



Parents Handbook

Dear Parents,

The information provided in this document is intended to provide you, as a Scout parent, a source of information that you can refer to as your son works his way through the program. The Troop Adult Leadership team will do its best to keep this information relevant, current and readily available any time you need it.

All of the information included in this document will be available at the Troop website in various formats. We hope you will find this a useful tool in support of your role in helping your son achieve all he can in the Scouting program.

Yours in Scouting,

Michael

Michael Iadarola
Committee Chairman

Contents

Troop Leadership – 2015-16.....	3
Scouts	3
Adult Leadership	3
Assistant Scoutmasters.....	3
Chartering Organization	3
Troop Committee	4
Committee Members.....	4
Unit Commissioner.....	4
Key Items for Parents to Know.....	5
Meeting Times.....	5
Uniform Dress	6
Youth Protection	7
Two-deep leadership.....	7
Buddy System	7
Drop-off and Pick-up Procedures	7
Social Media Guidelines.....	7
New Scout Orientation Program	8
Important Dates for New Scouts	8
Outdoor Program	8
Camping Program and Troop Equipment.....	8
Camping - Scouts.....	9
Permission Slips.....	9
Medical Records	10
Medication on a Camping Trip	10
Camping - Adults	10
Camping - Scout Vespers at Campfire.....	11
Community Service.....	12
Religious Awards Program.....	12
Items to know about every meeting	12
Troop Policies & Guidelines	15
Guideline on Participation and Scout Spirit	15
Advancement Guidelines	17
A Scout should receive recognition for his achievements.	17
Rank Advancement.....	17
Merit Badges.....	19
Recordkeeping	20
Financial and Budget Guidelines	20
Troop Committee Job Functions & Descriptions.....	21
Instruction for New Leaders Completing Youth Protection Training.....	25

Introduction

The Boy Scout program is a boy-run, adult-guided program. Each Boy Scout Troop consists of Patrols, usually six to eight boys. Patrols have their own meetings, carry out Patrol activities, and elect their own officers, including a Patrol Leader. Each Patrol Leader represents his Patrol on the Patrol Leader's Council (PLC). The PLC plans and runs the Troop program.

Troop Leadership – 2014-15

Scouts

Senior Patrol Leader (SPL)	Jeremy P.
Assistant SPL	Kevin K.
Junior Asst. Scoutmaster	Luke S., Alexander S.
Patrol Leader	Tyler Z. Nick P. Jason L. Michael I.
Troop Scribe	Brian S.
Troop Historian	Colin M.
Quartermaster	Zach F.
OA Representative	Greg Z.
Instructor (First Aid)	Simon F.
Webmaster	TBD
Chaplin's Aid	TBD

Adult Leadership

Committee Chairman	Michael Iadarola
Scoutmaster	Erik Zars
Advancement Chair	Elizabeth Yoho

Assistant Scoutmasters

Brian Anderson	Matt Lagas	Christopher Smith
Bob Bellantuono	Tom Marino	Eric Smith
Neil Craven	Bob Plate	Randy Welp
Scott Inglis	Greg Porpora	Brandon Yoho
Christopher Kanze	Scott Saalborn	Nate Yount
James Kloos	Steve Sikorski	Steve Huntley
Milton Craven		

Chartering Organization

The chartering organization is the Troop's sponsor to the Boy Scouts of America's National Headquarters. Troop 42 is chartered by the New Fairfield Lions Club. Our program is part of the New Fairfield Lions Club overall program of service to the community and is, in effect, an extension of the Lions Club. The chartering organization appoints one adult as its representative to our District and Council. The Chartered Organization Representative will be Doug Dorsey.

Troop Committee

The Troop Committee is a group of adult volunteers registered with the Boy Scouts of America on the official Troop Roster. The Committee has three primary responsibilities within the Troop:

- Support the program developed by the PLC
- Handle the administrative aspects of the Troop operation
- Conduct Boards of Review as part of Rank Advancement

Every parent is eligible, and encouraged, to participate in the Troop Committee. All parents are expected to provide other volunteer services to the Troop as needed.

Committee Members

Treasurer	Mariella Wrobel
Secretary	Denise Jacobson
Summer Camp Planning	Faith Ficarra
Merit Badge Coordinator	Regina Bellantuono
Google Docs and Troop Distribution List	Faith Ficarra
Family Campout Weekend	Faith Ficarra
Webmaster	Michael Roehl
Medical Records Coordinator	Lisa Motto
Fundraising	George Riehm
Troop Chaplain	Christopher Yount
Campsite Coord. & Driving Assign Cord	Joseph Baumgarten. Eric Smith
Equipment Coordinator	Matt Lagas
Board of Review Chair	John Perillo
Committee Member at Large	David Felicione Bart Flaherty IV Frank Maiorano Ed Smith

Unit Commissioner	Laura O'Brien
--------------------------	---------------

Key Items for Parents to Know

- Troop 42 encourages the use of our Troop website for information sharing and distribution of important, non-personalized documents. The Troop site is www.nftroop42.org.
 - When in doubt, check the website.
- Scouts are expected to participate in all Troop level fund-raising activities.
 - Successful fundraisers help offset the cost of running the program and lessen the cost to the Scout and his family.
- The biggest differences from Cub to Boy Scouts
 - Troop meets weekly and camps monthly
 - Court of Honor, akin to the Pack Meeting, is held 3 times per year. (October, February and June)
 - Parents are involved behind the scenes, not directly with the Scout.
 - Your biggest help to your son is to encourage, support, and get him to meetings regularly.
- Scouts can and should do other activities; all the Troop expects is balance.

Meeting Times

- Doors open at 7 PM
 - Returning Troop Equipment
 - Merit Badge Meetings
- Meetings start at 7:15.
 - 7:15 to 7:30 is for game time and any administrative work that needs to be done before the meeting program begins, for example,
 - Payments to Troop
 - Merit Badge Meetings with Counselors
 - Scoutmaster Conferences by appointment
- 7:30 to 8:45
 - Meeting program
- 8:45 to 9:00
 - Clean up of meeting area
 - Fall in for closing announcements
 - Closing
 - Post-meeting PLC to debrief that night's meeting

It is important that the NFMS Cafeteria be vacated as soon as possible after completion of the meeting. Please be considerate and schedule appointments with adult leadership if needed.

Uniform Dress

The Boy Scouts of America is a uniformed organization; therefore, the proper dress for Troop 42 is the official Boy Scout Uniform. It is the expectation of the Troop that each Scout will be in full uniform at each meeting. If uniforms are required for special events, travel and campouts, Troop leadership will notify the Scouts prior to the event. The official BSA Uniform consists of the following:

- **Khaki shirt** – adorned with appropriate rank, Arrow of Light if earned, council strip, unit number, badge of office and “trained” strip if appropriate, quality unit award, and Patrol patch. Check the inside cover of the Boy Scout handbook for correct locations.
- **Scout pants** – official green pants. Scout shorts may be worn at camp and meetings when weather permits, in conjunction with official BSA green socks.
- **Troop neckerchief** – either the green Troop-issued neckerchief or the red neckerchief distributed at time of bridging are to be worn, with the official BSA slide or an approved alternative slide. Alternate neckerchiefs presented as part of an official BSA activity are also acceptable.
- **Merit Badge sash** – worn at official “Class A” events such as Courts of Honor, Eagle Courts of Honor, parades, or other public events. Worn over the right shoulder with merit badges showing.
- **Hat** – the official BSA hat or other Scout-oriented caps are acceptable. The official BSA hat is required for Class A events.

If Scouts are coming to the meeting directly from a previous activity, they should bring their uniform, or at the very least their uniform shirt/neckerchief combination, with them and change into it upon arrival at the Troop meeting.

