion of all requirements – if the counselor can satisfy himself or herself by conversation with the Scout that the requirements were done adequately at camp, they are welcome to accept them as having been completed, but they are not obligated to do so.

Boards of Review

Each rank advancement is finalized by the Scout going before a Board of Review. This is simply a panel comprised of three or more members of the Troop Committee. The Board of Review must not include the Scoutmaster, Assistant Scoutmasters, or the Scout's family members. The members of a Board of Review should have the following objectives in mind:

- To make sure the Scout has completed the requirements for the rank.
- To see that the Scout is having a good experience in the unit.
- To encourage the Scout to progress further.

Additionally, the Board of Review provides "quality control" on advancement within the unit, it provides an opportunity for the Scout to develop and practice those skills needed in an interview situation, and it is an opportunity for the Scout to review his accomplishments.

The Board of Review is NOT a retest; the Scout has already been tested on the skills and activities required for the rank. However, the chairman of the Board of Review should ensure that all the requirements have been "signed off" in the Scout's handbook. Additionally, the chairman should ensure that leadership and merit badge records are consistent with the requirements for the rank.

A Scout who is not advancing may be called before a Board of Review to discuss his progress and to determine whether there are any issues which the troop should be aware of which prevent his advancement.

The Board of Review is an opportunity to review of the Scout's attitude, accomplishments and his acceptance of Scouting's ideals. Passing a board of review is not automatic, and Scouts may be asked to return to try again. In such a case, the board will provide timely written feedback on what the Scout needs to work on before his next attempt.

In keeping with those ideals, Scouts should be in full uniform (see the Uniform section) for a Board of Review. The Board may elect to defer conducting a Board for a Scout not in full uniform.

Troop 116 schedules a Board of Review every month – typically the first Monday of the month. Scouts ready for a board must apply to the Advancement Chairman to be added to the schedule. On occasion, Boards of Review for primary ranks will be convened on campouts if time permits. Scouts interested in this option should discuss it with the Advancement Chairman.

Courts of Honor

Courts of Honor are held periodically, generally 2 times per year, to recognize Scouts for their personal achievement. A Court of Honor is simply an awards ceremony – usually in conjunction with a potluck dinner – for troop Scouts to be recognized by the troop and their families for their accomplishments.

Our troop acknowledges rank advancement and merit badges by handing out the patch at the very next meeting, but the official card and for rank advancements; the brass pin will be given out in a more formal setting at the next Court of Honor.

It is important that families attend Courts of Honor – this is your Scout's chance to be recognized by you and by his peers!

Record-Keeping

Your advancement records are kept in three places — your Council office, the troop Advancement Chairman, and yourself. The Council office keeps records supplied to them by the troop Advancement Chairman, who also keeps copies of these records for the troop. Our troop Advancement Chairmen also maintains our advancement information on computers. You will receive three kinds of documents that you need to KEEP IN A SAFE PLACE UNTIL AFTER YOU TURN 18 (or receive your Eagle Scout Award, whichever is later)! These documents are: your Scout Handbook with requirements signed off, your portion of completed blue merit badge cards, and the wallet-sized certificate cards for rank advancement and merit badge completion (that are handed out at Courts of Honor). Make sure all of them are signed or initialed by the appropriate Scout leader. All of the cards are the same size and can be safely kept in plastic protector pages (available at Wal-Mart, etc.) that are designed for baseball and other sports cards. IT IS VERY IMPORTANT THAT YOU KEEP THESE DOCUMENTS IN A SAFE PLACE AND DO NOT LOSE THEM!!! If it should happen that there is a discrepancy or missing records, your personal records are your most important ally in proving what you completed and when.

Service Projects

Service projects consist of good deeds that benefit the Chartering Organization, the community, religious organization, or a school. These must always be discussed with the Scoutmaster before actually being done to ensure that they can be counted toward rank advancement. A Scout may work on one by himself if the opportunity arises, but he must seek approval of the Scoutmaster in advance in order to count it for rank advancement. The Troop will also arrange for service projects from time to time to help the Scouts with advancement. There are different time lengths for different ranks. A Scout may only accumulate the hours needed for the rank he is working towards. He cannot "save" hours for his next rank. Participating

in Eagle Projects for older Scouts in the troop is a great way to earn service hours. It is very important that every Scout help a fellow Scout by helping work when needed, due to the fact that they one day will be planning their own Eagle Scout Service Project!

