



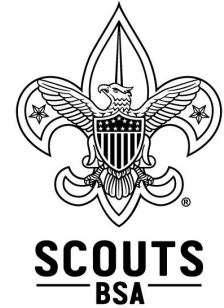
**Troops 258 & 358**  
**Guidebook for Scouts and Adults**



**SCOUTS**  
**BSA**

# Troops 258 & 358

## Guidebook for Scouts and Adults



### Welcome to Troops 258 & 358!

This document includes basic information for youth and adults about the troops and Scouting in general, camping, finances, and other policies. If you have a question that is not answered here, please let us know so that we can improve future editions.

### History

Troop 258 was first chartered on January 4, 2017. Troop 358 began on February 1, 2019 as one of the BSA's inaugural troops of female scouts. Both troops enjoy a youth-led program, meet every week, camp every month, participate in high adventure, and encourage youth and leader training. They trace their roots to Troop 158, a highly successful unit chartered for more than 25 years. Many of the troops' scouts are also associated with Crew 158.

### Chartered Organization

Good News United Methodist Church (GNUMC)

1610 E New Hope Drive, Leander, TX 78641

Our Executive Officer is Pastor Trevor Kennedy, [pastor@goodnewsunmc.org](mailto:pastor@goodnewsunmc.org)

### Adult Leadership

#### Key 4

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#### Assistant Scoutmasters

Ryan Baldwin, Ståle Bjørdal, J.T. Devenport, John Devenport, Zack Kulis, Thomas Mullens, Carla Osuna, Cary Robinson, Heather Spencer, Shawn Trollope, Karl Urban

#### Additional committee and ASM roles

Advancement - Ryan Baldwin, Michael Dial, Carol Gyergyo

Camping - Carla Osuna

Chaplain - Beth Anderson

Equipment - Jim Orbock, Shawn Trollope

Fundraising - Carol Gyergyo, Gwen Morel

Membership - John Antezana, Melissa Bjørdal

Secretary - Stacy Trollope

Training - Nick Rietsch

Treasurer - John Antezana, Melissa Bjørdal

Website - John Antezana

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# 1. Introduction

The purpose of this guidebook is to help to explain how scouting works, how the troops operate, and what troop expectations are. The material includes items for scouts, parents/guardians, and adult leaders. Like the Scouts BSA Handbook, it is a good reference and some portions may become well-worn from use. In some sections, the expectations for youth, parents/guardians, adult leaders, and the troops are highlighted like this:

## Expectations:

- The troops will provide an electronic copy of this guidebook to the parent/guardian of all new scouts joining the troops and updated versions will be hosted on the website.
- The committee will provide an overview of this guidebook at an orientation session for all new parents/guardians.
- Each new parent/guardian will attend an orientation session to review this guidebook and will review it with their scout.

The guidebook sections are ordered from general (the intention of scouting) to specific (the details of scouting with the troops), so if you are searching for details on a packing list or the cost of dues, they will be found in later sections. Understanding the material in the earlier sections is very important to understanding why things are done as they are in later sections.

Section 1 explains the troops' philosophy. This sets up the intention of scouting and how leadership supports youth in the program. Section 2 lists the fundamental tenets of the scouting program. You and your scout may be familiar with many of these words and phrases. Section 3 lists the troops' visions: what future success looks like. Section 4 explains the organization of the troops and begins to detail how the troops operate within that framework. Section 5 discusses the various types of troop meetings. Section 6 delves into camping. Section 7 covers attendance, Section 8 finance, and Section 9 communication.

A series of appendices provide additional reference materials. Appendix A is a glossary of common terms and abbreviations. Appendix B explains the purpose and expectations for adults camping with the troops. Appendix C is a general summer camp guide. Appendix D provides two merit badge workbooks to help scouts document camping and cooking. Appendix E is BSA's uniform inspection sheet, most importantly showing where patches should be placed on the field uniform. Appendix F provides a place for scouts to store their rank cards, merit badge cards, and other cards.

## 2. Troop 258 & 358 Philosophy

This section defines who the troops are as a community group. We are all joint members of a Scouting family and this is what we stand for.

Expectations:

- Adult leaders support and will promote this philosophy.
- All troop participants will understand and follow these ideas.

### 1. Safety first

The troops follow the Guide to Safe Scouting. Youth Protection Training (YPT) is essential for all adult participants. Other critical adult trainings are for water safety (swimming and watercraft) and driving. For any scouting event, the troops' process is to: a) identify and describe the activity that the troop/s or patrol or individual wants to do, b) identify safety concerns, c) decide whether or not to proceed, and if approved then d) mitigate risks.

<https://www.scouting.org/health-and-safety/gss/>

<https://www.scouting.org/training/youth-protection/>

### 2. Follow the Scouting program

The troops promote the ideals of Scouting and follow the time-tested structure provided by the BSA program, including the Vision, Mission, Oath, Law, Aims, Methods, Motto, Slogan, and Outdoor Code. There are troop rules outlined in later sections that must also be followed.

### 3. Embrace inclusivity

All eligible youth and adults are welcome to participate except where their actions conflict with philosophy points 1 or 2. No person will be discriminated against regardless of physical, mental, or emotional attributes. The patrol method provides the opportunity for practicing inclusivity.

### 4. Youth lead

In Scouts BSA, the youth are in charge of the program content. They discuss, plan and implement meetings, campouts, and other activities. Scouting is a safe place to fail – both collectively and individually – and they will, but they will only learn in this way. Scoutmasters guide and provide a framework for them to be successful by following philosophy points 1, 2 and 3.

### 5. Accomplish goals

The youth and adult leaders encourage troop, patrol, and youth and adult leadership to set SMART goals and to review them regularly. Every camp or activity has a goal in mind. Youth and adult BSA trainings are promoted. Trainings emphasize goal-setting and the teamwork and leadership skills necessary to accomplish those tasks.

“Train them. Trust them. Let them lead.” - from BSA Wood Badge training.

### 3. Scouting Program

**Expectations:**

- All troop participants (youth, parents/guardians, and leaders) will be familiar with these concepts and understand that they help define the Scouting program.
- Youth will memorize many of these phrases and strive to embrace them in their daily lives.
- Adult leaders will model and promote these BSA fundamentals.

**BSA Vision**

The Boy Scouts of America will prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Law.

**BSA Mission**

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

**Scout Oath**

On my honor I will do my best  
To do my duty to God and my country  
and to obey the Scout Law;  
To help other people at all times;  
To keep myself physically strong,  
mentally awake, and morally straight.

**Scout Law**

A Scout is:  
Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind,  
Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent

**Scout Motto**

Be prepared.

**Scout Slogan**

Do a good turn daily.

**Outdoor Code**

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

**Aims of Scouting**

The Scouting program has three specific objectives, commonly referred to as the "Aims of Scouting." They are character development, citizenship training, and personal fitness.

### Character

One aim is growth in moral strength and character. Character can be defined as the collection of core values by an individual that leads to moral commitment and action, and encompasses a youth's personal qualities, values, and outlook.

### Citizenship

A second aim is participating citizenship. Used broadly, citizenship means the scout's relationship to others. Scouts come to learn of their obligations to other people, to the society they live in, and to the government that presides over that society.

### Fitness

A third aim of Scouting is development of physical, mental, and emotional fitness. Fitness includes the body (well-tuned and healthy), the mind (able to think and solve problems), and the emotions (self-control, courage, and self-respect).

## **Methods of Scouting**

The eight "Methods of Scouting" by which the aims are achieved are listed below. Each is of equal importance. They are listed below by the mnemonic PAUL SOAP.

### Patrols

The patrol method gives Scouts an experience in group living and citizenship. It places responsibility on young shoulders and teaches youth how to accept it. The patrol method allows Scouts to interact in small groups where they can easily relate to each other. These small groups determine troop activities through elected representatives.

### Advancement

Scouting provides a series of surmountable obstacles and steps in overcoming them through the advancement method. Scouts plan their own advancement and progress at their own pace as they meet each challenge. A scout is rewarded for each achievement, which helps gain self-confidence. The steps in the advancement system help scouts grow in self-reliance and in the ability to help others.

### Uniform

The uniform makes the Scout troop visible as a force for good and creates a positive youth image in the community. Scouting is an action program, and wearing the uniform is an action that shows each scout's commitment to the aims and purposes of Scouting. The uniform gives the scout identity in a world brotherhood of youth who believe in the same ideals. The uniform is practical attire for Scout activities and provides a way for Scouts to wear the badges that show what they have accomplished.

### Leadership Development

The Scout program encourages youth to learn and practice leadership skills. Every Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a Scout accept the leadership role of others and guides toward the citizenship aim of Scouting.



### Scouting Ideals

The ideals of Scouting are spelled out in the Scout Oath, the Scout Law, the Scout motto, and the Scout slogan. The program's intention is for Scouts to learn to measure themselves against these ideals and continually try to improve. The goals are high, and, as scouts reach for them, they have some control over what and who they become.

### Outdoor Programs

Scouting is designed to take place outdoors. It is in the outdoor setting that Scouts share responsibilities and learn to live with one another. It is here that the skills and activities practiced at troop meetings come alive with purpose. Being close to nature helps Scouts gain an appreciation for God's handiwork and humankind's place in it. The outdoors is the laboratory for Scouts to learn ecology and practice conservation of nature's resources.