The troop maintains an active Uniform Bank which collects used uniform parts and camping equipment and distributes them for free. If your scout has outgrown any pieces of his uniform, please contribute it to the Troop Uniform Bank so that other scouts may make use of it. The uniform bank list (check the Parents page of the troop web site) describes items currently available. Please contact the Troop Uniform Bank Coordinator if you can contribute or use something in the bank.

If you have difficulty in purchasing the uniform components, please speak with the Scoutmaster or Treasurer. Troop 42 will not deny any boy from participating in the BSA program due to financial constraints.

Youth Protection

Two-deep leadership

The Boy Scouts of America, as part of its focus on Youth Protection, requires two-deep leadership at all Scouting activities. To achieve this, we **MUST** ensure that we have two adults at every activity. Having two adults, at minimum, ensures that we can address any emergency needs that may arise. In accordance with BSA regulations, and to protect both our youth and adult members, it is imperative that Scouts are not left alone without a buddy present or **TWO** adult leaders with at least one over the age of 21.

Buddy System

The Buddy System is a requirement for Scouts to follow at all activities to ensure that no Scout is left alone. Your son is taught the rules for the Buddy System from the moment he enters the Troop and the adult leadership will challenge them anytime that they are seen alone in a situation where these rules will apply.

Drop-off and Pick-up Procedures

Scouts must be dropped off and picked up at the meeting location, not in the parking lot. The same rules apply to all Scout activities as no Scout can be left alone or with just a single adult present. To that end, when we are ending an activity, the adult leadership **ALWAYS** ensures that we maintain two-deep leadership until ALL Scouts have been picked up by their parent, guardian or approved adult transport.

Social Media Guidelines

BSA has released Social Media Guidelines. Much of the social media information doesn't directly apply since the troop doesn't maintain a Facebook group, Twitter account, or YouTube channel to help administer the troop. We do use e-mail, and that information is clearly applicable. Key points for e-mail are:

- E-mail communication between adults and youth must always include one or more authorized adults openly “copied” (included) on the message or message thread. The Troop 42 policy is that when an adult leader sends e-mail to a scout, the leader always includes (cc:) the scout's parent(s) in the e-mail. The roster includes parent e-mail addresses.
- Two-deep leadership means there should be no private messages and no one-on-one direct contact through Facebook messages, Twitter direct messaging, chats, instant messaging (Google Messenger, AIM, etc.), or other similar messaging features provided through social media sites. All communication between adults and youth should take place in a public forum (e.g. the Facebook wall)

For further information, review the full Boy Scouts of America Social Media Guidelines found on <http://www.scouting.org/scoutsource/Marketing/Resources/SocialMedia.aspx>

New Scout Orientation Program

As part of the annual Webelos bridging activities, the Troop provides several opportunities to make the transition to Boy Scouts as easy as possible. Prior to the actual bridging ceremony at the Blue & Gold Banquet, the Webelos and their parents are invited to participate in a monthly campout in October and then take part in an Orientation meeting in the month prior to the bridging ceremony. Once the Scouts have bridged, they remain as a group until the end of the current Scouting year. During this time, they will work through an orientation program designed to give them all the skills needed to begin camping and reach the rank of First Class in a reasonable amount of time. The new Scouts are led by a pair of Troop Guides, usually Den Chiefs that worked with Webelos in the past, and a pair of Assistant Scoutmasters to provide adult guidance. It is imperative that the new Scouts bring their Scout Handbook to every meeting and participate as much as their schedule will allow.

Important Dates for New Scouts

February 9, 2016	First Troop Meeting for new Scouts
March 19, 2016	New Scout day outing at Seton
April 9, 2015	Tentative at Bear Mountain
July 26- Aug 1, 2016	Summer Camp – MD (Final plans in progress)

Outdoor Program

Camping Program and Troop Equipment

- The monthly camping program is the heart of the Troop Program.
- Participation in campouts is very important for the boys to earn their Rank advancements
 - Permissions Slips are available on the Troop website and are due 3 meetings prior to the campout. (after September)
- Return of Troop equipment is the responsibility of the Scout to whom it is assigned and must be returned at the time scheduled by the Equipment Coordinator and Quartermaster. Instructions on caring for equipment can be found on the Troop website under "After the Camping Trip" on the Camping page.
 - Gear that is not brought back in satisfactory condition will be given back to the Scout.
 - Scouts are responsible for drying tents and flies. They should be opened immediately upon returning home after the campout to minimize the risk of developing mold.
 - Wampus (Patrol) boxes need to be organized, replenished, and cooking kits cleaned.
 - Stoves cleaned and dried.

Camping - Scouts

All Scouts must prepare for the weather when camping. This includes all sleeping gear, rain gear, eating utensils, etc. A list of recommended and required items for winter and non-winter camping is included in this Handbook and also on the troop web site. If you have specific questions, please speak to one of the Assistant Scoutmasters.

The calendar for the year is included on the Troop website, detailing all of the campouts. **We expect the Scouts to decide if they are attending the campout three meetings prior to the campout.** This will allow for easier menu planning, tent assignments, and transportation coordination. The general rules for campout preparation follow below and are subject to change based on schedule and/or weather. **New Scouts who Bridge from Cub Scouts in February will be eligible for camping in April. Scouts that join at other times during the year will generally join campouts the second month after they join the Troop.**

2 meetings prior to the trip

- ALL Permission Slips and \$10 CASH food deposit (non-refundable after the final meeting before the campout).
- Pack inspections are best completed at a Patrol meeting.

1 meeting prior to the trip

- Mandatory backpack inspection for all Scouts below the rank of First Class not already approved by the Patrol Leader.

Permission Slips

The monthly permission slip is critical to the success of the outdoor program. We need to know how many Scouts are attending the monthly campout so that activity, food, and transportation planning can all be done in advance. It is easier for us to adjust for a Scout that changes their mind and decides not to attend than to add a Scout to the roster after all of the planning has been completed. *Scouts who fail to advise their Patrol Leader of their intention to camp are subject to not being allowed to participate, or at the very least will be required to provide their own food and transportation to and from the location of the campout. Scouts who commit to attend are liable for their proportionate share of any food costs or any non-refundable costs incurred by the Troop on their behalf.*

Hint: Try to set aside a set of clothing specifically for camping. This way, after a campout, the clothes can be washed and immediately re-packed for the next month.

Medical Records

Current medical records are a requirement by the Boy Scouts of America and must be kept on file for all Scouts and Scouters/Adults. The standard form is available at the official BSA site and must be updated annually. Troop 42 requires medical forms A, B and C, the troop over the counter form and a copy of both sides of the scout's health insurance card. Your completed forms are kept confidential and the information contained within is shared with the appropriate Troop leadership if and when necessary.

Link to BSA Medical Form PDF - http://www.scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf . For all forms including the Troop related OTC form please see <http://nftroop42.org/42forms>.

Any questions concerning medical forms and our on file records should be directed to the Troop Medical Records Coordinator (MRC). The MRC can be reached via the contacts link on the Troop website.

Medication on a Camping Trip

For any Scout requiring medication, we require the following:

1. Original container with instructions
2. Exact amount required for the trip or event
3. Coordination of instructions with Scoutmaster or his/her designee.
4. Any parent attending a campout, we ask that you handle your son's medication.

All medication that is not needed as part of an emergency situation MUST be turned into the assigned Adult Leader or kept by the Scout's parent if attending. Examples of allowable medications to be kept on the Scout's person are "epi-pens" and asthma inhalers. Any other medication required to be on the Scout must be accompanied by a note from a medical professional on their medical practice letterhead.

Camping - Adults

One of the things we are most proud of is our active parents. However, with as many parents as we usually have join us on campouts, it is very important that we pay as much attention to the "parent Patrols", a.k.a. "The Big Kahunas" as we do the Scouts. We ask that the parents follow the same rules for notification on campouts as the Scouts.

