

## 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

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## 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 – 2016-2017

### Scouts

Senior Patrol Leader (SPL)	Kevin K.
Assistant SPL	Zach F.
Junior Asst. Scoutmaster	Jeremy P.
Patrol Leader	Brian S. Nick P. Simon F. Chandler R. Devin A.
Troop Scribe	John S.
Troop Historian	Aiden J.
Quartermaster	Ben F.
OA Representative	Tyler Z.; Michael I.; Jason L.
Webmaster	Quintin F.
Outdoor Ethics Guide	Greg Z.
Troop Guide Instructor	TBD
Troop Guides	TBD
Chaplin's Aid	Luke R.

### Adult Leadership

Committee Chairman	Michael Iadarola
Scoutmaster	Erik Zars
Advancement Chair	Regina Iadarola

### Assistant Scoutmasters

Steve Huntley	Matt Lagas	Randy Welp
Bob Bellantuono	Tom Marino	Eric Smith
Milton Craven	Greg Porpora	Brian Anderson
Scott Inglis		Scott Saalborn

## 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	David Felicione
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	Rob SanSeverino
Medical Records Coordinator	Lisa Motto
Fundraising Chair	George Riehm
Troop Chaplain	Christopher Yount
Campsite Coord. & Driving Assign Cord	Joseph Baumgarten. Eric Smith
Equipment Coordinator	Matt Lagas (ASM)
Parent Scout Coordinator	Kim Santoro
JTE Coordinator	Alex Coisman
Publicity Relations Coordinator	Allison Perillo
Community Service Coordinator	Eleanor Porpora
Board of Review Chair	Peter Schretzenmayer
Committee Members at large	Ed Smith, Steve Sikorski and Michael Roehl

<b>Unit Commissioner</b>	Laura O'Brien
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## 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](http://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 is the level of parent involvement
  - 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 a balance.

## Meeting Times

- Doors open at 7 PM
  - Returning Troop Equipment; only tents are brought to the troop meeting to be set and checked. All other items will be brought to the "Shanty."
  - Merit Badge Meetings
- Weekly meetings start at 7:30.
  - 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 may be scheduled BEFORE a Troop Meeting by appointment in advance
- 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:

### Class A (Full Dress)

- **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.

### Class B (Field Uniform)

- **Scout pants** – official green pants. Scout shorts may be worn at camp and meetings when weather permits, in conjunction with official BSA green socks.
- **Scout T-Shirt** – Troop has Troop 42 shirts for sale on occasion but any BSA shirt will qualify as part of Class B.

### Class C (Non Uniformed)

- Regular casual clothes that is appropriate for the activity and climate.

Note: The Patrol Leadership Council (PLC) will decide in advance which class uniform is necessary for each Troop meeting. When in doubt, Class A is always acceptable.

If Scouts are coming to the meeting directly from a previous activity, we encourage scouts to 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

***We strongly encourage Scouts to be dropped off and picked up at the meeting location, not in the parking lot. Once a scout leaves the door he is no longer part of the BSA meeting and activity.*** 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)

- Names and pictures of scouts cannot be posted on social media such as Facebook, Snapchat unless posting is of their own son.

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 Troop Guides, and the Scoutmaster and an Assistant Scoutmaster(s) 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.

## **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 for additional cleaning or care.
  - 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. **Scouts who Bridge from Cub Scouts in February will be eligible for overnight 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) are to be given to the patrol leader. Both are mandatory to be considered for the campout.

### 1 meeting prior to the trip

- We recommend all non-Arrow of Light Scouts below the rank of First Class bring their backpacks for review at troop meetings. **All Arrow of Light Scouts** must bring their bags for inspection to the April, May and June troop meetings prior to camping.

## 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. *Scouts who fail to advise their Patrol Leader of their intention to camp may not be allowed to participate, or at the very least may 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.

For all forms including The BSA Medical form and 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 proudest 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

[www.nftroop42.org](http://www.nftroop42.org)

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:

- Fall Senior leaf 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 or Troop Chaplains Aide 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.

We encourage you to view the link below for the history of taps.

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

## Troop Policies & Guidelines

### Guideline on Participation and Scout Spirit

Active Participation in Troop activities and exemplifying Scout Spirit are essential for troop life and positive personal development. As the scout advances in skill and knowledge, so does his commitment to the troop. As a young man progresses through the ranks, he transitions from learner to teacher. This teaching role requires the scout to attend meetings, outings, and service projects. Since we are preparing young people to make a positive difference in society, we judge that a member is "active" when his level of activity in Scouting has had a sufficiently positive influence in helping him become a well-rounded member of the community.