### Association with Adults

Youth learn a great deal by watching how adults conduct themselves. Scout leaders can be positive role models for the members of their troops. In many cases a Scoutmaster, Merit Badge Counselor, or other leader who is willing to listen to youth, encourage them, and take a sincere interest in them can make a profound difference in their lives.

### Personal Growth

As Scouts plan their activities and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Scouting. Youth grow as they participate in community service projects and do Good Turns for others. Probably no device is so successful in developing a basis for personal growth as the daily Good Turn. The religious emblems program also is a large part of the personal growth method. Frequent personal conferences with the Scoutmaster and other leaders help Scouts to assess and coach growth toward Scouting's aims.

## 4. Troops' Visions

A vision is “what future success looks like”, as often quoted from NYLT and other training programs. Every six months, new youth leaders (Senior Patrol Leaders or SPLs) are elected for each troop and they develop and share their vision for their troop to help set goals to accomplish during their tenure. Additionally, the scoutmasters and the committee have developed their own visions for the troops.

### Expectations:

- Adult leadership will support the SPLs to develop and carry out their visions.
- Each youth will fulfill their role to support their SPL in carrying out their troop vision.

### Youth visions: Year, Term, Vision, SPL

#### Troop 258

- 2022 spring – Promote advancement and have fun (Ryan J.)
- 2021 fall – Make troop meetings active and entertaining and work on more Eagle merit badges (Christian S.)
- 2021 spring – Work on time management and make meetings more fun with game time (Caleb T.)
- 2020 fall – Continue Scouting activities and stay flexible (Thomas M.)
- 2020 spring – Use the patrol method and have fun. (Alex F.)
- 2019 fall – Work on communication and time management so that the troop is prepared. (Travis M.)
- 2019 spring – Plan new experiences and emphasize the patrol method. (Joseph U.)
- 2018 fall – Try new things, make meetings fun and worthwhile, and work on advancement. (Nathan N.)
- 2018 spring – Have fun. (Zareh V.)
- 2017 fall – Know your role, develop the patrol method, and follow the scouting program. (Karl U.)
- 2017 spring – Start a new troop. (Noah B.)

#### Troop 358

- 2022 spring – Put the fun back in scouting and put in hard work (Lilly B.)
- 2021 fall – Have everyone help each other with their roles and enjoy themselves (Caitlyn Z.)
- 2021 spring – (Grace H.)
- 2020 fall – Continue Scouting activities and stay flexible. (Hannah M.)
- 2020 spring – Have fun and advance. (Emma A.)
- 2019 fall – Communicate plans, be on time, and stay organized. (Ana A.)
- 2019 spring – Organize a new troop, use the patrol method, and follow and advance in the scouting program. (Lilly B.)

**Scoutmaster vision**

Scoutmasters will support and guide a Scout-led troop that exemplifies the Scouts BSA program following the aims, methods, and ideals of Scouting, allowing youth to develop leadership and personal relationship skills, providing opportunities for each Scout to participate in the adventures Scouting offers, and allowing each Scout to advance at his or her own pace to reach his or her full potential.

**Committee vision**

The committee will provide a first-class framework for the youth, following BSA methods, guidelines, and best practices, to support the troops by recruiting, training, and retaining leadership that understands, believes in, and follows Scouting ideals and the troops' philosophy.

## 5. Troop Organization

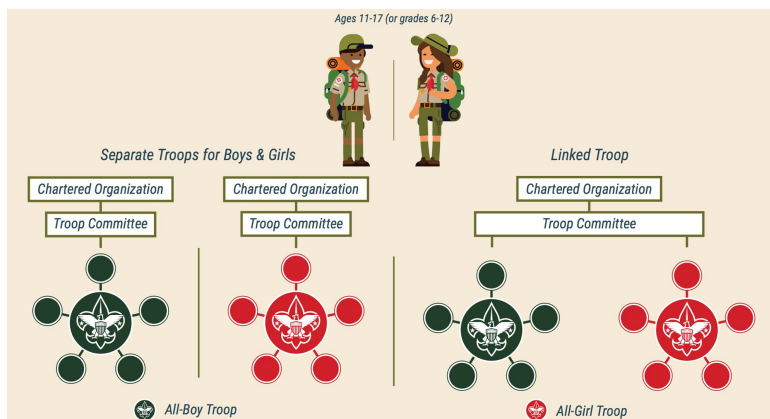
The structure of Scouting allows for youth (and adult leaders) to receive help and support from above and below their positions in the troop. This section describes the BSA organization and the flow down to the individual level, describing how each person can help the troop, the rules they must follow, and the opportunities for personal growth (advancement, training, and adventure).

### Expectations:

- Every youth, adult leader, and parent/guardian should understand the troop organization and who to reach out to for help with their respective roles.
- Youth leadership will utilize the organizational structure to share information, delegate responsibilities, and carry out tasks for the troop.
- Adult leadership in particular will know and support the organizational structure, and should know how to contact the district or council with questions.

## Linked Troops

Troops 258 & 358 are linked troops. BSA defines linked troops as having a committee that is shared between both troops and with each troop having a unique Scoutmaster. There are many ways to structure two (or more) troops within the Scouts BSA linked troop model. For Troops 258 & 358, these are the organizational models that we follow:



- For the Youth:
  - Regular troop meetings are held at the same location and the troops start and end meetings together.
  - For program activities, the troops meet together when desired or necessary for coordination.
  - The scouting program is decided by each troop based upon the needs and desires of the troop members.
  - Both troops enjoy the same joint adult leadership and oversight. Based upon our troops' past opportunities and youth successes, this is a key reason why we are strong advocates for linked troops.
  - The two troops are supported by all adult leadership fairly (not necessarily equally); in other words, depending upon the circumstances, the time/cost/effort may be split 50/50, or proportional to the number of youth participating, or proportional to the perceived *need* of the youth participating.

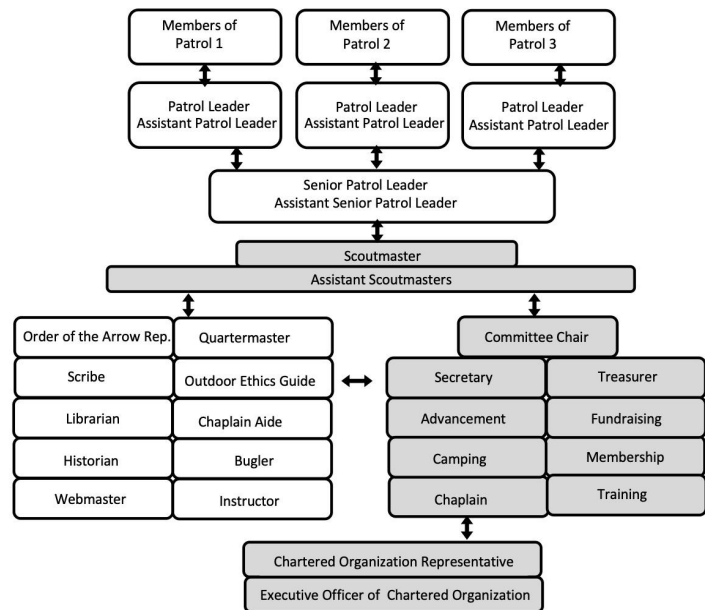
- On the Committee side:
  - There is one committee chair.
  - All other committee positions/tasks may have one, two, or more committee members to facilitate that aspect of the adult side of running the troops.
  - Certain tasks may be separated by troop between two committee members, but the adults remain able to help any youth. For example, there are two treasurers, each responsible for monitoring a single bank account, but either adult may take payments and provide treasurer assistance for either troop.
- On the Scoutmaster side:
  - There are two Scoutmasters, one for each troop, and they are also registered Assistant Scoutmasters (ASMs) of the other troop.
  - All ASMs are shared between both troops, assigned where there is greatest need.
  - ASMs may perform logistical roles to help the committee side (for example, making camping reservations or purchasing equipment.)

## Troop organization chart

Through Scouting, youth are introduced to concepts of teamwork, leadership, and command and support structures. See the generic troop structure diagram.

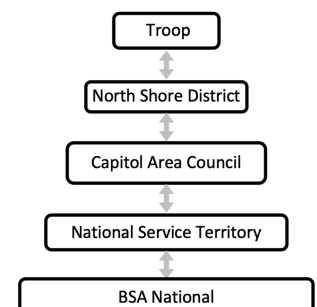
Youth (white background) are supported by adults (gray background). Each patrol is supported by a patrol leader and assistant, who are supported by the senior patrol leader, assistants, and other youth leadership positions. The youth choose their own leadership every six months.

Scoutmasters coach, mentor, and supervise the execution of the program. The Committee selects a Scoutmaster and assistants, a Committee Chair, and other committee members, and helps make the youth plans happen. The Chartered Organization supports the troops. The Chartered Organization Representative approves all adult members. See the Glossary for position descriptions.

