

# ***BSA Troop 623***

## **Parent and Scout Guidebook**

Welcome to Boy Scout Troop 623. This Guidebook is intended to let you know a little about our Troop. The First Congregational Church in St. Joseph Michigan sponsors Troop 623. The church is located at 2001 Niles Ave, St. Joseph. Troop 623 belongs to the Southern Shores Field Service Council, which is part of the Michigan Crossroads Council. Membership in the troop is open to all boys, regardless of home address or church affiliation. In order for a boy to join scouts, he must be eleven (11) years old – or – must have completed the fifth grade – or – be (10 ½) years old and having received the Arrow of Light Award. An official BSA registration form must be completed and signed by a parent or guardian. Parents are also required to attend a troop meeting with their son, and sign the attached form which states that these guidelines have been read and understood.

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Greetings Scout Families!

On Behalf of Troop 623 in St. Joseph Michigan, I would like to welcome you!  
We are excited that you have chosen to visit with us and explore what joining Troop 623 means for you and your boy!



For nearly 100 years, Troop 623 has been active in helping to promote the overall mission of the Boy Scouts of America.

"It is the mission of the Boy Scouts of America to serve others by helping to instill values in young people and, in other ways, to prepare them to make ethical choices during their lifetime in achieving their full potential. The values we strive to instill are based on those found in the Scout Oath and Law."

Troop 623 meets on a weekly basis throughout the year at the First Congregational Church – our Chartered Organization – on Monday evenings from 7:00 – 8:30pm. It is during these meetings where boys interact with one another, practice and build upon outdoor skills, foster teamwork, serve one another and our community and plan opportunities to “get out and explore” our community, state and nation. Our meetings are “boy led” with many of our great leaders serving as adult guides and advisors. So, you may notice adults stepping back, and boys taking the lead. This is all part of our goal to help train leaders for the future!

Of the many activities that our Troop is involved in, here are just a few of our exciting events...

- Mackinac Island Governor’s Honor Guard
- Scout Summer Camp
- Thanksgiving Feast
- Our Spring Weko Beach Campout
- Merit Badge University
- High Adventure Camping

Each quarter, our Scout Patrol Leader Council meets to plan new and exciting events for our Troop...so activities and adventures may change from year to year.

Beyond these BIG activities, we work with our boys to promote rank advancement. Our Goal is to help our scouts achieve their scouting goals. We work intensively with new scouts in helping them reach the rank 1<sup>st</sup> Class. From there, our scouts are encouraged to go as far as possible – perhaps reaching the highest rank in scouting – the Eagle Scout!

So, if you are saying, “We’re In!” then “We’re Thrilled!” We encourage you to...

- Fill out the BSA Application Form
- Review our Troop’s Guidebook and explore our website at <http://www.bsatroop623.com/>
- Have your child’s doctor complete a physical (required annually)

Finally, we are all volunteers. We are here because scouting has meant a lot to each of us and most importantly we are here because scouting means a lot to our sons. As you join us, we encourage you to jump in. We have lots of volunteer needs in order to provide our boys with an outstanding scouting experience. Come to a committee meeting (first Tuesday of the Month), help drive boys to events, be a chaperone on a campout, or even bring snacks to the meetings. Everyone has their place – and it’s all for the boys!

Welcome to Troop 623!

A handwritten signature in cursive that reads "Bill Shepard".

Bill Shepard, Scout Master

## **Registration and Dues**

New boys to the troop are required to complete an Official BSA Registration Form, a Medical form and parents are asked to complete a Parent Interest Survey Form. All parents and scouts are required to read the attached Guidebook.

Annual dues are set by the Troop Committee for each scout and adult leader, and are subject to change on a yearly basis. For families with more than one boy in the troop, the first scout would pay the full amount and additional siblings would pay a reduced rate.

This money covers registration fees, insurance and advancement awards. Dues can be paid directly or can be deducted from the boys' Scout Accounts (See Scout Accounts – p.9). Dues are collected in full between October 1<sup>st</sup> and December 1<sup>st</sup>. Scouts who have not paid their dues in full by December 1<sup>st</sup> will have the amount deducted from their scout account.

Scouts will not be re-registered as part of the troop until dues are paid. Due to insurance issues, scouts may not participate in any BSA Troop 623 function or event until all dues are paid. Other than a transfer application, first year Scouts will be charged on a prorated schedule. Please contact the Troop Treasurer for the correct fee when registering.

## **Scout Handbook**

Each Scout is required to have a copy of the Scout Handbook. The Scout Handbook can be purchased at a Scout Service Center or online at [scoutstuff.org](http://scoutstuff.org). Information in the Scout Handbook is very useful to the Scouts and parents. The handbook is used to record advancement and activity participation for each individual scout. Handbooks should be brought to each troop meeting and to most scout-related activities.

## **Scout Uniform**

The Boy Scouts of America is a uniformed organization and, as such, scouts are expected to be in uniform for all troop meetings, while traveling to and from activities, and during other special functions. When uniforms are worn, they are to be worn in the proper manner; buttons buttoned, shirt clean and pressed, and shirttails tucked in. Uniforms are expected to be kept good condition.

It is suggested that each new boy purchase a short sleeve scout shirt to start his uniform. The scout shirt will require the following patches: American Flag patch, Council shoulder patch, and Troop Numbers "623". Rank patches and leadership patches are also expected to be put on the shirt as they are received. The convertible scout pants/shorts can be added later. The above shirt and pant combination is considered a complete Class A uniform. An alternate Class A uniform during the summer consists of the short sleeve shirt, green khaki scout shorts and scout crew socks. An acceptable Class B uniform consists of any combination of scout themed T-shirts or knit shirts. Please consider donating outgrown or unused uniform parts to the troop for reuse.

## **Troop Organization**

The troop is organized into the following groups of people.

- 1) Troop Committee - Composed of parents and other adults who set troop policy.
- 2) Adult Staff - Scoutmaster and Assistant Scoutmaster(s).
- 3) Patrol Leadership Council – Composed of the Senior Patrol Leader, Asst. Senior Patrol Leader(s) and Patrol Leaders.
- 4) Patrols consisting of groups of approximately 6 to 8 scouts of varying rank and age, and an adult Patrol Advisor.
- 5) New Scout Patrol (created periodically to meet the needs of new and incoming scouts.
- 6) Additional leadership positions may be held by individual scouts during the year which may include, but are not limited to; quartermaster, scribe, librarian, chaplain's aide, historian, etc.