Adult Leaders (Scouters)

The adult leadership is comprised of adults 18 years of age or older, whose function is to guide the Scouts in the execution of the program, especially with regard to the aims of Scouting (Character Building, Citizenship, and Physical Fitness – see Page 24). We strongly recommend that all scout parents try to be part of our adult leadership team. Quite simply, the more involved parents are, the better their sons do in scouting and the farther they will advance. It is axiomatic in Scouting that Eagle Scouts come through parental involvement.

Troop Committee

The Troop Committee acts as the “ways and means” committee of the Troop. It is the committee’s responsibility to provide the resources to run the Troop’s Scout program, including leadership, activities, funding, equipment, facilities and sites, training and communications. All parents are urged to register and attend all committee meetings. The Adult Leaders request that parents volunteer for committee positions and may ask parents to fill a committee position. Most adults are registered as Committee Members, as there isn’t anything that prevents a Committee Member from being involved in outings, etc. much like an Assistant Scoutmaster, but there are rules which prohibit Assistant Scoutmaster from performing committee roles such as serving on Boards of Review. Committee members must be at least 21 years of age.

The Troop Committee meets quarterly to determine the needs of the Troop for the next 3 months and to set policies as needed.

Key committee roles include:

Committee Chair

responsible for seeing that the committee is fully staffed and that it is supporting the troop appropriately.

Camping Chairman

responsible for dealing with organizing and dealing with the paperwork associated with campouts, including permission slips, tour permits, etc. While these are usually done by the “adult in charge” for that campout, the camping chairman is responsible for seeing that these are done and for managing the process.

Advancement Chairman

responsible for managing paperwork associated with Scout advancement. This is an important and critical job, and a complex one in a troop of our size.

Chaplain

responsible for seeing that the troop has an adequate religious program, and that the youth Chaplain’s Aide is doing his job.

Training Chairman

responsible for seeing that adult training is conducted and tracked.

Treasurer

responsible for the troop’s finances.

Summer Camp Coordinator

responsible for coordinating the troop for annual summer camp trip.

Equipment Chairman

(sometimes referred to as Adult Quartermaster) – responsible for the troop’s equipment, trailer, and for its maintenance and replacement as needed. Works closely with the youth Quartermaster.

One of the most important duties of the Troop Committee is to staff Boards of Review (see Page 16).

This list is not all inclusive. Ask the Scoutmaster or Troop Committee Chairman for other opportunities where you can help. The include: Popcorn Chair, Special Fundraising Events, Webelos Fun Day Coordinator, Court of Honor Coordinator, and Troop Webmaster to name a few.

Charter Organization Representative

Serves as the liaison between the troop and the chartering organization (in our case, FUMC). Approves new adult leader applications on behalf of the charter organization.

Assistant Scoutmasters

A relatively small number of adults are registered as Assistant Scoutmasters. This is a key role which demands a serious commitment to the troop, including being willing to participate in outings even if your son is not able to attend. Their job is to work directly with the boys for program planning, advancement, and running of activities. An Assistant Scoutmaster may also be called on to substitute for the Scoutmaster when he is not available. Being trained as an Assistant Scoutmaster is a requirement, and Wood Badge training is strongly encouraged. Must be at least 18.

Scoutmaster

The Scoutmaster is responsible for overseeing the day-to-day operations of the troop, and especially for training and supporting the youth leaders. He is responsible for leading the troop on outings, and also has primary responsibility for rank advancement, although in our troop much of this is delegated to older Scouts. He is assisted in these roles by the Assistant Scoutmasters. In a boy-run troop, this is a "behind the scenes" job – the actual day-to-day operation of the troop is accomplished by the youth leadership, with training and coaching from the Scoutmaster.

Adult Leader or Parent?

