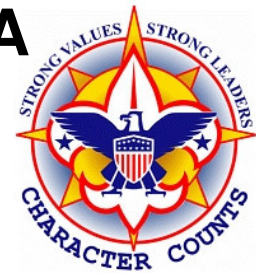




**BOY SCOUTS OF AMERICA  
PIONEER DISTRICT  
GREATER CLEVELAND COUNCIL**



**TROOP 526  
NORTH ROYALTON, OHIO**

# HANDBOOK

Troop 526 Scouts and Parents:

Welcome to the exciting world of Boy Scouting! For those of you graduating from Cub Scouts, I hope your scouting experiences were filled with learning, friendship, and most of all fun. In the Boy Scouts we will add adventure, responsibility, and leadership to that scouting foundation. For those scouts and parents new to the scouting experience, Boy Scouts is an activity-based program where scouts learn by doing. As it says in the Boy Scout Handbook "Scouting is Outing" and Troop 526 has the calendar full of weekend campouts, a weeklong summer camp as well as many other activities within the community.

It is a big transition between Cub and Boy Scouting, but change can be very good. Scouting is boy led with adults and older scouts acting as instructors and guides. Troop 526 wants to provide each Scout with a fun and challenging environment that allows him to both enjoy the Scout program and to learn from team and personal accomplishments.

Scouting is a progressive experience not unlike school or team sports. The plates of today's youth are filled with many items: school, sports, music lessons, instant messaging, video games, etc. This list could go on and on. You and your son's involvement in scouting is dependent on active participation and as he progresses through the program his responsibilities will require more time, and result in rewards of character development, citizenship training, and personal fitness that will benefit him in all aspects of life!

Troop 526 embraces additional local guidelines. These guidelines augment the established rules and regulations as put forth by the Boy Scouts of America. Our Troop operates on the policies of openness and full disclosure. Any parent is welcome to observe, or better yet, assist in any activity in which the troop participates. The best way to understand and change any organization for the better is to become part of it.

This handbook was developed to assist your family in understanding how Troop 526 operates. Please keep it as reference with your other scout information and refer to it when you have questions. Periodic updates to the handbook will be provided. This handbook can be a handy resource when you have questions, but it is not meant as a substitute for contacting parents, scouts or leaders when there is a need. We want to make this handbook the best it can be. Please contact any leader with your questions, comments or suggestions for improvement.

Welcome Aboard!

Revised: 1/4/2009

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## **Introduction**

On behalf of the Troop Committee, welcome to the Boy Scouts of America and to Troop 526, North Royalton, Ohio! We hope that your scout will enjoy his membership and association with the Boy Scout movement.

This handbook will help answer many initial questions and act as a reference manual during your Scout years. Should you wish to comment on any part of this handbook please feel free to do so to the Scoutmaster, Assistant Scoutmasters or any Troop Committee member.

This handbook is divided into several sections:

- Introduction
- History
- The Central Elements of the Boy Scouts of America
- Troop Specific Information
- Appendices

## **Resources Cited in the Troop 526 Handbook**

Parents, you are welcome to have you son check out any of these resource books from the troop library. It is our hope that you understand the BSA program as well as how Troop 526 implements the BSA program.

- Boy Scout Handbook (BSHB)
- Scoutmaster Handbook (SMHB)
- Guide to Safe Scouting (GSS)

## **Troop Handbook Revisions**

Troop Handbook Revisions are taken under advisement periodically on the advice of the Patrol Leaders' Council, Scoutmaster, Troop Committee members, and by Scouts and Parents. Revisions are adopted by simple majority of the Troop Committee. In all cases, there shall be no contradiction of local policy and what are established rules, regulations, and bylaws of the National Boy Scouts of America.

## **Our Scoutmasters Past and Present**

Over the years Troop 526 has had a small army of adult volunteers build and mold its future through it's Scouts, but only a few will be remembered as SCOUTMASTER:

1981 - 1983	Mike Kole	1991 - 2002	Bill Thrasher
1983 - 1985	Carl Wysocki	2002 - 2004	Tom Fink
1985 - 1986	Mike Kvasnok	2004 - 2009	Dan DeVille
1986 - 1988	Jim Aust	2009 - Present	Chris Moryan
1988 – 1991	Dan Ziemba		

## **History**

Saint Albert the Great Parish has been the Charter Organization for Troop 526 for more than 25 straight years. Our ties to Saint Albert have not only given us a home and strong support, but have also helped our Scouts live the Scout Oath and Law by being “Reverent” and experiencing their own “Duty to God”. In fact, many Troop 526 Scouts have earned the religious award for their faith. As example, since 1999 on over 50 Scouts have earned the “Ad Altari Dei” and “Pope Pius XII” Catholic religious awards.

The Troop is dynamic and prospering especially with the wealth of new Scouts. In 1992 the Troop had 22 Scouts and is currently composed of more than double that number.

Troop 526 is not short of excitement either, our schedule for campouts and events is a busy one with generally one campout every month at various sites around Ohio including a Winter Klondike, Fall Camporee, and the ever popular Summer Camp at Seven Ranges Boy Scout Reservation which is home to the “Pipestone Honors Program”. Our Scouts have canoed the Black River and Hudson Bay at the Tinnerman Canoe Base in Northern Canada, hiked the Blue Ridge Mountains in Virginia at the High Knoll Adventure Camp, and attended recent National Scout Jamborees held at Fort AP Hill. We have also attended many other exciting events such as the “100 Years of Flight Camporee” at the U.S. Air Force Museum in Dayton, Ohio, the Buffalo Naval Yard, biked on Kelly’s Island, hiked the Hocking Hills foot trails. In 2007 we attend the Greater Cleveland Council “Scouting 360” Camporee where more than 1000 area Scouts will come together at the Cuyahoga County Fairgrounds in Berea, Ohio.

All that fun and our Scouts work hard too. At the Fall Troop Court of Honors over 100 merit Badges are awarded and nearly that many again at the Spring Court of Honor. Our Scouts truly earn their way along the “Trail to Eagle” some struggle and overcome, some are content and enjoy their own pace, while others push themselves to new limits, and for who aspire to the Eagle Rank they will find the trail well worn by these Eagle Scouts of Troop 526. Reference Appendix H for a complete listing of the Troop 526 Eagle Scouts.

## **The Central Elements of the Boy Scouts of America**

### **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.

### **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 Scout Law

A Scout is:

Trustworthy

Loyal

Helpful

Friendly

Courteous

Kind

Obedient

Cheerful

Thrifty

Brave

Clean

Reverent

### The Scout Motto

<sup>2A</sup>  
"Be Prepared"

### The Scout Slogan

<sup>1A</sup>  
"Do a Good Turn Daily"

## The Aims of Scouting

Every scouting activity moves a boy toward three basic aims:

- Character Development
- Citizen Training
- Mental and Physical fitness

## The Methods of Scouting

### 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. The Troop offers a "Uniform Exchange" Program. Contact the Committee Chair for additional information.

## **Outdoor Activities**

Local councils operate and maintain Scout camps. The National Council operates high-adventure areas at PhilMont Scout Ranch in New Mexico, the Northern Tier National High Adventure Program in Minnesota and Canada, and the Florida National High Adventure Sea Base in the Florida Keys. About 70 councils also operate high-adventure programs.

The BSA conducts a National Scout Jamboree every four years and participates in World Scout Jamborees (also held at four-year intervals). Fort A.P. Hill, Virginia, was made the permanent site of the National Scout Jamboree in 1980. Over 40,000 Scouts attended the ten day 2005 National Jamboree. We are Proud that ten of those Scouts came from Troop 526. The next National Jamboree won't be until 2010 to coincide with the 100<sup>th</sup> anniversary of Boy Scouting in America.

## **Troop Organization**

### **Overview**

The Boy Scouts of America believes that the only way to train boys to become leaders is by empowering them to lead. A troop is boy led with adult support and guidance. This is explained in the Scoutmaster Handbook. You may also read in the Boy Scout Handbook (BSHB) for an explanation of how the troop operates.

Located in Appendix B of this handbook are the names and phone numbers of the adult leadership of Troop 526. If you would like to contact any of these leaders, please feel free to do so. Your input is valuable. Please feel free to share your ideas with us over the phone, at a committee meeting, or by volunteering to become a Registered Adult Leader.

## **Parents we welcome and expect your help**

### **Ways in which parents can help:**

- Ensure your Scout participates it is the only way this program can function,
- Personally Participate in Scout activities, such as: Campouts, Service Projects, Outings and Fund Raisers.
- Become a registered and trained Adult Leader
- Help as a Driver (See Guide to Safe Scouting [GSS]):
  - Drivers are adults with valid Ohio driver's licenses (not suspended or revoked for any reason) with minimum insurance coverage of \$50,000/\$100,000/\$50,000 and a car with working seatbelts for each passenger
- Help with fund raising activities
- Become a merit badge counselor
  - You do not have to be registered as a leader with Troop 526, nor do you have to be trained as an Adult Leader. You do have to have a good understanding of the subject material that you will be the counselor for.
- Join the Troop Committee or become an Assistant Scoutmaster.

## **Assistant Scoutmasters**

Assistant Scoutmasters help the Scoutmaster operate the troop. An assistant Scoutmaster must be at least 18 years old. The duties of an Assistant Scoutmaster can be long or short term, needs based, and normally always includes directly working with the scouts.

## **The Troop Committee**

The Troop Committee is like the Board of Directors for the troop. The Committee is comprised of Adult Volunteers who provide assistance and support to the Scoutmaster. This support insures that the Scoutmaster functions with all the resources necessary to run the Troop. The responsibilities of the Troop Committee are:

- Provide logistical support to Scoutmaster
- Select quality leaders
- Develop community service projects
- Logistical support for outings
- Plan and assist in fund-raising
- Provide for special needs and assistance for individual scouts
- Serve on Boards of Review and Courts of Honor
- Maintain records of troop finances, advancement, and Adult Leader Training
- Assist in the charter renewal process
- Help with the annual Friends of Scouting campaign
- Process Tour permits
- Select suitable Scoutmasters



## **Sub-Committee's**

Sub-Committee's allow the troop to have registered adults tasked to specific responsibilities. Such as the:

- Executive Committee
- Advancement Committee
- Scouter (Adult) Training
- Scout Training
- Mentor
- Eagle Scout
- Fund Raising

## **Registered Adult Leadership**

Troop 526 is blessed with a robust and diverse adult leader team. And again, we welcome your participation and inclusion into this team. We require that all adults be certified as trained or on the path to being certified as trained. Only then can our adult leaders wear the "Trained" patch on their shirtsleeve. Troop policy is all adults are trained within the first year of working with the scouts. Courses include:

- Youth Protection
- New Leader Essentials
- Outdoor Leader Skills
- Leader Specific Training

Training is provided through a variety of sources. There is an annual Scouting University put on by the Cleveland Council. There is also training schedules put out by both the council and district. You can also participate in "out of council" training programs to aid your schedule. The bottom line is that we hold a high priority on trained adults bring value to the Scouters of Troop 526! Troop 526 recognizes the value of trained scouts and leaders. Training is the foundation for success in the Boy Scouts. The troop encourages scouts and leaders to attend training in all areas of scouting.

Additionally, Saint Albert the Great requires all registered adult leaders to have completed the Catholic Church's VIRTUS training. This training is required regardless of the adult leader's faith.

For more information about our adult leaders contact the Troop's Committee Chair.

## **Selection of Adult Leaders**

**Initial selection:** The adult will fill out the BSA application and submit it to the Committee Chair who will then submit it to the Charter Organization Representative or to the Charter Executive.

**Annual re-charter:** At the annual re-charter, the Committee Chair will review all adult applications and will re-approve the adult membership, which will be forwarded to the Charter Organization Representative or to the Charter Executive for approval.

## **Selection of the Scoutmaster:**

**Initial selection:** The Committee Chair will appoint a nominating committee of three who will interview candidates and then nominate a candidate to the Troop Committee. The Troop Committee will vote on the nomination. The Committee Chair may or may not approve the choice, and then forward the nomination to the Charter Representative or to the Executive Officer for his approval.