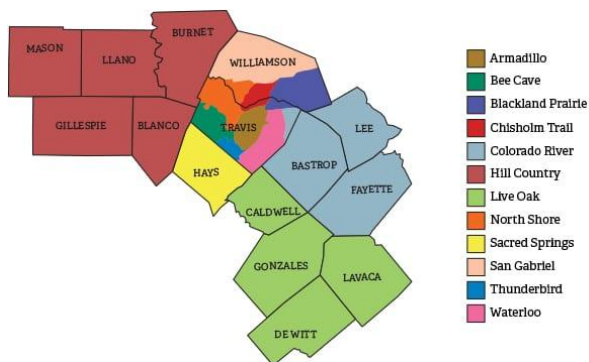


## BSA Organization

The BSA has various levels of organization from the troop (or unit) to district to council to territory to national. [Troops 258 & 358](#) are two of more than a dozen Scouts BSA units located within the [North Shore](#) scouting district (composed of Leander and Lago Vista ISDs). The district leadership team supports the troop leaders as well as Roundtable, Cub Scout day camp, Scouts BSA camporees, and other activities such as fundraising.



North Shore district is one of twelve districts comprising the Capitol Area Council which serves 15 counties and 2 million people in Central Texas. The council offices are located at the Frank Fickett Scout Training and Service Center, 12500 North IH 35, Austin, Texas 78753.



Some trainings and events are organized at the level of national service territory. The BSA is divided into 16 national service territories including overseas units. Our council, along with the southern half of Texas and Louisiana, is a part of National Service Territory #7.

On a larger scale, the World Organization of the Scout Movement unites more than 40 million of the world's youth from more than 200 countries. All scouts wear the World Crest (fleur-de-lis patch).



- <http://nsdbsa.org>
- <https://www.bsacac.org>
- <https://www.bsacac.org/resources/districts/>
- <https://www.scouting.org>
- <https://www.scouting.org/outdoor-programs/properties/territory-maps/>

## Patrol structure

Troops 258 & 358 use an age-based patrol structure, meaning that youth of similar ages (or grades) are combined into a single patrol. Ideally a patrol contains 8-10 youth. Older youth are encouraged to assist, instruct, and guide others. Scouting methods of training, leading, and advancement are enhanced by having more experienced youth teach and help the less experienced ones. For more about how the scouts function within patrols, see the troop meeting and camping sections.

As of spring 2022, the troops have 7 youth patrols. These are permanent patrol groups. As the Scouts age or advance, they do not change patrol groups (however the patrol names could change).

- Troop 258 - New Patrol (grade 5), Phoenix Pterodactyl patrol (grades 6-7), Wasabi Warrior patrol (grade 8), Ranger patrol (grades 9-10), Illuminati patrol (grades 11-12)
- Troop 358 - Pottermore patrol (scouts who joined in 2019), Flaming Phoenix patrol (scouts who joined later, mostly grades 6-7)
- Adults - Dinosaur patrol (adult leadership)

## Adults

Adults have many supporting roles within the troop as parents/guardians or leaders. The following paragraphs delineate the rules and expectations for various positions.

Expectations –

Summary for parents/guardians:

- Support your scout at home, encourage attendance, provide transportation.
- Volunteer to help if able (for example, if you have a particular interest, or when expertise is requested, or when drivers are needed).
- Do not interfere with the operations of the troop during events.
- Do not write in a scout's handbook and do not enter data into Scoutbook.

Summary for leaders:

- Be a role model.
- Take all necessary training.
- Volunteer your time and expertise.
- Attend meetings and campouts as desired/needed.
- Take advantage of additional training opportunities.
- Support all the youth of both troops.

One of the methods of scouting is "Association with Adults". Youth learn a great deal by watching how adults conduct themselves. Scout leaders can be positive role models for the members of their troops. Adults will address each other as Mr. Smith or Mrs. Jones as an example of how the youth should be respectful and interact with adults. All adults are expected to conduct themselves in accordance with the Scout Oath and Law, as expressly stated in the Troops' Code of Conduct that all youth and adults sign.

## Chartered Organization

All the scouting units chartered by Good News United Methodist Church (GNUMC) enjoy a close relationship with the church. GNUMC provides both a spiritual and physical center for the units, yielding many opportunities for service and servant leadership. The Chartered Organization Representative serves as a liaison between the church and each unit, for example by promoting service opportunities and Scout Sunday, and approves and helps select the right leadership for each unit. We are blessed to be able to use the Sanctuary (main church), Wesley Center (house on the north end of the property), and all the wooded grounds for scouting activities. The troops will meet outdoors as often as possible.

## Committee

The Committee provides the troops the means to implement their plan and handles paperwork, fundraising, equipment, and logistics.

A key component to the effectiveness and growth of the troops is adult participation. Every parent/guardian is welcome to become an active part of the committee and may provide input whether they hold a registered leadership role or not. Scoutmasters and youth (PLC) also provide input to drive committee decisions.

The Committee ensures that:

- The troop follows BSA and chartered organization policies.
- Quality adult leadership is recruited, trained, and supported.
- Adequate meeting facilities are found.
- Finances are managed responsibly and in line with a budget.
- Troop property is purchased, properly maintained, and when necessary replaced.
- Boards of review are fully staffed.
- Troop program includes adequate opportunities for camping and advancement each year.
- The scoutmasters are supported in working with each scout, including awareness of any special needs, issues, or problems that may impact the overall program.

## **Scoutmasters**

The Scoutmasters (each troop's Scoutmaster and all the Assistant Scoutmasters) form the senior leadership on the adult side of the program. These scoutmasters provide a framework for the youth to be successful in implementing the program. They ensure a safe environment and guide/coach/mentor the youth towards teaching and leading each other. Other adults generally do not interact with the scouts, per the program structure.

## **Parents/Guardians**

A parent's or guardian's role is to encourage attendance and support their scout at home, provide transportation, and volunteer as they can. Whole families are encouraged to attend Courts of Honor. Parents/guardians are welcome to observe activities but not interfere unless trained as a leader or invited to mentor youth instructors.

Unlike Cub Scouting where parents maintain records, a Scout is responsible for their own advancement and recordkeeping. Parents do not write in scouts' handbooks; that is reserved for the scout to make notes and record events, and for Scoutmaster signatures. Likewise, parents do not enter data into Scoutbook, that is reserved for troop leaders.

Adults wishing to camp must read and understand the "Adult Guide to Camping with Troops 258 & 358" including the "BSA Scouter Code of Conduct" (Appendix B), must sign and abide by the "Troop Code of Conduct", and must have completed Youth Protection Training, plus weather, water, and driving trainings as appropriate.

Parents of a new scout are encouraged not to go camping for a few months so that the scout learns to become more independent, learns to rely on the patrol method and other youth, and learns to interact with other adults. For these same reasons, first year parents should not attend their scout's first summer camp.

## **Merit Badge Counselor**

As a first step in Scouts BSA leadership, expertise is solicited from all adults for Merit Badge Counselors (a position registered at the district level). See the Advancement Chair for the application requirements, training, and a list of badges.



## **Process to become a troop leader**

Troop adult volunteer: Adults who wish to become more involved to help the troops should talk to the troop leadership about the needs of the troops. We need active, involved, and dedicated adults and leaders. Adult volunteers will be assigned specific tasks to help Troops 258 & 358. Adult volunteers should participate in planning meetings and coordinate with the Committee and Scoutmasters as appropriate. To become an adult volunteer, follow steps 1-3:

- 1) Complete the online courses for Youth Protection Training.
- 2) Sign and agree to abide by the "Troop Code of Conduct" form which includes BSA's "Scouter Code of Conduct" (Appendix B).
- 3) If camping, complete online courses for Drive Safely, Weather Hazards, Safe Swim Defense, and Safety Afloat, as appropriate.

An adult volunteer that wishes to become a registered leader must then:

- Agree to the troops' Philosophy, Visions, methods, and processes
- Agree to help any youth in either troop.
- Recognize that their primary duty is to support the linked troops, and as such will be asked to work with youth/patrols/troops where there is greatest need, not necessarily where their own scout is.
- Understand that regular attendance at meetings is necessary to fulfill the commitments to support the youth.

Committee member: Registered troop leaders must be fully trained and actively participating in the planning and execution for their position. Potential troop leaders follow this path:

- 1) Complete time as a troop adult volunteer.
- 2) Ensure your Youth Protection Training is up to date.
- 4) Complete an interview (with at least three approved troop leaders).
- 5) Complete the online Committee Challenge course and become fully trained.
- 6) Complete the paper Adult Application.
- 7) Submit all forms to the Committee Chair.

Note 1: If approved for troop leadership, all new leaders are first registered as Committee Members (MC) unless otherwise previously approved (such as those with extensive previous Scouter experience, for example former NYLT and Wood Badge course directors).

Note 2: Per BSA rules, youth 18-20 cannot be on the committee and must be registered as Assistant Scoutmaster (SA) if approved.

Expectations as a leader (all leadership positions are revisited and renewed annually):

- 8) Attend troop meetings, wear the uniform correctly, and be an example for the youth.
- 9) Attend adult meetings for planning. Assistant Scoutmasters are expected to camp regularly in addition to attending Scoutmaster Meetings.
- 10) Take additional training as appropriate:
  - a) All drivers need to take the online course Drive Safely.
  - b) All camping adults need to take the online course Weather Hazards.