As a parent, you "join" the Troop when your son joins. Your assistance is needed in making Scouting a success. Troop 116 encourages parents to be involved with the Scouting program to the extent that their schedule permits, and there is plenty for adults to do that will help the troop. That being said, for the most part, it is counterproductive for you to go on Scout outings as a "parent" rather than as an "adult leader". The Scouting program is designed to build outdoor competence and self-sufficiency in young men – having Mom or Dad too closely involved will defeat that. The best thing to do is to get trained as an adult leader so that you can support your son and his patrol! Troop organization on campouts will also encourage this – the adults camp as a separate patrol and generally stay together. Visits to patrol sites require a second adult (for 2-deep leadership purposes). Naturally, if your son is hurt or in trouble, you'll be able to help him, but for routine needs, he needs to learn to depend on his patrol and his patrol leader. Thinking of yourself as an adult leader, there to help all the Scouts in the troop, rather than just as your kid's parent will help with this! Your boy will tend to come to you and ask things like "when are we going to eat?" or "how do I set up my tent?" The appropriate response from a parent (and the response he'll get from any of the adult leaders) is "Why are you asking me that? Go ask your patrol leader."

It is a BSA mandatory policy that all adults (over the age of 18) attending an overnight outing must have taken BSA Youth Protection Training. This training is offered frequently both within the troop, and at District and Council level events, and takes only about 90 minutes to complete. It may also be taken online (look under "Adult Leaders" on the Troop 116 website

<http://trooponesixteen.org/pages/AdultLeaders.html> – if you take it online please print an extra copy of your completion card for the troop). Youth Protection Training is valid for 2 years. Validity for events outside the Council will vary but may be as little as one year in some situations. The only exception to this requirement is that parents of visiting Webelos camping with the troop are encouraged but not required to have Youth Protection Training.

The troop maintains accident insurance through Westark Area Council which provides coverage for registered Scouts and Scouters on outings and other official troop activities. Parents who are not registered are not covered, nor are siblings or other visitors. Please understand that if you are not a registered leader, you attend campouts and other outings entirely at your own risk.

Adult-In-Charge for Campouts

Adult "coordinators" are assigned to each campout. They are responsible for insuring that reservations are obtained, all permission slips and other required forms are turned in, all fees are paid, and that there

are adequate vehicles and seat belts to transport the scouts to and from the campout. Coordinators are also expected to attend the campout to serve as adult leadership. At least one coordinator is assigned to each campout during the August planning meeting but more are always welcome.

Adult Conduct

Adults are expected to set the example and to follow BSA policy in all meetings and campouts. In particular, BSA policy as of this writing states “Adult leaders should support the attitude that young adults are better off without tobacco and may not allow the use of tobacco products at any BSA activity involving youth participants.”

The **Guide to Safe Scouting** (available at <http://www.scouting.org/pubs/gss/toc.html>) defines BSA Policy in this and many other areas. All adults participating in Troop 116 outings are expected to have read and to comply with the Guide to Safe Scouting in all respects.

Adults and High Adventure

A certain amount of adult participation is required to hold high adventure activities such as backpacking, rock climbing, whitewater canoeing, etc. We welcome parental participation in all our activities, but these activities may require a degree of skill and conditioning that not all parents will have. Please be realistic about your participation expectations, and if in doubt, ask! Also, for some high adventure activities (such as Philmont treks) the number of adults who can attend is strictly limited. If we should have more adults interested in participating than we can accommodate, and if all of them are adequately skilled and can meet physical condition requirements, then we will prioritize based on the amount of participation with other troop activities – that is, those who have supported the troop on prior campouts and other outings the most will have precedence over those who rarely support troop outings.

Siblings

Please consult with the camping coordinator and the Scoutmaster before bringing a Scout’s non-Scout sibling on a trip. Generally we have to discourage this, in part because we cannot necessarily provide the extra supervision required, in part because of safety considerations; BSA policy does not permit a non-Scout to participate in many of our activities. Also, our accident insurance covers only registered Scouts and Leaders. We do occasionally designate outings as “Family” events; in these cases siblings are invited so long as a parent also attends and agrees to provide full-time supervision of and responsibility for the sibling(s).

Adult Training

Adult training is very important to the successful operation of the troop. Basic training doesn’t take long, and will make your time spent with the troop more pleasant as it will help you understand what we’re doing and why! Please contact the Training Chairman, the Scoutmaster or the Committee Chair if you’d like to sign up for any of the training listed below.