**Re-selection of the Scoutmaster:** the Committee Chair and the Charter Representative or the Charter Executive will re-approve the Scoutmaster annually. However, the Scoutmaster will serve a term of two years after which time the entire Troop Committee must re-evaluate his/her performance and effectiveness. The Troop Committee will nominate the current Scoutmaster or replacement to the Committee Chair who will approve the choice and then forward the nomination to the Charter Representative or to the Executive Officer for his approval.

## **Selection of the Committee Chair**

The Charter Representative or the Charter Executive Officer appoints the Committee Chair. The appointee is re-chartered annually, and can be replaced at any time by the Charter organization. The Troop Committee will nominate a Committee Chair who will be interviewed by the Charter Rep who will recommend and approve for the Charter organization.

## **Selection of Charter Organization Representative**

The Committee Chairs from each Scout unit (Pack, Troop, Crew) will nominate, interview and recommend to the Charter Organization Executive a nominee for the position of Charter Representative (Charter Rep). The Executive may or may not agree with the recommendation. The Charter Rep serves at the whim of the Charter Executive.

## **The Patrol Method**

Each scout will have the opportunity to lead, as well as follow, other Scouts. Scouts work in patrols or groups of 6-8 scouts. We may combine scouts of different ages and abilities to form a patrol. In this way the older scouts teach the younger scouts various scout skills, help with advancement, and help the younger scouts learn the way of scouting.

The patrols learn to work together and are under the leadership of the Senior Patrol Leader (SPL) and the Assistant Senior Patrol Leader (ASPL).

In Scouting, the older boys teach the younger boys. This is how a scout learns - by teaching. The adult leaders help the older scouts learn skills that they, in turn, teach to the younger scouts. The Adult leaders also monitor the teaching process to maintain the quality and accuracy of information that is being taught.

For more information on the workings of a patrol, see the Boy Scout Handbook.

Each Leadership Position has specific guidance outlined in the Position Agreement that each Scout must read, understand, and sign to enter into said position. You will find a copy of each position agreement in appendix F.

## **Advancement (also see appendix G.)**

The Scouting Program helps boys to learn by having fun. Advancement is the reward that identifies skills that the scouts have learned. The Scouting Program is designed to lead the boys through a step-by-step learning process that reviews skills already mastered, as well as introduces new skills.

Parents and Scouts should understand that as a Scout advances his obligations and responsibilities will increase accordingly, building his sense of pride and accomplishment to ever-higher levels. He must understand that he is primarily responsible for his personal advancement and his involvement in the Troop provides the basis for many required skills.

Although we work on advancement at our meetings and campouts, the boys are always responsible for practicing skills, reviewing information and completing some requirements outside of our meeting time. The scout will then demonstrate their proficiency and knowledge to an Adult Leader or Eagle Scout who will then sign their scout book if appropriate.

## **Leadership Positions (also see appendix F&G.)**

Leadership positions and election/appointment procedures follow the Troop patrol method.

All Positions appointed by the Scoutmaster (Junior Assistant Scoutmaster, Troop Guide, Den Chief) have an indefinite term (these positions can only be used towards rank advancement for a maximum of one rank).

All other positions have a six-month term and will not exceed twelve months total accumulated time in any one position.

All Scouts in leadership positions will only receive credit for the position based on their individual performance and participation, time in a position is not a standard of performance.

### **Troop offices held by Scouts**

- Senior Patrol Leader
- Assistant Senior Patrol Leader
- Patrol Leader
- Assistant Patrol leader
- Troop Guide
- Quartermaster
- Librarian
- Scribe
- Historian
- Bugler
- Chaplains Aid
- Order of the Arrow Representative
- Junior Assistant Scoutmaster

## **Attendance / Participation (also see appendix G.)**

- Attendance / Participation are expected from every Scout in every activity. Although one hundred percent is likely not achievable, the Troop has established its minimum expectations further described in Appendix G
- Being there enables a Scout to be rewarded through the progressive experience of Scouting, a Scout will start out fresh and the expectations and responsibilities of him will be light but focused on the future. Each boy progresses at his own ability level and desire, and as he progresses those expectations and responsibilities will increase and will not only reward the Scout with rank advancement, badges, achievements, and experiences, but the lifelong benefits to maturity, character, citizenship, and mental and physical health.
- Scouts must demonstrate their skills in order to advance. That cannot be accomplished without being there (participating). The responsibilities of Scouts grow with their accomplishments and are normally exciting and fun, but not all the time, sometimes hard work, extra time, volunteering, and the responsibilities of leadership, make it hard to want to be there, but this team is different and the rewards are greater, the lessons deeper, the friendships and camaraderie longer lasting. You would never consider not doing your share of the load or receiving a reward for something you didn't earn.

## **Boards of Review**

Boards of Review are not limited to Advancement some other circumstance can be Special Recognition, Training, Counseling or Discipline.

Boards of Review must be scheduled in advance with the Troop's Advancement Chair. Exceptions can only be made by the Advancement Chair.

### **Advancement Board of Review**

A periodic review of the progress of a Scout is vital in the evaluation of the effectiveness of the Scouting program in the unit. The unit committee can judge how well the Scout being reviewed is benefiting from the program. The unit leader can measure the effectiveness of his or her leadership.

The Scout can sense that he is, or is not, advancing properly and can be encouraged to make the most of his Scouting experience.

**Scouts are required to request their Board of Review for Advancement (BoR) prior to their desired date with the Advancement Chairman. The actual date of the BoR will be determined by the Advancement Chair once the Scoutmasters Conference has been conducted and the Scout requests the BoR. Scouts must have all required items signed off in their Scout Books, have their Merit Badge Cards, and report in full uniform for their Board of Review.**

Not only is it important to review those Scouts who have learned and been tested for a rank, but also to review those Scouts who have shown no progress in their advancement over the past few months.

The members of the board of review should have the following objectives in mind when they conduct the review.

- To make sure the Scout has done what he was supposed to do for the rank.

- To see how good an experience the Scout is having in the unit.
- To encourage the Scout to progress further.

The review is not an examination; the board does not retest the candidate. Rather, the board should attempt to determine the Scout's attitude and his acceptance of Scouting's ideals. The board should make sure that good standards have been met in all phases of the Scout's life. A discussion of the Scout Oath and Scout Law is in keeping with the purpose of the review, to make sure that the candidate recognizes and understands the value of Scouting in his home, unit, school, and community.

The decision of all boards of review is arrived at through discussion and must be unanimous.

### **Special Boards of Review**

Special Boards may be held immediately or after information, facts, and courses of action are determined.

Scouts who are called to a "Disciplinary Board of Review" may not appear before an "Advancement Board of Review" until being approved by a **follow-up board** (that determines if progress was made during the prescribed time), which will be 45 days after the date of the "Disciplinary Board".

### **Uniforms**

The Boy Scout Uniform should present a sense of pride in all who wear or view it.

- Troop 526 hopes that all Scouts have and proudly wear the entire Scout Uniform.
- Registered Adults, Scouts in any Leadership Position, or Scouts who are of LIFE rank or greater to have and wear the complete uniform.
- Scouts will attend all Scouting related activities in either the Tan Uniform Shirt or a Troop T-shirt.
- Troop 526 hosts a "Uniform Exchange" program through its web site. This is a no-fee program available to all area Scouters.

To help in this effort the Troop will accept pants of the same green shade as the BSA pants or tan color, the pants must have belt loops and cannot be sweatpants or wind/nylon styles. If shorts are worn the same rules apply (including belt loops) in addition to the requirement of BSA socks (case by case exceptions can be granted by the Scoutmaster in advance).

The BSA Uniform Shirt must be in good repair, have the correct patches/awards (in their proper placement), and be buttoned properly and tucked in **completely** when worn (folded over style tucks will not be permitted). At most events Uniform Shirts and T-shirts will be required to be tucked. See the Boy Scout Handbook and the inside flaps of the BSHB for complete details about the uniform and where to sew patches.

At this time the general uniform for Troop 526 meetings is the appropriate shirt for the time of the year and pants or shorts of your choice that still present neat appearance.

Scouts who wear clothing contrary to the prescribed uniform for the event may have to explain their "Scout Spirit" either immediately, at their next Scoutmasters Conference, and/or Board of Review.

The BSA (Boy Scout Uniform) shirt must be worn **when traveling** to or from our campouts and Troop special events for insurance purposes.  
**Some events require full dress uniform.**

### **Mandatory Uniform**

A Scout is required to wear his complete BSA uniform at several events including Boards of Review, Courts of Honor and Scoutmaster Conferences. A complete BSA uniform, sometimes referred to as the “dress” or “field” uniform consists of the official BSA Shirt (with all awards and achievements properly positioned and attached), neckerchief with slide, merit badge sash (worn across the shoulder, never folded over his belt), BSA Scout Socks and BSA Scout (or Scout-like) pants.

### **Seasonal Uniform**

Although Troop 526 has adopted the following seasonal uniform policy, the complete BSA uniform as previously described is still mandatory for the events listed above.

- From September 1 to May 31, Troop 526 will wear the field uniform without the merit badge sash
- June 1 to August 31, Troop 526 will generally wear the “activity” uniform where the official BSA field shirt is replaced by the Troop 526 activity T-Shirt. Whether short or long pants are worn, the same expectations are previous described apply.

### **Weekly Meetings**

Troop 526 holds its weekly meetings at St. Albert the Great Church North Royalton, in the large lower church hall (unless otherwise directed).

**7:00-8:30 P.M (normally, subject to seasonal change) General Meeting  
Appointments or additional time may be required for Boards of Review,  
Scoutmaster Conf., Patrol Leader Conferences, or any other needed functions.  
Refer to the Troop Calendar for meetings dates or places.**

It is important that scouts attend the weekly meetings (see “Attendance), wear their uniforms, come prepared for whatever we will be working on, and bring a notepad.

**Scout knives or other camping related items are not allowed at meetings unless prior approval or direction is given by the Scoutmaster.**

Scouts will advance if they attend the weekly meetings, attend the campouts, complete service hours (volunteer), and work on requirements at home.

The weekly meetings allow time for the scouts to learn to work together. To practice leading and following, as well as work on advancement. Weekly meetings will often follow a monthly theme that helps scouts to work on advancement. The weekly meetings are also a time for scouts to have a Scoutmaster conference as well as a Board of Review. See the Boy Scout Handbook for further information

The meeting is also a time for comradeship and fun, but does not allow a scout an opportunity to be discourteous by bringing items/materials or engaging in activities that are not relevant to the meeting or activity. Scouts are not allowed to leave the meeting area or engage in activity not relevant to Scouting with out the expressed permission of the Scoutmaster.

## **Troop Calendar**

A Troop Calendar is available that shows planned events for each month. Updates to this calendar are generally produced on a quarterly basis. The current calendar is furnished to Scouts as needed or requested; it is also available on the Troop Web Page <http://www.troop526.org>

## **Communication with Parents and Scouts**

In Troop 526, we try to teach the boys to be responsible for themselves. This is done in many ways: through leadership in the patrols, holding troop offices, and by being responsible for one another.

It is the scout's responsibility to make sure that information is brought home to you. You and your son should read over the information and discuss it. This information often concerns upcoming campouts, fundraisers, service projects and many other activities. If the scout is absent for a meeting, his Patrol Leader or a friend should pick up his mail since some information should be read and acted on before the next weekly meeting.

As a supplement, the Scoutmaster will endeavor to host a Parents' Meeting a minimum of three (3) times annually. These meeting dates will be placed on the Troop calendar and invitations via email will be distributed in advance.

## **TROOP WEB PAGE**      <http://www.troop526.org>

The Troop is proud to maintain this Web Site. It is in its early stages and will become a major source of information.

**Please bookmark and visit this site often!**

## **Merit Badges**

The BSA Merit Badge Program gives each Scout an opportunity to challenge themselves with 100+ exciting experiences, to further the challenge and broaden the Scouts horizons Troop 526 encourages Scouts to not only pursue Merit Badges offered within the Troop but seek out Merit Badges offered outside the Troop as well.