## **Communications**

The Troop 623 webpage ([bsatrop623.org](http://bsatrop623.org)) contains timely and valuable information (such as this guide). The Troop Calendar is maintained on the website and has information about upcoming events.

For short notice communications, adult leaders will contact other adult leaders. The Senior Patrol Leader will contact the individual Patrol Leaders who will, in turn, contact members of their patrol. It is important to keep the troop up to date with accurate contact information.

Should anything come up that needs to be addressed, please contact any adult leader in Troop 623.

## **Troop Committee Meetings**

Troop 623 holds monthly Committee Meetings at the First Congregational Church on the first Tuesday of each month at 7pm. All parents of Troop 623 boys are encouraged to be involved in Committee Meetings.

The Committee Meetings are designed to discuss the "State of the Troop" and work toward the development of Troop Policies and Procedures whose sole purpose is to provide for the best possible experience for the boys of our Troop. Additionally, the Committee discusses Activities, hears from Scouts as they prepare for their Eagle Scout Projects, and address any major issues related to the overall function of the Troop.

Committee Meetings are run by the Committee Chairperson who works closely with the Scout Master in setting the agenda for each meeting. Each meeting will be governed by "Roberts Rules of Order." A quorum is needed to address any "business of the committee." A quorum is defined as the number of persons who are in attendance at the start of any specific meeting. The Scout Master and the Committee Chair do not have voting privileges relating to Policy and Procedure.

All decisions made by the committee will be voted on by all “registered committee members” who are present at the time of the vote. All decisions made at the time of the vote are final.

At the discretion of the Committee Chairperson, Ad-Hoc committee(s) may be created to “work on” specific projects or activities on behalf of the Committee. All work will be presented to the Committee, as a whole, for final approval. A motion may be tabled if the individual(s) who have a vested interest in the decision have notified the Committee Chair of their absence and desire to be there for the vote. In all cases, a simple majority (51%) of Yea’s or Nay’s of those present at the time of the vote will determine whether a motion is approved or denied.

## **Troop Meetings**

The troop holds regular troop meetings in Fellowship Hall at the First Congregational Church. The meetings are Monday nights from 7:00 P.M. to 8:30 P.M., unless announced otherwise. Please check the troop website regularly at [www.bsatroop623.com](http://www.bsatroop623.com) for up to date troop information!

A normal troop meeting consists of:

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

The meeting is run by various boys in the troop under the leadership of the Senior Patrol Leader and the guidance of the Scout Master. The first meeting after a weekend activity is generally for event critique, equipment clean-up and inspection.

## **The Patrol Method**

Troop 623 operates under the Patrol Method of Scouting as developed by Sir Robert Baden-Powell in England. This method was developed on Brownsea Island in the early 1900's. Baden-Powell found that a group of eight people was the most efficient method of developing leadership and accomplishing goals.

Today, a patrol consists of approximately 6-8 boys under the leadership of one to two Patrol Leaders. The boys in the troop elect the patrol leaders in March of each year. Their primary responsibility is to represent and make known the wishes of his patrol at the Patrol Leadership Council. The Patrol Leaders are also responsible for relaying information from the PLC to the patrol; ensuring people are assigned to required tasks and maintaining proper conduct of patrol members.

Patrol members participate in all activities as a team. Part of learning to lead is by first learning to follow. It is important to understand that the boys run the troop with the adult leaders providing guidance. The Patrol is the Key and the Patrol Leaders are “key men.”

## **Campouts and Activities**

Camping is a critical part of the scouting experience. Throughout the year, Troop 623 will host many different camping experiences including, but not limited to...

- Summer Camp
- Governor’s Honor Guard – Mackinac Island
- Weekend Campouts
- Over Night Patrol Campouts
- Thanksgiving Feast Campout

At these, and all other camping experiences, scouts will have the opportunity to work on advancements, acquire cooking experience, practice outdoor skills, safely learn to use a knife and axe, provide service to different organizations, work as a patrol unit, have fun, etc.

It is important that all scouts participate in these outdoor activities during the year. Each overnight camping experience will be tallied and used for advancement in rank as outlined in the Scout Handbook.

Approximately 2 weeks in advance of any campout, a permission slip will be sent home and/or made available via email to each scout. This must be completed and returned on the assigned date, for the scout to attend the activity. A camping fee will be assessed for each campout which will be determined by the cost of said campout. This must be paid prior to the scout attendance at the campout. Each scout must also have a current Health Form on file to attend. These must be updated annually.

Similar to campouts, additional activities will be organized throughout the year. Permission Slip, Health form and costs will be addressed similarly to that of a campout.

## **Advancement (The Trail to Eagle Scout)**

Advancement from Scout to Eagle is an important part of the scouting experience and is completely explained in the Scout Handbook. Troop 623 has adult leaders to help and advise the boys on advancement. Assistant Scoutmasters are assigned to train and guide newer scouts in the skills and requirements needed to obtain the ranks of Scout, Tenderfoot, Second Class and First Class. Other leaders are Patrol Advisors that help the scouts with the advanced ranks. The Advancement Chairpersons are responsible for maintaining advancement records, scheduling boards of review and ordering patches. Scouts are responsible for completing advancement requirements on their own and for maintaining a complete record of their own advancement. Opportunities for completing advancement requirements will be provided to the scouts; it is the scout’s responsibility to take advantage of those opportunities. The troop has five basic rules about advancement:

- 1) It is requested that parents do not sign-off on any advancement or merit badge requirements for their son unless they are working with a group of boys as approved by the Scout Master. It helps avoid any suspicion of favoritism. Parents can be helpful in locating qualified counselors and setting up approved merit badge programs. Prior approval should be obtained before seeking new Merit Badge Counselors.
- 2) Merit Badge Counselors must be registered prior to any work being completed on the merit badge. The Advancement Chairperson reserves the right to disallow any advancement or merit badge signed-off by an unapproved individual.
- 3) Scouts must obtain a merit badge application (blue card) from the Advancement Chairperson prior to starting a merit badge. The Scout will be given credit for completing a merit badge when he returns the card, which has been signed by his counselor, to the Advancement Chairperson.
- 4) Boys will be encouraged to advance but will not be pushed to advance. Troop leaders are responsible to provide advancement opportunities but are not responsible for ensuring a scout advances in rank. Parents are asked to periodically ask their sons about their advancement and help where they can. Even though parents are not allowed to sign off for advancement, that doesn't mean they can't help their son with requirements or review their work prior to it being submitted to the Merit Badge Counselor.
- 5) Even though the Advancement Chairperson maintains records of each scout's advancement, it is each Scout's responsibility to maintain written proof of his advancement. Scout Handbooks provide places to have requirements signed-off and scouts will be given a signed card for each merit badge or rank advancement. Possession of a patch is not considered proof. Eagle rank will not be granted without documented proof that all requirements have been completed.