- c) All camping adults at a water event need to take the online course Safe Swim Defense and, if a watercraft activity, Safety Afloat.
- d) All camping adults at a climbing event need to take the online course Climb On Safely.
- e) Seek out activity-specific training. Trained leaders are needed to support the youth program, especially for shooting sports, climbing, swimming and watercraft.
- f) Seek out advanced training like Wood Badge.

As the need arises, experienced leaders may be asked to become assistant scoutmasters. Those wishing to be an assistant scoutmaster must first talk to the Scoutmaster, have an interview with at least three scoutmasters and the committee chair, and complete Scoutmaster training.

It is a goal for Troops 258 & 358 to have all ASMs and direct contact leaders Wood Badge trained within 2 years of accepting their first leadership position.

## Code of Conduct

Expectation:

- All participants will abide by BSA national policy and the Troop Code of Conduct, including the Electronics Policy.

National policy: "Members and Scouters should conduct themselves in accordance with the Scout Oath and the Scout Law."

Troop 258/358 Code: The youth, with input from adults, created a "Troop Code of Conduct". This form must be signed by all scouts and their parent/guardian, and all adult volunteers and leaders. By signing the "Troop Code of Conduct" form, an adult also agrees to abide by the "Adult Guide to Camping with Troops 258 & 358" and BSA's official "Scouter Code of Conduct" (Appendix B).

### Code of Conduct text:

EVERYONE will benefit from and enjoy the scouting experience by following these troop rules.

By signing below, I understand that...

- I alone am responsible for my behavior at all scouting functions.
- Each SCOUT has the privilege to learn about scouting and to enjoy all scout activities.
- Each ADULT has the privilege to set a good example at all scout functions.

In order to make sure these privileges are observed, I agree to the following:

- I will follow all directions promptly and respectfully.
- I will not disturb others.
- I will treat all others with proper respect at all times.
- I will not say bad things about others or use profanity.
- I will respect troop equipment.
- I will respect the personal equipment and property of others.
- I will abide by the troop electronics policy.

- I will demonstrate good scout spirit, and follow the Scout Oath, Law, Motto and Slogan.

### Adult Camping Rules

Additionally, each ADULT will abide by the rules set forth in the “BSA Scouter Code of Conduct” and “Adult Guide to Camping with Troops 258 & 358”. The key guidelines, especially non-interference, must be followed. Adult leaders agree to support the entire troop when participating in troop scouting activities.

### Electronics Policy

SCOUTS and ADULTS will follow the electronics policy set forth in the “Troop Information” binder. In summary, scouts are allowed to carry electronic devices if they...

- Earn the Tech Chip agreeing to all electronic rules.
- Carry the Tech Chip card when carrying electronic devices.
- On campouts or day trips, the scout must declare having a device at check-in.

While camping, adults are encouraged to use their devices only for scouting purposes, and to avoid unnecessary use of their phone for calls or emails, and if necessary, should do so without disrupting the troop (out of sight and earshot).

### Consequences

All personal items are the responsibility of the scout including damage or loss, except in cases of misuse:

- If I intentionally or accidentally damage, destroy, or misplace the troop’s or another person’s equipment, I will replace or repair the equipment at my own cost.
- If I carry a knife without my Totin’ Chip, or use any bladed device inappropriately, it will be collected by an adult. I must re-earn the Totin’ Chip.
- If I carry an electronic device without my Tech Chip, or use a device inappropriately, it will be collected by an adult. I must re-earn the Tech Chip.
- If I use any equipment inappropriately or possess any item not allowed in scouting, it will be collected by an adult.

If I fail to follow the rules, the following consequences will be implemented as determined by the adult leader(s) in charge...

- Warning
- Removal from the activity
- Sent home from the activity and the scout will need to have a scoutmaster conference and appear before the Patrol Leaders’ Council
- Sent home from the activity and not allowed to attend other activities until having a scoutmaster conference and appearing before the Patrol Leaders’ Council

I understand that repeated failure to follow the rules and obey the Scout Law will result in more severe consequences, which may include expulsion from the troop.

Possessing any illegal items, or contributing to Youth Protection or other safety violations will be grounds for immediate removal from the activity and will be reported to Council and authorities.

I have read and understand the above contract and agree to follow the rules.

## Electronics Policy

The troops strive to provide a flexible balance between two competing yet important ideas: “Scouting is an outdoor program and electronics have no place” versus “Scouts should make maximum use of tools and technology to help them achieve the Aims of Scouting”. Toward achieving balance, the Troops have developed an electronics policy:

### Examples of when a Scout may be allowed to use a device:

- To look up merit badge requirements
- To check progress on Scoutbook
- To take an appropriate picture (for a merit badge, as Historian, etc.)
- To look up a recipe
- To use a Handy App – weather, stars, critters, plants, etc.
- To use the map or compass or GPS functions
- To call or text home only on the way back from a campout
- When medically necessary and in emergencies

### Scouts are allowed to carry electronic devices if they:

1. Earn the Tech Chip
2. Sign the “Troop Code of Conduct” form agreeing to all electronic rules

### Basic Rules:

- The scout is responsible for the device if lost or damaged.
- The scout must only use a device for an appropriate Scouting purpose.
- On campouts or day trips, the scout must declare having a device at check-in.

### Failure to comply with the rules will result in:

- The device being confiscated by an adult, and
- Revocation of permission to bring the device (must re-earn the Tech Chip)

Additionally, if and only if traveling on a very long drive to/from summer camp, scouts may be approved to bring and use devices for entertainment in the vehicle only. This exception will be conveyed before leaving for the camp. All other rules still apply.

Adults and electronics: Adults are encouraged to use their devices only for Scouting purposes at troop events, and to avoid unnecessary use of their phone for calls, texts, or emails, and if absolutely necessary, should only do so without disrupting the troops (out of sight and earshot).

## Advancement

Of the eight methods of scouting, advancement is the one that people are most familiar with. Scouts BSA provides a series of surmountable obstacles and steps in overcoming them through the advancement method. Scouts plan their own advancement and progress at their own pace as they meet each challenge. Scouts are awarded for each achievement, which helps them gain confidence. The steps in the advancement system help youth grow in self-reliance and in the ability to help others.

#### Expectations:

- The troops will provide program opportunities for scouts to advance.
- Scouts work at their own pace on advancement.
- Everyone should understand that advancement is only one of the eight methods of scouting and that without advancement a scout may still be successful in other areas.

## Scout ranks

There are seven scout ranks: Scout, Tenderfoot, Second Class, First Class, Star, Life, and Eagle.

All scouts progress at their own pace. While Eagle is the highest rank, it is how a scout conducts themselves on the trail and what they learn that is most important. Ranks or badges may take years to complete. The only deadline for all scouting awards is the scout's 18th birthday.

Scouts may work on requirements for the first four ranks simultaneously. A scout's first summer camp is very important because they take a "trail to Eagle" program class that covers many of the basic requirements for these ranks.

The founder of scouting, Robert Baden-Powell, said that a First Class scout is a complete scout because they have gained a thorough understanding of all the basic scouting skills. The scout has earned the right to demonstrate and abide by the code to which a true and mature Scout is forever bound: the Scout Oath and Law.

A scout usually earns First Class rank after between one and two years of participation, though there is no time requirement. Star, Life, and Eagle ranks require completion of merit badges, leadership roles, and a project for Eagle. A minimum of 21 merit badges must be earned for Eagle.

## Merit Badges

Merit badges introduce scouts to essential skills matching the aims of scouting (character, citizenship, fitness) as well as potential future college majors, careers, and hobbies. There are currently more than 135 merit badge options.

<https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/merit-badges/>

### Process

1. A scout chooses a merit badge of interest.
2. The scout meets with their Scoutmaster, discusses their choice, and obtains the Scoutmaster's signature on a "blue card".
3. The scout takes the signed "blue card" to their Advancement Chair so that the information may be copied into Scoutbook..
4. The scout contacts the merit badge counselor and completes the requirements as stated. For example, any requirement that says "show" or "demonstrate" must be shown or demonstrated to the merit badge counselor.
5. Once all requirements have been signed off by the merit badge counselor, the scout returns to their Scoutmaster to discuss their experience, obtains the Scoutmaster's

signature, and then shows the completed “blue card” to the Advancement Chair who enters the data into Scoutbook.

6. The scout is recognized at the next opportunity with the merit badge patch, and is recognized at the next Court of Honor with the merit badge card.

Merit badges are not required for advancement to the Scout, Tenderfoot, Second Class, and First Class ranks. Star requires completion of six merit badges (four must be from the Eagle required list), Life requires five more (three from the Eagle list), and Eagle requires a total of 21 badges including 14 of the Eagle-required merit badges:

First Aid	Camping
Citizenship in the Community	Personal Fitness
Citizenship in the Nation	Emergency Preparedness or Lifesaving
Citizenship in the World	Environmental Science or Sustainability
Citizenship in Society	Personal Management
Communication	Swimming or Hiking or Cycling
Cooking	Family Life

Notes on each of the Eagle-required merit badges are listed below.