One of the primary tenets of Scouting is the importance of each member embrace activities outside of our organization. The Troop leadership encourages participation in other extracurricular activities but requires some level of "give and take" between the Scout and the Troop concerning scouting and non-scouting activities.

Troop 42 embraces the BSA National policy on "active participation". These 3 key elements are:

1. **The Scout is registered.** The youth is registered in his unit and he has indicated in some way, through word or action, that he considers himself a member of the Troop.
2. **The Scout is in good standing.** A Scout is considered in "good standing" with his unit as long as he has not been dismissed for disciplinary reasons
3. **The Scout meets the unit's reasonable expectations; or, if not, a lesser level of activity is explained.** While participation may be impacted by external factors (sports, academics, and/or other extracurricular activities), we have set standards that each young man needs to meet. If these goals are not able to be attained, it is up to the scout to communicate his reasons to the Scoutmaster or Adult Leadership so an alternative threshold can be set. Goal setting and time management are key elements in life and discussing alternates prepares our members to be successful in and out of the troop.

The Troop 42 Committee officially adopted a *Controlled Substance Policy* which scouts and adults are expected to observe at all times. Please see Addendum A for the complete policy.

### Scout through Second Class

A Scout in these earlier ranks is primarily in the learning phase of his Scout career. In order to learn at a reasonable pace, attendance at Patrol and Troop meetings combined with monthly campouts is essential in learning the skills necessary for advancement. The Troop expects Scouts to attend 60% of Troop Meetings, 60% of eligible campouts, and encourages summer camp attendance. Scouts are required to participate in Troop Level Community Service activities during the year, including Eagle Projects. Scouts are encouraged to begin work on Merit Badges,

but not at the expense of gaining basic scout skills.

## **First Class**

First Class Scouts need to pursue a position of responsibility within the Troop while still maintaining the attendance requirements mentioned in the Scout-Second Class section. It is at this rank the Scout “gives back” to the Troop by providing leadership and knowledge transfer to younger Scouts. A scout reaching this level may pursue a Den Chief role working with Cub Scouts, ultimately providing a lead-in to the position of Patrol Leader. Leadership positions such as Scribe, Historian, Chaplain’s Aide, and Quartermaster are additional 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 attending 70% of meetings and campouts, and provide leadership and guidance for younger Scouts at Community Service Projects, troop outings and other scouting activities. A Star Scout will hold one of the Positions of Responsibility listed in the BSA Handbook. Merit Badge work is important at this time as the Scout prepares for the rank of Life.

## **Life**

The Life Scout is a set away from the rank of Eagle. This scout exemplifies the Scout Oath and Law and assumes a servant leadership role for all the youth in the Troop. The Life Scout maintains 70% attendance at meetings and campouts, leads community service projects, and actively gives back to the Troop by teaching and mentoring younger Scouts. A Life Scout will assume a position of responsibility and will be the go to scout when the troop needs assistance. The Life Scout must prepare and complete his Eagle Project, earned all 21 of his Merit Badges, to prepare for the Eagle Rank.

## **Eagle**

Once reaching the rank of Eagle, if the Scout still has time before his 18<sup>th</sup> birthday, he is encouraged to remain with the Troop, with a 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 with the overall leadership, acting as a liaison between the Troop and the adult leadership.

## **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

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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 advancement pace and recognition.

## Advancement Guidelines

### A Scout should receive recognition for his achievements.

Advancement sets a pattern of setting positive goal setting and this experience can be carried throughout life. Advancement is a natural byproduct when the Scouting experience is enjoyed with the BSA ideals as the core: Living the Oath and Law, embracing The Patrol Method, following the Outdoor Code, and developing associations with adults, other young men, and "Mother Earth". Advancement requires FOUR 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 ( for practice and assistance not for sign offs), 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 ability.

***As the Scout completes each requirement, he will be tested and signed off in the BACK section of his handbook by a Scout First Class or above. All scouts First Class and below will have their scout skills reviewed by the Junior Assistant Scoutmaster or other Scoutmaster appointed youth leader. This review must be completed prior to a Scoutmaster Conference. This review determines where the scout is proficient and where he needs to focus attention. This review will be handed to the Scoutmaster and reviewed during his conference. In the Boy Scouts, Youth Troop Leaders, rather than parents and adult scout leaders, sign off advancement requirements. There are exceptions; these include the Fire and Totin Chip, Cyber Chip, Merit Badges, and a few others. In order to avoid the appearance of impropriety, 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***

son(s).

