

TROOP 660



Parent's Guide

Welcome to Troop 660. This Guidebook was assembled to let you know a little about our troop. Knox Presbyterian Church sponsors Troop 660. The church is located at 7416 Arlington Blvd. Troop 660 belongs to the George Mason District of the National Capital Area Council. Membership in the troop is open to all boys regardless of where they live or what their church affiliation is. The requirements for any boy to join Boy Scouts are that he is eleven (11) years old or completed the fifth grade and an official BSA registration be completed and signed by a parent or guardian and the Scoutmaster (SM) after an initial meeting between the SM and parent. Parents are asked to attend a troop meeting and sign the attached form that states that these guidelines have been read and understood.

Registration and Dues

New boys to the troop are required to complete an Official BSA Registration Form and a medical form. Parents are asked to complete a Troop Resources Survey Form. All scouts are required to complete the attached GuideBook acknowledgment and information sheet.

Current dues are \$40.00 a year. This amount is subject to change by the Troop Committee. The dues cover registration fee, insurance and advancement awards. The full \$40.00 is collected between December 1 and January 1. Costs for camp-outs and other activities are paid prior to those activities and are divided up among those participating.

Scout Handbook

Each scout must have a copy of the Scout Handbook. These books can be purchased at the Scout Service Center (9190 Rockville Pike, Bethesda, MD) and other official Scouting Retailers. Information in the books is very useful to scouts and parents, and should be read very carefully. Boys not having the Scout Handbook will find it almost impossible to work on advancement. Handbooks should be brought to each troop meeting and to most activities. It is also recommended that each scout have a copy of the Field Book.

Scout Uniform

The standard uniform of Troop 660 consists of long scout pants, scout shirt, scout belt and buckle, scout socks or knee socks, BSA or Troop neckerchief and the scout cap. The shirt will require minimum patches consisting of: American flag patch, council shoulder patch and troop numbers. Rank patches and leadership patches are expected to be put on the shirt. We are a full uniform unit and will require the boys to buy and wear the above uniform as a minimum. The above uniform is considered Class A. An alternate Class A uniform during the summer consists of the cap, short sleeve shirt, green khaki shorts and scout knee socks. An acceptable Class B uniform consists of scout t-shirt and scout pant.

Uniforms are expected to be worn at all troop meetings, while traveling to and from activities and during other special functions. When uniforms are worn they will be worn in the proper manner; buttons buttoned and shirttails tucked in. Uniforms are expected to be kept in a clean and neat condition.

Troop Organization

The troop is organized into the following groups of people.

- 1) Troop Committee: Composed of parents and other registered adults who set troop policy.
- 2) Adult Staff: Scoutmaster and Assistant Scoutmaster(s).
- 3) Troop Leadership Council: Senior Patrol Leader, Asst. Senior Patrol Leader and Patrol Leaders.
- 4) Patrols: Groups of 5-8 scouts.

Troop Meetings

The troop holds regular troop meetings in the Fellowship Hall at Knox Presbyterian Church. The meetings are Monday nights from 7:15pm to 8:30pm unless announced otherwise.

A normal troop meeting consists of:

- 1) Gathering Activity
- 2) Opening
- 3) Announcements
- 4) Skill Instructions
- 5) Patrol Meeting
- 6) Skill Competition
- 7) Final Announcements
- 8) Scoutmaster Minute

9) Closing

The meeting is run by various boys in the troop under the leadership of the Senior Patrol Leader.

The first meeting after a weekend activity is for equipment clean up and inspection.

The Patrol Method

Troop 660 operates under the Patrol Method of Scouting as developed by Sir Robert Baden-Powell in England. This method was developed on Brownsea Island in the early 1900's. BP found that a group of eight people was the most efficient method of developing leadership and accomplishing goals. Today, a patrol consists of 5–8 boys under the leadership of a Patrol Leader. The boys of the patrol elect the Patrol Leader. His primary responsibility is to represent and make known the wishes of his patrol at the Troop Leadership Council. The Patrol Leader is also responsible for relaying information from the TLC to the patrol; ensuring people are assigned to required tasks and the conduct of patrol members. Patrol members participate in all activities as a team. Part of learning to lead is by first learning to follow. It is important to understand that the boys run the troop. The adult leaders provide guidance. The Patrol is the Key and the Patrol Leader is the Key Man.