The adults work just like the Scouts. We have a Patrol Leader and each person attending will have various duties to perform. We may take part in the program depending on the nature of the activities but, at the very least; our camping parents observe the Scout Patrols and their activities and ensure we continue to run a safe program.

Camping - Scout Vespers at Campfire

At the end of a campfire ceremony, the Scouts and Leaders present traditionally join together in singing the Scout Vespers as part of the final closing of the campfire. We only sing the first and most well know verse but there are other verses rarely sung. The entire set of lyrics is presented here.

Softly falls the light of day,
As our campfire fades away.
Silently, each Scout should ask
Have I done my daily task?
Have I kept my honor bright?
Can I guiltless sleep tonight?
Oh, have I done and have I dared
Everything to be prepared?

Listen Lord, O Listen Lord,
as I whisper soft and low.
Bless my Mom and bless my Dad,
there is something they ought to know.
I will keep my honor bright,
the Oath and Law will be my guide.
And Mom and Dad this you should know,
deep in my heart I love you so.

Quietly we join as one,
Thanking God for Scouting fun,
May we now go on our way.
Thankful for another day.
May we always love and share,
Living in peace beyond compare,
As Scouts may we find,
Friendships true with all mankind.

Quietly we now will part,
Pledging ever in our heart,
To strive to do our best each day,
As we travel down life's way.
Happiness we'll try to give,
Trying a better life to live,
Till all the world
Be joined in love,
Living in peace under skies above.

Community Service

Troop 42 has a very active program of Community Service aimed at helping the Scouts to understand the importance of giving back to the community; to “help other people at all times” as the Scout Oath states. Currently, the Troop participates in the following community service activities:

- Spring/Fall Senior Clean-up
- Annual Bottle/Can Drive
- Hallawah Preserve Maintenance
- Lions Club Activities

The Troop also coordinates other activities when the opportunity presents itself.

Religious Awards Program

There are religious medals for Scouts of all faiths. The adult Leaders are willing to work with any of the boys who are interested in earning the awards for their faith. Contact the Troop Chaplain for more information

Items to know about every meeting

The Scout Oath

On my honor
I will do my best
Do my duty
To God and my Country
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 Outdoor Code

As an American, I will do my best to be clean in my outdoor manners,
Be careful with fire,
Be clean in my outdoor manners,
Be considerate of the outdoors and be conservation minded.

Taps at Closing

At the close of every Troop meeting, after the recitation of the Scout Law, the Troop ends the evening with a rendition of Taps. We do this as a way of bringing the evening to a solemn closure and to show our reverence to God. Additionally, when the times are appropriate, we will remind the boys of the other reasons why Taps is performed to remember those who have left this earth prematurely. The words and history of Taps are provided here for your reference. Encourage your son to learn the words and understand its meaning.

Day is done, gone the sun,
From the lake, from the hills, from the sky;
All is well, safely rest, God is nigh.

Fading light, dims the sight,
And a star, gems the sky, gleaming bright.
From afar, drawing nigh, falls the night.

Thanks and praise, for our days,
'Neath the sun, 'neath the stars, neath the sky;
As we go, this we know, God is nigh.

Sun has set, shadows come,
Time has fled, Scouts must go, to their beds
Always true, to the promise, that they made.

While the light, fades from sight,
And the stars, gleaming rays, softly send,
To thy hands, we our souls, Lord, commend.

Source: <http://usmilitary.about.com/od/theorderlyroom/a/tapshistory.htm>

Of all the military bugle calls, none is so easily recognized or more apt to render emotion than [Taps](#). Up to the Civil War, the traditional call at day's end was a tune, borrowed from the French, and called Lights Out. In July of 1862, in the aftermath of the bloody Seven Days battles, hard on the loss of 600 men and, wounded himself, Union General Daniel Adams Butterfield called the brigade bugler to his tent. He thought "Lights Out" was too formal and he wished to honor his men.

Oliver Wilcox Norton, the bugler, tells the story, "...showing me some notes on a staff written in pencil on the back of an envelope, (he) asked me to sound them on my bugle. I did this several times, playing the music as written. He changed it somewhat, lengthening some notes and shortening others, but retaining the melody as he first gave it to me. After getting it to his satisfaction, he directed me to sound that call for Taps thereafter in place of the regulation call. The music was beautiful on that still summer night and was heard far beyond the limits of our Brigade. The next day I was visited by several buglers from neighboring Brigades, asking for copies of the music which I gladly furnished. The call was gradually taken up through the Army of the Potomac."

This more emotive and powerful Taps was soon adopted throughout the military. In 1874 It was officially recognized by the U.S. Army. It became standard at military funeral ceremonies in 1891. There is something singularly beautiful and appropriate in the music of this wonderful call. Its strains are melancholy, yet full of rest and peace. Its echoes linger in the heart long after its tones have ceased to vibrate in the air.

The origin of the word "Taps" is thought to have come from the Dutch word for "Tattoo"- "Taptoe." More than likely, "Taps" comes from the three drum taps that were played as a signal for "Extinguish Lights" when a bugle was not used. As with many other customs, the twenty-four notes that comprise this solemn tradition began long ago and continue to this day.

Troop Policies & Guidelines

Guideline on Participation and Scout Spirit

Troop 42 encourages any boy who wishes to pursue the rank of Eagle Scout to do so. For a Boy Scout to advance on to the next rank along the path to Eagle, he must demonstrate two very important requirements: Active Participation in Troop activities and exemplifying Scout Spirit. These requirements can be subjective and this document serves as a guideline for the Scoutmaster. This tool is designed to assist the Scout and Scoutmaster in evaluating the Scout's readiness for the next rank. As a Scout proceeds through the ranks, the responsibility and expectations naturally increase; therefore, communication of the encouraged commitment is to occur at each rank advancement as well as when the Scout initially joins the Troop. The guidelines defined within this policy are a result of review and discussion by the Troop Committee as to their appropriate implementation and may be used as a point of discussion during the Board of Review.

One of the primary tenets of Scouting is the importance of each Scout to live a full life and not feel bound to Scouting. The Troop leadership encourages participation in other extracurricular activities. The Troop expects that there is some level of "give and take" between the Scout and the Troop concerning these activities. The ensuing sections lay out what the Troop Leadership encourages/expects at each rank from an "Active" and "Spirited" Scout.

Each Scout and his family should review the guidelines in this policy and discuss any specific concerns with the Scoutmaster. If the Scout feels that they cannot meet the expectations, then the Scout and Scoutmaster should develop an alternate set of expectations.

Scout through Second Class

A Scout at the lower ranks is primarily in the learning phase of his Scout career. In order to learn at a reasonable pace, attendance at the Patrol and Troop meetings and monthly campouts is critical in teaching the skills necessary for advancement. The Troop expects Scouts to attend 60% of Troop Meetings (24 meetings), 60% of eligible campouts (6 campouts), and summer camp. Scouts are encouraged to participate in at least 3 Troop level Community Service activities during the year, including Eagle Projects. Scouts are encouraged to begin some limited work on Merit Badges while working their way up to First Class.

First Class

In addition to the expectations of the lower rank Scouts, First Class Scouts need to pursue a leadership position within the Troop. There are many available leadership positions available to a First Class Scout. It is at this rank the Scout should begin to "give back" to the Troop in terms of providing leadership to new Scouts, for example as a Den Chief for the Cub Scouts, a role that can serve as a lead-in to the position of Patrol Leader. Other leadership positions such as Scribe, Historian, Chaplain's Aide, and Quartermaster are also potential positions for the First Class Scout. Most Scouts who reach the rank of First Class are committed to the program and are

likely to stay for the long-term. It is also at the rank of First Class where Merit Badge work will begin to increase significantly.