- First Aid - Easy badge, usually earned during a scout’s first summer camp, and may be a part of the camp’s “trail to Eagle” program.
- Citizenship in the Community, Nation, & World - Good badges for classroom (maybe winter camp) or individual work.
- Citizenship in Society - a new badge with rigorous research requirements and group discussions with mentors, other scouts, and parents/guardians; most appropriate for mature scouts (high school) ready to discuss topics concerning diversity, equity, inclusion, biases, and ethics in terms of what makes each scout unique including race, gender, and identities.
- Communication - Scouts may complete some requirements at troop events; other requirements lend themselves to a class.
- Cooking & Camping - These badges may easily be completed with a scout’s cooking and camping experiences with the troop. They do take time and effort, and links to the workbooks for these two badges are provided in Appendix D for scouts to record their progress.
- Personal Fitness - Building upon the fitness requirements of the early ranks, this badge may be easily completed with the use of a scout’s activities in school (PE or an extracurricular sport). Requires tracking progress for at least 12 weeks.
- Emergency Preparedness (“E Prep”) or Lifesaving - Scouts have a choice between these two badges, or may take both and use one as one of their additional free badge choices. E Prep builds upon first aid skills. Lifesaving is in the water.
- Environmental Science or Sustainability - Scouts have a choice between these two badges, or may take both and use one as one of their additional free badge choices. The scientific material is dense and camps may restrict these badges to older scouts. Recommended for scouts in 7th grade and older.
- Personal Management - This badge requires using math at the 8th grade level and is therefore recommended for scouts that have completed 8th grade math. This badge

requires tracking progress for at least 13 weeks. A good opportunity to take this badge is at a free class through the A+ Federal Credit Union. Contact them for details.

- Swimming\* or Hiking or Cycling - Most scouts take swimming during their first year at summer camp and it may be a part of the camp's "trail to Eagle" program. Scouts do have a choice between these three badges, or may use additional as their free badge choices.
- Family Life - This is a good badge to complete independently because much of the work centers around discussing what it means to be part of a family and having discussions with your family about serious topics. Before beginning this badge, scouts should have a level of maturity appropriate for the discussion.

While there is no requirement in Scouting to earn badges, they are fun, teach useful skills, and are necessary for advancement to the higher ranks. The troops recommend that scouts take at least one Eagle-required merit badge at each camp or opportunity that they attend (summer camp, winter camp, STEM, etc.). Camps may have age and/or rank restrictions for some classes. Restrictions such as these are put in place to maximize a scout's success depending upon the level of mental and physical maturity that the staff deem appropriate. For example, most camps restrict shooting and climbing to scouts aged 13 or 14 and up.

Scouting provides opportunities and training to help scouts reach their goals. BSA national also provides a process for scouts that are physically or mentally unable to complete requirements for any badge or rank requirement. For questions about any badge, scouts should talk to their Scoutmaster or the Advancement Chair.

#### *\*Notes on Swimming*

Many scouts find swimming to be a favorite troop activity, while others may be uncomfortable if they are not strong swimmers. While there are alternates for the merit badge (hiking or cycling), given the number of aquatic activities that the troops participate in each year, and for general life-long learning, it is recommended that scouts try to complete the swimming merit badge. Scouting provides opportunities and training to help scouts reach their swimming goals with time, and the troops provide several events each year for swimming and other aquatics.

Two rank requirements that include swimming are: Second Class 5b (Demonstrate your ability to pass the BSA beginner test) and First Class 6a (Successfully complete the BSA swimmer test). Requirements may be signed off by any appropriate qualified person (Scoutmaster may validate 5b and signs 5a & 6a; aquatics instructor may validate the swimming test); requirements cannot be retested unless there is a question about the qualifications of the tester.

Per national aquatic safety rules, every scout and adult must take the BSA swim classification test to qualify as a swimmer, beginning, or non-swimmer, to determine the safety level for participation in all aquatic activities. For safety reasons, there is a distinct difference between completing a rank or merit badge requirement and passing the annual swim test to participate in troop activities. "The classification tests must be renewed annually, preferably at the beginning of the season even if the Scout has earned the Swimming merit badge."

<https://www.scouting.org/health-and-safety/gss/gss02/>

Per the swim test form: “When swim tests are conducted away from camp, the camp aquatics director retains the right to review or retest any or all participants to ensure that standards have been maintained.” A unit leader is required to certify the annual swim test and will only do so when able to observe the test, and therefore retains the same right to review or retest participants certified by other means. Knowing the ability level of every participant is the responsibility of the unit leader in charge of any aquatic activity to ensure safety.

## Uniform and Dress Codes

### Expectations:

- Scouts will adhere to the prescribed uniform and dress code to the best of their ability.
- Leaders will model the correct uniform.
- Troops will help in obtaining uniform parts if needed by a scout.

Note: The terms class A and class B are not proper BSA terms and should be avoided.

The BSA Field Uniform is what we typically refer to as “the uniform”. The minimum uniform that Troops 258 & 358 wish everyone to wear includes the tan shirt, neckerchief, slide, and appropriate pants/shorts. Appropriate pants/shorts are the green BSA switchback pants/shorts (or equivalent other brand), or jeans, or any other nice earth tone pants/shorts (i.e., no athletic shorts; no sweat pants; no stripes, polka-dots, or bright colors). Pants/shorts must not have too many holes or be too short as to be revealing. Tights/leggings/basewear are ok as long as pants/shorts are worn over them. There is no BSA code for nail polish, hair color/style, or jewelry, as long as safety is not an issue. For boards of review, scouts should be “neat in appearance”, and it is recommended that scouts wear as much of a “complete” field uniform as possible. A complete uniform according to BSA would include the field uniform, neckerchief, slide, scout pants/shorts, socks, close-toed shoes, belt & buckle, and Scouts BSA Handbook. A scout hat is optional (and respectfully should not be worn indoors). See also “Uniform” under the Aims and Methods of Scouting section. For proper patch placement, see the uniform inspection sheet in Appendix E.

The Activity Uniform is any scout appropriate t-shirt or other clothing appropriate for the weather. Generally if it is appropriate for school then it is appropriate for scouting. Tank tops (or any lesser covering) are not allowed. A troop t-shirt design, chosen by the scouts, will be periodically made available for purchase; this is recommended.

Swimwear: Scouts must wear appropriate swimwear for aquatics: no cut-offs; one-piece suit is required for females; swim shirts with sun protection are recommended for all scouts.

### Uniform items required that you may purchase at the Scout Shop:

Field uniform (tan shirt)

2 Patches: World crest & Council strip

Scouts BSA Handbook

Optional: Arrow of Light patch (if earned), BSA pants, belt, socks, hat

### Items required for every meeting:

Field uniform (tan shirt) with proper patches

BSA pants/shorts or jeans/earthtone pants/shorts



Closed-toed shoes  
Handbook

Uniform items that the troop will provide:

Shoulder tabs  
Neckerchief and slide  
Patrol patch  
Position patches as elected/appointed  
Recruiter, Trained, and other patches and pins as earned

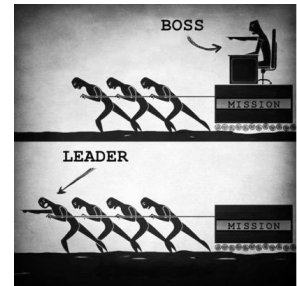
## Training

### Youth training

Many Scout rank requirements require a scout to teach another scout, their patrol, or another group some skill via the EDGE method. This is the first step of youth-led training.

One leadership idea that is taught throughout all training is the concept of servant leadership, i.e. learning the difference between a boss and a leader.

Every six months, after the PLC elections, the senior youth leadership aided by some troop adults will present a short course for scouts on the PLC to understand the responsibilities of their new roles and to form a PLC bond. This “PLC Training” is called Introduction to Leadership Skills for Troops (ILST).



National Youth Leader Training (NYLT) is a week-long advanced leadership course for scouts offered during spring break, summer (two sessions), and winter. The course is run by scouts and is offered by the Capitol Area Council at the Green Dickson scout camp near Gonzales, TX. Minimum requirements for youth are 13 years of age (14 suggested), First Class rank, and Scoutmaster recommendation.

National Advanced Youth Leadership Experience (NAYLE) is the next level of youth training after NYLT and is offered at the four BSA High Adventure bases.

### Adult training

Hard-working, dedicated adults are welcome and encouraged to volunteer to become registered leaders. Only active and trained adults will be registered. Talk to the Scoutmaster, Committee Chair, or any of the troop’s leaders about what they do, what interests you, and what volunteers the troops need.

All registered adults need to complete the Youth Protection Training (YPT) program and the essential training for their position. Committee members must complete the Committee Challenge (available online). Scoutmasters must complete Scoutmaster Position Specific Training (available online) and Introduction to Outdoor Leader Skills (IOLS).

Additionally, the troops often seek to utilize adults with the following trainings: archery, shooting sports (rifle and shotgun), climbing/COPE, aquatics (swimming/canoeing/kayaking), and

advanced courses such as Powder Horn and Wilderness First Aid. Wilderness First Aid is a necessary course for at least one youth and one adult to take for any High Adventure outing.

Wood Badge is the premiere adult training course and is highly recommended. It provides a strong scouting basis, instills the patrol method, gives lessons applicable beyond scouting, and is a lot of fun! The course runs over two weekends (5 days) in fall or sometimes spring. It is the goal of Troops 258 & 358 for any assistant scoutmaster or direct-contact leader to complete Wood Badge within 2 years of accepting the position.