Advancement (The Trail to Eagle Scout)

Advancement from Scout to Eagle is an important part of the scouting experience and is completely explained in the Scout Handbook. Troop 660 has two adult leaders to help and advise the boys on advancement. One leader is an Assistant Scoutmaster that has been assigned to train and guide newer scouts in the skills and requirements needed to obtain the ranks of Scout, Tenderfoot, Second Class and First Class. The other individual is the Advancement Chairman and is responsible for maintaining advancement records, scheduling boards of review, approving merit badge counselors and ordering patches. Scouts are responsible for completing advancement requirements on their own and for maintaining a complete record of their own advancement. Opportunities for completing advancement requirements will be provided to the scouts; it is the scout's responsibility to take advantage of those opportunities. The troop has five basic rules about advancement.

1) Parents can not sign-off advancement or merit badge requirements for their son unless they are working with a group of boys.

2) The Advancement Chairman prior to any work being completed on the merit badge must approve merit Badge Counselors. The Advancement Chairman reserves the right to disallow any advancement or merit badge signed-off by an unapproved individual.

3) Scouts must obtain a merit badge card from the Scoutmaster prior to starting a merit badge. The scout will be given credit for completing a merit badge when he returns the card that has been signed by his counselor, to the Advancement Chairman. The card is always required.

4) Boys will be encouraged to advance but will not be pushed to advance. Troop leaders are responsible to provide advancement opportunities but are not responsible for ensuring a scout advances in rank.

5) Even though the Advancement Chairman maintains records of each scout's advancement, it is each scout's responsibility to maintain written proof of his advancement. Scout Handbooks provide places to have requirements signed-off and scouts will be given a signed card for each merit badge or rank advancement. Possession of a patch is not considered proof. Eagle rank will not be granted without documented proof that all requirements have been completed.

Board of Review

Purpose of the Board of Review is to ensure that the scout has completed all requirements for that rank, to determine the quality of his troop experience, and to encourage him to advance toward the next rank. Each board of review will also include a discussion of ways the scout sees himself living up to the Scout Oath and Law in his every day life.

The board of review consists of three to six members of the troop committee and should last for only about 30 minutes.

The Board of Review is scheduled within 5-10 days after the scout notifies the Advancement Chairman that he has completed his Scoutmaster Conference.

The Board of Review must be scheduled 14 days prior to a Court of Honor.

Court of Honor

A Court of Honor is a special troop meeting where all family members are invited. The meeting is held for the purpose of providing extra recognition to those scouts that have earned rank advancement, merit badges or other accomplishments. The whole family is encouraged to attend even if a scout has not earned any special recognition because the meetings are also used to discuss the troop's accomplishments and future activities. The troop schedules four Courts of Honor each year.

Courts of Honor are scheduled the last Monday of month (see troop calendar for exact date).

Discipline

Scouting activities are meant to be learning experiences in an atmosphere that is fun for everyone involved. Scouting and Troop 660 have rules that must be followed in order for everyone to enjoy themselves. The rules of Scouting can be found in the Scout Oath and the Scout Law. Troop specific rules are listed on Page 9 of this handbook.

The "Spirit of Scouting" dictate high expectations for the behavior of troop members. Self-control and self-discipline are attributes expected from all scouts in Troop 660. In order to ensure the health and safety of troop members and the effective operation of the troop, disciplinary actions may be necessary. Discipline and control must be treated as an individual matter, realizing that basic discipline is preventative in nature rather than regulatory or restrictive. Scouts will receive positive reinforcement when exhibiting appropriate behavior. Troop adult leaders are ultimately responsible for the behavior of troop members and therefore will be expected to enforce a fair and consistent disciplinary plan.

Disciplinary action will consist of four (4) levels. Certain conduct will result in the immediate escalation of the disciplinary level (i.e. use of drugs is an automatic Level 3 action).