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 will be notified by the Board of Review committee of the scheduled date.

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.**

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 Scoutmaster or the Scoutmaster's designee, 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 cannot change, alter, or add/subtract requirements to any badge!**
- 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 Patrol Leadership Council (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 providing that adult was directly

responsible for that related activity. However, any purchases should be discussed and approved by the Equipment Coordinator, Scoutmaster or Committee Chairman in advance whenever possible.

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 \$114 per Scout. In addition to the \$114 dues, a fundraising fee of \$100 is assessed to each scout. **100% of this fundraising fee can be earned back through the scouts' participation in the fall fundraiser.** The balance, if any, of the fundraising fee will be collected at the conclusion of the fall fundraiser. 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.

#### **SCOUT PARENT COORDINATOR**

Works with the Patrol Leaders Council (PLC) and provide up to date information to scouting families. Supports the information highway between the youth and parents.

#### **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

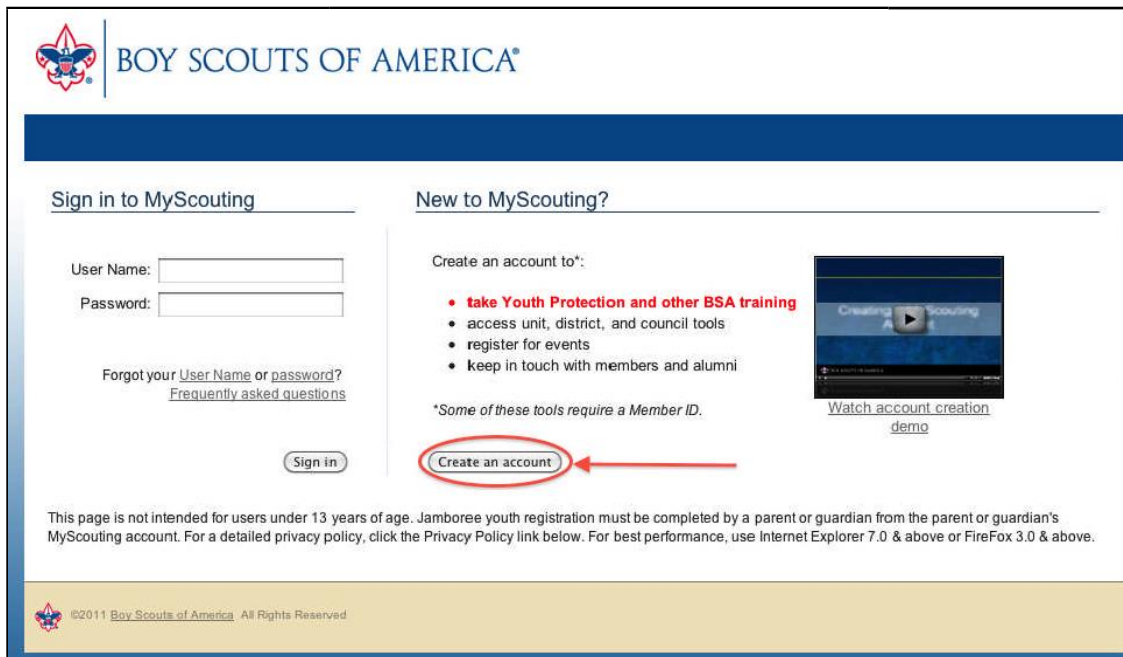
*The section that follows is reprinted with the permission of Gary Messerschmitt, Cubmaster of Pack 164 in Trumbull, Ct.*

This document helps guide you through the registration process and create a user on the scouting.org 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.