### **Merit Badges**

Merit Badges are designed to give scouts a variety of experiences in many different areas of interests throughout their scouting experience. A total of 21 Merit Badges are required for a scout to advance to the rank of Eagle Scout. Merit Badges are designed to be completed while working with a BSA registered merit badge counselor. A list of counselors is available from the Advancement Chairperson. Scouts are encouraged to keep a record of all Merit Badge completions.

If no registered Merit Badge Counselor is available, a scout may work with an "expert" in the field of study that the Merit Badge is exploring – if approved by a Scout Master. In this case, the Blue Card should be filled out by the "expert" and submitted to the Advancement Chair upon completion.

Additionally, a Merit Badge Counselor of record may assign a scout to work with an "expert" in a field of study to assist the scout in completing Merit Badge requirements, but the blue card will need to be signed by the registered merit badge counselor.

Regarding two specific situations – MBU/Summer Camp. If a scout completes nearly all of the merit badge requirements with a counselor, the Advancement Chairperson will give the scout the name of a local Merit Badge that he may work with to complete the requirements. If no merit badge counselor is available, an "expert" in the field of study may be used to complete the merit badge.

## **Court of Honor**

Every effort will be made to present scouts with a rank patch within a week of the requirements being completed. Additionally, the troop tries to schedule a minimum of two Courts of Honor each year. A Court of Honor is a special troop meeting held for the purpose of providing extra recognition to those Scouts who have earned rank advancement, merit badges or other accomplishments.

The entire family is encouraged to attend and should make a special effort to do so even if a scout has not earned any special recognition because these special meetings are also used to discuss the troop's accomplishments and future activities.

Check the calendar on the troop website at [www.bsatroop623.com](http://www.bsatroop623.com).

## **Troop Activities**

Most major troop activities are planned at least three months in advance and the times and dates are published in the calendar on the troop website ([www.bsatroop623.org](http://www.bsatroop623.org)). Please keep track of these dates and help us avoid conflicts. The troop depends on parent support to see to it that their son attends as many troop activities as possible.

Schedule changes and additions will be communicated by special notices. Detailed information about monthly activities is usually handed out at troop meetings. We encourage all parties to watch the website calendar and parents to ask their sons about any hand out they may have received at the troop meetings.

The event flyer that each Scout Family receives contains information for the upcoming event. Included are costs, location, brief explanation, special requirements, reservation due date, event coordinator name and phone number, and permission slip. Permission slip and payment (checks are preferable, made payable to Troop 623) must be turned into the event coordinator prior to the due date.

When a Scout has signed up for an event and does not attend due to illness or a death in the family, refunds will be made if possible. Any funds used to purchase tickets, food, reservations, etc., which cannot be refunded to the Troop will not be refunded to the Scout. The Troop Committee will make the final determination of all refunds.

## **Equipment**

Troop 623 has been fortunate enough to have a number of individuals that have been willing to work hard at fund raisers over the years in order to purchase quite a bit of troop equipment. The troop currently has a trailer, tents, stoves, lanterns, cooking equipment, tarps, rain flies and other gear worth thousands of dollars. Scouts are expected to treat this equipment with respect and will pay for anything damaged or lost through carelessness. If any equipment wears out or becomes unusable, the Quarter Master of the Troop should be notified. The Quarter Master will notify the Troop committee if he feels replacement of the required equipment is necessary.



Personal equipment is something every scout will eventually need. The Scout Handbook contains a list of items that every scout is expected to have at each camp out. Special lists may also be posted on the web. Sleeping bags and good rain gear are almost a must. Money spent on a good sleeping bag is well worth it. Good bags will last a very long time. One large, soft sided, duffel type bag or backpack will be needed to pack personal gear for campouts. Scouts are asked to come to normal weekend campouts with only one bag of personal gear. Other items such as boots, backpacks and sleeping pad are items scouts may eventually want. There are a number of experienced campers among the adult leaders and scouts who can help in selecting the appropriate items and tell you where to buy the items.

## **Active Participation**

To earn each of Boy Scouting's top three ranks – Star, Life and Eagle, and Eagle Palms – a Scout must “be active” in his troop and patrol for a specific number of months and “serve actively” in a position of responsibility. The members of Troop 623 are encouraged to participate in all phases of the troop's program. Troop 623 offers a great scouting experience with lots of opportunities for all scouts. However, unless each scout is willing to participate and do his share, the troop as a whole will be affected.

Being “Active” means you must be registered in the Troop, dues paid, and be in good standing with the Troop. In addition, you are expected to meet our Troop's “reasonable expectations.” A month of these expectations are...

1. Participate in 50% of troop meetings held each month – unless otherwise specified by a specific leadership role held by the Scout.
2. If available, participate in at least one troop function monthly including, but not limited to, Troop Activities, Fundraisers, Service Projects, and Campouts

Participation means regular attendance at troop meetings, monthly activities, service projects and fundraisers. Important planning takes place at the weekly troop meetings and it is vital that scouts attend to help with the planning. We realize that there will be times when scouts cannot attend due to illness, family problems, sports or school functions. It is very helpful if scouts contact their Patrol Leader(s) when they cannot attend an activity/meeting. All members of the patrol should know how to contact each fellow patrol member, and the Scoutmaster or Patrol Advisor. A troop contact list is available on the Troop's website.

When a scout provides advanced notice and obtains coverage for his duties for missed meetings or activities, the Scoutmaster may consider those absences as excused. However, if a scout is going to be absent for an extended period of time, he should discuss this absence with the Scoutmaster, and if those absences may cause a disruption to the general running of the troop or patrol, he may be asked to step down from a position of leadership until he has more time to dedicate to the role.

IMPORTANT NOTES: General “active” months in the troop don’t have to be contiguous. Scouts may piece together months and qualify as active. In addition, active months don’t expire if they are followed by inactive months. For example, if a star scout is active in September, October, and November and then not again until the following September, October, and November, he now has accumulated the required six active months needed to advance.

In the event that a scout is holding an optional junior leadership position, (e.g. Scribe, Quartermaster, Patrol Leader, SPL) and after coaching, that scout has not met any position-specific active requirements for a period of 3 months, the scout may be asked to step down from the position until they have more time to dedicate to a leadership role.