Level 1: Personal Conference: Action taken for first offense of less serious rules. Consists of a counseling session between adult leader(s) and scout(s).

Level 2: Letter to Parents: Action taken when Level 1 actions are not successful or for breaking certain more serious rules. Consists of writing a letter to the parents with a copy going to the Troop Committee Chair. The letter will contain the following:

1. Description of inappropriate behavior.
2. Description of immediate disciplinary action.
3. Request for parent's cooperation in the matter and an offer to counsel with both scout and parents.
4. Notification to scout and parents if improper behavior continues, disciplinary action will be raised to Level 3.

Level 3: Disciplinary Hearing: Action taken when Level 1 & 2 actions have not been successful at correcting the problem or for extremely serious behavioral problems. Consists of a meeting between the adult leadership, scout(s), parents and the Troop Committee. Disciplinary action may include such items as active probation (scout continues to participate in activities), inactive probation (scout does not participate in troop activities for a period of time), service project, reimbursement for damages, termination from troop or etc.

Level 4: Termination: If the above actions fail to correct behavioral problems, the Troop Committee will notify the scout(s) and parents that the scout(s) are no longer welcome

to participate in any troop functions. This action will require the majority vote of all registered adult leaders and committee members.

Troop Activities

Most major troop activities are planned at least six months in advance and the times and dates are published in the Troop Calendar. Please keep track of these dates and help us avoid conflicts. The troop depends on parent support to see to it that their son attends as many troop activities as possible.

Schedule changes and additions will be communicated by special notices. Detailed information about monthly activities is usually handed out at troop meetings. We encourage all parties to watch the calendar and we especially encourage all parents to ask their sons about any hand out they may have received at the troop meetings (most parents don't see any papers until they pick the soggy mess out of the washing machine).

Equipment

Troop 660 has been fortunate enough to have a number of individuals that have been willing to work hard at fund raisers during the last couple of years in order to purchase quite a bit of troop equipment. The troop currently has tents, stoves, lanterns, cooking equipment, tarps, rain fly and other gear worth thousands of dollars. Scouts are expected to treat this equipment with respect and will pay for anything damaged, or lost through carelessness.

Personal equipment is something every scout will eventually need. The Scout Handbook contains a list of items that every scout is expected to have at each camp out. Sleeping bags and good rain gear are a must. Other items such as boots, backpacks and sleeping pad are items scouts may eventually want. There are a number of experienced campers among the adult staff that can help select the best items and tell you where to buy the items.

Active Participation

All members of Troop 660 are expected to participate in all phases of the troop program. We have one of the best programs and the best scouts and unless each person is willing to do his share, the troop as a whole will be effected. This means regular attendance at troop meetings, monthly activities, service projects and fundraisers. Important planning takes place at the weekly troop meetings and it is vital that scouts attend to help with that planning. We realize that there will be times when scouts can not attend due to illness, family problems or school functions. We would appreciate it if the scouts would contact their Patrol Leader when they can not attend an activity.

Parent Support

A key element in maintaining and improving the quality of Troop 660 is by having active parent support. To be successful, scouting must be a family activity. Parent support does not consist of driving your son to a troop meeting and picking him up. We are not a baby sitting service. Good parent support consists of the following:

- 1) Make sure your son attends all troop activities, is ready for them and be on time.
- 2) Encourage your son in his scout advancement.
- 3) Take an active interest in his scouting activities.
- 4) Attend parent meetings, courts of honor and other family activities.
- 5) Join the Troop Committee. The committee is made up of parents and meets on the third Wednesday of each month to set troop policy.
- 6) Become a Merit Badge Counselor for the troop. You don't have to be an expert in the area. There are 120 merit badges so there should be something you know about.
- 7) Support fundraiser projects. This is how we earn money for troop equipment and activities.

Fund Raisers

The troop depends on various fundraisers to gain operating funds for the year. In the past Troop 660 has participated in such activities as Popcorn Sales, spring and fall craft shows and a dinner. Each scout in the troop is offered the opportunity to work a set number of hours at each fundraiser.