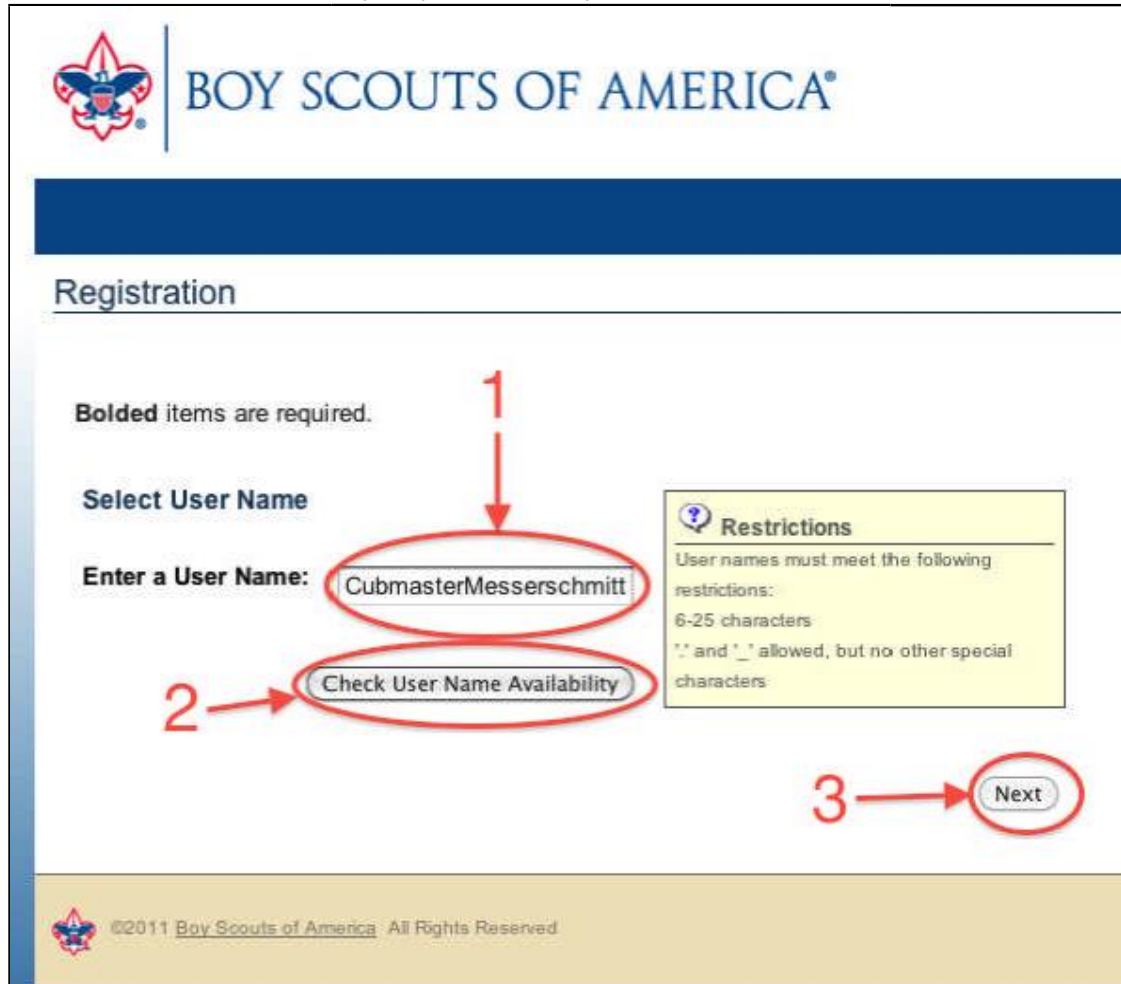
☒ I am not a Member

☐ I am a Member

Next

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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.



The image is a screenshot of the Boy Scouts of America registration website. At the top, the Boy Scouts of America logo is on the left, and the text "BOY SCOUTS OF AMERICA®" is on the right. Below this is a dark blue horizontal bar. Underneath the bar, the word "Registration" is written in a serif font. The main content area has a light blue background. On the left, it says "Bolded items are required." followed by "Select User Name" in bold. Below that, it says "Enter a User Name:" followed by a text input field containing "CubmasterMesserschmitt". To the right of the input field is a yellow box titled "Restrictions" with a question mark icon. The text inside the box says: "User names must meet the following restrictions: 6-25 characters, '.' and '\_' allowed, but no other special characters". Below the input field is a button labeled "Check User Name Availability". To the right of this button is another button labeled "Next". Red arrows and circles are used to highlight the steps: a red arrow labeled "1" points to the input field; a red arrow labeled "2" points to the "Check User Name Availability" button; and a red arrow labeled "3" points to the "Next" button. At the bottom of the page, there is a small logo on the left and the text "©2011 Boy Scouts of America All Rights Reserved" on the right.