## **Parent Support**

A key element in maintaining and improving the quality of Troop 623 is having active parent support. To be successful, scouting must be a family activity. Good parent support consists of the following:

- 1) Make sure your son attends all troop activities, arrives on time and is ready to participate.
- 2) Encourage your son in his scout advancements.
- 3) Take an active interest in his scouting activities.
- 4) Attend parent meetings, courts of honor and other family activities.
- 5) Join the Troop Committee. The committee is made up of parents and meets once a month to set troop policy. All parents are welcome to attend Troop Committee meetings.
- 6) Become a Merit Badge Counselor for the troop. You don't have to be an expert in the area. There are 120 merit badges.
- 7) Support fundraiser projects. This is how we earn money for troop equipment and the scouts can earn money for their activities.
- 8) Take Youth Protection Training on the national website at [www.myscouting.org](http://www.myscouting.org).

## **Scout Accounts**

Each scout, upon become a Troop 623 Scout, will be assigned a Scout Account. Into this account will go any and all fund raising profits that he has earned each year.

Funds in personal accounts can be used to pay for any scouting expense such as summer camp or the purchase of personal scouting equipment. No money can be given to a scout because this could be considered income wages and be subject to taxation.

If a scout leaves the troop, all funds in his account revert to the general troop fund. If a scout is active in the troop when reaching 18 years old, he has 60 days to use the funds before they revert to the general fund.

Scouts looking to use their scout account must inform the treasurer prior to its use.

## **Fund Raisers**

The troop depends on various fundraisers to supplement operating funds for the year. Parts of the profit from these events go to the troop treasury for operating expenses and equipment purchases. Scouts are offered the opportunity to work a set number of hours at each fundraiser. The second part of the profit from each activity is then split up among the scouts who work at that activity as follows:

- 1) For all individual Fund Raising opportunities (Popcorn, batteries, etc.), the boys receive 100% of the profits earned. This percentage is subject to change and may be adjusted, by the Troop Committee, on an annual basis.
- 2) From the total amount of money raised by Troop Fund Raising, upon completion of the Fund Raising Season, 70% will be distributed to the boys and 30% will be assigned to support Troop 623 Budget. These percentages are subject to change and may be adjusted, by the Troop Committee, on an annual basis.
- 3) A record is kept of all scouts who participate in a fund raiser and how many hours worked.
- 4) The 70% raised by the boys in fund raising activities throughout the year, will be divided by the total number "boy hours" worked, and by the number of boys who have participated in fund raising. This will determine the "hourly rate" for the boys.
- 5) Each scout will have deposited into their scout account the total from multiplying the number of Hours Worked by the troops Hourly Rate.

## **Communications**

The Troop 623 webpage ([bsatrop623.org](http://bsatrop623.org)) contains timely and valuable information (such as this guide). The Troop Calendar is maintained on the website and has information about upcoming events.

For short notice communications, adult leaders will contact other adult leaders. The Senior Patrol Leader will contact the individual Patrol Leaders who will, in turn, contact members of their patrol. It is important to keep the troop up to date with accurate contact information.

## **Discipline**

Scouting activities are meant to be learning experiences in an atmosphere which is safe and fun for everyone involved. Scouting and Troop 623 have rules that must be followed in order for everyone to enjoy themselves. The rules of Scouting can be found in the Scout Oath and the Scout Law. Troop specific rules are listed in Attachment 1 of this handbook.

The "Spirit of Scouting" dictates high expectations for the behavior of troop members. Self-control and self-discipline are attributes expected from all Scouts in Troop 623. In order to ensure the health and safety of troop members and the effective operation of the troop, disciplinary actions may be necessary. Discipline and control must be treated as an individual matter, realizing that basic discipline is preventative in nature rather than regulatory or restrictive. Scouts will receive positive reinforcement when exhibiting appropriate behavior. Troop adult leaders are ultimately responsible for the behavior of troop members and therefore will be expected to enforce a fair and

consistent disciplinary plan.

Disciplinary action will consist of four (4) levels. Certain conduct will result in the immediate escalation of the disciplinary level as identified on pages 12-13 – Troop Rules of Conduct.

Level 1 - Personal Conference: Actions taken for first offense of less serious infractions consists of a counseling session between two Adult Leaders and Scout(s).

Level 2 - Letter to Parents: Action taken when Level 1 actions are not successful or for infractions of more serious rules. The letter will be issued within 30 days of the incident, with a copy going to the Troop Committee Chairperson. The letter will contain the following:

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

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

Level 4 - Termination: If the above actions fail to correct behavioral problems, the Troop Committee will notify the Scout(s) and parents that the Scout(s) are no longer welcome to participate in any troop functions. This action will require the majority vote of all registered adult leaders and committee members.

## **Summary**

If you have any questions, please contact your Patrol Leader or any other member of the junior leadership staff. **If you don't know, ask!** This guidebook has been created to be a summary of "need to know" items. If we have forgotten something, feel free to contact any of the adult staff.

Rev, 10/2013  
4/9/2015  
3/2/16

## Troop Rules of Conduct

Some considerations related to rules of conduct...

Each disciplinary infraction is considered a Level 1 Offense, unless otherwise noted. A Scout may be sent home from any activity if Level 1 disciplinary actions are not successful in correcting the behavior.

Each Scout is expected to know and abide by these rules. Ignorance will not be considered an excuse for breaking the rules. Common sense will prevail in all situations and interpretations of these rules. Each Scout will have a phone number where their parents, or a designated individual, may be reached in case of an emergency or if disciplinary action is required.

- 1) Scouts will respect other peoples' property and will not touch anything that is not their own without permission.
- 2) No Scout should falsify any scouting documents.
- 3) Scouts will show respect towards both adult leadership and any other adult with which he come into contact during Troop activities.
- 4) Stealing will not be tolerated. Any scout caught stealing will be sent home. Minimum Level 2.
- 5) No running in camp. (There are many obstacles in camp that you can trip over.)
- 6) No sheath knives, CD/DVD/MP3, or electronic games at troop activities without prior approval. These items will be confiscated and given back at the end of the activity.
- 7) Cell phones are a great tool and a great distraction. With we understand that scouts and their parents need to be able to communicate with one another, we ask that...
  - Cell Phones should be off and out of site at scout meetings unless otherwise directed by the Scout Master(s) or Senior Leaders.
  - Cell Phone use at any specific day function or activity should be limited to EMERGENCIES ONLY.
  - Cell Phones should not be brought to or used during Campouts. Too often, a scout's homesickness or other problems interfere with the adult leaders working to solve and address issues that arise.
  - If you feel your child must bring a phone, that they drop it with a Scout leader for safekeeping during the event. A cell phone may be confiscated and returned to the parents if these conditions are not adhered to.
- 8) Uniforms are expected at each troop activity. Uniforms need not be worn to outdoor activities, unless otherwise directed by the Scout Master, but should be brought along in case they are needed. Leaders are expected to set the example.