Star

A Scout at the Rank of Star has passed the halfway point towards reaching Eagle. This Scout should plan to increase his participation to the level of 70% of meetings and campouts, and lead younger Scouts at Community Service Projects, including Eagle projects. A Star Scout generally holds the leadership positions of Patrol Leader, Quartermaster, Troop Guide, or Chaplains' Aide. The Scout should treat the rank of Star as a learning phase for the advanced ranks of Life and Eagle, engaging more with the younger Scouts in a teaching role on campouts. Merit Badge work is important at this time as the Scout prepares for the rank of Life.

Life

The Life Scout is on the cusp of reaching the ultimate goal of any Boy Scout and should present that image at all times. The Life Scout should try to maintain 70% attendance at meetings and campouts, lead Community Service Projects, and actively give back to the Troop by teaching and mentoring younger Scouts. The Life Scout is in all likelihood a member of the Patrol Leaders Council and could hold one of the following leadership positions; Instructor, Junior Assistant Scoutmaster, Assistant Senior Patrol Leader, or Senior Patrol Leader. The Life Scout must prepare his Eagle Project plan and complete all of his Merit Badge work needed for fulfilling the requirements of Eagle.

Eagle

Once reaching the rank of Eagle, if the Scout still has time before his 18th birthday, he is encouraged to remain with the Troop, with a Senior Patrol responsibility such as Senior Patrol Leader or Junior Assistant Scoutmaster. The Eagle, while working on his Palms, should continue to give back to the Troop by helping the Senior Patrol with the overall leadership of the Troop, acting as a liaison between the Troop, the adult leadership, and the Venture Crew.

Scoutmaster Recommendation

A Scout's adherence to the guidelines outlined is at the discretion of the Scoutmaster after discussion with the Scout. The Scout and Scoutmaster should work together in using this tool as a means to determine the Scout's readiness for the next rank. It is the Scoutmaster's main responsibility to help the Scout determine if he has met the requirements for Spirit and Participation and is ready for advancement. The most important aspect of this policy and its implementation is that communication between the Scout and both the Boy and Adult Leadership plays a critical role in the pace of advancement achieved.

Advancement Guidelines

A Scout should receive recognition for his achievements.

Advancement sets a pattern of setting positive goals and reaching them throughout life. Advancement is a natural byproduct when the Scouting experience is enjoyed with the BSA ideals as the core: the Patrol method, outdoor learning and enjoyment, association with adults, personal growth, leadership development, and the Scout uniform. It's easy to advance by following these four basic steps:

- Learning
- Testing
- Review
- Recognition

Rank Advancement

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

Requirements for each rank are outlined in the Boy Scout Handbook. Scouts can work on advancement requirements with parents or other family members, with other Scouts and with adult Scout Leaders. This can be done on their own, in Patrol and Troop meetings, and during other Troop functions such as campouts. A good rule of thumb is to try to complete one or two rank requirements at each Patrol and Troop meeting.

Scout skills cannot be mastered by performing them just once. The Scout will have many opportunities to practice each skill, and should be thoroughly tested on each requirement before it is "signed off". In addition, he should expect to practice each skill repeatedly, even after it has been signed off. As he progresses, he will have opportunities to teach these skills to less experienced Scouts, which will further reinforce knowledge and skill.

As the Scout completes each requirement, he will be tested and signed off in the BACK section of his handbook by the Scoutmaster or by someone he designates. This person may be an Assistant Scoutmaster, or another more experienced, Scout. *In the Boy Scouts, Troop Leaders, rather than parents, sign off advancement requirements. In order to avoid the appearance of impropriety, in most Troops, Troop Leaders will not normally sign off rank requirements for their own sons. Infrequent exceptions may be made in the case of a leader who is teaching skills to several Scouts at once at a Patrol or Troop meeting or other Scouting function, but every effort should be made to have another leader sign off the instructing leader's sons if possible.*

It's up to the Scout to take advantage of the advancement opportunities available, and to take initiative to ask for someone to test him when he believes he is ready. The Scout is responsible for keeping his own personal advancement record in his Handbook; he should also record

service hours, campouts, Troop activities, and leadership positions in the Handbook. It is imperative that Scouts put their name and contact information in their book in case it is lost. Ranks must be earned in order, but a Scout may complete any requirement for Tenderfoot through First Class at any time.

The Scout should meet regularly with the Scoutmaster to discuss his activity in the Troop and also his understanding and practice of the ideals of Scouting. This Scoutmaster conference is also used to discuss goals and accomplishments and is a requirement for each rank.

The Scout does not have to wait until completing the requirements for a rank in order to ask for a Scoutmaster conference. He may talk with the Scoutmaster at any time that is convenient to both parties. However, for a Scoutmaster conference to count toward rank advancement, it must take place after all other requirements are complete and before the Board of Review. At this required conference the Scoutmaster will also help determine whether or not the Scout is ready to go before the Board of Review. This is not an understood pass; a Scout must show he has gained the knowledge needed to advance.

After this Scoutmaster conference, the Scout should arrange for a Board of Review following the procedures established by the Troop Committee. (<http://www.nftroop42.org/advancement>)

Boards of Review for all ranks except Eagle Scout, are normally held once a month, and are composed of three to six registered members of the Troop Committee. (Eagle Scout Boards of Review are arranged through Council or District Advancement Committee and can have other members.) The Board of Review may not include the Scoutmaster, Assistant Scoutmasters, or any family members.

The purpose of the Board of Review is not to retest the Scout but rather to ensure that he has completed all of the requirements, to determine the quality of his Troop experience, and to encourage advancement toward the next rank.

The Scout should have his Boy Scout Handbook and full field (Class A) uniform when appearing before a Board of Review. During the review the board will discuss the Scout's development along the trail to Eagle, ask questions about skills that were required for the rank, and evaluate the Scout in terms of Troop activities and readiness for the next rank. It is also a time for the Scout to ask any questions and to give feedback to the Troop Committee about activities and his Scouting experience in both the Troop and Patrol. At the end of the review the Scout will be asked to leave the room while the board discusses his qualifications. The Board will then call the Scout back into the room and inform him either that he has been approved for the next rank or what additional actions he must take to qualify.

After completing the Board of Review, he will be recognized in front of the Troop as soon as possible. He will receive his new rank patch shortly after, usually at the next Troop meeting. The Scout will be formally recognized for his rank advancements and merit badges in front of family and friends during a ceremony at a Court of Honor. At this time he will be presented with his wallet-sized certificate card and a rank pin ("mother's pin").

After reaching the rank of Life Scout, the Scout will meet with one of the adult leaders in the Troop; the Eagle Coach if the Troop has one. At this meeting he will review the Life to Eagle

process and discuss ideas and suggestions for his Eagle Service Project. This project must conform to specific guidelines that have been outlined by the Boy Scouts of America. The Scoutmaster, Troop Advancement Chairman, and a representative of the District Advancement Committee, as well as the benefiting organization, must approve the project before it can begin.

Merit Badges

Earning merit badges allows the Scout to explore many fields, helps round out skills, and introduces him to subjects that will perhaps become lifelong interests or a rewarding career. There are more than 100 merit badges from which to choose. **A Scout may earn any merit badge at any time, with Scoutmaster approval. He does not need to reach a certain rank in order to be eligible. However, he should concentrate on achieving the rank of First Class before devoting a lot of time to working on merit badges.**

A Scout should not overwhelm himself by trying to complete too many badges at one time. We recommend that the Scout actively work on no more than two at one time until reaching the rank of First Class, and no more than five at one time thereafter.

The Scout can find information about merit badge requirements in the appropriate merit badge pamphlets and in the current year's Boy Scout Requirements book. Some of these should be available in our Troop library, at the public library or purchased at a Scout shop. When finished using merit badge pamphlets, we encourage the Scout to donate them to the Troop library.