Additional training courses are highly recommended including those at the Philmont Training Center (PTC) in New Mexico and Summit Bechtel Reserve in West Virginia.

### **Training costs**

Troops 258 & 358 do not wish finances to be an obstacle that keeps any scout or leader from enjoying these training opportunities. The troops will pay for 75% of youth and adult trainings, provided that the participant is currently active and agrees to remain active and put their training into practice with the troops. Talk with a Scoutmaster or Committee Chair if you are interested in taking any training.

### **High Adventure**

A smaller group of scouts (a crew) may choose a high adventure outing that is a more challenging activity, usually limited to scouts 13 or 14 or older due to the physically, mentally, and emotionally demanding requirements.

BSA has four dedicated high adventure bases: Philmont, NM (hiking), Northern Tier, MN (canoeing), Sea Base, FL (swimming, boating), and Summit, WV (climbing, biking, skating, zip-lining). Many other BSA camps offer high adventure experiences including Sea Scout Base (Galveston, TX) and Swamp Base (Louisiana). Scouts may also attend the National or World Jamboree as part of a council troop or crew. Crews may also develop their own high adventure, for example at a National Park.

Members of Troops 258 & 358 have participated in these adventures:

- 2017 - National Jamboree, Summit Bechtel Reserve, WV
- 2018 - Sea Base, Galveston, FL
- 2018 - Big Bend National Park, TX
- 2019 - Philmont, NM
- 2019 - World Jamboree, Summit Bechtel Reserve, WV
- 2020 - Palo Duro Canyon State Park, TX
- 2022 - Two crews going to Philmont
- 2023 - National Jamboree, Summit Bechtel Reserve, WV (potentially)

Troops 258 & 358 do not wish finances to be an obstacle for any scout to enjoy high adventure opportunities. Contact the Key 4 and Treasurer for questions about payment plans, personal gear needs, and fundraising and scholarship opportunities.

# 6. Meetings

## Troop Meetings

Who: all Scouts

When: every Tuesday from 7-8:30 PM (except when there is PLC meeting)

Location: Good News United Methodist Church (GNUMC)

### During troop meetings:

- Scouts run their own program. Some things they do are performing an opening flag ceremony and prayer, reciting the Scout Oath and Law, planning for campouts, doing patrol or group activities, working on skills or merit badges, playing games, presenting awards for recognition, hearing announcements and the Scoutmaster Minute, and retrieving the flags. No two meetings are ever alike.
- Parents are welcome to watch what the youth are doing in their meeting or to quietly converse with other adults outside the meeting room. We ask that all adults and Scouts refrain from using electronics during meetings as it is a distraction. This is a youth-led program, so Committee discussions may be held simultaneously. Scoutmasters stay with the youth to monitor them.
- Scouts address adults with respect using Mr. Smith or Mrs. Jones even with their own parent. There are no moms or dads at scouting events, only leaders and responsible adults who are participating in support of the entire troop. Adults should also get in the habit of using this form of address with each other especially when around the scouts.

Before and after Troop Meetings, some members of the Patrol Leaders' Council (PLC) meet to review the meeting plan and then debrief (start, stop, continue). Designated PLC members are expected to arrive by 6:45 PM and stay until finished debriefing (~8:45 PM).

## Patrol Leaders' Council (PLC) Meetings

Who: Designated scouts in leadership positions (see PLC Commitments)

When: Monthly usually on the Tuesday after a campout, 7-8:30 PM

Location: Good News United Methodist Church (GNUMC)

Additionally, members of the PLC have two additional meetings every 6-month term:

- Introduction to Leadership Skills for Troops (ILST) training: mandatory training for all elected and appointed PLC members. Mostly youth with a few adult instructors lead the training in foundational skills for teamwork and servant leadership. Teamwork between the new PLC is emphasized. This may be a campout.
- Annual planning meeting, where the PLC plans out events for the calendar for the next 12 months (review 6 months planned by the previous PLC and then create new plans for the following 6 months). Only designated members need to attend.

## **Scoutmaster Meetings**

Who: Scoutmaster, ASMs, and Committee Chair. Any leader or parent/guardian may attend.

When: 2<sup>nd</sup> Monday every month at 7 PM

Where: Location varies, contact Scoutmaster

Scoutmasters discuss patrol and troop status, ranks, and youth program support.

## **Committee Meetings**

Who: Committees, Scoutmasters, some ASMs. Any leader or parent/guardian may attend.

When: 3<sup>rd</sup> Monday every month at 7 PM

Where: Location varies. Contact the Committee Chair.

Committee discusses support of troop camping, equipment, fundraising, finances and related policies.

## **Court of Honor (COH)**

Who: All scouts, parents/guardians, and family members

When: At least three times per year, sometimes during Tuesday evenings

Where: GNUMC or other location

COH is an award ceremony for all scouts and their family members. All scouts are recognized for achievements and recognition since the last COH. The PLC chooses the date, location and theme. Food has typically been used to implement the theme (e.g., all scouts bring a dish named with a fantasy theme - broomsticks (breadsticks), ogre eyeballs (meatballs), etc.)

## **Special Informational Meetings and Training**

Who: All parents

When: held as needed, usually during regular troop meetings

Where: GNUMC

For example, new family orientations and pre-summer camp meetings are held annually. Youth protection training and other trainings are held as needed.

# 7. Camping

## General Information

The troops camp on the first Saturday of every month, with exceptions and additions for district and council events and to accommodate holidays, other scouting events, and summer and winter camps.

Camping is usually a three day event (Friday to Sunday). Scouts will gather on Friday at 6 PM at GNUMC and return Sunday as soon as the scouts are packed up (see: Scout Time). Communication during campouts will be minimal, using Rallyhood or Remind. In general, no news is good news. Troops will not provide camping status updates other than possibly arrival and (when possible) departure from camp. Scouts will call home when about 30 minutes from arrival back at the church.

Because the Scouts choose their program, they may choose to have an extended campout on a long weekend or instead choose a one day event. Adults help make suggestions based upon calendar opportunities and conflicts. Adults ensure that the scout plan follows the scouting program, but the scouts make the decisions.

## Cost

- \$13/scout (\$10 to cover food and \$3 to cover consumables)
- Grubmasters (food purchasers) are encouraged to be thrifty and to spend a maximum of \$10 per person for food. (If patrol numbers are low, they get \$30 for 2 people or \$36 for 3; scout cost is the same — the troop will pay the difference.)
- Cost and food allocation are subject to change. Additional fees may be due for items such as camp t-shirts, patches, tours, and other expenses. Leaders will notify the troops as soon as any cost changes are identified.
- Scouts are encouraged to bring \$5-\$10 in their uniform pocket for snacks or souvenirs (though this is optional). Some camp locations (namely state and national parks) have a shop that the troops may visit. Occasionally on the way home, the troops may decide to stop at Buc-ee's or another rest area for a snack.

## Sign-up Process

- The sign-up deadline for regular campouts is 7 PM at the start of the Tuesday troop meeting the week before the campout (9 days before departure). This ensures that grubmasters have ample time to buy food, and youth and adult leaders have time to settle logistics (transportation, campsites, and program plans).
- Sign-ups are made by an electronic sign-up posted for each campout on Rallyhood. Contact a Camping Coordinator in person at a troop meeting to sign up there.
- A separate permission form (the Activity Consent Form found on Scoutbook or Rallyhood) is required for every separate activity. This provides a safeguard by confirming that parents are always informed about the location, duration, and type of activities and their risks. The scout should complete the form and have their

parent/guardian sign it; due the Tuesday before the campout (3 days before departure) and no later than at check in.

- The camping fee is due when a scout signs up for a campout. An electronic invoice will be sent to the primary adult email on record which may be paid by credit card. You may pay by cash or check to the Treasurer. The invoice is due before campout departure.
- The full fee is due regardless of how many meals the scout will attend (see Attendance Policy before signing up) or if they drop out of the campout. Campout fees are generally non-refundable once food has been bought. Contact the Treasurer for extraordinary circumstances.

## Equipment

The troop provides tents, stoves, cooking gear, and group gear. Scouts need to provide and bring their own personal items.

### Troop Gear

- tents (one per every 2-3 scouts) [1 per tent while Covid restrictions are in place]
- table, stove, Dutch oven, chuck box (per patrol)
- lamps, dining fly, and other gear for group use
- trailer to haul all the gear

Summer camp, winter camp, and special events may require other gear as necessary for the length of the event, weather, and activities. Each event's specifics regarding special fees, equipment, travel costs, etc. will be presented in advance.

Troop 258 has a 17-foot trailer and Troop 358 has a 15-foot trailer. Adult volunteers who own vehicles that can tow the trailers are always appreciated.

## Packing List for Overnight/Weekend Camping

Mandatory for check-in:

- Field Uniform (always travel in uniform)
- Two (2) filled one-liter transparent water bottles (for example: Nalgene)
- Medicine
  - All medicine including herbal supplements and occasional/as needed medications must be turned in to an adult at check-in
  - Medicine must be in the original bottle/packaging and in a plastic bag labeled with the scout's name. A medication record form will be filled out at check-in and before departing for camp.
  - Additional BSA forms are required for self-carrying of epi-pens and inhalers.