- 9) No littering. (Leave No Trace is always kept in mind during all scout activities.)
- 10) Troop equipment will be respected. Equipment damaged or destroyed through carelessness will be repaired or replaced by the responsible individual before he is allowed to attend another troop function. Minimum Level 2.
- 11) No bare feet around campsites. No open toe shoes, slides or flip flops should be worn around camp for safety reasons.
- 12) The number of people in a tent will not exceed what the tent is designed for.
- 13) No fires in or near tents.
- 14) Troop members will follow the directions of both adult and junior leaders without argument. Patrol Leaders will not give directions to members of other patrols unless they have been left in charge of the group.
- 15) Scouts will not play with the campfire. First warning LEVEL 1, second warning LEVEL 2 and scout will be sent home on third offense.
- 16) No Scout will engage in any type of water activity without the permission of a registered adult troop member. Scout will be sent home. Minimum Level 2.
- 17) Obscene language, obscene gestures and subjects deemed inappropriate by adult leaders will not be tolerated.
- 18) Malicious teasing or put downs will not be tolerated. Harassment of any kind, especially towards new scouts will not be tolerated.
- 19) Fighting will not be tolerated for any reason. All parties will be subject to Level 1 or Level 2 discipline, depending on the seriousness of the fight.
- 20) Scouts will not leave the campsite without checking with the person in charge (the buddy system should be in effect at all times). The scout will tell the person in charge exactly where he is going and exactly when he will be back. Level 1 or Level 2.
- 21) Cooking items will be cleaned, sanitized and stored right after meals and prior to starting any other activity.
- 22) Wild animals must be left alone.
- 23) Vandalism will not be tolerated. Level 2 and financial responsibility for damage will be assessed.

- 24) Use of tobacco, alcohol, or drugs by any scout is strictly prohibited. Adult leaders, while strongly discouraged from doing so, may use tobacco (only in areas designated for such use). Minimum of Level 2.
- 25) All medication taken on an outing shall be in a designated adults' possession during the duration of the activity and administered by the same.
- 26) Possession of firearms or explosive devices will result in the item being confiscated and the scout being sent home. Minimum Level 2.
- 27) Food and Snacks are supplied by the Troop and are to be eaten in designated areas. Any scraps are to be disposed of properly. No snacks, gum, or beverages (other than water) are to be brought by the Scouts unless directed by the leaders.
- 28) For trips further than 100 miles each way, a light snack and beverage (20oz or less) may be brought with approval from the vehicle owner. Permission must be granted prior to loading personal gear into vehicle, and any requests by the vehicle owner must be followed. Any items must be left in the vehicle. Food is not allowed inside tents.
- 29) Scouts are subject to discipline for any behavior that is unbecoming a Boy Scout. These Rules are not meant to be all-inclusive. Additional rules and expectations may be set by the Scout Master in any situation with the express purpose of keeping the boys safe and in the highest ideals of scouting. Situations will be judged on a case by case basis.

# **Scout Leadership Positions Troop 623**



# **Senior Patrol Leader (SPL) / Assistant Senior Patrol Leader (ASPL)**

## **Job Description**

The Senior Patrol Leader/Assistant Senior Patrol Leader is elected by the scouts to represent them as the top youth leader in the troop.

### **Qualifications:**

- Star Class rank or higher
- Should have NYLT Training and/or successfully served as a Patrol Leader.
- Must be approved by the Scoutmaster
- Elected by the youth members of the troop

**Reports to:** Scoutmaster

### **Senior Patrol Leader / Assistant Senior Patrol Leader duties:**

- Preside at all troop meetings and activities. Attendance expectation 75%.
- Chair the Patrol Leaders' Council (PLC). Attendance expectation 75%.
- Participate in meetings, outings and service activities. Attendance expectation 75%.
- Create duty rosters for camping trips.
- If unable to attend meetings or events as needed, make back-up plans to cover your responsibilities and communicate those plans to your PL and/or Scoutmaster.
- Assign specific duties to other youth leaders.
- Assist the Scoutmaster in training youth leaders.
- SPL delegate tasks to the ASPL. Make sure ASPL attends any meeting/function he will not be able to attend.
- Oversee the planning efforts of scouts for all troop events.
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.
- If unable to attend meetings or events as needed, make back-up plans to cover your responsibilities and communicate those plans to your PL and/or Scoutmaster.

# Senior Patrol Leader (SPL) / Assistant Senior Patrol Leader (ASPL)

## Self-Evaluation

Scout Name \_\_\_\_\_

I served in this position from \_\_\_\_\_ to \_\_\_\_\_  
(date) (date)

Mark how you think you performed in each duty	Not Applicable	Not So Good	OK	Good	Great
Presided over at least 75% all troop meetings and activities.					
Chaired 75% of the Patrol Leaders' Council (PLC).					
Attended at least 75% of meetings, outings and service activities.					
Made/communicated alternative arrangements when unable to attend					
Assigned specific duties to other youth leaders.					
Assisted the Scoutmaster in training youth leaders.					
SPL delegated tasks to the ASPL.					
Made sure ASPL attended any meeting/function I could not attend.					
Oversaw the planning efforts of scouts for all troop events.					
Set a good example.					
Wore the field uniform (class A) correctly to all regular troop meetings and religious services.					
Wore the activity uniform (class B t-shirt) on all outings and other troop activities					
Lived by the Scout Oath and Law.					
Showed Scout spirit					
My overall fulfillment of the responsibilities for this position					

I felt my strongest areas were:

I could have done better at:

Scout Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Patrol Leader Job Description**

The Patrol Leader leads the patrol.