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

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

**Bolded** items are required.

**Enter Your Profile Information**

**User Name:** CubmasterMesserschmitt

**Full Name:** First  \* Middle  Last  \*

**E-mail:**  \*

**Address:** Line 1  \* Line 2   
Line 3  Line 4  Line 5

**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

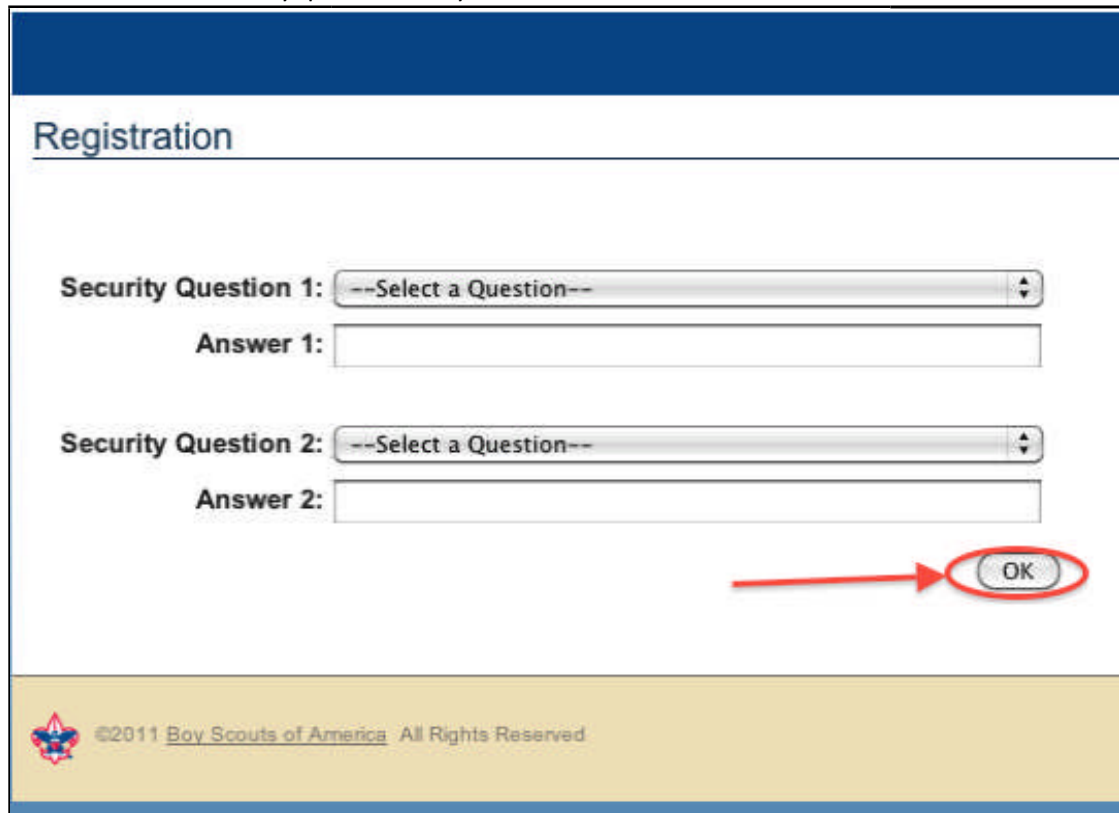
☐ I accept these terms & conditions \*

**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 image shows a web form titled "Registration" with a blue header. It contains two sections for security questions. Each section has a dropdown menu labeled "--Select a Question--" and a text input field for the answer. Below the second answer field, there is an "OK" button circled in red with a red arrow pointing to it. At the bottom of the form, there is a footer with the Boy Scouts of America logo and the text "©2011 Boy Scouts of America All Rights Reserved".

Registration

Security Question 1: --Select a Question--

Answer 1:

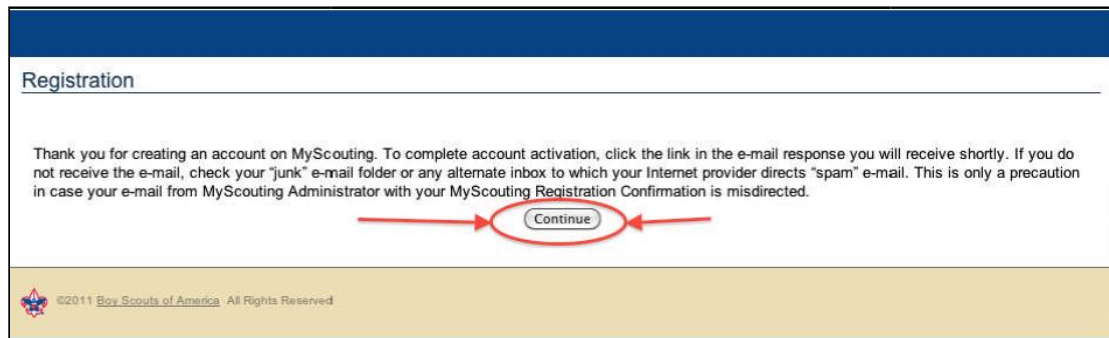
Security Question 2: --Select a Question--

Answer 2:

OK

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8. Click on "Continue"



The image shows a web form titled "Registration" with a blue header. It contains a paragraph of text explaining the next steps for account activation. Below the text, there is a "Continue" button circled in red with a red arrow pointing to it. At the bottom of the form, there is a footer with the Boy Scouts of America logo and the text "©2011 Boy Scouts of America All Rights Reserved".