Youth Protection

All adults camping with the troop are required to have a current BSA Youth Protection certificate. This helps you to understand the policies and practices we use to ensure that child abuse can’t happen in the troop. This training can be taken online (see the council web site) but we prefer that you take it with the troop as the ensuing discussion is usually the most useful part. Taking it with the troop takes less than an hour and is consists of viewing a videotape and then discussing key points.

Fast Start

This is another video based training that can also be taken online. We hold it at least once per year in the troop. It covers basic troop operations, the patrol method, and other fundamental aspects of troop operation. Usually takes less than an hour. Anyone involved in the troop in any way is encouraged to take this training.

New Leader Essentials

This is an hour and a half module that covers the basic ideas behind Scouting – the aims and methods, basic district organization, etc. It isn’t specific to Boy Scouting as it covers Cub Scouts and Venturing as

well. It is a pre-requisite to the rest of the training for both Committee Members and Scoutmaster/Assistant Scoutmasters.

Troop Committee Challenge

This, together with New Leader Essentials, makes up the training suite for a Committee Member. Taking both entitles you to wear a “Trained” strip below your “Committee Member” patch. This is about a four hour class aimed at clarifying the duties of the Troop Committee, and the specific job responsibilities of each committee member, such as Treasurer, Advancement Chair, Training Chair, Secretary, Equipment Chair, etc. This is run in the troop at least once per year.

Scoutmaster & Assistant Scoutmaster Leader Specific Training

This is the basic training for leaders who want to work with the boys in the troop. It is a full day training covering troop organization, role of the Scoutmaster, advancement, uniforming, the outdoor program, etc. New Leader Essentials is a pre-requisite. This together with Introduction to Outdoor Leadership Skills entitles Assistant Scoutmaster and Scoutmasters to wear the “Trained” strip on their uniforms. No matter what your role in the troop, this training suite will be extremely useful if you’re at all interested in what’s going on with the boys.

Introduction to Outdoor Leadership Skills

This is a weekend-long course covering most of the outdoor skills involved in Tenderfoot to First Class advancement from a teaching perspective. Taking this will enable you to feel comfortable supervising the teaching of these skills (in our troop, the actual teaching is mainly done by older boys). It will also equip you to help your son with his own advancement!

Wood Badge

This is the top level of training for adults in Boy Scouting. The focus is on leadership, team building, team performance and effectiveness, and generally on working with others. The material will be of great benefit to anyone from almost any walk of life. The course takes two 3-day weekends to complete, and afterward you must complete a “ticket” – basically a list of tasks using your new skills to support your home troop. It’s an excellent course, and one which we strongly encourage for any involved adult. The prerequisite is to be considered trained for your position. For committee members, that means New Leader Essentials + Troop Committee Challenge. For assistant scoutmasters, that means New Leader Essentials + SM & ASM Leader Specific Training + Intro to Outdoor Leadership Skills.

Training Costs

All of the basic training is quite affordable; costs usually are no more than around \$15 per session. Advanced training like Wood Badge is more expensive. To offset the cost, the Troop Committee has agreed that, for actively involved adults, the troop will reimburse you for up to \$100 of the cost of a course beyond \$100.

Travel and Driving

Moving large groups and multiple vehicles is always slower than travel with a family in a single car. We have to work together to avoid significant loss of time. We want to be comfortable, but we don’t want to be unnecessarily delayed either. Your cooperation on the following points is essential.

1. The trip leader is responsible for determining which vehicles will be going. If you want to drive, you must arrange that in advance with the tour leader. The trip leader is responsible for seeing that we take the minimum vehicles necessary to comfortably accommodate everyone and everything. The tour leader will also be filing a tour permit with the council. This permit is the basis for our insurance coverage. If your vehicle is not on it, then you are not a part of the tour, you are not covered and you may not transport any scouts – not even your son. Please don’t show up at departure time and ask to drive if you have not already made arrangements with the trip leader!
2. Late Arrivals and Early Departures. If you need to leave early, or to arrive late, you must arrange this in advance with the trip leader. Please don’t just pack up your son in the middle of the outing and leave. Remember that the outing is not over and the scouts are not released until the SPL has closed the outing and dismissed the scouts (usually by having the boys circle up in the parking lot).