Required Merit Badges are normally not offered as a group Badge at Troop meetings in order to facilitate a true "one on one" learning/counseling atmosphere.

Information on Merit Badge Counselors can be obtained from any adult leader.

- Scouts who pursue Merit Badges must obtain a signed Blue Merit Badge Card (Blue Card) from the Troop Advancement Chairperson prior to starting the merit badge. Once the merit badge is earned and the Blue Card signed by the Counselor it is to be returned to the Troop Advancement Chairperson for processing.
- Merit Badge Counselors within the Troop maintain the Blue Card for the Scout.
- The Blue cards must be permanently retained by the Scout once received at an appropriate ceremony.
- It is the Scoutmaster's responsibility to ensure that all merit badge counselors are properly registered.

## **Court of Honor (CoH)**

### **Troop**

The SPL is the award presenter at all Troop CoH's unless authorized by the Scoutmaster. CoHs are generally held in April and October. CoHs are special ceremonies when a scout's parents and families join the troop in recognizing his achievements and the achievements of his fellow scouts. It is important for parents and family members to support the scout in his achievements. Check the Troop Calendar for the dates of upcoming CoHs.

### **Eagle**

Troop 526 has a proud tradition of individual ceremonies for each Scout who achieves the rank of Eagle. The Eagle Scout CoH is planned by the Eagle Scout and his family with the support of proud alumni of Eagle Families. The program for Eagle CoH's must be coordinated with and submitted to the Scoutmaster no later than 15 days prior to the intended date of the CoH to the Scoutmaster by the Eagle Scout.

## **Religious Emblems Program**

Scouts are encouraged to work on the Religious Emblem Program that is specific to their religious denomination. Scouts interested in working on their Religious Emblem should contact the Religious Emblems Coordinator. See the Appendix B for the names and address of Registered Adult Leaders.

## **Campouts (also see appendix G.)**

One of the distinguishing features of the Boy Scouts of America from other youth programs is our focus on camping and outdoor related activities. Troop 526 has an active camping schedule. In temperate weather we will camp using tents that belong to the troop. In the colder weather, we will often camp in cabins or Adirondack shelters. Most winter campouts will take place in cabins, but sometimes for added excitement tents will be used, such as the Klondike Derby or for qualifying for the Polar Bear experience.

Scouts apply skills learned at the weekly meetings to activities planned for the campout. If the theme of the meetings for November is Pioneering, the campout for November will allow scouts to put to use the skills they learned at the monthly meetings.

Campouts are listed on the troop calendar with the specific dates and times for both departure and return. Generally a campout will begin on Friday evening around 7:00 P.M. Boys should have already completed their dinner meal.

Fees vary for each activity and normally cover meals. Whenever possible the Troop covers Site and Cabin fees.

All campout activities require a completed parental permission slip. The permission slips must be completed at home and returned to the Troop Scribe, along with the camping fee, no later than the indicated date. This permits adequate planning for transportation and food purchases. A current physical form must be on file for each scout and adult to participate in outdoor camping activities.



## **Summer Camp**

Summer camp is one of the most important experiences a scout can have. For more information on Summer Camp for this year, see the Appendix A-3 & D at the end of this handbook.

## **Centennial Quality Unit Award**

Troop 526 has consistently earned the Quality Unit Award in past years. This award indicates that the Troop has met or exceeded national standards with regards to: Leadership Training, Two Deep Leadership, having a Planned Program, Service Projects, Advancement, Boys Life subscription renewals, Outdoor Activities, Membership increase, use of Patrol Method, and On-Time Charter Renewal.

## **Charter Organization**

The Charter Organization is the sponsor organization. Our Charter Organization is Saint Albert the Great Roman Catholic Church in North Royalton, Ohio. This is also where our Troop meets and where we store all of our Troop equipment. For the name of our current Charter Representative see the Appendix B found at the end of this handbook. This person is the liaison between the Saint Albert the Great, The Boy Scouts of America and Troop 526.

## **Troop Equipment**

Troop 526 has a great deal of equipment that makes a scout's camping experience safe and enjoyable. Scouts may be assigned equipment to take home after a campout in order to clean the equipment and keep it well maintained. The equipment will be signed out to your son. Please help us by reminding your son to return the item to the Quartermaster (the scout who keeps track of equipment) by the next meeting. Scouts that sign out equipment must inform the youth Quartermaster or Adult Quartermaster Advisor of missing/damaged items immediately. Scouts will pay the replacement/repair cost of equipment lost or damaged once signed for.

## **Dues**

Effective January 1, 2008, dues will be collected on a monthly basis with a total annual fee amount of \$60 per Scout. The Troop Scribe will handle receipt of all incoming funds working in concert with the Troop Treasurer. Five dollars will be due by the first Troop meeting of each month. Dues can not be paid any more than two (2) meetings in advance of the monthly deadline date and must be paid in person. If fee is to be paid from a Scout's Account (see *The Scout Account* section below), then a hand written note from the Scout's parent(s) must be present in person by the Scout to the Troop Scribe in lieu of that month's \$5 payment. Failure to make three (3) consecutive months Dues payments will result in that Scout being coded as "inactive" and dropped from the Troop's charter. An "inactive" Scout can not attend or participate in any Troop functions (ie: meetings, campouts) and is not eligible for rank advancement. A \$1 fee will be assessed for late payments received.

- Scouts who earn the rank of Eagle will pay only \$25 per year. Payment must be received by the April 1<sup>st</sup> recharter.
- Adults will pay \$10 per year. Payment must be received by the April 1<sup>st</sup> recharter.

Please contact the Troop Treasurer regarding any financial concerns.

## **Fundraising**

Troop 526 recognizes that fundraising is necessary to maintain a quality program for the scouts. The Troop also recognizes that it has a responsibility to not spend more than it earns, nor earn more than it plans to spend.

The troop will normally engage in the following fundraising events:

- The Annual Nut Sale (December)
- The Annual Pasta Dinner (January)
- The Royalton Home Days Fair Cleanup (August)
- Others as identified

These events require support by Scouts and Parents/Guardians and although the benefit to an individual Troop account may not be immediately visible, the big picture includes the benefit of:

1. No annual charter fees.
2. Low monthly dues that have had no significant increase in over 10 years.
3. Normally no camp reservation fees.
4. No charges for Advancement patches, merit badges, Leadership patches,...
5. An ever updating collection of camping equipment.
6. A Troop scholarship account for those in need.

Scouts and Parents/Guardians who find themselves unable to participate in fundraising events may provide a fair share donation to allow equitable benefits to all Scouts.

The Troop Committee, on an annual basis, evaluates each planned fund raising event for both appropriateness and profitability. The goal of our fundraising is to meet current troop needs and save for future expenditures.

## **The Scout Account** (an escrow (credit) account handled by the Troop Treasurer).

Each participating Scout will earn credit through their involvement in fundraising events and that credit will be placed into an individual Scout account. The rules of how the account works are as follows:

### **What can the 'Scout account' be used for?**

The Scout account can only be used for scout related functions such as Dues fees, Boys Life Magazine fee, weekend camp fees, summer camp fees, any scouting related clothing or gear.

To be reimbursed, the Scout submits the original receipt or coordinates pre-payment through the Troop Treasurer. The Scout account is not a "do as you please program", requests must go through proper channels and are for the betterment of the Scout within the Troop program.

The national catalog is mailed from National BSA to all registered Scouters. The national catalog may also be obtained from the Scoutmaster. Please remember that your order from the Scout Shop or the national catalog may be delayed to be included with other orders.

## **Forfeiture**

Should a scout leave the Troop his remaining credits will be donated to the Troop account to aid Scouts who are in need, or for the good of the Troop.

## **Person to Contact**

The Troop Treasurer handles all Troop and Scout accounts. This person is also who to go to for help if you experience a financial hardship.

## **Transfer**

Money from Scout accounts can only be transferred between siblings who are registered Scouts of Troop 526.

## **Modification**

The Troop Committee reserves the right to modify this program as needed without notification.

## **Behavior Expectations**

To help assure a safe and productive program, youth must respect leaders and follow directions. Leaders must and will set the appropriate example. Troop 526 has adopted a model of behavior expectations (outlined below) for our scouts, leaders and guests.

A scout will be asked to leave an activity any time he poses a threat to the safety of himself or other members of the troop. It will be the parent's responsibility to bring the scout home if he is asked to leave because of his behavior.

A scout, leader or guest of Troop 526 will:

1. Be prompt and prepared
  - a) Come on time
  - b) Come with needed materials
  - c) Come with assignments or duties complete
2. Respect authority (Youth Leaders as well as Adults in charge)
  - a) Listen to those in authority
  - b) Follow directions promptly
  - c) Accept responsibility for your behavior
3. Respect the rights of others
  - a) Use appropriate voice and language
  - b) Listen to the speaker
  - c) Respect the opinion of others
  - d) Teasing and harassment are never acceptable
4. Respect property
  - a) Respect the property of others
  - b) Respect and take care of your own property
  - c) Use materials and equipment appropriately
  - d) Follow the Outdoor Code

5. Display appropriate social skills
  - a) Learn to cope (disagreements, frustration, and failure)
  - b) Be courteous and tactful
  - c) Interact with others appropriately (no horseplay)
  
6. Display appropriate character
  - a) Display positive character
  - b) Display productive character
  - c) Integrity is what you do when no one is watching!
  - d) Live the Scout Law
  
7. Live up to your responsibilities
  - a) Rank, Position, or just being a Scout, makes you responsible for your actions or words. Scouts in higher Rank or Positions should expect higher responsibilities.
  - b) Scouting does not stop at the door to the meeting, your actions or words at home, school, and play can affect your advancement.
  - c) Lack of action can affect your advancement. You are responsible to live up the obligations that come with living the Scout Oath and Law.

## **The Boy's Safety**

The safety of your son is our most important concern. It is the most important concern of the BSA. The following pages come from the Boy Scouts of America. They must be followed by each troop.

In addition to the information below, please read and discuss with your son the information found in the special insert at the beginning of the Scout Handbook. This insert is titled, How to Protect You Children From Child Abuse, A Parent's Guide. If you have any questions concerning the information below or the material covered in, How to Protect Your Children From Child Abuse, A Parent's Guide, please contact the Scoutmaster or one of the Registered Adult Leaders. We would be happy to discuss the policies with you.

Hazing or initiations are NOT permitted. Any forms of hazing, initiations, ridicule or inappropriate teasing will not be tolerated.

If you have a concern about an incident that happens at camp or at a Scouting event, please contact the Scoutmaster or one of the other Registered Adult Leaders **immediately**. For a list of the Registered Adult Leaders, see the Appendix B found at the end of this handbook.

Many activities have specific safety requirements (aquatic, climbing, whitewater rafting, biking, hiking, etc.) Most of the safety requirements are included in the Guide to Safe Scouting. The following is an overview of the general safety guidelines we must follow.

## **National Safety Guidelines**

Troop 526 adheres to the following guidelines when planning for and going on scout activities. Feel free to contact the Scoutmaster with questions about specific implementations.

### **Two Deep Leadership:**

BSA guidelines call for Two Deep Leadership. Troop 526 has adopted a **goal** for Four Deep Leadership (Four registered adult leaders, one adult must be at least 21 years of age or older) for trips or outings. This goal facilitates the minimum two deep requirements when emergencies arise. A scout never is alone with a single adult (GSS).

### **During transportation to and from planned outings:**

- The responsibility for transportation is with the parents.
- Scouts must travel in the tan scout uniform shirt.
- Meet for departure at designated area.
- Prearrange a schedule for periodic checkpoint stops as a group.
- Plan a daily destination point. (GSS)
- If it is not possible to provide two adults for each vehicle, the minimum required is one adult and two or more youth members - Never one on one. (GSS)

### **Safety rule of four:**

No fewer than four individuals (always a minimum of two adults) go on any backcountry expedition or campout. (GSS)

### **Male and female leaders require separate sleeping facilities:**

Married couples may share the same quarters if appropriate facilities are available. (GSS)

### **Male and female youth:**

Will not share the same sleeping facility. (GSS)

### **When staying in tents:**

No youth will stay in the tent of an adult other than his or her parent or guardian (GSS), we highly encourage scouts to tent with other scouts to allow a fuller appreciation of the program.