### **Qualifications:**

- Elected by youth members of Troop
- First Class Rank or higher
- Must be approved by Scoutmaster

**Reports to:** Senior Patrol Leader

**Trained by:** Senior Patrol Leader with assistance from the Assistant Scoutmaster

### **Patrol Leader duties:**

- Plan and lead patrol meetings.
- Keep patrol members informed.
- May assist SPL/ASPL in creation of duty rosters for camping trips.
- Help patrol members succeed in their assigned duties.
- Represent the patrol at all Patrol Leaders' Council (PLC) meetings.  
Attendance expectation 75%.
- Make sure Assistant Patrol Leader attends any meeting/activity you will not be able to attend.
- Prepare the patrol to take part in all troop activities.
- Develop patrol spirit.
- Participate in outings, troop meetings and service projects. Attendance expectations 75%.
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.
- If unable to attend meetings or events as needed, make back-up plans to cover your responsibilities and communicate those plans to your PL and/or Scoutmaster.

## Patrol Leader Self-Evaluation

Scout Name \_\_\_\_\_

I served in this position from \_\_\_\_\_ to \_\_\_\_\_  
Date Date

Mark how you think you performed in each duty	Not applicable	Not so good	Ok	Good	Great
Planned and led patrol meetings and activities.					
Kept patrol members informed.					
Assist SPL/ASPL in creation of duty rosters for camping trips					
Attended 75% of PLC meetings					
Ensured the APL attended any meetings the PL was not able to attend.					
Prepared the patrol to take part in troop activities					
Developed patrol spirit					
Attended 75% of troop meetings, outings, service projects					
Made back-up plans when not able to attend meetings or outings					
Set a good example					
Wore the field uniform (Class A) correctly to all regular troop meetings and religious services					
Wore the activity uniform (Class B) on all outings and other troop activities					
Lived by the Scout Oath and Law					
Showed Scout spirit					
My overall fulfillment of responsibilities for this position					

I feel my strongest areas were:

I could have done better at:

Scout Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Junior Assistant Scoutmaster Job Description**

The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18 and be an Eagle Scout. He is appointed by the Scoutmaster because of his demonstrated leadership ability.

### **Qualifications:**

- Appointed by Scoutmaster
- At least 16 years old
- Eagle Scout

**Reports to:** Scoutmaster

**Trained by:** Scoutmaster

### **Junior Assistant Scoutmaster Duties:**

- Function as an Assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 years of age or older).
- Accomplish any duties assigned by the Scoutmaster. Arrive 5 minutes before the start of troop meetings.
- Participate in meetings, outings, service projects, etc. Attendance expectation 75%
- If unable to attend meetings or events as needed, make back-up plans to cover your responsibilities and communicate those plans to your PL and/or Scoutmaster.
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities. Live by the Scout Oath and Law.
- Show Scout spirit.
- If unable to attend meetings or events as needed, make back-up plans to cover your responsibilities and communicate those plans to your PL and/or Scoutmaster.

## Junior Assistant Scoutmaster Self-Evaluation

Scout Name \_\_\_\_\_

I served in this position from \_\_\_\_\_ to \_\_\_\_\_  
Date Date

Mark how you think you performed in each duty	Not applicable	Not So Good	OK	Good	Great
Functioned as an Assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 years of age or older).					
Accomplished any duties assigned by the Scoutmaster.					
Attended at least 75% of the PLC meetings occurring during service period.					
Attended 75% of meetings, outings, service projects.					
Made/communicated alternative arrangements when unable to attend.					
Set a good example.					
Wore the field uniform (class A) correctly to all regular troop meetings and religious services.					
Wore the activity uniform (class B t-shirt) on all outings and other troop activities					
Lived by the Scout Oath and Law.					
Showed Scout spirit.					
My overall fulfillment of the responsibilities for this position.					

I felt my strongest areas were:

I could have done better at:

Scout Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Chaplain Aide Job Description**

The Chaplain Aide works with the Troop Chaplain to meet the religious needs of the scouts in the troop and to promote religious emblems program.

### **Qualifications:**

- Elected by youth members of Troop
- First Class Rank or higher
- Must be approved by Scoutmaster

**Reports to:** Assistant Senior Patrol Leader

**Trained by:** Assistant Senior Patrol Leader with assistance from the Assistant Scoutmaster and Troop Chaplain

### **Chaplain Aide duties:**

- Keep troop leaders apprised of religious holidays when planning activities.
- Assists the Campmaster for each outing in planning participation in religious services.
- Encourage saying grace at meals while camping or on activities.
- Lead the troop in prayer at troop meetings and other troop activities.
- Promotes participation in religious emblem programs.
- Participate in outings, troop meetings and service projects. Attendance expectations 75%.
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.
- If unable to attend meetings or events as needed, make back-up plans to cover your responsibilities and communicate those plans to your PL and/or Scoutmaster.

## Chaplain Aide Self-Evaluation

Scout Name \_\_\_\_\_

I served in this position from \_\_\_\_\_ to \_\_\_\_\_  
Date Date

Mark how you think you performed in each duty	Not applicable	Not so good	Ok	Good	Great
Kept troop leader apprised of religious holidays when planning activities					
Assisted the Campmaster for each outing in planning participation in religious services					
Encouraged saying grace at meals while camping or on activities					
Led the troop in prayer at troop meetings and other troop activities					
Promoted participation in religious emblem programs					
Attended 75 % of troop meetings, outings, service projects					
Made back-up plans when not able to attend meetings or outings					
Set a good example					
Wore the field uniform (Class A) correctly to all regular troop meetings and religious services					
Wore the activity uniform (Class B) on all outings and other troop activities					
Lived by the Scout Oath and Law					
Showed Scout spirit					
My overall fulfillment of responsibilities for this position					

I feel my strongest areas were:

I could have done better at:

Scout Signature \_\_\_\_\_

Date \_\_\_\_\_



## **Den Chief Job Description**

The Den Chief works with the Cub Scouts, Webelos Scouts, and den leaders in the Cub Scout pack.

### **Qualifications:**

- Appointed by Scoutmaster
- Second Class Rank or higher

**Reports to:** The Den Leader in the pack and the Assistant Scoutmaster for the New Scout Patrol in the troop.

### **Den Chief duties:**

- Serve as the activities assistant at den meetings.
- Communicate regularly with the Den Leader to review the den and pack meeting plans.
- If serving as a Webelos Den Chief, prepare boys to join Boy Scouting.
- Project a positive image of Boy Scouting.
- Know the purposes of Cub Scouting.
- Encourage Cub Scouts to join a Boy Scout troop upon graduation.
- Help out at monthly pack meetings.
- Attends at least 75% of the den meetings/events during his service period.
- If unable to attend meetings or events as needed, make back-up plans to cover your responsibilities and communicate those plans to your PL and/or Scoutmaster.
- Be a friend to the boys in the den.
- Participate in outings, troop meetings and service projects. Attendance expectation 75%
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings, religious services and den meetings.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by Scout Oath and Law.
- Show scout Spirit.