Personal Items:

- Backpacking pack or duffel bag to hold all items
- Sleeping bag
- Mess kit
- Scout handbook

- Flashlight/headlamp
- Pen or pencil
- Toiletries (toothbrush, soap, etc.)
- Small personal first aid kit
- Sunscreen (non-aerosol)
- Insect repellent (non-aerosol)

Clothing (as needed for weather and activity):

- Field uniform with appropriate shorts or pants (scout gear, jeans, or earth tones)
- Activity T-shirts
- Poncho/rain gear
- Hat
- Shorts (no athletic shorts with field uniform; ok with activity uniform)
- Pants (no sweats with field uniform; ok with activity uniform)
- Long sleeved shirt
- Extra socks & underwear
- Jacket, hoodie, sweatshirt, coat
- Hiking boots
- Tennis shoes
- Sleeping clothes
- Long underwear
- Swim Trunks
- Swim shoes or shower shoes (not to be used outside of water area)
- Work gloves (for service projects or ax yard)

Optional:

- Camp chair
- Sleeping pad
- Camping pillow
- Blanket
- Sleeping bag liner
- Tarp
- Hammock (not allowed at any Council camp)
- Day pack
- Walking stick
- Camera
- Phone (must show device and Tech Chip)
- Pocket knife (must show knife and Totin' Chip)
- Emergency whistle
- Compass
- Rope
- Watch
- Towel

## Meals

Meals for a typical campout include a Friday night cracker barrel (snack), Saturday breakfast, lunch, and dinner, and Sunday breakfast. One scout per patrol (or sometimes more than one) is the grubmaster who shops for the patrol's meals for the campout.

Scouts in a patrol decide collectively on a meal plan during a troop meeting before the grubmaster goes shopping. This plan must be approved by a Scoutmaster. The grubmaster should only get what is on the list and do their best to stay on or under budget (a Scout is thrifty). Costs above budget will not be reimbursed unless an exception is pre-approved by the Scoutmaster and Treasurer.

Scouts (and adults) are not allowed to bring personal food as it draws critters into tents and undermines the troop and patrol method. Patrols can plan for most dietary needs. However, if special health or dietary foods are necessary, they may be allowed when securely stored separately in consultation with the campout leadership.

### Patrol Grubmaster Responsibilities

As the Grubmaster for your patrol, you are responsible for making sure that your patrol has healthy and nutritious food for campouts. Having the right food for a campout is one of the key ingredients for everyone having a really great campout. This procedure will help you do a great job for your fellow scouts!

The Campout Planner form is completed 3 days before the campout (at the Tuesday troop meeting).

- List all scouts attending the campout
- Write down your budget
- Plan your menu
  - Patrol menu is planned together
  - All dietary needs are considered
  - Meals involve cooking
  - Convert your menu to a shopping list
- Duty Roster is filled completely. Assign all roles including Grubmaster.
- Patrol Leaders & Troop Guides review the Patrol's meal plan to ensure it is nutritionally balanced.
- Scoutmaster or Assistant Scoutmaster approves and signs the plan.
- A picture of the planner is taken and posted to your patrol Rally.

### Nutritional Requirements:

Scouts BSA encourages healthy balanced menus by including the understanding and application of the current USDA nutrition model found in the Scout Handbook and advancement requirements. Each meal planned should reflect that model and include a protein, carbohydrate, and fruit/vegetable. Scouts are encouraged to plan, prepare and cook meals "from scratch." Patrols drink water. Soft drinks, drink mixes, candy bars, and other junk food are prohibited on



camping trips. Ready-to-eat processed foods defeat the purpose of learning cooking methods and are not allowed (examples: doughnuts, cereal, Pop-tarts, take-out and pre-cooked meals).

### Shopping List Tips:

Food packaging has nutritional information on the label which includes servings per container. You may also consult the Single Serving Sizes reference page in the Scout Handbook and in your Patrol Binder. If you are still unsure, ask an adult to help you finalize quantities of food.

Remember to pick up your Patrol Cooler and Dry Bag from the Quartermaster at a Troop Meeting before the campout.

### Grocery Shopping:

1. Ask an adult to take you shopping the week of the campout, Thursday night at the latest.
2. You do the food selection (not an adult and not a shopping service).
3. Make sure you stay within your budget. It helps to write down how much each item costs and to keep a running total.
4. Do price comparisons, but honor what the patrol has asked for, especially if they have been specific about brand, flavor, or quantities.
5. If the patrol was not specific, choose what you think the patrol will like.
6. Before the end of your shopping trip, check everything over and make sure you have all ingredients and that there is enough food for everyone.
7. Stay within your budget. You will not be reimbursed over budget.
8. Buy/provide ice for the cooler Friday before the campout. This is part of the budget.
9. Save your receipts. Take a photo or make copies to get reimbursed after the campout. (If you need an advance or would like a leader to use the troop debit card, please talk to your Scoutmaster).
10. Submit the form at Rallyhood -> Links -> Reimbursement form.

Adhere to the choices made by your patrol. The following are examples of changes that MAY or MAY NOT be made:

- If your patrol collectively chose canned pears as part of the lunch menu, but you personally prefer peaches, get the pears. A scout is loyal to the patrol's choices (and brave to try something new).
- Do not buy extra items if under budget. A scout is thrifty.
- If a dish is missing an ingredient, buy it. For example, if pancakes are on the menu, make sure you purchase not only the pancake mix, but also the oil and eggs needed to make it. Be prepared.
- Similarly, if the meal is lacking in one of the four basic food groups, you may add the necessary item.
- It is ok to utilize small quantities from your home pantry if you cannot purchase items in bulk or small quantities per your recipe (examples: sugar, spices, an egg).

### Pack the food into the Patrol Cooler and Dry Bag:

- Cooler: The patrol cooler is used to keep perishables cold. Perishables are foods that are kept in the refrigerator at home and other food items that say “Refrigerate after opening”. Be sure to buy enough ice to last for the trip. Since ice melts, ensure that all food is kept in water-tight containers so that it does not get wet. For example, cheese that has been sitting in water is nasty, and no one will want to eat it.
- Dry Bag: Dry goods need to be kept in the dry bag and moved to the trailer when unattended.
- Help yourself by repackaging food: Lighten your load and save space by getting rid of excess store packaging. Measure only as much of each ingredient as you will need for one meal and put it in a sealable plastic bag. Tape a label on each bag and write on it the name and amount of the ingredient inside.
- Leftovers: Use sealable plastic bags to store any leftover food. Your Patrol Chuck Box should already have some. If not, make sure they are on your shopping list.

#### At the Campout:

- Supervise all meals. Monitor that the responsibilities on the Duty Roster for cooking and cleaning up are being accomplished. The Grubmaster should cook and clean as assigned too.
- Inventory the Patrol Box before returning it to the trailer. Let the Quartermaster know if any supplies are running low.

#### After the Campout:

- Distribute any leftover perishable food among the Patrol members.
- Discuss the inventory of your Patrol Box, and advise the Quartermaster of items that need replacing.
- You may save any leftover non-perishable food for the next campout. Make a list of all leftover non-perishable food and give it to your Patrol Leader so that it can be passed on to the next Grubmaster.
- Take home dish towels, wash and dry them, and return them to the Quartermaster at the next meeting.
- If this is your first time being grubmaster, see your Scoutmaster or an ASM to get your Scout Handbook signed. You have completed a requirement!

#### Reimbursement:

Grubmasters should fill out the online reimbursement form (links: [258](#), [358](#)) found in the Rallyhood links section. Complete the form and email or give a copy of the receipt to the Treasurer for reimbursement. If a funding advance is needed before shopping, or you would like a leader to come with you and use the troop debit card, please contact your Scoutmaster.

## **Adults camping**

Adults on any overnight event with the troops must complete the Youth Protection Training (YPT) class, as well as Drive Safely, Weather Hazards, Climb On Safely, Safe Swim Defense, and Safety Afloat, as appropriate. Adults sign up for campouts the same way and with the same deadline as the scouts. Adults should bring their personal gear same as a scout, plus a tent.

Adults operate as their own patrol just as the youth do, including equipment, meal planning, budget, and duty roster. Adults attend to support both troops. See the adult guide to camping in Appendix B.

## **Siblings camping**

Siblings are not allowed on campouts. Scouts BSA is not family camping.

## **Camping Check-in**

Check in upon arrival with the Scoutmaster or other adult in charge. The process is:

- Check in wearing field uniform and with two (2) full water bottles.
- Ensure all forms are complete and up to date (Activity Consent Form, medical form, and any additional event-specific forms).
- Turn in medications to the adult in charge of holding medicine (see Medicine below).
- Declare whether you have an electronic device (see Electronic Policy) and show Tech Chip.
- Declare whether you have a pocket knife and show Totin' Chip. Note: Capitol Area Council prohibits sheath knives in their camps and the Troops have adopted that policy for all troop activities.
- Bring Firem'n Chit if applicable to campout.
- Scouts then follow the directions of the Senior Patrol Leader (SPL), Patrol Leader, and Quartermaster.