### **Separate shower and latrine facilities:**

If separate shower and latrine facilities are not available, separate times for adult, youth, male, and female, use should be scheduled and posted for showers. The buddy system should be used for latrine use by having the buddy wait outside the entrance. (GSS)

## **Appendix A - Personal gear and supplies**

### **Introduction**

Here are some suggestions for items you will need during your scouting experience. Read over the entire section. Talk with parents of older scouts. Talk with older scouts about what they have learned, over the years, about buying equipment. Please feel free to talk to the Scoutmaster and Assistant Scoutmasters as well.

### **Troop Meeting Supplies**

You should bring the following to every weekly troop meeting:

- Wear the complete and correct Boy Scout uniform
- Boy Scout Handbook
- Pencil or pen and notebook
- Any materials needed for requirements we are working on.

### **Marking your gear and supplies!**

All of the Boy Scout gear looks alike. On campouts gear is, at times, misplaced. If your name is not on EVERYTHING you bring with you to the Scout Meeting, a campout, or Scout event, we do not know to whom it belongs.

Some sound advice: PLACE YOUR NAME (OR INITIALS OR LOGO) ON EVERYTHING!

The items on the lists below may make great birthday or Christmas presents for your scout.

### **Outfitting your scout**

Scouting requires some pretty specific equipment. At first the amount of gear a scout will need may seem overwhelming (to your budget as well.) Following a few simple guidelines will help your scout get the best value in the long run.

### **Don't buy everything at once!**

All too often the urge is to buy your scout everything you (and he) think he needs. First impressions are often wrong, and many items that are not needed are purchased. Try to determine the minimum items needed by your scout. Ask a leader or older scout what are the necessities. Proper outfitting is a long process. Over time Scouts learn what they need, and what works, by observing other scouts and leaders. Buying gear over time makes the most sense.

### **Look to the future**

Scouts grow like weeds. When purchasing clothing and gear remember to meet the needs of that growing Scout. Uniforms and packs, as an example, can quickly become too tight for use in only one season. Gently worn items can often be resold or saved for a younger sibling.

### **Quality doesn't always come with the highest price tag.**

There are a variety of stores that cater to outdoor activities and recreational campers. Some discount stores offer the same merchandise as the high-end camping supply stores but at a lower cost. Be a careful consumer. Additionally, there are many web sites which cater to camping and outdoor equipment and supplies. Check with one of the adult leaders for current web sites and their past experience with them.

## **Take time to learn how to properly care for your gear**

To last, high-end gear must be properly cared for. Don't set your scout up to fail by purchasing gear he does not know how to use or care for. Scouts learn how to properly care for gear over time. Make sure your scout is ready for those costly types of high-end products.

## **Camping Supplies**

### **What not to bring:**

Per national rules of the Boy Scouts of America, the following are **NEVER** permitted:

- Sheath knives, any non-closable knife, or any knife that can be opened with only one hand such as a switchblade, jackknife...
- Fireworks
- Alcohol or drugs

Troop 526 rules, set by the Troop Committee, also PROHIBIT the following:

- Radios, CD-Players, Electronic Games, cellular phones (Scouts)
- Any other Personal Electronics

If you have any questions regarding an appropriate item to bring on a campout, ask the SPL **before** you bring it. Items prohibited by the Troop Committee will be confiscated and returned to the scout at the end of the campout and a written warning given to the scout (See "Appendix E Discipline" Second Offense). Items prohibited by the Boy Scouts of America will be confiscated and returned only to the scout's parent at the end of the campout. Further this constitutes a Third Offense and both a verbal and written warning will be given to the scout and his parents.

### **What to bring:**

Tip: Always pack your same type clothes (e.g. t-shirts, socks, underwear) in 'Zip-Loc' type bags (1 gallon size). Put your clothes in the bag, squeeze the air out of the bag and then seal it closed. Also try rolling your clothes instead of folding them since rolled clothes will take up less space than folded ones.

The following lists shouldn't be considered an absolute guide but a helpful starting list. For more information on what to bring to camp, check the Boy Scout Handbook.

# Boy Scout Troop 526

## Summer Camp Equipment Checklist

### REQUIRED ITEMS:

- \_\_\_\_\_ Scout uniform shirt
- \_\_\_\_\_ Neckerchief & slide
- \_\_\_\_\_ Troop T-shirt(s)
- \_\_\_\_\_ Scout Handbook
- \_\_\_\_\_ TOTIN' CHIP
- \_\_\_\_\_ FIREM'N CHIT
- \_\_\_\_\_ Merit Badge pamphlets & supplies
- \_\_\_\_\_ Merit Badge prerequisite materials
- \_\_\_\_\_ Notebook & pen or pencil
- \_\_\_\_\_ Day pack
- \_\_\_\_\_ Pipestone wood
- \_\_\_\_\_ Dining Hall knot rope
- \_\_\_\_\_ Pocket knife
- \_\_\_\_\_ Cloth laundry bag
- \_\_\_\_\_ Footlocker or large storage tote
  
- \_\_\_\_\_ Sleeping bag
- \_\_\_\_\_ Pad or old carpet, cardboard, for cot
- \_\_\_\_\_ Small pillow
- \_\_\_\_\_ Sleep wear
- \_\_\_\_\_ Flashlight with extra batteries
  
- \_\_\_\_\_ Six pair underwear
- \_\_\_\_\_ At least 6 pair socks
- \_\_\_\_\_ 6 short sleeve shirts
- \_\_\_\_\_ 6 pair shorts
- \_\_\_\_\_ 2 pair shoes
- \_\_\_\_\_ Long sleeve shirt (for work project)
- \_\_\_\_\_ Long pants
- \_\_\_\_\_ Jacket or sweatshirt
- \_\_\_\_\_ Hat
- \_\_\_\_\_ Rain gear (it will rain, count on it)
  
- \_\_\_\_\_ Swim suit and towel
- \_\_\_\_\_ Insect repellent (non-aerosol)
- \_\_\_\_\_ Personal first aid kit
- \_\_\_\_\_ Handkerchiefs or Kleenex
  
- \_\_\_\_\_ Soap (yes you will take showers)
- \_\_\_\_\_ Washcloth
- \_\_\_\_\_ Towel
- \_\_\_\_\_ Comb
- \_\_\_\_\_ Toothbrush & toothpaste
- \_\_\_\_\_ Shampoo
- \_\_\_\_\_ Cup or water bottle

### OPTIONAL ITEMS:

- \_\_\_\_\_ Watch (cheap)
- \_\_\_\_\_ Compass
- \_\_\_\_\_ Camera & film
- \_\_\_\_\_ Sunscreen
- \_\_\_\_\_ Rope (for drying towel, etc.)
- \_\_\_\_\_ Water shoes or thongs
- \_\_\_\_\_ Hanger (for uniform shirt)
- \_\_\_\_\_ Metal mirror
- \_\_\_\_\_ Sunglasses
- \_\_\_\_\_ Spending (snack) money
- \_\_\_\_\_ Combination lock for foot locker
- \_\_\_\_\_ Small throw rug for floor of tent
- \_\_\_\_\_ Reading material
- \_\_\_\_\_ Playing cards or other games (non-electronic)
- \_\_\_\_\_ Folding chair or stool
- \_\_\_\_\_ OA Sash (for OA members only)

### NOT PERMITTED:

Radios, CD-Players, Electronic Games, any other Personal Electronics, Cell Phone (for Scouts), sheath knives, any non-closable knife, or any knife that can be opened with only one hand such as a switchblade, jackknife...



## Appendix B – Key Adult roster and contact directory

<b>Leader</b>	<b>eMail address</b>	<b>Position</b>
Blazak, Ron	blazak@peoplepc.com	Membership Chair
Brzytwa, Tony	abrzytwa@wideopenwest.com	Treasurer
Lynch, Kevin	advancement@troop526.org	Advancement Chair
Moryan, Chris	scoutmaster@troop526.org	Scoutmaster
Sobecks, Ron	nsobecks3017@wowway.com	Chaplain
Stanfield, Pat	patstanfield@yahoo.com	Activities Chair
Theus, Rich	cchair@troop526.org	Committee Chair
Vetovitz, Kate	kvetovitz@sbcgloabl.net	Secretary

For a complete listing of registered adults, please contact the Committee Chair.

## Appendix C – Medical Forms

BSA Medical Forms:

- Class 1:** For events lasting **less than 72 hours**: Updated every 12 months (annually) by parent/guardian or participant (if over the age of eighteen (18)). Required for **all** participants (youth & adults) for participation in any activity.
- Class 2:** For events **exceeding 72 hours**: Updated every 36 months (3 years) by a physician or other qualified medical practitioner for any Scout or participant under the age of forty (40).
- Class 3:** Updated every 12 months (annually) by a physician or other qualified medical practitioner for any participant whose **age is forty (40) or greater**.

**Class 2 & 3** are required for every Scout and participant for participation in any Scouting event that lasts greater than 72 hours (e.g., summer camp activities).

## Appendix D – Area Camps

<b>Camp</b>	<b>Location</b>	<b>Council</b>	<b>Directions (from St. Albert)</b>	<b>Approx driving time/dist</b>
<b>Beaumont</b>	2429 State Route 45 N Rock Creek, OH 44084	Greater Cleveland	I-77 (N) to I-480 (E) to I-271 (N) to I-90 (E) to exit 223 State Rte 45 (S) 7 miles turn right	1 hr 29 min 66 miles
<b>Manatoc</b>	1065 Truxell Rd Peninsula, OH 44264	Great Trail	State Rte 94 (State Rd) (S) to State Rte 303 (E) to S Locust St turns into Akron-Peninsula Rd (County Rd 10) to Truxell Rd	37 min 17 miles
<b>Butler</b>	880 West Streetsboro Rd Peninsula, OH 44264	Great Trail	State Rte 94 (State Rd) (S) to State Rte 303 (E)	32 min 14 miles
<b>Firelands</b>	13782 Gore Orphanage Rd Wakeman, OH 44889	Heart of Ohio	I-80 Turnpike (W) to Baumhart Rd (S) to Ohio Rte. 113 (W) to Gore-Orphanage Road (S)	58 min 34miles
<b>Avery Hand</b>	3766 Orweiler Rd Mansfield, OH 44903	Heart of Ohio	I-71 (S) to exit 176 U.S.Hwy 30 (W) to State Rte 309 (W) to Rock Rd (S) to County Hwy 144 (Lexington-Ontario Rd) left (S) 500ft to Millsboro Rd County Hwy 48 right (SW) to Marion Ave Rd County Hwy 146 left (S) to Orwieler Rd right (W)	1 hr 30 min 72 miles
<b>Chickagami</b>	17920 Tavern Rd Parkman, OH 44080	Greater Western Reserve	I-77 (N) to I-480 (E) to U.S.Hwy 422 (E) to State Rte 88 (Main St) (N) to State Rte 168 (High St) (W) turns into Tavern Rd	57 min 41 miles
<b>Stigwandish</b>	7497 Ross Rd. Madison OH 44057	Greater Western Reserve	I-77 (N) to I-480 (E) to I-271 (N) to I-90 (E) to exit 212 State Rte 528 (S) to S. Madison Rd to County Hwy 8 (Ross Rd) (E)	1 hr 16 min 56 miles
<b>Seven Ranges</b>	7070 Meter Rd.(NE) Kensington, OH 44427	Buckeye	I-77 (S) to exit 104 U.S.Hwy 30 (E), proceed to State Rte 9 in Kensington OH turn right, proceed to Montgomery Rd., turn left, proceed to Meter Rd turn left go to the end turn right into parking lot.	1 hr 41 min 80 miles

## Summer Camp

The scouts, with guidance provided by the Troop Committee and the adult leaders, select the summer camp each year. This selection generally occurs in the August to September time frame each year since many of the camps fill very quickly and reservations need to be placed nearly a full year or more in advance to obtain space.

Troop 526 will attend Summer Camp at Seven Ranges .