Communications

In any organization, communication is essential. We currently have a Troop Calendar that is put out once a year. Most information is passed out at the weekly troop meeting; that is why regular attendance is important.

For short notice communications, adult leaders will contact other adult leaders. The Senior Patrol Leader will contact the individual Patrol Leaders who will, in turn, contact members of their patrol.

Summary

If you have any questions, call your Patrol Leader.

If you don't know, ask!

This guidebook was meant to be a brief summary of "need to know" items. If we have forgotten something, feel free to contact any of the adult staff.

Approved by: _____
Chartered Organization Representative

Committee Chairman

Scoutmaster

Troop Rules of Conduct

- 1) Each scout is expected to know and abide by these rules. Ignorance will not be considered an excuse for breaking the rules. Common sense will prevail in all situations and interpretations of these rules.
- 2) Each scout will have a phone number where their parents or a designated individual may be reached in case of an emergency or disciplinary action is required.
- 3) A scout may be sent home from any activity if Level 1 disciplinary actions are not successful.
- 4) Scouts will respect other people's property and will not touch anything that is not their own without permission. Level 1
- 5) Stealing will not be tolerated. Any scout caught stealing will be sent home. Minimum Level 2.
- 6) No running in camp. Level 1
- 7) No sheath knives, radios, televisions, tape players or game boys at troop activities without prior approval. Items will be confiscated and given back at the end of the activity.
- 8) Uniforms are expected at each troop activity. Leaders are expected to set the example.
- 9) No littering. Level 1
- 10) Troop equipment will be respected. Equipment damaged or destroyed through carelessness or horseplay will be repaired or replaced by the offending individual before he is allowed to attend another troop function. Minimum Level 2.
- 11) No bare feet around campsites. Level 1.
- 12) Troop members will follow the directions of both adult and junior leaders without argument. Patrol Leaders will not give directions to members of other patrols unless they have been left in charge of the group or extenuating circumstance exists. Level 1.
- 13) No fires in or near tents. Level 2.
- 14) Scouts will not play with the campfire. First warning LEVEL 1, second warning LEVEL 2 and scout will be sent home on third offense.

- 15) No scout will engage in any type of water sport without the permission of a registered adult troop member. Scout will be sent home. Minimum Level 2.
- 16) Obscene language, obscene gestures and subjects deemed inappropriate by adult leaders will not be tolerated. Level 1.
- 17) Malicious teasing or put-downs will not be tolerated. Level 1.
- 18) Fighting will not be tolerated for any reason. All parties will be subject to Level 1 or Level 2 discipline, depending on the seriousness of the fight.
- 19) Scouts will not leave campsite without checking with the person in charge. The scout will tell the person in charge exactly where he is going and exactly when he will be back. Level 1 or Level 2.
- 20) Cooking items will be cleaned, sanitized and stored right after meals and prior to starting any other activity.
- 21) Wild animals will be left alone. Level 1.
- 22) Vandalism will not be tolerated. LEVEL 2 and financial responsibility for damage.
- 23) Use of tobacco, alcohol, or illegal drugs is strictly prohibited by the Scouts. Adult leaders, while strongly discouraged from doing so, may use tobacco. Level 2 for tobacco. Level 3 for alcohol and drugs.
- 24) Possession of firearms or explosive devices will result in the item being confiscated and the scout being sent home. Minimum Level 3.
- 25) Scouts are subject to discipline for any behavior that is unbecoming a Boy Scout. These Rules are not meant to be all-inclusive. Situations will be judged on a case by case basis.

I have read and understood guidelines in the Troop GuideBook.

Scout Print Name

Signature

Date

I have read and understood guidelines in the Troop GuideBook.

Parent/Guardian Print Name

Signature

Date

Troop 660
Boy Scouts of America
Falls Church, Virginia

Troop By-Laws Adopted

GENERAL

1. Parents or Guardians of all applicants must 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 must ask each parent to volunteer for a committee or adult leader position, participate in at least one activity annually.