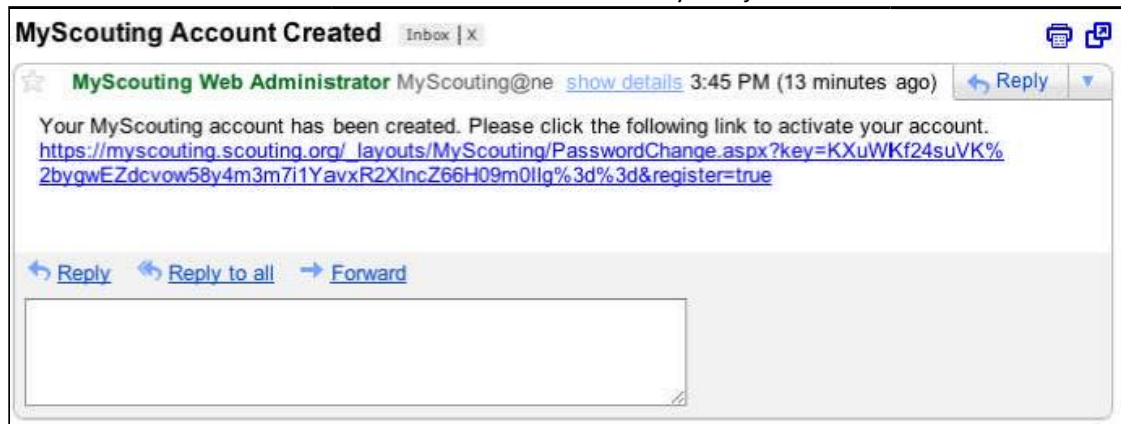
Registration

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.

Continue

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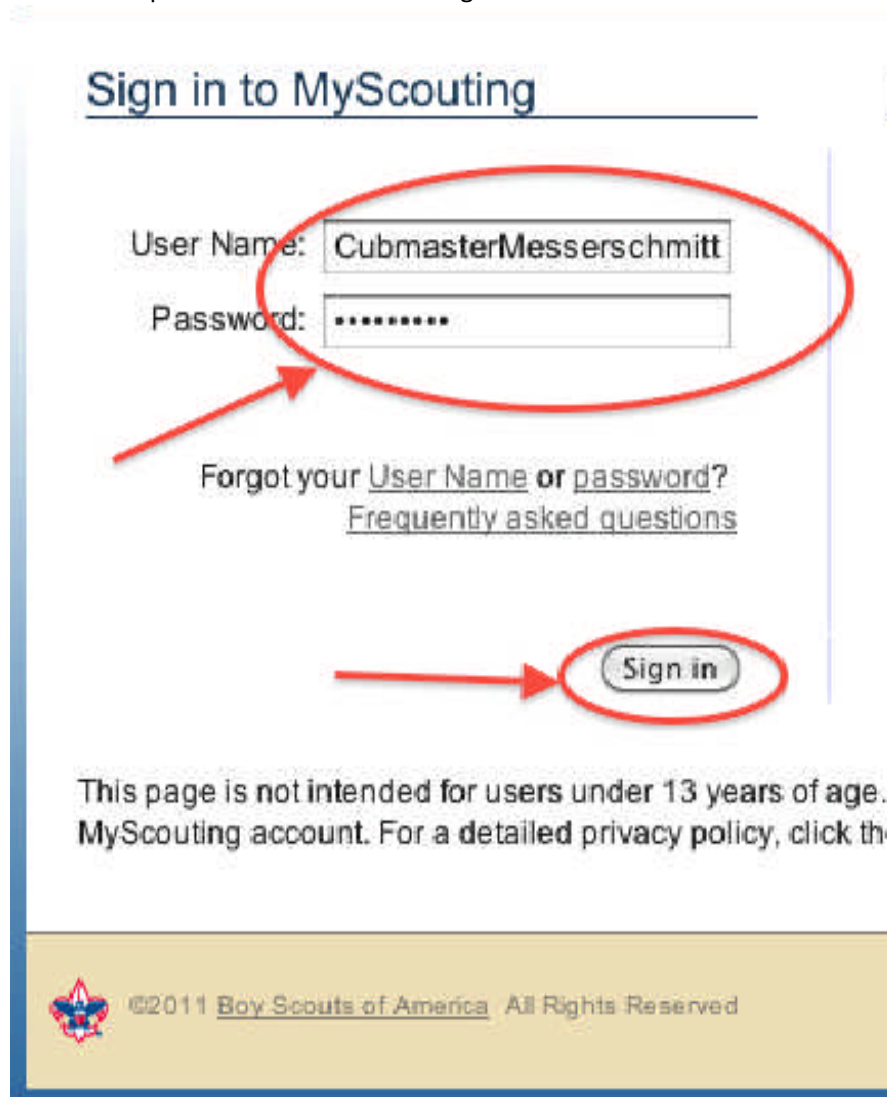
9. You then need to check your email for the sent link. Once you receive the email click on the link. If it has been a while remember to check your “junk mail” folder for it.