The steps to earning a merit badge:

- Get a blue merit badge card from the Advancement Chairman, or Scoutmaster, fill in name, address, and the name of the badge, and ask the Scoutmaster to sign it. Then get the name and phone number of a qualified counselor from the Troop Merit Badge Coordinator.
- Call the counselor and set up an appointment. This can be at any place that is suitable to both parties. Along with a buddy (another Scout, a family member, or a friend), meet with the counselor. The counselor will explain the requirements for the merit badge and help the Scout get started. In the case of a classroom approach, the counselor will set a schedule for meetings prior the badge program beginning.
- Work on the badge requirements until completed, meeting with the counselor (along with a buddy) whenever necessary. He must complete the stated requirements and satisfy the standards of each merit badge. **The merit badge counselor may encourage the Scout to do more than the requirements state but he or she may not require it.**
- The Scout (not the counselor, Scoutmaster, or Advancement Chairman) keeps the merit badge card until he has completed the requirements and the counselor has signed the card. **If the Scout loses the card, he will have to start the badge over unless the counselor is willing and able to vouch for what was already completed.**
- In Troop 42, when a classroom scenario is used to run the program, the Counselor may offer to hold on to the blue cards during the period the badge is taught.
- If the Scout changes Counselors for any reason, it is up to the new Counselor to decide whether or not he or she will accept the work completed with the previous counselor.

Normally the new Counselor will ask a few questions, and if the counselor is satisfied that the work was accurately signed off, he or she will accept it.

- After completing the merit badge, the counselor signs the merit badge card; he or she will keep the Counselor's section and return the rest of the card to the Scout. The Scout should bring the rest of the card to the next Troop meeting and submit it to the Advancement Chairman for update to the Troop records.
- The Scout will receive the merit badge and blue card at the next Court of Honor unless that badge is required to complete the Eagle Rank requirements.
- Troop 42 strongly recommends that Scouts work on Merit Badges with a registered counselor who is not his parent unless there is no other counselor available, or the badge is worked as part of our in-house merit badge college.

Recordkeeping

The Scout's advancement records are kept in three places — Council office, the Troop Advancement Chairman, and the Scout's personal records. The Council office keeps records supplied to them by the Troop Advancement Chairman, who also keeps copies of these records for the Troop. Many Troop Advancement Chairmen also maintain their advancement information on computers. The Scout will receive three kinds of documents that **MUST BE KEPT IN A SAFE PLACE UNTIL AFTER HE TURNS 18** (or receives the Eagle Scout Award, whichever is later!) These documents are: Scout Handbook with requirements signed off, Scout portion of completed blue merit badge cards, and the wallet-sized certificate cards for rank advancement and merit badge completion.

The Scout must make sure all of them are signed or initialed by the appropriate Scout Leader. All of the cards are the same size and can be safely kept in plastic protector pages (available at Wal-Mart, etc.) which are designed for baseball and other sports cards. **IT IS VERY IMPORTANT THAT SCOUTS KEEP THESE DOCUMENTS IN A SAFE PLACE AND NOT LOSE THEM!!!** If it should happen that there is a discrepancy or missing records, his personal records are his most important ally in proving what was completed and when. Scouts should periodically make copies of both completed and partially completed advancement pages. These copies will become invaluable should the Scout lose his Handbook.

Financial and Budget Guidelines

The Troop Treasurer prepares an annual budget based on the plan developed by the PLC. The PLC prepares a draft plan at the February Planning Campout and then works with the Adult Leadership to finalize the plan before the end of the current Scouting Year. Adult leaders will then provide budget expectations to the Treasurer and Committee Chairman for inclusion in the annual budget planning process. Troop revenue projections are based on historical data, expected growth of the Troop over the coming year and the plan that the PLC has developed. Some programs, such as Summer Camp and the Family Campout, are largely self-funded and have little impact on the overall budget planning process.

Adult Leadership has implied approval to make **supply** purchases on behalf of the Troop for up to \$100 without the need to obtain Troop Committee approval. However, any purchases should

be discussed and approved by the Equipment Coordinator, Scoutmaster or Committee Chairman.

The Troop runs multiple fund-raising activities during the course of the year, aimed at keeping the Troop sufficiently funded so that the annual Scout dues are maintained at a reasonable level year over year. Currently, annual Scout dues are \$90 per Scout. Scouts are expected to participate in the fund-raising activities to the best of their ability as a show of support for the program.

The Treasurer is required to provide no less than a verbal report at each monthly committee meeting and the annual budget is reviewed with the Troop Committee, Scoutmaster and the Senior Patrol Leader prior to the beginning of the new Scouting year. The Treasurer and Committee Chairman are the only signatures allowed on the Troop checking account and all disbursements are accompanied with appropriate documentation.

Troop Committee Job Functions & Descriptions

CHARTERED ORGANIZATION REPRESENTATIVE

Help recruit the right leadership. Encourage Adult Leaders and Committee to take training. Promote well-planned Unit program. Serve as liaison between the Unit and the Chartering Organization. Promote recruiting of new members and adults. Assist with re-chartering. Encourage and promote a year-round outdoor program. Support council and district programs.

TROOP COMMITTEE CHAIRMAN

Recruit leadership positions, assign duties, orient members and follow-up on assignments, organize committee meetings, develop agendas, direct Committee in selection and support of a Scoutmaster, work closely with the Scoutmaster, assume direction of Troop if without a Scoutmaster until replacement.

SCOUTMASTER

Train and guide boy leaders who will run Troop meetings. Work with Assistants and Committee to help boys in delivering their program. Use methods of Scouting to achieve the aims of Scouting. Help boys grow encouraging them to learn for themselves.

TREASURER

Manage Troop financial records, set up and manage Troop budget, collect dues, distribute payments, provide guidance on fund-raising projects, and report to Troop Committee.

ADVANCEMENT

Assume responsibility of all boys advancing, conduct Boards of Review, help develop staff of Merit Badge Counselors, procure badges and awards from Council, maintain advancement records, and promote Boy's Life to get Troop to 100%.

MERIT BADGE COORDINATOR

Maintain Troop roster of approved Merit Badge Counselors, following up annually to insure enough counselors are available and that Troop level counselors are properly recorded at the District Level. Also work with Advancement Chair to insure all Scout records are updated in a timely manner after Summer Camp and before Courts of Honor.

COMMUNITY SERVICE

Coordinate community service projects for Troop, i.e. annual cleanup for Lions Club Carnival, involvement in events within the town, individual Patrol service projects, etc.

EAGLE SCOUT COORDINATOR

Work with Life Scouts to identify potential Eagle projects, assign a Project Advisor, review advancement records, and provide council during Life to Eagle phase, work with families to coordinate Eagle Court of Honor.

FUNDRAISING

Coordinate annual programs for Troop, get information to Scouts, collect money from Scouts, and coordinate distribution of goods.

EQUIPMENT COORDINATOR

Coordinate supplies with Scout Quartermaster before campouts, keep accurate inventory of Troop equipment. Identify equipment and supply needs to Troop Committee.

WEBMASTER

Maintain the Troop Website by working with Scouts and Adults to keep information, forms, and calendars updated. Also maintains Troop level mailing lists and leader aliases to insure privacy.

MEDICAL RECORDS COORDINATOR

Coordinates the submission and confidential storage of current medical records for each Scout and Scouter on the Troop roster, following up with individuals that are overdue and coordinates delivering of medical records to Summer Camp programs.

SECRETARY

Maintain and distribute meeting minutes. Handle correspondence for the Troop.

OUTDOOR COORDINATOR

As necessary, arrange transportation for trips, provide written information to all parents on departure and arrival times, arrange for tour permits, and assure adult drivers (over 21) have adequate insurance.

TROOP CHAPLAIN

Works with the Troop Chaplain's Aide to insure Scout's Own Services are held on all campouts and other pertinent events during the Scouting year. Also coordinates the various Religious programs available to the Scouts and Scouters.

PHOTO HISTORIAN

Maintain record of Troop history and picture albums, cut out and preserve published articles on the Troop, make albums available at Troop events.