3. Scouts will be assigned to the cars and they will travel in that vehicle the entire trip. The driver is responsible for ensuring that everyone is counted prior to departure. The loadmaster will know head counts in each car also. We don't even want to think about leaving a Scout behind at a stop.

Troop 116 Code of Conduct

The Basis of the Troop 116 Code of Conduct is the Scout Oath and Law that every Scout knows from memory. Scouts show that they live by the Oath and Law by their personal actions and behavior. Scouts are to demonstrate appropriate control and personal responsibility while at all Scout meetings and activities. Parents may be required to participate with their Scout if their boy's behavior warrants such action. Adherence to the Code of Conduct is upheld by the Senior Patrol Leader, Patrol Leaders, and Troop Guides with supervision by the Scoutmaster and Assistant Scoutmasters. When attending all scouting activities or meetings, the Scout will participate as required in cooperation with other unit members and leadership.

In order to provide a positive, safe, and enriching environment for all scouts, while offering opportunities for wonderful adventures, the Patrol Leaders' Council established the following Code of Conduct:

- I will follow the Scout Law, Scout Oath, and Outdoor Code, and I will remember that these are the basis for all of my actions as a Scout.
- I am expected to follow the posted or verbal schedule of activities and assignments specified by the troop leadership.
- I am expected to be on time for all troop events.
- I may not use or possess any alcoholic beverages, tobacco, or illegal drugs. If found, my parents and/or the police will be notified immediately.
- I understand and agree that normal lights out time and quiet hours during outings is 11:00 P.M. until 6:00 A.M., unless otherwise posted.
- I understand that no visitors will be allowed in other people's tents from 11:00 PM until 8:00 AM.
- I know that sounds that can be heard outside my tent after lights out are disrespectful and disturbing to others and failure to observe quiet hours will be dealt with by troop leaders.
- If I damage any property owned by a camp I am visiting, the troop, or another individual, I will pay for it.
- I know that the use of profanity or any harmful insults will not be tolerated.
- I will not bring any electronic devices like radios, walkmans, game devices, etc. to any troop events. (The only exception is for long car trips as explained in the Troop Handbook.)
- I will use matches and lighters only when it is appropriate and safe to do so and only if I have my Fireman's Chit.
- I will follow "Totin' Chip" rules and regulations when using knives, saws, and axes.
- I will use the buddy system on all camping events.
- At District or Council events, as well as at BSA camps, camp staffers have the right and responsibility of helping and correcting any problem they encounter. I will follow the directions of those leaders as if they were my troop's leaders.

I have read the Troop 116 Code of Conduct and understand that I am primarily responsible and that troop leaders are ultimately responsible for the behavior, safety, and welfare of all troop members at all events. I understand that my failure to abide by the Code of conduct may result in my parent(s) or guardian being called to come and get me at a Scout event. I have also read the Troop 116 Handbook topic on Discipline.

Scout's Signature _____ Date _____

Parent's Witness _____ Date _____

Scoutmaster's Witness _____ Date _____

This form is to be signed once a year at recharter time.

Reference Information

Internet Scouting Resources

1. Troop 116 website <http://www.trooponesixteen.org/>
2. Boy Scouts of America www.scouting.org
3. Scout Stuff (Online store for uniforms, etc.) <http://www.scoutstuff.org/>
4. Guide to Safe Scouting <http://www.scouting.org/pubs/gss/toc.html>
5. World Scouting Movement <http://scout.org/>
6. US Scouts Service Project <http://www.usscouts.org/ussspsitemap.html>
7. Scouts-L List <http://listserv.tcu.edu/archives/scouts-l.html>
8. Netwoods <http://www.netwoods.com/>
9. The Inquiry Net <http://www.kudu.net/index.htm>

The Promise of Scouting

Scouting promises you the adventure of the great outdoors.

Scouting promises you friendship.

Scouting promises you opportunities to work towards the Eagle Scout rank.

Scouting promises you tools to help you make the most of your family, community and your nation.

Scouting promises you experiences and duties that will help you mature into a strong, wise adult.

The Scout Oath

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

To help other people at all times;

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

The Twelve Points of the Scout Law

A Scout is

TRUSTWORTHY

LOYAL

HELPFUL

FRIENDLY

COURTEOUS

KIND

OBEDIENT

CHEERFUL

THRIFTY

BRAVE

CLEAN

REVERENT

The Mission and Vision of the B.S.A.