## **Appendix E – Discipline**

The Boy Scout Oath and Law and this Handbook are the foundation of expected behavior in the Troop. Unacceptable behavior includes but is not limited to: fighting, profanity, deliberate destruction of scout equipment or personal property, safety violations leading to the endangerment of others or self (including failing to follow instructions and willful disobedience) Unacceptable behavior will result in one of the disciplinary procedures described below:

**The severity of the offence determines the level of discipline.**

### First Level:

Adult leaders will talk to the scout about the offense and how the scout can modify his behavior and make restitution, if required. The Scoutmaster will be informed and the offense will be on record for a period of six months.

### Second Level:

The Scoutmaster with another Scout Leader will talk with the scout and his parents about the offense and how to help the scout from repeating the offense, and make restitution, if required. The scout, the scout's parents, and the scout leader will sign an incident report. This report will be kept on troop records for one year.

### Third Level:

The scout will be suspended from attending campouts and special events. The troop committee and Scoutmaster will determine the length of the suspension. The troop committee, the Scoutmaster and the parents will meet to discuss the offense, how to help the scout from repeating the offense and restitution, if required. The offense will be part of the scouts' permanent troop record.

### Fourth Level:

The troop committee and Scoutmaster will decide other disciplinary action(s), including but not limited to reporting the actions to law enforcement authorities. A report of the incident and troop disciplinary actions will be sent to the parents and the local BSA council representative.

Unacceptable behavior may result in immediate expulsion from the current troop activity. Parents are expected to pick-up scouts at the activity site within a reasonable amount of time, determined by the distance of the activity from their home.

Any extreme conduct including but not limited to the use of, possession of, or threatening with a weapon of any kind and the use of drugs or alcohol will result in immediate expulsion from the troop at the discretion of the Scoutmaster or Assistant Scoutmaster. This expulsion will be reviewed and possibly modified by members of the troop committee and the Scoutmaster after the next troop meeting.

Deliberate damage to any Troop, Patrol, or personal items will be assessed by appropriate methods and restitution made.

**Adult guidance will follow BSA rules and regulations as well as the  
Behavior Expectations in this Handbook**



# TROOP 526 POSITION AGREEMENT



Position Description: HISTORIAN

## INTRODUCTION

When you accepted the position of historian, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This position description tells some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in the "Introduction to Leadership" session with your Scoutmaster or Assistant Scoutmaster.

## RESPONSIBLE TO

Assistant senior patrol leader

## SPECIFIC DUTIES

Gather pictures and facts about past activities of the troop and keep them in scrapbooks, wall displays, or information files.

Take care of troop trophies and keepsakes.

Keep information about troop alumni.

Set a good example.

Wear the Scout uniform correctly.

Live by the Scout Oath and Law.

Show and help develop Scout spirit.

Follow the guidance set by BSA and the Troop Handbook.

Attend / Participate in all Patrol Leader Conferences (PLC), exceptions authorized by Scoutmaster.

## RESOURCES

As a troop junior leader, there are many resources available to help you. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. Other resources include your fellow troop junior leaders, teachers, religious advisers, and community leaders.

## AGREEMENT

1. I understand that this is a position of leadership responsibility. I agree to fulfill and complete each task assigned to this position. \_\_\_\_\_ (initials)

2. If I fail to fulfill my responsibilities for this position, I may be removed from position. \_\_\_\_\_ (initials)

3. If I am removed from this position I understand that I may not use this position for the purpose of rank advancement. \_\_\_\_\_ (initials)

\_\_\_\_\_  
Name (sign and print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patrol

\_\_\_\_\_  
Scoutmaster

\_\_\_\_\_  
Date



# TROOP 526 POSITION AGREEMENT



Position Description: LIBRARIAN

## INTRODUCTION

When you accepted the position of librarian, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This position description tells some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in the "Introduction to Leadership" session with your Scoutmaster or assistant Scoutmaster.

## RESPONSIBLE TO

Assistant senior patrol leader

## SPECIFIC DUTIES

- Establish and maintain a troop library.
- Keep records on literature owned by the troop.
- Add new or replacement items as needed.
- Have literature available for borrowing at troop meetings.
- Maintain a system to check literature in and out.
- Follow up on late returns.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.
- Follow the guidance set by BSA and the Troop Handbook.
- Attend / Participate in all Patrol Leader Conferences (PLC), exceptions authorized by Scoutmaster.

## RESOURCES

As a troop junior leader, there are many resources available to help you. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. Other resources include your fellow troop junior leaders, teachers, religious advisers, and community leaders.

## AGREEMENT

1. I understand that this is a position of leadership responsibility. I agree to fulfill and complete each task assigned to this position. \_\_\_\_\_ (initials)
2. If I fail to fulfill my responsibilities for this position, I may be removed from position. \_\_\_\_\_ (initials)
3. If I am removed from this position I understand that I may not use this position for the purpose of rank advancement. \_\_\_\_\_ (initials)

\_\_\_\_\_  
Name (sign and print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patrol

\_\_\_\_\_  
Scoutmaster

\_\_\_\_\_  
Date



# TROOP 526 POSITION AGREEMENT



Position Description: **QUARTERMASTER & ASSISTANT QUARTERMASTER**

## INTRODUCTION

When you accepted the position of quartermaster, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This position description tells some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in the Introduction to Leadership session with your Scoutmaster or assistant Scoutmaster and troop committee equipment coordinator.

## RESPONSIBLE TO

Assistant senior patrol leader (and works with the troop committee equipment coordinator)

## SPECIFIC DUTIES

- Keep records of patrol and troop equipment.
- Keep equipment in good repair.
- Keep equipment storage area neat and clean.
- Issue equipment and see that it is returned in good order.
- Suggest new or replacement items.
- Work with troop committee member responsible for equipment.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.
- Follow the guidance set by BSA and the Troop Handbook.
- Attend / Participate in all Patrol Leader Conferences (PLC), exceptions authorized by Scoutmaster.

## RESOURCES

As a quartermaster, there are many resources available to help you. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. Other resources include your fellow troop junior leaders, teachers, religious advisers, and community leaders.

### AGREEMENT

1. I understand that this is a position of leadership responsibility. I agree to fulfill and complete each task assigned to this position. \_\_\_\_\_ (initials)
2. If I fail to fulfill my responsibilities for this position, I may be removed from position. \_\_\_\_\_ (initials)
3. If I am removed from this position I understand that I may not use this position for the purpose of rank advancement. \_\_\_\_\_ (initials)

\_\_\_\_\_  
Name (sign and print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patrol

\_\_\_\_\_  
Scoutmaster

\_\_\_\_\_  
Date



# TROOP 526 POSITION AGREEMENT



Position Description: **SCRIBE**

## INTRODUCTION

When you accepted the position of scribe, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This position description tells some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in the "Introduction to Leadership" session with your Scoutmaster or Assistant Scoutmaster.

## RESPONSIBLE TO

Assistant senior patrol leader (and works with the troop committee treasurer)

## SPECIFIC DUTIES

- Attend and keep a log of patrol leaders' council meetings and Troop Meetings.
- Record attendance and dues payments of all troop members.
- Record advancement in troop records and on Troop/Team Advancement chart.
- Work with appropriate troop committee members responsible for finance, records, and advancement.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.
- Handle correspondence appropriately.
- Follow the guidance set by BSA and the Troop Handbook.
- Attend / Participate in all Patrol Leader Conferences (PLC), exceptions authorized by Scoutmaster.

## RESOURCES

As a scribe, there are many resources available to help you. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. Other resources include your fellow troop junior leaders, teachers, and religious advisors, and community leaders.

### AGREEMENT

1. I understand that this is a position of leadership responsibility. I agree to fulfill and complete each task assigned to this position. \_\_\_\_\_ (initials)
2. If I fail to fulfill my responsibilities for this position, I may be removed from position. \_\_\_\_\_ (initials)
3. If I am removed from this position I understand that I may not use this position for the purpose of rank advancement. \_\_\_\_\_ (initials)

\_\_\_\_\_  
Name (sign and print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patrol

\_\_\_\_\_  
Scoutmaster

\_\_\_\_\_  
Date



# TROOP 526 POSITION AGREEMENT



Position Description: CHAPLAIN AIDE

## INTRODUCTION

When you accepted the position of chaplain aide, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This position description tells some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in the "Introduction to Leadership" session with your Scoutmaster or assistant Scoutmaster and troop chaplain.

## RESPONSIBLE TO

Assistant senior patrol leader (and works with the chaplain)

## SPECIFIC DUTIES

- Keep troop leaders apprised of religious holidays when planning activities.
- Assist the troop chaplain or religious coordinator in meeting the religious needs of troop members while on activities.
- Encourage saying grace at meals while camping or on activities.
- Lead Scouts "own" services on campouts.
- Tell troop members about the religious emblems program for their faith.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law
- Show and help develop Scout spirit.
- Follow the guidance set by BSA and the Troop Handbook.
- Attend / Participate in all Patrol Leader Conferences (PLC), exceptions authorized by Scoutmaster.

## RESOURCES

As a chaplain aide, there are many resources available to help you. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. Other resources include your fellow troop junior leaders, teachers, religious advisers, and community leaders.

## AGREEMENT

1. I understand that this is a position of leadership responsibility. I agree to fulfill and complete each task assigned to this position. \_\_\_\_\_ (initials)
2. If I fail to fulfill my responsibilities for this position, I may be removed from position. \_\_\_\_\_ (initials)
3. If I am removed from this position I understand that I may not use this position for the purpose of rank advancement. \_\_\_\_\_ (initials)

\_\_\_\_\_  
Name (sign and print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patrol

\_\_\_\_\_  
Scoutmaster

\_\_\_\_\_  
Date





# TROOP 526 POSITION AGREEMENT



Position Description: **DEN CHIEF**

## INTRODUCTION

When you accepted the position of den chief, you agreed to provide service and leadership to our troop and assigned Cub Scout den. This responsibility should be fun and rewarding. This position description tells some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in the "Introduction to Leadership" session with your assistant Scoutmaster, Cub master, and den leader. Your den leader or Cub master will provide additional guidelines for your position.

## RESPONSIBLE TO

Scoutmaster, Assistant Scoutmaster, Den Leader

## SPECIFIC DUTIES

Serve as the activities assistant at den meetings.

Meet regularly with the den leader to review the den and pack meeting plans.

If serving as a Webelos den chief; help prepare boys to join Boy Scouting.

Project a positive image of Boy Scouting.

Set a good example.

Wear the Scout uniform correctly.

Live by the Scout Oath and Law

Show and help develop Scout spirit.

Follow the guidance set by BSA and the Troop Handbook.

Attend / Participate in all Patrol Leader Conferences (PLC), exceptions authorized by Scoutmaster.

## RESOURCES

As a den chief, there are many resources available to help you. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members, as well as the Cub master and den leader. Other resources include your fellow troop junior leaders, teachers, religious advisers, and community leaders.

## AGREEMENT

1. I understand that this is a position of leadership responsibility. I agree to fulfill and complete each task assigned to this position. \_\_\_\_\_ (initials)

2. If I fail to fulfill my responsibilities for this position, I may be removed from position. \_\_\_\_\_ (initials)

3. If I am removed from this position I understand that I may not use this position for the purpose of rank advancement. \_\_\_\_\_ (initials)

\_\_\_\_\_  
Name (sign and print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patrol

\_\_\_\_\_  
Scoutmaster

\_\_\_\_\_  
Date



# TROOP 526 POSITION AGREEMENT



Position Description: **TROOP GUIDE**

## INTRODUCTION

When you accepted the position of troop guide, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This position description tells some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in the "Introduction to leadership" session with your assistant Scoutmaster.

## RESPONSIBLE TO

Assistant Scoutmaster and senior patrol leader

## SPECIFIC DUTIES

- Introduce new Scouts to Troop operations.
- Guide new Scouts through early Scouting activities.
- Shield new Scouts from harassment by older Scouts.
- Help new Scouts earn the First Class rank in their first year.
- Teach basic Scout skills.
- Coach the patrol leader of the new-Scout patrol on his duties.
- Work with the patrol leader at patrol leaders' council meetings.
- Attend patrol leaders' council meetings with the patrol leader of the new-Scout patrol.
- Assist the assistant Scoutmaster with training.
- Coach individual Scouts on scouting challenges.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.
- Follow the guidance set by BSA and the Troop Handbook.
- Attend / Participate in all Patrol Leader Conferences (PLC), exceptions authorized by Scoutmaster.