## Den Chief Self-Evaluation

Scout Name \_\_\_\_\_

I served in this position from \_\_\_\_\_ to \_\_\_\_\_  
Date Date

Mark how you think you performed in each duty	Not applicable	Not so good	Ok	Good	Great
Served as the activities assistant at den meetings					
Communicated regularly with the Den Leader to review the den and pack meeting plans					
Prepared boys to join Boy Scouting (Webelos only)					
Projected a positive image of Boy Scouting					
Knew the purposes of Cub Scouting					
Encouraged the Cub Scouts to join a Boy Scout troop upon graduation (Webelos only)					
Helped out at monthly pack meetings					
Attended at least 75% of the den meetings/events during the service period					
Was a friend to the boys in the den					
Attended 75% of outings, troop meetings, service activities					
Made/communicated alternative arrangements when unable to attend					
Set a good example					
Wore the field uniform (Class A) correctly to all regular troop meetings and religious services					
Wore the activity uniform (Class B) on all outings and other troop activities					
Lived by the Scout Oath and Law					
Showed Scout spirit					
My overall fulfillment of responsibilities for this position					

I feel my strongest areas were:

I could have done better at:

Scout Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Historian Job Description**

The Historian records troop activities.

### **Qualifications:**

- Elected by youth members of Troop
- First Class Rank or higher
- Must be approved by Scoutmaster

**Reports to:** Assistant Senior Patrol Leader

**Trained by:** Assistant Senior Patrol Leader with assistance from the Assistant Scoutmaster

### **Historian duties:**

- Keep a written and/or electronic journal of all Troop events for historical purposes.
- Includes in journal entries the place and time of the event, a description and information about the event, and a list or number of attendees.
- Document journal entries with photographs and maps when possible.
- Brought journal to each Court of Honor so that troop members may review it. Be prepared to present the Historian's journal at all Courts of Honor.
- Arrive 5 minutes before the start of troop meetings.
- Participate in outings, troop meetings and service projects. Attendance expectations 75%.
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.
- If unable to attend meetings or events as needed, make back-up plans to cover your responsibilities and communicate those plans to your PL and/or Scoutmaster.

## Historian Self-Evaluation

Scout Name \_\_\_\_\_

I served in this position from \_\_\_\_\_ to \_\_\_\_\_  
Date Date

Mark how you think you performed in each duty	Not applicable	Not so good	Ok	Good	Great
Kept a journal of all troop events for historical purposes					
Included in the journal entries the following information: date, place, time, description, list of attendees, photographs and other memorabilia when possible					
Brought journal to Court of Honor for troop members to review it					
Presented Historian's journal at Courts of Honor					
Attended 75 % of troop meetings, outings, service projects					
Made back-up plans when not able to attend meetings or outings					
Set a good example					
Wore the field uniform (Class A) correctly to all regular troop meetings and religious services					
Wore the activity uniform (Class B) on all outings and other troop activities					
Lived by the Scout Oath and Law					
Showed Scout spirit					
My overall fulfillment of responsibilities for this position					

I feel my strongest areas were:

I could have done better at:

Scout Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Leave No Trace Trainer Job Description**

The Leave No Trace Trainer ensures that Leave No Trace principles are followed on all troop outings and activities.

### **Qualifications:**

- Elected by youth members of Troop
- First Class Rank or higher
- Must be approved by Scoutmaster

**Reports to:** Assistant Senior Patrol Leader

**Trained by:** Assistant Senior Patrol Leader with assistance from the Assistant Scoutmaster

### **Leave No Trace Trainer duties:**

- Know by heart the Leave No Trace principles and be able to explain them in detail to others.
- Instruct the troop about Leave No Trace principles before outings.
- While on outings, ensure that Leave No Trace principles are followed, providing direction and instruction as necessary.
- Arrive 5 minutes before the start of troop meetings.
- Participate in meetings, outings, service projects. Attendance expectation 75%
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities. Live by the Scout Oath and Law.
- Show Scout spirit.
- If unable to attend meetings or events as needed, make back-up plans to cover your responsibilities and communicate those plans to your PL and/or Scoutmaster.

## Leave No Trace Trainer Self-Evaluation

Scout Name \_\_\_\_\_

I served in this position from \_\_\_\_\_ to \_\_\_\_\_  
Date Date

Mark how you think you performed in each duty	Not applicable	Not so good	Ok	Good	Great
Knew by heart the Leave No Trace principles and able to explain them in detail to others					
Instructed the troop about the Leave No Trace principles before outings.					
While on outings, ensured that Leave No Trace principles were followed, providing direction and instruction as necessary					
Attended 75% of meetings, outings, service projects					
Made/communicated alternative arrangements when unable to attend outings/meetings					
Set a good example					
Wore the field uniform (Class A) correctly to all regular troop meetings and religious services					
Wore the activity uniform (Class B) on all outings and other troop activities					
Lived by the Scout Oath and Law					
Showed Scout spirit					
My overall fulfillment of responsibilities for this position					

I feel my strongest areas were:

I could have done better at:

Scout Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Librarian Job Description**

The librarian takes care of troop literature.

### **Qualifications:**

- Elected by youth members of Troop
- First Class Rank or higher
- Must be approved by Scoutmaster

**Reports to:** Assistant Senior Patrol Leader

**Trained by:** Assistant Senior Patrol Leader with assistance from the Assistant Scoutmaster

### **Librarian duties:**

- Keep records on literature owned by the troop. Add new or replacement items as needed.
- Keep books and pamphlets available for borrowing at troop meetings. Keep a system for checking books and pamphlets in and out.
- Follow up on late returns.
- Participate in outings, troop meetings and service projects. Attendance expectations 75%.
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.
- If unable to attend meetings or events as needed, make back-up plans to cover your responsibilities and communicate those plans to your PL and/or Scoutmaster.

## Librarian Self-Evaluation

Scout Name \_\_\_\_\_

I served in this position from \_\_\_\_\_ to \_\_\_\_\_  
Date Date

Mark how you think you performed in each duty	Not applicable	Not so good	Ok	Good	Great
Kept records on literature owned by the troop					
Added new or replacement items as needed					
Kept books and pamphlets available for borrowing at troop meetings					
Kept a system for checking books and pamphlets in and out					
Followed up on late returns					
Attended 75 % of troop meetings, outings, service projects					
Made/communicated alternative arrangements when unable to attend outings/meetings					
Set a good example					
Wore the field uniform (Class A) correctly to all regular troop meetings and religious services					
Wore the activity uniform (Class B) on all outings and other troop activities					
Lived by the Scout Oath and Law					
Showed Scout spirit					
My overall fulfillment of responsibilities for this position					

I feel my strongest areas were:

I could have done better at:

Scout Signature \_\_\_\_\_ Date \_\_\_\_\_



## **Quartermaster Job Description**

The Quartermaster keeps track of troop equipment and sees that it is in good working order.