UNIFORM/EQUIPMENT EXCHANGE

Contact current and former Scouts, thrift shops, tag sales, etc. concerning donations of uniforms or equipment; maintain an updated inventory, store uniforms and maintain inventory of available equipment.

UNIT COMMISSIONER

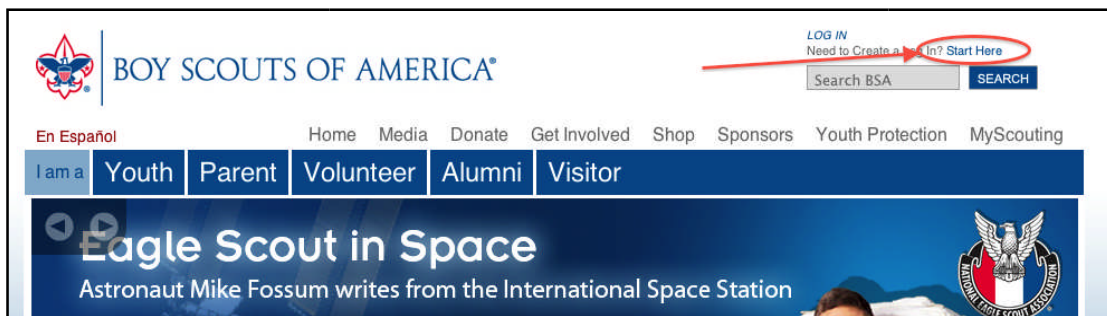
District member liaison between the Troop and District Committee, monitoring the relationship between Boy Scout Troop and Cub Scout Packs. The Unit Commissioner is a District Leadership Position and NOT a member of the Troop Leadership.

Instruction for New Leaders Completing Youth Protection Training

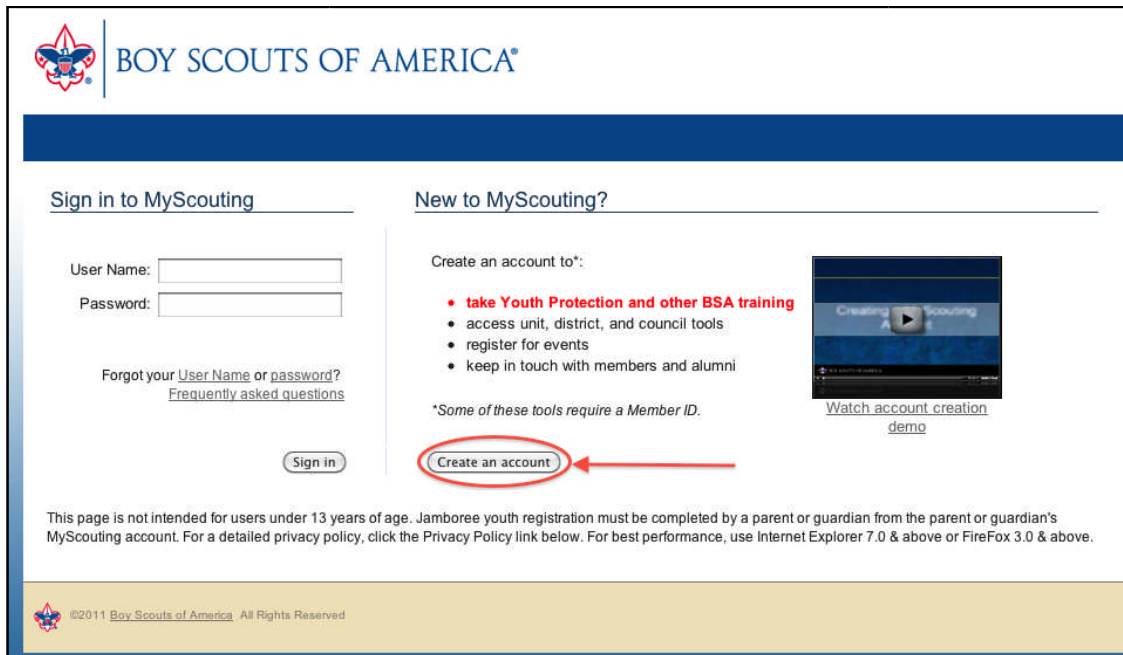
The section that follows is reprinted with the permission of Gary Messerschmitt, Cubmaster of Pack 164 in Trumbull, Ct.

This document helps guide you through the registration process and create a user on the [scouting.org](http://www.scouting.org) web site in order to take the Youth Protection Training course that is required for all adult leaders.


1. Go to web site: <http://www.scouting.org>
2. Click on the "Start Here" link.



3. Click on the "Create an account" button.



4. Make sure "I am not a member" is selected then click on "Next".

 **BOY SCOUTS OF AMERICA®**

Registration


Bolded items are required.

Get Member ID

If you are currently a member of the Boy Scouts of America, please enter the following information. You may enter Council and Member ID at a later time if not available.

I am not a Member

I am a Member

 ©2011 Boy Scouts of America All Rights Reserved

5. Select a username that you will remember and enter in in the space provided. Then click on the button "Check User Name Availability". If the name is accepted then hit "Next". If it is not accepted please come up with another user name.

BOY SCOUTS OF AMERICA®

Registration

Bolded items are required.

Select User Name

Enter a User Name:

Check User Name Availability

Next

Restrictions

User names must meet the following restrictions:

- 6-25 characters
- '.' and '_' allowed, but no other special characters

©2011 Boy Scouts of America All Rights Reserved

6. Fill out the profile information and then click on "Create User"

Bolded items are required.

Enter Your Profile Information

User Name:

Full Name: * *

E-mail: *

Address: *

City/State: *

Country: *

Postal Code: *

Phone:

E-mail Opt-In: [What's this?](#)

Alumni? [What's this?](#)

Terms & Conditions: Terms of Use


Welcome to the Terms of Use Agreement ("Agreement") between you ("You") and the Boy Scouts of America ("BSA") for your participation in and use of the Social Networking Program ("Program") and the Program Website ("Site").

YOU MUST READ THESE TERMS OF USE CAREFULLY. PLEASE NOTE THAT FROM TIME TO TIME AND IN ITS SOLE DISCRETION, THE BSA MAY AMEND THE TERMS OF USE, WITH OR WITHOUT PRIOR NOTICE. If the Terms of Use change, the BSA will post the revised Terms of Use on this Site. The most current version of the Terms of Use posted on this Site will contain the governing terms of use for the Program and Site. Your continued use of this Site following any changes made to the Terms of Use as posted means that You accept the changes and agree to be legally bound by them. During this Program, the features at this Site may undergo changes, and new features and functionality may be added without prior notice to You.

Eligibility

Participation in this Program is open to individuals of age seven (7) and older who have a valid BSA Membership ID (each individually, a "User"). Children under age thirteen (13) are eligible to register with the Site and participate in the Program upon parental consent. Each User may only have one account for the Site. At this time, other than the Users as defined herein, no other individuals shall be allowed to

I accept these terms & conditions *

Verification Image: 

Verify: *

Clicking the 'Create User' button below will create a MyScouting account with the selected information. Please check your e-mail for a message with a link to login and set your password.