## AGREEMENT

1. I understand that this is a position of leadership responsibility. I agree to fulfill and complete each task assigned to this position. \_\_\_\_\_ (initials)
2. If I fail to fulfill my responsibilities for this position, I may be removed from position. \_\_\_\_\_ (initials)
3. If I am removed from this position I understand that I may not use this position for the purpose of rank advancement. \_\_\_\_\_ (initials)

\_\_\_\_\_  
Name (sign and print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patrol

\_\_\_\_\_  
Scoutmaster

\_\_\_\_\_  
Date



# TROOP 526 POSITION AGREEMENT



Position Description: **PATROL LEADER**

## INTRODUCTION

When you accepted the position of patrol leader, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This position description tells some of the things you are expected to do while serving as a junior leader. Take notes on this page as you discuss your responsibilities with your Scoutmaster or assistant Scoutmaster during the "Introduction to Leadership" session.

## RESPONSIBLE TO

Senior patrol leader

## SPECIFIC DUTIES

Plan and lead patrol meetings and activities.

Keep patrol members informed.

Assign each patrol member a task and help them succeed.

Represent the patrol at all patrol leaders' council meetings and the annual program planning conference.

Prepare the patrol to take part in all troop activities.

Show and help develop patrol spirit.

Work with other troop leaders to make the troop run well.

Know what patrol members and other leaders can do.

Set a good example.

Wear the Scout uniform correctly.

Live by the Scout Oath and Law.

Follow the guidance set by BSA and the Troop Handbook.

Attend / Participate in all Patrol Leader Conferences (PLC), exceptions authorized by Scoutmaster.

## RESOURCES

As an patrol leader, there are many resources available to help you. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. Other resources include your fellow troop junior leaders, teachers, religious advisers, and community leaders.

## AGREEMENT

1. I understand that this is a position of leadership responsibility. I agree to fulfill and complete each task assigned to this position. \_\_\_\_\_ (initials)

2. If I fail to fulfill my responsibilities for this position, I may be removed from position. \_\_\_\_\_ (initials)

3. If I am removed from this position I understand that I may not use this position for the purpose of rank advancement. \_\_\_\_\_ (initials)

\_\_\_\_\_  
Name (sign and print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patrol

\_\_\_\_\_  
Scoutmaster

\_\_\_\_\_  
Date



# TROOP 526 POSITION AGREEMENT



Position Description: **ASSISTANT PATROL LEADER**

## INTRODUCTION

When you accepted the position of assistant patrol leader, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This position description tells some of the things you are expected to do while serving as a junior leader. Take notes on this page as you participate in the "Introduction to Leadership" session with your Scoutmaster or assistant Scoutmaster.

## RESPONSIBLE TO

Patrol leader

## SPECIFIC DUTIES

- Help the patrol leader.
- Plan and lead patrol meetings and activities.
- Keep patrol members informed.
- Prepare your patrol to take part in all troop activities.
- Lead the patrol in the patrol leader's absence.
- Represent the patrol at all patrol leaders' council meetings in the Patrol leader's absence.
- Show and help develop patrol spirit.
- Work with other troop leaders to make the troop run well.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Follow the guidance set by BSA and the Troop Handbook.
- Attend / Participate in all Patrol Leader Conferences (PLC), exceptions authorized by Scoutmaster.

## RESOURCES

As an assistant patrol leader, there are many resources available to help you. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. Other resources include your fellow troop junior leaders, teachers, religious advisers, and community leaders.

### AGREEMENT

1. I understand that this is a position of leadership responsibility. I agree to fulfill and complete each task assigned to this position. \_\_\_\_\_ (initials)
2. If I fail to fulfill my responsibilities for this position, I may be removed from position. \_\_\_\_\_ (initials)
3. If I am removed from this position I understand that I may not use this position for the purpose of rank advancement. \_\_\_\_\_ (initials)

\_\_\_\_\_  
Name (sign and print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patrol

\_\_\_\_\_  
Scoutmaster

\_\_\_\_\_  
Date



# TROOP 526 POSITION AGREEMENT



Position Description: SENIOR PATROL LEADER

## INTRODUCTION

When you accepted the responsibility of senior patrol leader, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This position description tells some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in the "Introduction to Leadership" session with your Scoutmaster.

## RESPONSIBLE TO

Scoutmaster and troop members

## SPECIFIC DUTIES

Preside at all troop meetings, events, activities, and annual program planning conference.

Chair the patrol leaders' council.

Appoint boy leaders with the advice and consent of the Scoutmaster.

Assign duties and responsibilities to other junior leaders.

Work with the Scoutmaster in training junior leaders.

Set a good example.

Wear the Scout uniform correctly.

Live by the Scout Oath and Law

Show and help develop Scout spirit.

Follow the guidance set by BSA and the Troop Handbook.

Attend / Participate in all Patrol Leader Conferences (PLC), exceptions authorized by Scoutmaster.

## RESOURCES

As senior patrol leader, there are many resources available to help you. These include people such as your Scoutmaster, assistant Scoutmaster, and troop committee members. Other resources include your fellow troop junior leaders, teachers, religious advisers, and community leaders.

## AGREEMENT

1. I understand that this is a position of leadership responsibility. I agree to fulfill and complete each task assigned to this position. \_\_\_\_\_ (initials)

2. If I fail to fulfill my responsibilities for this position, I may be removed from position. \_\_\_\_\_ (initials)

3. If I am removed from this position I understand that I may not use this position for the purpose of rank advancement. \_\_\_\_\_ (initials)

\_\_\_\_\_  
Name (sign and print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patrol

\_\_\_\_\_  
Scoutmaster

\_\_\_\_\_  
Date



# TROOP 526 POSITION AGREEMENT



Position Description: ASSISTANT SENIOR PATROL LEADER

## INTRODUCTION

When you accepted the position of assistant senior patrol leader, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This position description tells some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in the "Introduction to Leadership" session with your Scoutmaster.

## RESPONSIBLE TO

Senior patrol leader

## SPECIFIC DUTIES

Be responsible for training and giving direct leadership to the following appointed junior leaders: historian, Order of the Arrow troop/team representative, scribe, librarian, quartermaster, and chaplain aide.

Help lead meetings and activities as called upon by the senior patrol leader.

Guide the troop in the senior patrol leader's absence.

Perform tasks assigned by the senior patrol leader.

Function as a member of the patrol leaders' council.

Set a good example.

Wear the Scout uniform correctly.

Live by the Scout Oath and Law.

Show and help develop Scout spirit.

Follow the guidance set by BSA and the Troop Handbook.

Attend / Participate in all Patrol Leader Conferences (PLC), exceptions authorized by Scoutmaster.

## RESOURCES

As the assistant senior patrol leader, there are many resources available to help you. These include people such as your Scoutmaster, assistant Scoutmaster, and troop committee members.

Other resources include your fellow troop junior leaders, teachers, religious advisers, and community leaders.

## AGREEMENT

1. I understand that this is a position of leadership responsibility. I agree to fulfill and complete each task assigned to this position. \_\_\_\_\_ (initials)

2. If I fail to fulfill my responsibilities for this position, I may be removed from position. \_\_\_\_\_ (initials)

3. If I am removed from this position I understand that I may not use this position for the purpose of rank advancement. \_\_\_\_\_ (initials)

\_\_\_\_\_  
Name (sign and print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patrol

\_\_\_\_\_  
Scoutmaster

\_\_\_\_\_  
Date



# TROOP 526 POSITION AGREEMENT



Position Description:

## ORDER OF THE ARROW TROOP/TEAM REPRESENTATIVE

### INTRODUCTION

When you accepted the position of Order of the Arrow troop/team representative, you agreed to provide service and leadership in our troop/team. This responsibility should be fun and rewarding. This position description tells some of the things you are expected to do while serving as a junior leader.

### RESPONSIBLE TO

Assistant senior patrol leader

### SPECIFIC DUTIES

Be responsible for training and giving direct leadership to the following appointed junior leaders:

historian, scribe, librarian, quartermaster, and chaplain aide.

Serve as a communication link between the lodge or chapter and the troop/team.

Encourage year-round and resident camping in the troop/team.

Encourage older-Scout participation in high-adventure programs

Encourage Scouts to actively participate in community service projects.

Assist with leadership skills training in the troop/team.

Encourage Arrowmen to assume leadership positions in the troop/team.

Encourage Arrowmen in the troop/team to be active participants in lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.

Set a good example.

Wear the Scout uniform correctly.

Live by the Scout Oath, Scout Law, and OA Obligation.

Show and help develop Scout spirit.

Follow the guidance set by BSA and the Troop Handbook.

Attend / Participate in all Patrol Leader Conferences (PLC), exceptions authorized by Scoutmaster.

### RESOURCES

As an Order of the Arrow troop/team representative, there are many resources available to help you. These include people such as Order of the Arrow District Chief and Advisor, Order of the Arrow Lodge Chief and Advisor, your Scoutmaster, assistant Scoutmasters, and troop committee members. Other resources include your fellow troop junior leaders, Arrowmen in your troop, teachers, religious leaders, and community leaders. Some literature resources that can help you follow: Boy Scout

Handbook, No. 33105. Junior Leader Handbook, No. 33500A. Scoutmaster Handbook, No. 33009. Order of the Arrow Handbook, No. 34996B. Guide for Officers and Advisers, No. 34997A

### AGREEMENT

1. I understand that this is a position of leadership responsibility. I agree to fulfill and complete each task assigned to this position. \_\_\_\_\_ (initials)
2. If I fail to fulfill my responsibilities for this position, I may be removed from position. \_\_\_\_\_ (initials)
3. If I am removed from this position I understand that I may not use this position for the purpose of rank advancement. \_\_\_\_\_ (initials)

\_\_\_\_\_  
Name (sign and print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patrol

\_\_\_\_\_  
Scoutmaster

\_\_\_\_\_  
Date

## Appendix G – Troop 526 Individual Scout Activity and Participation Clarification for Advancement

This appendix is primarily appropriate to Scout Handbook requirements for the ranks of Star, Life, and Eagle; To “Be active in your Troop and Patrol...” and “serve actively in a position of responsibility...” Boy Scouts of America through several manuals has defined Activity/Participation in the following manner;

- “To gain full advantage of all that Scouting has to offer, you need to be present when things are happening. Take part in meetings, in planning activities, and in the fun of adventures. If you’re there you can do your part to make your patrol and troop a success”. The Boy Scout Handbook (pg 169).
- “Help keep your troop exciting and lively by coming to meetings on time. Join in every activity with cheerful enthusiasm. Set your sights on becoming one of your troop’s best all-around Scouts. The more of your-self that you give to Scouting, the more Scouting will give to you. The Boy Scout Handbook (pg 24).
- “By participating in the Troop program, the Scout will meet the requirements for rank advancement” Advancement Committee Policies and Procedures (pg 29)
- “The Board should make sure a good standard of performance has been met” Advancement Committee Policies and Procedures (pg 30)
- “There is no set of questions that an Eagle candidate should be asked. However, the board should be assured of the candidate’s participation in the program” Advancement Committee Policies and Procedures. (pg 32)
- “Attendance =The average should be 75% of the boys registered” Commissioner Fieldbook for Unit Service” (pg 15/16)

In order to provide Clarity and an achievable fair standard that will insure all Scouts receive equal recognition for their efforts Troop 526 will clarify Activity/Participation as follows:

### **Current Rank**

#### 1. Scout, Tenderfoot, Second Class, and First Class:

(NO CLARIFICATION IS REQUIRED – THE SCOUT HANDBOOK IS SPECIFIC)

- Advancement requirements for these ranks require specific patrol/troop activity on campouts which automatically provides a tool of measure for Activity/Participation.