2. Key Committee Positions include the following:

- a) Troop Committee Chairman
- b) Treasurer
- c) Secretary
- d) Fund-Raising Chairman
- e) Membership Coordinator
- f) Advancement Chairman
- g) Campout Coordinator

3. Committee Meetings. The Key Committee Officers shall meet regularly to discuss Troop Business. The Troop Committee Chairman who will provide a written agenda at least 10 days in advance shall schedule meetings. The meetings shall be open to parents, registered adult members of Troop 660 and non-key Committee officers, however, only the key Committee personnel -- as defined in Rule 2 above -- will have the authority to vote. A quorum will exist when any three (3) of the seven key committee officers are present.

Meetings are permissible without a quorum; however, no matters requiring a vote may be decided.

4. A vote of the key committee members will be necessary to approve any expenditure of Troop funds beyond the discretionary \$50.00 allotted to the Scoutmaster. Additionally, the committee must approve the Troop's Scout of the Year nominee and any interim changes to the Troop's By-Laws.

5. Should a need arise to obtain committee approval of an expenditure on an expedited basis, the Committee Chairman shall be authorized to contact the other key committee officers by telephone to discuss the matter and conduct a

vote. In any such instance where a telephone vote has been conducted, the results of that vote shall be ratified at the next regular Committee meeting.

6. Interim amendments to the By-Laws may be made by majority vote of the key Committee officers after introducing the amendment at one Committee meeting. The amendment will be voted upon at the next committee meeting.

7. Camping permission slips and campout money shall be collected by the Scribe for that event and turned in to the appropriate adult leader one week prior to the activity.

8. Parents shall be responsible for ensuring the transportation of their sons to campouts and other Troop activities. Carpools will be coordinated wherever possible, however the ultimate responsibility will lie with the parents. All drivers 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 while traveling as required by Virginia law. Parents and adult leaders must provide updated information about their vehicle(s) and associated insurance to the Troop annually.

9. The Scoutmaster shall have the authority and discretion to suspend any boy who 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 will be required to make arrangements to take custody of the boy. The Troop shall not be liable for any costs involved; this will be solely the parents/guardians' responsibility. Any boy who has been suspended may be reinstated at the discretion of the Scoutmaster, but only after the boy and his parents have discussed the situation in detail with the Scoutmaster and are prepared to recommend a course of action to ensure that the behavior will not be repeated.

10. The parents are responsible for picking up 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 address or 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).

EXPENSES: SCOUT

1. Uniform--shirt, pants, socks, and belt: \$85.00

- The Troop maintains a uniform exchange.

- Parents and Scouts are encouraged to donate used uniform items to the Troop (with or without the appropriate patches sewed on)

2. Summer Camp costs approx. \$185.00. Each Scout will be encouraged to earn this money himself.

3. Each Scout shall pay for his own food for each campout or other activity. Patrols will assume responsibility for purchasing their food for campouts. One person shall buy the food and the other patrol members shall reimburse him for the expense before the campout. The Troop shall not be involved in reimbursing Scouts for food expenses.

EXPENSES: TROOP

The Troop shall be responsible for paying the following expenses:

1. Troop Registration (annually)
2. Boy's Life (annually).
3. Troop Insurance (annually)
4. Troop equipment (as needed).
5. Advancement pins, merit badges, etc.
6. Leadership Training Costs for selected Scouts from the Troop.
7. The Troop Black and Red neckerchief when the boy makes Tenderfoot.

FUND RAISING

All Scouts in the Troop will be afforded ample opportunities to participate in fundraisers to earn enough money for the Troop to meet its obligations. Fund raising activities shall be supervised by the Fund Raising chairman and will be conducted as needed. These activities will include popcorn, recycling drives, sales of home safety items, hike-a-thons, car washes and other activities agreed to by the key Troop Committee officers.

SCOUTMASTER'S FUND

1. The Scoutmaster out of Troop funds as working capital may maintain a fund of \$50.00.
2. The Treasurer only upon presentation of receipt(s) shall replenish this fund.

INQUIRIES AND COMPLAINTS

All complaints and/or inquiries shall be directed to the Committee Chairman.

The By-Laws as set forth above were reviewed by the Troop Committee and approved by a majority vote on 13 December 1999.