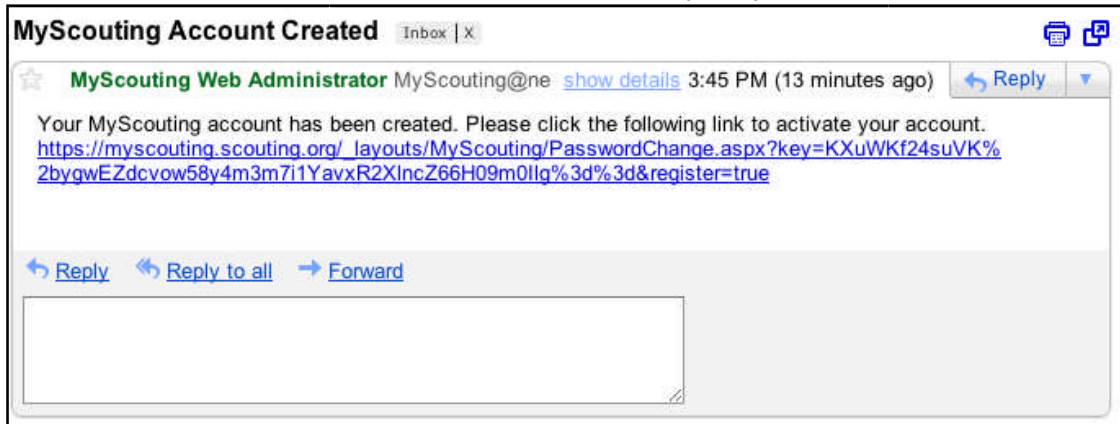
7. Pick two security questions for your account and then click "OK".

The screenshot shows a registration form titled "Registration". It contains two sections for security questions. Each section has a dropdown menu labeled "Security Question 1:" and "Security Question 2:" with the text "--Select a Question--". Below each dropdown is a text input field labeled "Answer 1:" and "Answer 2:". At the bottom right of the form, there is a button labeled "OK" which is circled in red, with a red arrow pointing to it from the left. The footer of the page includes the Boy Scouts of America logo and the text "©2011 Boy Scouts of America All Rights Reserved".

8. Click on "Continue"

The screenshot shows the same registration page, but now it displays a message: "Thank you for creating an account on MyScouting. To complete account activation, click the link in the e-mail response you will receive shortly. If you do not receive the e-mail, check your 'junk' e-mail folder or any alternate inbox to which your Internet provider directs 'spam' e-mail. This is only a precaution in case your e-mail from MyScouting Administrator with your MyScouting Registration Confirmation is misdirected." Below the message is a button labeled "Continue" which is circled in red, with two red arrows pointing towards it from the left and right. The footer of the page includes the Boy Scouts of America logo and the text "©2011 Boy Scouts of America All Rights Reserved".

9. You then need to check your email for the sent link. Once you receive the email click on the link. If it has been a while remember to check your “junk mail” folder for it.



10. The Link will take you to the Password change page. Fill in a memorable password two times remembering to follow the rules on the right. Then click on “Change Password”.

Password Change

User Name: CubmasterMesserschmitt

New Password:

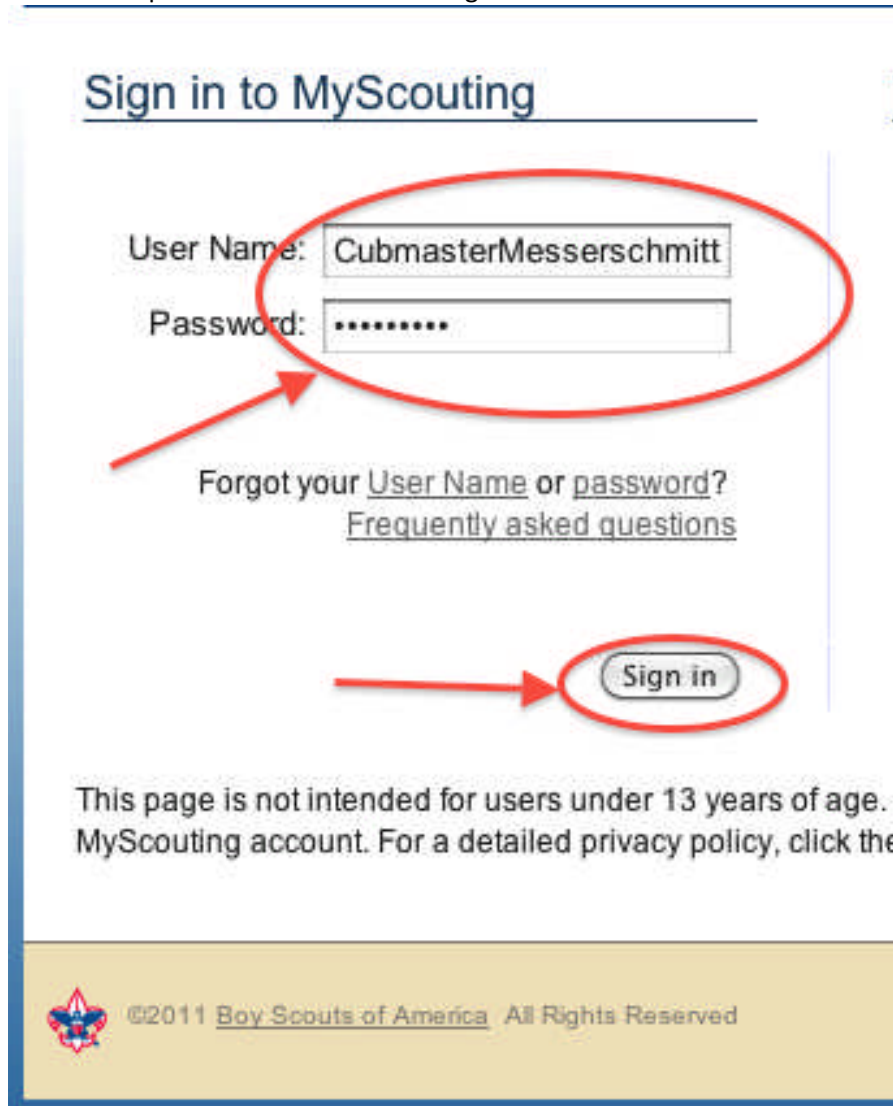
Confirm New Password:

Password Restrictions

- Must be 8-12 characters in length
- Must include at least 1 numeric character(0-9)
- Must include at least 1 alpha character (A-Z)
- Can contain both uppercase and lowercase characters
- Can contain the following special characters(.,!,@,#,\$,%,^,*)

©2011 Boy Scouts of America All Rights Reserved

11. You will then return to the Login page where you put in your newly created username and password and then click "Sign In"



The screenshot shows the "Sign in to MyScouting" login page. The title "Sign in to MyScouting" is at the top left, and a blue exclamation mark icon is at the top right. Below the title are two input fields: "User Name:" containing "CubmasterMesserschmitt" and "Password:" containing seven dots. A red oval encircles both input fields, and a red arrow points from the bottom left towards the "User Name" field. Below the fields are two links: "Forgot your User Name or password?" and "Frequently asked questions". A red oval encircles the "Sign in" button, and a red arrow points from the left towards it. At the bottom, there is a disclaimer: "This page is not intended for users under 13 years of age. . MyScouting account. For a detailed privacy policy, click the". The footer contains the Boy Scouts of America logo and the text "©2011 Boy Scouts of America All Rights Reserved".

12. You will then be directed to the page as shown below. Click on “E-Learning” in the left navigation bar as shown.

The screenshot shows the Boy Scouts of America MyScouting website. At the top, there is the BSA logo and the text "BOY SCOUTS OF AMERICA". To the right, there is a welcome message for "cubmastermesserschmitt" and a search bar. Below the header is a navigation bar with tabs for "My Profile", "Training", "Unit Tools", "Council Tools", and "Events". The "Training" tab is selected. On the left side, there is a vertical navigation menu with categories: "My Profile" (Update My Profile), "Training" (E-Learning, Training Validation), "Unit Tools" (Bass Pro Shops Online Toolkit, National Safety Council Defensive Driving Course, Internet Advancement, Internet Rechartering), "Council Tools" (Best Practices Portal, Journey To Excellence Resources), and "Events" (Event Registration). The "E-Learning" option under the "Training" category is circled in red, with a red arrow pointing to it from the text above. The main content area features a "Welcome to MyScouting!" message, a "Youth Protection Training Notice" with a "Take Youth Protection Training" button, and a list of steps for taking the training. A "DIGITAL MAGAZINE" section is also visible on the right.