#### 2. Star, Life, and Eagle:

- **A rolling twelve (12) month window (using latest Troop Master Program data as collected by the Troop) from the most current date will be used.**
- Activity/Participation will be clarified as actively involving oneself in no less than one half (50%) in each of the following categories: Troop meetings, Campouts, and all Other Troop functions\* (Service Projects, Fund Raisers, Courts of Honor, etc as further described below).

#### **\*Other Troop functions** (further described):

Troop 526 will endeavor to schedule at least twelve (12) “Other” qualifying events annually, consisting of one or more events each month. It is expected that each Scout attend six (6) or more qualifying events on a rolling twelve (12) month review. These qualifying events will include, but are not limited to the following events that the Troop encourages its Scouts to attend: Annual Pasta Dinner, Pack 526 Blue and Gold Banquet; Troop 526 Spring Court of Honor; North Royalton Home Days Festival; post North Royalton Home Days Festival Clean-up; Troop 526 Fall Court of Honor; Cady Road Clean-up; St Albert the Great Craft Fair. Troop 526 will schedule and communicate additional qualifying events as necessary to ensure that the above stated number of events is available to its Scouts.

Qualifying events include those scheduled activities where all youth members of Troop 526 are encouraged to participate, each with the approval of the Troop’s Committee Chairman. Examples of a qualifying event includes but is not limited to; Yard Charge; Wood Badge breakfast; Honor Guard engagements; community projects; Eagle Court of Honors.

Eagle Projects will not be considered as a qualifying event as not all Eagle Projects are suitable for all ages of participants, and is counterintuitive to the Eagle candidate responsibility to demonstrate leadership and communication skills that encourage participation in its completion.



## **Leadership Positions**

- a. Scouts in Leadership Positions are expected to attend all (100%) of the required meetings (PLC's, Leadership Training...).
- b. In the event the First Class Scout fills a vacant position the involvement may be waived by the combination of the Scoutmaster and Advancement Chair and annotated into the Scouts' Handbook.
- c. Scouts in Leadership Positions and fail to perform their jobs or meet the activity requirements will be removed and credited for the weeks actively served at meetings (i.e. 4 weeks=1 month, 6 weeks=1-½ months...). **If removed from position Scouts will not be allowed to run in the next Troop election.**

## **ADDITIONAL NOTES**

### *Conflicting Scout Functions*

Credit will be given to those Scouts who attend another Boy Scout of America functions that conflicts in date and time and precludes the Scout from attending the Troop event. Advanced permission must be secured with the Scoutmaster to ensure credit is received. Examples include, but are not limited to scheduled events with the Order of the Arrow, Explorer Posts, High-Adventure camps (i.e. Tinnerman, Philmont), Jamborees, and Religious emblem functions. Please note that working to earn a Religious emblem is an individual pursuit and participation will not be included.

### *Non-Scouting Conflicts*

In general, each situation is reviewed on a case-by-case basis as they arise. Credit requests for non-Scouting conflicts (i.e. sports, band, academics, and vacation) are generally not approved while other more personal conflicts (i.e. family death or medical emergency) generally are approved.

### *Tolerance*

The Troop has always given credit to Scouts who attend any portion of the Troop meeting in the appropriate uniform and will continue this practice. In the same spirit, Scouts who arrive at a campout and sleep over at least one of the nights will also receive credit. Note that no credit will be given for long-term camp events unless the Scout sleeps over at least 75 percent of the nights. This tolerance is an exception for the Scouts who need a gift of time a few times a year. It is not intended to be misused in any fashion.

### *Positions of Responsibility Requirements*

All Positions (used and not used) are outlined in the Troop Handbook. Scouts in positions of responsibility must realize that others are now dependent on them and increased emphasis on their performance will be necessary and obvious. Scouts in the ranks of Star and Life must also accept that the Troop is part of their responsibility and they should look for ways to utilize the experience of their rank by volunteering for positions of responsibility and the education of the younger Scouts and to add to the excitement of the Troop program.

### *Scout Handbook Requirements*

Scout Handbook requirements for the ranks of Star, Life, and Eagle; To "Be active in your Troop and Patrol..." and "serve actively in a position of responsibility..." can only be initialed (signed-off) by the Scoutmaster, Advancement Chairperson or the Committee Chairperson.

### *Questions, Requests for Credit Consideration or Exceptions:*

The Scoutmaster is the point of contact for any questions, concerns, or requests in regard to Appendix G. All requests received by the Scoutmaster will be forwarded to the Executive Committee (reference Appendix J for a listing) for review. Said review will conclude with a "majority rules" vote, to be conducted by roll call of those Executive Committee members present or have submitted their absentee vote. A written response indicating the outcome of the Executive Committee's review will be forwarded to the requesting Scout for their records.

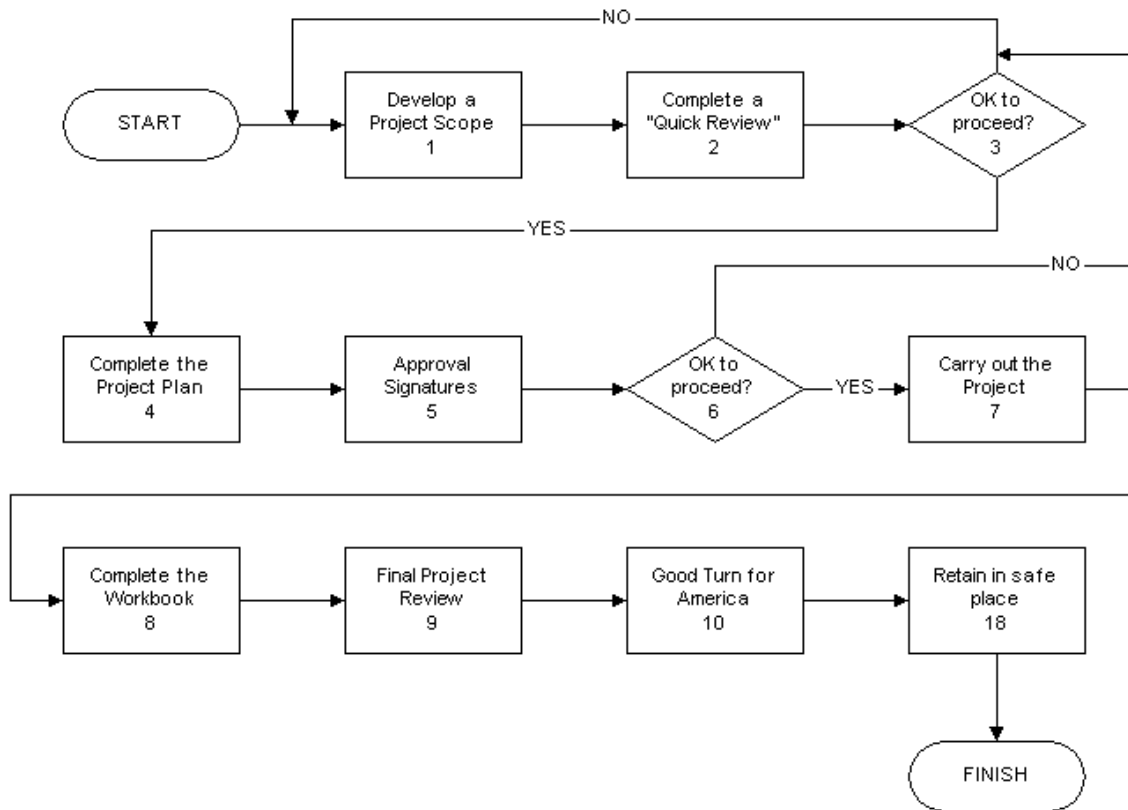
## Appendix H – Eagle Scout Honor Roll

1992	William Thrasher	Jeffery Halsak	Michael Ziemba	
1994	Daniel Veverka	Ryan Apple	Matthew Patterson	
1995	Jason Codispoti			
1996	Andrew Ziemba			
1997	Joseph Federico	Jonathan Thrasher	Nicholas Leone	
1998	John Beatty	Nicholas Bruene		
1999	Jason Merik	Tony Brzytwa		
2001	Erich Okonowski	Tom Goellnitz	Pat Weale	Erik Fink
2002	Mike Hutchinson	Gabe Gerbasi	Dave Thrasher	
2003	Mike Pataki	Matt Federico	Andrew Miller	Mike Conlin
2003	Brian Clark	Chris Taranowski	Kevin Harding	
2004	Alex Heinly	Nick Federico	Adam Taranowski	
2005	Kevin Budziak	Salvatore Frisina	Lance Okonowski	Thomas Sommer
2006	Michael Miller	Kellen Krause	Nathan DeVille	
2007	James Gross	Kevin Pataki	Craig Pataki	Mark Gaydosh
2008	Collan DaFonseca	Alex D'Angelo	AJ D'Angelo	Johnnie D'Angelo
	Domenic Farinelli	Steve Harding	Jonathan Marencik	Jeremy Stanfield
	Joe Sommer			
2009				

# Appendix I – Eagle Project checklist / Flowchart

## Introduction

This document has been prepared to assist you plan, carry out and obtain the necessary approvals. You must be a Life Scout to initiate your Eagle Scout Project ("Project"). Please review all the steps contained in this document before starting your Project including the flow diagram.



## 1. Develop a Project Scope

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community... that exceeds a recommended 100 combined service hours. Numerous sources exist to help in the search for YOUR Project, but none more important than your very own mind, initiative, and sense of pride. Consider resources such as the internet and ideals from others.

In the past, predetermined projects made available from different organizations such as the Cleveland Metro Parks, one of your local City Offices or from your religious institution were easily accepted as good prospective projects, today these projects are frowned upon and normally turned down since they fail to meet the requirement of being planned or developed by the Scout.

Your Project is to be "...helpful to any religious institution, any school, or your community...", which means you need to be discerning while selecting a project. You are looking for a project to do for an organization that is non-profit, meaning they provide services to the community at large for purposes other than making a profit. No projects are allowed for profit-making organizations. Proof of non-profit status may be required.

The Project is to be done while you are a Life Scout. This means that if you are still a Star Scout, focus on your merit badges and other requirements, and don't put yourself in the position of having to explain why you worked on the project prematurely. It is all right to look ahead and identify opportunities that might become available after your Life Scout board of review. However, never begin planning or executing your Project prior to achieving Life Rank.

Although clothing drives, donation drives, and blood drives are worthy service projects, you have to be careful to plan them to meet the expectations for an Eagle Scout Leadership Service project. Remember, your goal is to lead others as well as provide some service to the community. So you will want to do a project that requires a number of volunteers who will carry out the project under your leadership.

Consider the selection of a Project that you will be proud of for the rest of you life. Select a Project that really stretches your capabilities, one that challenges you. Keep a notebook, either electronic or handwritten. Record of how much time you spend planning and (later) carrying out the project. List who besides yourself worked on the project, the days they worked, the number of hours they worked each day, and the total length of time others assisted on the project. Many Eagle Scouts before you have found that creating a simple table to document your efforts makes this part of the Project easier. Consider something like this example:

JOURNAL					
DATE	WHAT	WHO	WHY,WHERE,HOW	Phone	TIME (hours)
9-Jan	Research	Mom, Dad, and I	Project Idea's		2.00
10-Jan	Phone	Mr. Johnson	Talked about project...	440-226-1621	0.25

Take pictures of your project if applicable. Consider even a disposable digital camera to document your before, during and after events.

#### **Avoid the following:**

- Begin work on your project (other than planning) prior to getting ALL approvals
- Projects for the Boy Scouts of America, including troop or council property
- Any project that another Scout is using for his Eagle project (only one Scout gets credit)
- Projects involving only routine labor normally done by volunteers (Your project must allow you to demonstrate creativity, planning, and leadership of others)
- Any project for profit-making organizations. For example:
  - Painting the clubhouse for a home-owners association
  - Installing curb reflectors in a store's parking lot
  - Doing landscaping for a local business

## **2. Complete a “Quick Review”**

Schedule a meeting with the Troop’s Advancement Chairperson once you have completed the “Project Description” portion (pages 7 and 8) of your BSA Official “Eagle Scout Leadership Service Project Workbook” (Workbook). The Workbook is available at your local council service center or on-line at [www.nesa.org](http://www.nesa.org).