### **Qualifications:**

- Elected by youth members of Troop
- First Class Rank or higher
- Must be approved by Scoutmaster

**Reports to:** Assistant Senior Patrol Leader

**Trained by:** Assistant Senior Patrol Leader with assistance from the Assistant Scoutmaster and/or Adult Quartermaster Sub-Committee

### **Quartermaster duties:**

- Update troop equipment inventory quarterly. Keep equipment in good repair.
- Issue equipment and see that it is returned in good order.
- Suggest new or replacement items.
- Participate in outings, troop meetings and service projects. Attendance expectations 75%.
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.
- If unable to attend meetings or events as needed, make back-up plans to cover your responsibilities and communicate those plans to your PL and/or Scoutmaster.

## Quartermaster Self-Evaluation

Scout Name \_\_\_\_\_

I served in this position from \_\_\_\_\_ to \_\_\_\_\_  
Date Date

Mark how you think you performed in each duty	Not applicable	Not so good	Ok	Good	Great
Updated troop equipment inventory quarterly					
Kept equipment in good repair					
Issued equipment and saw that it was returned in good order					
Suggested new or replacement items					
Attended 75 % of troop meetings, outings, service projects					
Made back-up plans when not able to attend meetings or outings					
Set a good example					
Wore the field uniform (Class A) correctly to all regular troop meetings and religious services					
Wore the activity uniform (Class B) on all outings and other troop activities					
Lived by the Scout Oath and Law					
Showed Scout spirit					
My overall fulfillment of responsibilities for this position					

I feel my strongest areas were:

I could have done better at:

Scout Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Scribe Job Description**

The Scribe records the minutes of the Patrol Leader's Council and works with the Troop Committee Secretary and Advancement Chair.

### **Qualifications:**

- Elected by youth members of Troop
- First Class Rank or higher
- Must be approved by Scoutmaster

**Reports to:** Assistant Senior Patrol Leader

**Trained by:** Assistant Senior Patrol Leader with assistance from the Assistant Scoutmaster

### **Scribe duties:**

- Attend and take minutes of Patrol Leader's Council (PLC). Attendance expectation 75%.
- Arrive 5 minutes before the start of troop and PLC meetings.
- Distribute copies of PLC minutes to PLC members and adult leaders in a timely manner.
- Record attendance at all troop meetings, outings and other activities.
- Share records with the troop committee secretary and advancement chair.
- Participate in outings, troop meetings and service projects. Attendance expectations 75%.
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.
- If unable to attend meetings or events as needed, make back-up plans to cover your responsibilities and communicate those plans to your PL and/or Scoutmaster.

## Scribe Self-Evaluation

Scout Name \_\_\_\_\_

I served in this position from \_\_\_\_\_ to \_\_\_\_\_  
Date Date

Mark how you think you performed in each duty	Not applicable	Not so good	Ok	Good	Great
Took minutes of PLC meeting					
Attended 75% of PLC meetings					
Recorded attendance at all troop meetings, outings and other activities					
Shared records with the troop committee secretary and advancement chair.					
Attended 75 % of troop meetings, outings, service projects					
Made back-up plans when not able to attend meetings or outings					
Set a good example					
Wore the field uniform (Class A) correctly to all regular troop meetings and religious services					
Wore the activity uniform (Class B) on all outings and other troop activities					
Lived by the Scout Oath and Law					
Showed Scout spirit					
My overall fulfillment of responsibilities for this position					

I feel my strongest areas were:

I could have done better at:

Scout Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Troop Guide Job Description**

The Troop Guide introduces new scouts to troop operations and helps them feel comfortable in the troop.

### **Qualifications:**

- Elected by youth members of Troop
- First Class Rank or higher
- Must be approved by Scoutmaster

**Reports to:** Assistant Senior Patrol Leader

**Trained by:** Assistant Senior Patrol Leader with assistance from the Assistant Scoutmaster for New Scouts

### **Troop Guide duties:**

- Help new scouts earn advancement requirements through First Class.
- Attend Patrol Leaders Council (PLC) to present plan for upcoming skill instruction. Attend 75% of PLC meetings.
- Help older scouts teach skills to new scouts with the guidance of the Assistant Scoutmaster for New Scouts.
- Train the Patrol Leader and Assistant Patrol Leader of the New Scout Patrol.
- Guide new scouts through early troop experiences to help them become comfortable in the troop and the outdoors.
- Teach basic scout skills.
- Participate in outings, troop meetings and service projects. Attendance expectations 75%.
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.
- If unable to attend meetings or events as needed, make back-up plans to cover your responsibilities and communicate those plans to your PL and/or Scoutmaster.

## Troop Guide Self-Evaluation

Scout Name \_\_\_\_\_

I served in this position from \_\_\_\_\_ to \_\_\_\_\_  
Date Date

Mark how you think you performed in each duty	Not applicable	Not so good	Ok	Good	Great
Helped new scouts earn advancement requirements through First Class					
Attended 75% of PLC meetings and presented plans for upcoming skill instruction					
Helped Assistant Scoutmaster and other older scouts teach skills to new scouts					
Guided new scouts through early troop experiences					
Taught basic scout skills					
Attended 75% of troop meetings, outings, service projects					
Made back-up plans when not able to attend meetings or outings					
Set a good example					
Wore the field uniform (Class A) correctly to all regular troop meetings and religious services					
Wore the activity uniform (Class B) on all outings and other troop activities					
Lived by the Scout Oath and Law					
Showed Scout spirit					
My overall fulfillment of responsibilities for this position					

I feel my strongest areas were:

I could have done better at:

Scout Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Signature Page:**

I have reviewed this Troop 623 Guide Book, and I understand that each member of BSA Troop 623 must conduct himself in a manner that is consistent with the Scout Oath and Scout Law as outline in this document's "Rules of Conduct".

Name of Scout: \_\_\_\_\_

Parent's Signature:

Date: \_\_\_\_\_

Scout's Signature:

Date: \_\_\_\_\_

**After signing, please detach this sheet and return it to a Troop 623 Adult Leader.**

***Thank you!***