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”.

This is a screenshot of the "Password Change" page. It features a form with the following fields: "User Name: CubmasterMesserschmitt", "New Password:" (with a red oval around the input field), and "Confirm New Password:" (also with a red oval around the input field). Below these fields is a "Change Password" button, which is also circled in red with a red arrow pointing to it. To the right of the form is a yellow box titled "Password Restrictions" containing the following rules: "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", and "Can contain the following special characters(.,!,@,#,\$,%,^,\*).". At the bottom of the page is a footer with the Boy Scouts of America logo and the text "©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. Below it 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 text "Forgot your User Name or password? Frequently asked questions" to the bottom of this oval. Below the input fields are two links: "Forgot your User Name or password?" and "Frequently asked questions". At the bottom of the login area is a "Sign in" button, which is also circled in red with a red arrow pointing to it from the left. Below the login area, a disclaimer states: "This page is not intended for users under 13 years of age. . . MyScouting account. For a detailed privacy policy, click the". The footer of the page is a tan-colored bar containing the Boy Scouts of America logo on the left and the text "©2011 Boy Scouts of America All Rights Reserved" on the right.

Sign in to MyScouting


User Name: CubmasterMesserschmitt

Password: .....

Forgot your [User Name](#) or [password](#)?  
[Frequently asked questions](#)

Sign in

This page is not intended for users under 13 years of age. .  
MyScouting account. For a detailed privacy policy, click the

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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. The top navigation bar includes links for Home, Scouting in Your Area, Donate, Shop, Sponsors, ScoutSource, Youth Protection, and MyScouting. The left navigation bar has a 'Training' section with 'E-Learning' highlighted by a red circle and an arrow. 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 to take the training. A group photo of scouts and leaders is also visible. The bottom of the page mentions 'New Resources!'.

**BOY SCOUTS OF AMERICA®**

Welcome cubmastermesserschmitt [View Full Profile »](#)

Search BSA

Español Home Scouting in Your Area Donate Shop Sponsors ScoutSource Youth Protection MyScouting

**My Profile** Training Unit Tools Council Tools Events

**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

**Events**  
Event Registration

**Welcome to MyScouting!**

Your MyScouting account gives you access to Scouting resources specific to your role in Scouting. These resources are intended to help you perform your Scouting duties most effectively.

**Youth Protection Training Notice** **Take Youth Protection Training**

You need not be a registered member or have a member ID to take Youth Protection Training. To take YPT:

1. From the menu on the left, click E-Learning.
2. From the General tab, scroll down to Youth Protection Training and click Take Course.
3. When you complete the course, print a certificate of completion to submit with a volunteer application, or submit the certificate to the unit leader for processing at the local council.

When your volunteer application is approved, you will receive a BSA membership card, which includes your member ID number. **You must enter this member ID into your MyScouting profile so that your local council has a record of the training you have taken online.** To do this, log into MyScouting, click My Profile, and enter your member ID number. This links your Youth Protection training, and any other MyScouting training, to your BSA membership.

**Follow** »

**DIGITAL MAGAZINE**

Click to launch the full edition in a new window.

**New Resources!** (The availability of these resources is dependent on your role in Scouting.)

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

**BOY SCOUTS OF AMERICA®**

Welcome cubmastermess  
[View Full Profile »](#)

Search BSA

Home Scouting in Your Area Donate Shop Sponsors ScoutSource Youth Protection

**My Profile** **Training** **Unit Tools** **Council Tools** **Events**

**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

**Events**  
Event Registration

**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".



A screenshot of a web interface. At the top, a dropdown menu is open, showing the selected option "Connecticut Yankee Council, BSA - Milford, CT - 072". Below the dropdown is a button labeled "Download Scout Executive's letter". At the bottom, a red oval highlights a "Next" button with a right-pointing arrow. A red arrow points to the dropdown menu, and another red arrow points to the "Next" button.