The Project Description should include as much detail as necessary to define your Project. Include what you propose to accomplish and who the Project will benefit. Be certain to include the Name of the organization that will benefit from your Project, along with their telephone number, and address in the space provided. But do not obtain any signatures from the benefiting organization just yet (that comes later).

## **3. Okay to Proceed?**

Did the Troop’s Advancement Chairperson approve your Project Description? If so, be certain that they sign as “Unit Leader” (Workbook page 8) and advance to Step #5. Although you may receive the “green light” here to continue, this is not authorization to start your Project. You have some other required steps to complete ... read on.

Should you find that your Project Description does not meet expectations, ask plenty of questions. Be certain that you understand why your proposed Project was not approved. Return to Step #1. Note that a new Workbook may need to be started.

## 4. Complete the Project Plan

It is now time to complete the Workbook's Project Plan.

- **Project Details:** Plan your work by describing the present condition, the method, materials to be used, project helpers, and a time schedule for carrying out the project. Describe any safety hazards you might face, and explain how you will ensure the safety of those carrying out the project.
- **"Before" Photographs:** If appropriate, include photographs (or sketches) of the area before you begin your project. Providing before-and-after photographs of your project area can give a clear example of your effort.

## 5. Approval Signatures

You must now review your Workbook with the following individuals and obtain their approval signatures to proceed. It is extremely important that these signatures be obtained in the order listed below and that you do not begin the Project until all signatures are received.

- Religious institution, school, or community representative
- Scoutmaster/Coach/Advisor
- Unit Committee Member
- Council or District Advancement Committee Member

## 6. Okay to Proceed?

Provided the individuals in Step #5 have approved your Project Plan and have sign and dated your Workbook you can now begin your Project. Advance to Step #7. Should you find that you do not meet the expectations of one or more of these individuals, it will be necessary to return to Step #1. This may mean that a new Workbook must be started. Be certain that you ask for and receive clear direction regarding why your Project Plan was not approved. This will be extremely helpful during the modification process.

## 7. Carry out the Project

It is now time to put your plan into action. This is not only the largest section of this procedure, but will be the largest portion of your Project. Since each Project is as unique as the Scout who has planned it there are no specific instructions on how a project is to be carried out. But in general be certain to record the progress of your project. Remember to continue to record of how much time you spend on your Project. But do not limit just time to your record keeping. You need to also record other items (if appropriate) such as the type and cost of any materials required to complete the Project. Also remember to continue to take photographs as your Project advances towards completion. Here are just a few examples of other records to keep:

Item	Description	Quantity	Unit Cost	Total Cost	Source
Plywood	3/4", 4' x 8' B-C interior grade	3 sheets	\$20.00	\$60.00	Home Depot - donation
Paint	Sherwin-Williams interior off-white (#1342), semi-gloss	2 gal	\$15.00	\$30.00	Sherwin-Williams - purchase
etc.	.	.	.	.	.

Tool	Quantity	Source
Claw hammers	6 minimum	Workers to bring
Air Compressor	1	Mr. James' company will loan
Garden rakes	4 minimum	2 from church, 2 from Mr. Hightower
Circular power saw (7 in)	1	My dad

If your original Project Plan changes at any time, be sure to document what the change was and the reason for the change. Changes can be categorized as either simple or significant. Simple changes generally do not adversely impact the Project Plan by delaying it or reducing its scope or scale. A significant change on the other hand generally causes delay in a project, alters the Project Plan in such a way that the expected outcome is undesirable. The table below provides two examples. Significant changes must be approved prior to initiating the task. Contact your Scoutmaster for more details.

PROJECT PLAN	SIMPLE CHANGE	SIGNIFICANT CHANGE
I plan the paint the park benches brown	I could only get green paint, and it is okay with the Park Director so I plan to paint them green instead of brown.	I am going to paint the playground equipment instead of the park benches.
I plan to build five (5) picnic tables that are each eight (8) feet long.	I could only get enough lumber donated to build five (5) picnic tables that are each seven (7) foot long.	I am going to build a 100 foot long fence instead of the picnic tables.

### ***Project Expenses***

Remember, all material costs must be covered by donations. This may be in the form of money from fundraising activities or donation of the actual items themselves. It is highly encouraged that financial investments not come from the Scout or his family. Every project will cost something and you need to discuss those costs. Provide a list of all materials, tools, supplies, etc. with a cost of each. This information may be part of your list of materials/supplies. If items are loaned or donated, state so. Remember to include fees (e.g. city dump fees) in your cost estimate. Once you have determined how much the project is going to cost, you must find the money to pay for it. You may consider several sources for funding, including the organization for which you are doing the project, donations from others, or any other legitimate source. While your project may not be a fund raiser, you may conduct fund-raising activities to finance the supplies and materials needed for your project. Obtaining the funds to do the project is your responsibility; don't assume that someone will cover cost until you have asked them.

A major part in any project, whether for Scouts, church, community, or a business, is funding. If you cannot come up with all the money you need, look at reducing the cost to get within your budget. You may even find that the project is too expensive and you will have to choose another one.

Item	Description	Quantity	Unit Cost	Total Cost	Source
Plywood	3/4", 4' x 8' B-C interior grade	3 sheets	\$20.00	\$60.00	Home Depot - donation
Paint	Sherwin-Williams interior off-white (#1342), semi-gloss	2 gal	\$15.00	\$30.00	Sherwin-Williams - purchase
etc.	.	.	.	.	.

### ***Written /Printed Information***

If you are going to use handouts, posters, letters, or other written materials as part of your project, include a copy of those in the plan. These should be included as attachments to the workbook.

### ***Helpers/Workers***

Although Troop participation is not required it is VERY highly encouraged to use a cross section of the Scouts. Discuss who will be doing the work. You do not need to tell names, just the number of people, what organization they are part of, and what special skills will be required. However, if you can make a list of potential helpers (with their phone numbers) it will help you get volunteers later. For example, are you going to need a carpenter? Describe how you are going to organize the workers to get the work done efficiently. Will they be divided into teams and if so who will lead the teams? What tasks will each team be doing? How will you use adult leaders? Discuss how you will ensure the safety of the workers. Remember, you should NOT DO any of the physical work yourself; you are responsible for LEADING others in carrying out the project and ensuring that everything is done the way you want it (i.e. show leadership).

### ***Adult Supervision***

Boy Scout policy requires at least two adult leaders be present at all times during any Scouting activity. At least one of them must have 'Youth Protection' certification. It is your responsibility to ensure that this policy is followed. Don't assume that the right people will just 'be there' -- arrange, in advance, for them to be there. You should state how you will ensure this in your plan.

### ***Work Site***

Where will the work be done? If you are going to build something, are you going to build it at the location where it will be used or somewhere else then moved? Remember, you must get permission to use any work site from the responsible person/owner. If the location where you are going to work requires special facilities or tools, state so. Think about how the weather will affect your work site.

## ***Transportation***

Moving people, materials, supplies, tools to/from a work site will most likely be required. Discuss what needs to be moved, what vehicles you will need, where you will get those vehicles, and who will drive. BSA policy places limitations on drivers under 21 years old; ensure you are aware of these limits and work within them. Remember that all passengers must be seated with a seat belt on whenever a vehicle is in motion. All of this is your responsibility.

## **8. Complete the Workbook**

After the actual work on the Project is completed, you are ready for the last phase of your Project - the final report. This is the section where you describe what actually happened as you carried out the plan. This information is entered in the last section of the Workbook, following the Initial Planning section.

As with any project, it is important to review what was done and see what lessons were learned as well as providing a historic record. In this case, you also need to write a final report because your project is not complete without it! You should use the project plan as guide for preparing the final report. In the 'Carrying Out the Project' workbook section (page 11), briefly describe what was done and how you deviated from the plan. Go through each section of the plan and write a summary of the results versus the plan. For example, discuss if you had all of the materials you needed or if you had a lot left over. Summarize the actual costs, tools used (and tools needed that you did not have), or anything else of interest.

Provide a record of all the time worked by your volunteers. This can be done in a list or table showing names, dates, hours worked, tasks performed by each volunteer. Discuss how you were able to lead the volunteers. Did you have any problem with getting them to come to work or to stay focused on the assigned tasks? Leading people is a difficult skill and you most likely learned something about this. The final reviewers want to read about what you learned about leading people.

Hopefully, you took many photographs during each phase of the project. Include a section in your report for representative photographs. A photo of you presenting the finished product to the organization for which you did the work helps show off the value of the project. Of course, the photographs should be labeled.

You will most likely require some advice from your project advisor before you are ready to turn the project in for final signatures. Consult with them often as you are completing the report. Once you and your advisor are happy with the result, it is time to secure the final approval signatures.

## **9. Final Project Review**

Contact your Scoutmaster and request that a conference be scheduled to review your Project Workbook. This request should not be initiated until you have secured the necessary signature from the organization that benefited from your Project. Additionally be certain that you, the applicant sign your Workbook. The Project Completion Date and the Applicant's signature date can be the same date as the scheduled review.

Your Scoutmaster may elect to invite other members of the Troop's Committee to join this review meeting. During this review the Scoutmaster, along with any invited guests will review your Workbook and ask questions about your Project. Do not be surprised if they find something that requires your attention. Generally this could be project hours are missing or inaccurate or supporting documentation is incomplete. If this is the case, ask enough questions so that you are clear what needs to be modified to secure the final signature.

## **10. Good Turn for America**

Your Scoutmaster will likely retain your Workbook in order to log your Project into the "Good Turn for America" web site. This site is designed to collect all service hours spent by Boy Scouts providing assistance to others. Your Scoutmaster will generate a certificate that you should include as a permanent addition to your Workbook.

## **11. Retain the Original**

Congratulations! Once the final signature has been secured make several copies of your Workbook and retain the original Workbook in a safe place. You will need to submit the original Workbook with your Eagle Scout Application once you have completed the remaining requirements.

## Appendix J – Executive Committee

Position	Member	Duties
<b>Committee Chair</b>	Rich Theus	Organizes the committee, replaces members as needed, maintains relationship with Chartered Organization Rep and Scoutmaster, interprets national and local policy, prepares and presides over troop committee meetings, ensures roundtable representation, and coordinates charter/recharter activities.
<b>Activities</b>	Pat Stanfield	Secures camp sites, prepares/distributes activity permission slips, works with Scribe to collect permission slips, coordinates service projects, ensures monthly outdoor program, promotes activity attendance, and secures tour permits.
<b>Advancement</b>	Kevin Lynch	Encourages rank advancement, arranges boards of review and troop court of honors, maintains merit badge counselor list, maintains troop participation results and reports advancement to Scoutmaster and council.
<b>Chaplin</b>	Ron Sobecks	Provides a spiritual tone, guides chaplain aide, promotes religious participation, visits Scouts when sick, and encourages Scouts to earn religious emblem
<b>Equipment</b>		Supervises and directs procurement of camping equipment, works with quartermasters on inventory, storage and maintenance, inspects & repairs troop gear as needed, and promotes its safe use.
<b>Finance</b>	Tony Brzytwa	Handles all troop funds, maintains checking/savings accounts, trains troop scribe on record tracking, keeps records, supervises fund-raising projects, prepares annual budget, and coordinates FOS campaign.
<b>Training &amp; Membership</b>	Ron Blazak	Ensures troop leaders are position trained, ensures BSA Youth Protection training within troop, coordinates new parent orientation, works closely with Cubmaster(s) to provide smooth transition, and plans/coordinates troop open house.
<b>Secretary</b>	Kate Vetovitz	Keeps committee meeting minutes, handles publicity, prepares family newsletter, conducts troop resource survey, assists in planning for family activities and updates troop handbook as directed.
<b>Scoutmaster</b>	Chris Moryan	Works directly with the Scouts, is advised by committee on policy, ensures a Scout-led environment, conduct parent meetings, supervises OA elections, meets regularly with Patrol Leaders, attends weekly Troop meetings, and conducts Scoutmaster Conferences.