13. Under “Youth Protection Training” click the link “Take Course”

The screenshot shows the Boy Scouts of America website's E-Learning Course Management System. The page has a blue header with the BSA logo and navigation links. A sidebar on the left contains a menu with 'Training' selected. The main content area is titled 'E-LEARNING COURSE MANAGEMENT SYSTEM' and contains instructions for selecting courses. Under the 'Youth Protection Training' section, the 'Take Course' link is circled in red with two arrows pointing to it.

BOY SCOUTS OF AMERICA

Home Scouting in Your Area Donate Shop Sponsors ScoutSource Youth Protection

My Profile Training Unit Tools Council Tools Events

E-LEARNING

E-LEARNING COURSE MANAGEMENT SYSTEM

Select one of the tabs below to view a list of all courses available in that category. **NOTE:** Some courses require you to have the latest version of Flash Player, a free browser plug-in available from Macromedia (Adobe). [Click here to download a free copy of the current version.](#)

To be fully trained and earn the Trained Leader emblem*, a new leader must complete basic training in the following order:

- Youth Protection Training:** New leaders are required to take Youth Protection training before submitting an application for registration. The certificate of completion for this training must be submitted at the time the application is made and before volunteer service with youth begins. Youth Protection Training must be completed every two years to remain current.
- Fast Start Training** for their volunteer position
- Leader Position-Specific Training:** Fully trained leaders changing leadership roles should take the Leader Position-Specific Training for their new position.
- Orientation Training:** This is Scouting

* In addition, Boy Scout leaders must complete Introduction to Outdoor Leader Skills Training through their local council.

Important: The required courses are different based on program. Click on either Cub Scout, Boy Scout, Venturing, or General depending on what program you are taking training for. After clicking on the program, scroll down to Youth Protection Training and click Take Course.

Cub Scout **Boy/Varsity Scout** **Venturing** **General**

Youth Protection Training

- Youth Protection Training [Take Course](#)

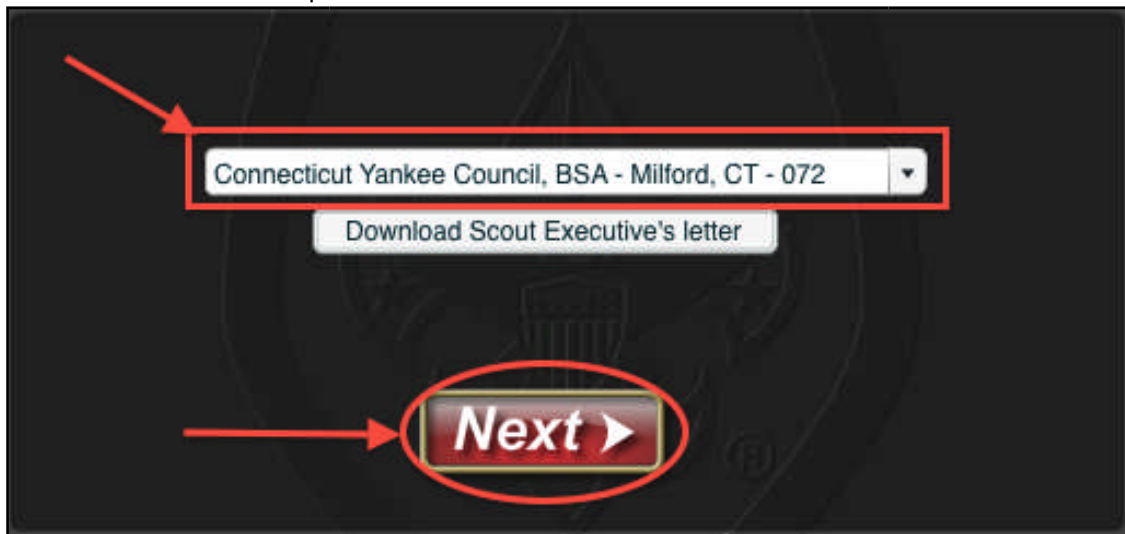
Fast Start Training

- Chartered Organization Representative Fast Start [Take Course](#)
- Unit Commissioner Fast Start [Take Course](#)

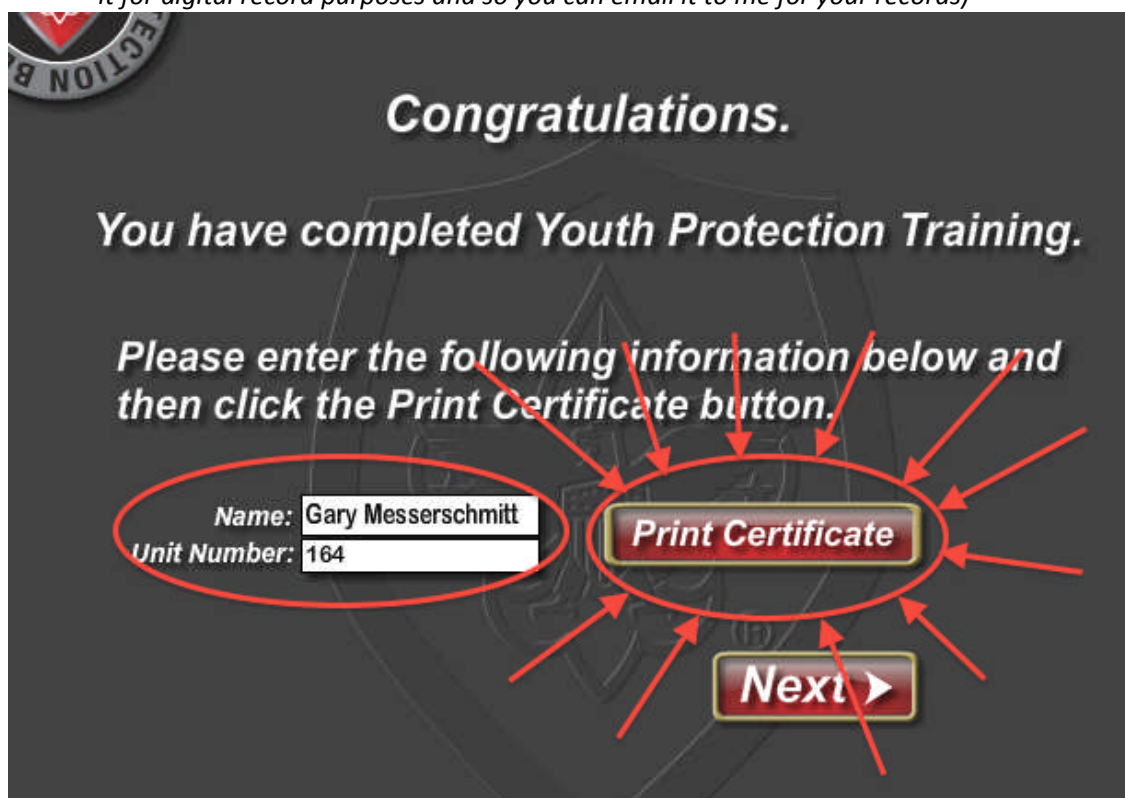
Leader Position-Specific Training

14. You will then have another window of your browser open and will be taking the course.

15. At the end of the course please choose "Connecticut Yankee Council, BSA – Milford, CT 072" from the dropdown list and click "Next".



16. ***MOST IMPORTANT STEP*** put your name and "164" under Unit number and "Print Certificate". (if you are able to create a PDF instead of printing it would be better to have it for digital record purposes and so you can email it to me for your records)



17. Please bring the printout to me or to the next Troop meeting so I can send it in with your application. (If you can email me a copy of the certificate it would expedite the process for both of us.)

18. Once your application is submitted and you have been added to the official Troop roster, you will receive a BSA Identification Number. You **MUST** go to your profile created earlier in this process and assign the ID to your profile so that ALL of your training records will be in sync.