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)



A screenshot of a "Congratulations" screen. The text reads: "Congratulations. You have completed Youth Protection Training. Please enter the following information below and then click the Print Certificate button." Below this text is a form with two fields: "Name: Gary Messerschmitt" and "Unit Number: 164". To the right of the form is a large red button labeled "Print Certificate". Below the "Print Certificate" button is a smaller red button labeled "Next" with a right-pointing arrow. Multiple red arrows point to the "Print Certificate" button, and a red oval highlights the "Name" and "Unit Number" fields.

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.

## Addendum A

### Boy Scouts of America Troop 42 – New Fairfield Controlled Substances Policy

The official policy of the Boy Scouts of America in reference to the use or possession of illegal drugs or alcohol by any participant is outlined in the *Guide to Safe Scouting* and reads as follows:

“The Boy Scouts of America prohibits the use of alcoholic beverages and controlled sub-stances at encampments or activities on property owned and/or operated by the Boy Scouts of America, or at any activity involving participation of youth members.”<sup>1</sup>

Controlled Substances shall be defined as:

- a) Any substance that is deemed illegal by federal, state, or local laws
- b) Any medication that is used in means that is other than directed by a physician, medical personnel, or the directions on the label of the product.
- c) Any prescription medication that is not prescribed by a physician for that specific person for current use by that person.
- d) Any substance that is used in a method other than for what it was intended to be used. Examples such as sniffing glue or paint, huffing or any other method of getting “high” or artificially altering one’s mental state.
- e) Alcohol shall be defined as any malted or distilled product that has any trace of alcohol in the contents. This includes commercially manufactured and/ or home brewed products.

This policy will be followed in all Troop 42 activities whether or not it involves the attendance of youth (e.g., Troop Committee meetings). Any scout, adult (adult leader or parent) or non-scout youth participating in a scouting event found to be in possession of or suspected to be under the influence of any item deemed to be in this category shall face immediate disciplinary actions from the Troop. These actions may include, but are not limited to the following:

1. Immediate removal of the member from the activity. In the case of a youth, a parent or guardian will be contacted and instructed to come and remove the Scout from the activity immediately. In the event of an adult, the adult will be instructed to leave the activity and will be responsible for contacting someone to come pick them up if they are the under the influence.
  - a. If the parent or guardian or the adult refuses to remove their scout or themselves, respectively, from the activity, the scout will be turned over to the local law enforcement agency that has jurisdiction over the area where the incident occurred. The parent or guardian will be notified by the Troop leadership and provided with a phone number and the location of the agency where their son is being held. If an adult refuses to leave or proper transportation cannot be obtained, then the local law enforcement agency will be asked to remove the leader from the activity.

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<sup>1</sup> BSA’s *Guide to Safe Scouting*; October 2015: Page 29  
[www.nftroop42.org](http://www.nftroop42.org)

2. Where the situation warrants, (as determined by the Scoutmaster or Assistant Scoutmaster in charge of the event) local law enforcement will be called and the offending member turned over to them.

3. Possible dismissal from the Troop upon referral to and review by a ***Disciplinary Board of Review***.

a. Any event of this nature shall be referred to the Scoutmaster and/or Troop Committee for further action.

b. Any member who is dismissed from the Troop by the Disciplinary Board of Review shall be reported to the Council Scout Executive.

c. The Disciplinary Board of Review can be assembled at the request of the Scoutmaster or the Troop Committee Chair.

i. Three member board consisting of one Assistant Scoutmaster recommended by the Scoutmaster and two troop committee members recommend by the Troop Committee Chair.

ii. The Board has the option of Probation, Suspension or Dismissal/Expulsion.

iii. Probation terms and conditions (for a violation minor in severity) are supervised by the Scoutmaster or designated Assistant Scoutmaster.

iv. Suspension from the Troop for 30 days or more (depending on the severity of the violation and the safety hazard caused). The 30-day suspension will include not being allowed to at-tend the next Troop weekend outing.

v. If a Dismissal/Expulsion from the Troop is recommended by the Disciplinary Board of Re-view, then the Troop Committee must vote and a simple majority must approve this course of action.

If there is any dispute about whether an event or product falls under these guidelines, then it shall be the decision of the Key Three (Scoutmaster, Troop Committee Chair and the Charter Organization Representative), to determine what actions need to be taken on a case-by-case basis. Their decision will be final.