Mission Statement

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

Vision Statement

The Boy Scouts of America is the nation's foremost youth program of character development and values-based leadership training. In the future Scouting will continue to

- Offer young people responsible fun and adventure;
- Instill in young people lifetime values and develop in them ethical character as expressed in the Scout Oath and Law;

- Train young people in citizenship, service, and leadership;
- Serve America's communities and families with its quality, values-based programs.

Aims and Methods of the Scouting Program

The Scouting program has three specific objectives, commonly referred to as the "Aims of Scouting." They are character development, citizenship training, and personal fitness.

The methods by which the aims are achieved are listed below:

Ideals

The ideals of Boy Scouting are spelled out in the Scout Oath, the Scout Law, the Scout motto, and the Scout slogan. The Boy 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 and who he becomes.

Patrols

The patrol method gives Boy Scouts an experience in group living and participating citizenship. It places responsibility on young shoulders and teaches boys how to accept it. The patrol method allows Scouts to interact in small groups where members can easily relate to each other. These small groups determine troop activities through elected representatives.

Outdoor Programs

Boy Scouting is designed to take place outdoors. It is in the outdoor setting that Scouts share responsibilities and learn to live with one another. In the outdoors the skills and activities practiced at troop meetings come alive with purpose. Being close to nature helps Boy Scouts gain an appreciation for the beauty of the world around us. The outdoors is the laboratory in which Boy Scouts learn ecology and practice conservation of nature's resources.

Advancement

Boy Scouting provides a series of surmountable obstacles and steps in overcoming them through the advancement method. The Boy Scout plans his advancement and progresses at his own pace as he meets each challenge. The Boy Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help a Boy Scout grow in self-reliance and in the ability to help others.

Associations With Adults

Boys learn a great deal by watching how adults conduct themselves. Scout leaders can be positive role models for the members of the troop. In many cases a Scoutmaster who is willing to listen to boys, encourage them, and take a sincere interest in them can make a profound difference in their lives.

Personal Growth

As Boy Scouts plan their activities and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Boy Scouting. Boys grow as they participate in community service projects and do Good Turns for others. Probably no device is as successful in developing a basis for personal growth as the daily Good Turn. The religious emblems program also is a large part of the personal growth method. Frequent personal conferences with his Scoutmaster help each Boy Scout to determine his growth toward Scouting's aims.

Leadership Development

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

Uniform

The uniform makes the Boy Scout troop visible as a force for 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 Boy Scout's commitment to the aims and purposes of Scouting. The uniform gives the Boy Scout identity in a world brotherhood of youth who believe in the same ideals. The uniform is practical attire for Boy Scout activities and provides a way for Boy Scouts to wear the badges that show what they have accomplished.

AMENDMENTS

Amendment 1
As passed by the Patrol Leaders Council

November 2, 2009

Camping Participation Rules (Relaxed Participation)

1. Campouts that are more than 30 miles from Sequoyah United Methodist Church (SUMC) are not considered relaxed participation. Scouts attending these campouts will attend the entire campout and travel to and from the campout with the group.
2. Camporees, Troop Leadership Training, and the Family Campout are considered relaxed participation no matter what distance they are from SUMC.
3. Depending upon activities during a campout, campouts less than 30 miles from SUMC, other than the ones mentioned in item 2, might not qualify for the relaxed participation rule.
Notice of such a campout will be given in advance.
4. Summer camps are not considered relaxed participation.

Relaxed Participation

- Scouts must notify the Troop of their intention to arrive late or leave early by notation on the Permission Slip.
Time of arrival or departure must be included.
Parent or Guardian that will be bringing or taking Scout must be listed along with their mobile phone number.
- Scouts arriving or leaving will do so only with a parent or guardian. They may not transport themselves to and from the campout.
- Scout will either travel with the group to the campout or will travel with the group back home on Sunday. They may not travel both ways via someone else.
- Scouts must spend, at a minimum, one night camping with the group.
- No credit will be given to the Scout for relaxed participation in a campout. It may not be used for advancement requirements.
- Scout will pay full share of food or other expenses for the campout. We will not pro-rate his meals.