## **Health/Medicine/First Aid**

The BSA medical form (see link below) and the troop "About My Scout" form are critical for troop leadership to provide a healthy and safe environment for the youth. Throughout the year, if any information changes for any scout or leader, please see the Membership Coordinator or Secretary to update your forms.

The troops follow the BSA national guidelines for immunization (see link below). In part that policy states: "Unquestionably, the most effective method of preventing many infectious (and life-threatening) childhood diseases is immunization. ... Examples of some diseases prevented by immunization are chicken pox, measles, mumps, and influenza. Tetanus immunization is required. Inclusion of unimmunized Scouts in group events should be determined on a case-by-case basis ... ". Consequently, for the safety of everyone involved in scouting activities, the committee for Troops 258 & 358 will only consider exceptions to the immunization policy on a case-by-case basis when medically necessary. Safety and the wellbeing of the entire group on any scouting activity remains the troops' first priority.

Every campout has a designated adult who holds the medicine. Scouts do not administer their own medicine because it is important in case of emergency for the adults to know what medications have been taken and when. A separate BSA form is required for scouts who self-carry an epi-pen or inhaler. Other exceptions to self carry may be given for emergency or critical medications such as glucagon, and they must be presented with a use plan at check-in to the Scoutmaster and adult holding the medicine.

At check-in for the campout, the scout will turn in all medications (prescription or over the counter) to the adult who holds the medicine. All medications must be in original containers with dosage noted, collected in a single plastic bag with the scout's name. This is extremely important. (Helpful hint: save old containers so that you can send only as much medication as is needed for the campout). Medicine is kept in a locked box in a locked vehicle (double locked). The adults will log when scouts take their medications and any additional first aid administered. In order for adults to administer over-the-counter medications from the troop first aid kit, if not provided in the scout's plastic bag, the medication section and signature must be completed on BSA Medical Form Part B. This is extremely important for long-term camps.

Scouts will administer most of their own first aid without needing help from the adults. Every scout should bring a personal first aid kit (at a minimum, bring a band-aid). One troop first aid kit is available for the scouts to treat simple cuts, scrapes, splinters, blisters, and the like. A separate first aid kit stays locked in the trailer and includes items that adults may administer as needed, such as medicines and items for more advanced trauma. The troops have a backpacking first aid kit for use during hikes.

<https://www.scouting.org/health-and-safety/ahmr/>  
[https://filestore.scouting.org/filestore/HealthSafety/pdf/680-103\(18\)\\_Prev\\_of\\_CommunicableDiseases.pdf](https://filestore.scouting.org/filestore/HealthSafety/pdf/680-103(18)_Prev_of_CommunicableDiseases.pdf)

## **Scout Time (When do we depart for camp and return?)**

The troops run on "Scout Time". The Scouts run the program, so packing the trailer for a campout depends upon them. Beyond a set gathering time (typically 6 PM on Fridays), the adults in charge may provide a best guess timeline for departure to camp and return. However, it will take as long as it takes for the scouts to pack up. All youth are expected to pack up their own gear, carry it, load it, unload it, and be responsible for everything they own and all troop gear.

When the troops are returning from a camp, parents will be notified of an estimated *arrival* time back at church. This does not include time to unload the trailer, sort gear, assign equipment to clean/dry/repair, distribute patrol food, and have a PLC huddle. The SPL will dismiss scouts when all work is finished, which can range from 15 to 60 minutes after arrival. Ultimately it is the scouts that dictate how quickly or slowly the troop moves. Scout time is very imprecise.

## **On the Campout**

The youth plan their campout activities in advance, primarily during their PLC meetings. Activities could be hiking, fishing, climbing, canoeing, shooting, or anything they decide. In addition to a primary scouting activity, scouts are encouraged to have a complete campout plan that includes a campfire program, a scout service, and a service project. Campout logistics and scout planning will determine whether all these activities occur. Service examples include picking up trash, collecting limbs, or trail maintenance. Participation in a service project is required for several ranks.

At the camp, scouts set up their own tents in one area, and adults in another (adults separating the two troops), as determined by the SPLs. The youth are not to enter the adult camp without asking permission, notwithstanding any medical emergencies. Likewise, adults ask permission to enter the youth campsites. Adults that are camping are there to support the entirety of both troops. For much more information and policies for adults, please see Appendix B - Adult Guide to Camping with Troops 258 & 358.

## **Severe weather safety plan**

Adult leaders will have a contingency plan on every campout. As always, safety is the foremost concern.

### Local emergency contacts:

The troops will designate one or more individuals to be our local Cedar Park/Leander-area contact resource. When conditions arise, we will stay in touch with the rest of the troops and families using Rallyhood, Remind, and/or other communications as necessary to provide any updates and changes in our camping plan.

### Campsite arrival:

Upon arrival at camp, adult leaders will check in with the camp staff/park ranger to assure they are available to provide timely updates on the weekend/short-term weather outlook. Camp staff, especially in Council campsites and in State Parks, are aware that we are camping with a large number of youth and will certainly be checking in on our campsites as well as others throughout the weekend as appropriate. They will also be a resource that can determine if and when conditions are sufficiently unstable to require on site sheltering or evacuation from the campsite.

### On-site:

When threatening weather conditions arise, one or more adult leaders on-site will maintain constant monitoring of weather conditions and changes in short-term forecasts in order to make prudent decisions on activities relating to the safety of the troop.

### Youth coordination:

All typical troop safety and communications coordination procedures will be in effect. When we experience inclement weather, youth leadership will receive additional emphasis and reminders on safety issues. These include:

- Following the Patrol Method
- Using the buddy system
- Maintaining a head count via Patrol Leaders keeping track of their patrol members throughout the campout.

The SPL will be coordinating with the SM/ASMs regarding program changes as well as weather precautions with the troops as needed throughout the campout. The SPLs and ASPLs will be communicating campout plans, changes, and especially weather information to the troops periodically in order to assure that no scouts are unaware of the plan. The troops will immediately be notified in the event of any changes in weather that require immediate action on the part of the scouts and leaders.

## Watches and Warnings:

- Severe Thunderstorm Watches (conditions expected) affecting our immediate area will result in appropriate sheltering of all scouts and leaders in available cover in our immediate vicinity. This could include sheltering in our private vehicles and/or local park shelters depending on anticipated timing, intensity or severity.
- Severe Thunderstorm Warnings (conditions occurring or imminent) affecting our immediate area will result in immediate movement toward sheltering of all scouts and leaders in available cover in our immediate vicinity. This could include relocating our private vehicles and/or relocating into more 'hardened' local park shelters.
- Severe Tornado Watches (conditions favorable) or Warnings (sighted) affecting our immediate area will result in immediate evacuation of all scouts and leaders out of the potentially impacted area, or depending on timing, movement toward appropriate cover in our immediate vicinity. This could include relocating our private vehicles and/or relocating into more 'hardened' local park shelters.

All adult leaders that go camping are required to complete Hazardous Weather Training.  
<https://www.scouting.org/health-and-safety/alerts/hazardous-weather-training/>

## 8. Attendance

Expectations:

- Scouts do not have an attendance requirement, although they will get more out of Scouting the more opportunities they attend.
- Youth leaders have attendance requirements for their position.
- Adult leaders are expected to regularly attend as many meetings as their positions demand.

Scouting provides many, many opportunities. Scouts will get out of the program what they put in. It is a goal of the Troops 258 & 358 leadership to enable every youth to make the most of every opportunity. Scouts should attend all meetings and campouts that they are able to attend. Each family must find their own comfortable balance between Scouting and family, church, school, band, sports, and other commitments.

There is no attendance requirement per se, although a minimum 75% attendance at meetings and campouts is required for youth who make a commitment to serve on the Patrol Leaders' Council. Fulfilling this commitment is essential to completing the requirements for their job. Rank advancement for the upper ranks is linked to PLC leadership service, and so a healthy attendance record is necessary to advance beyond First Class.

Attendance may be formally or informally taken at each event. Patrol leaders should check up on any scout missing more than a couple meetings in a row, and Scoutmasters will follow up with scouts who continue to miss opportunities. If your family has attendance conflicts or transportation needs, or if the troops can facilitate participation in any way, please let the leadership know. For something simple like needing a ride, contact your Patrol Leader or post a notice on Rallyhood in the appropriate Rally.

Each troop campout or special event will have an online sign-up sheet where scouts and leaders are expected to indicate "Yes" or "No" for their attendance. When signing up for a campout or other event, scouts and adults are expected to attend the event the full time unless previous arrangements have been made. If someone has a conflict for part of a campout, discuss options with the Scoutmaster before signing up. In general, for less than 100% participation at an event, a scout must:

- Discuss their conflict with the Scoutmaster.
- Travel with their troop at least one way and participate in either the set up or tear down.
- Have their own transportation for their late arrival or early departure from the event.

# 9. Finances

## Costs

Troop dues are \$10/month per youth payable quarterly (\$30) or annually (\$120) [subject to change by the committee]. The annual national recharter fee is collected each November for the following year. [The 2022 rate is \$72]. Any scout joining BSA the first time has an additional \$25 national fee. Troop dues help cover all of the troop expenses which includes the annual recharter fee, BSA insurance, awards, patches, campsites, entrance fees, website, copies, training costs, leader fees, camping equipment, propane, firewood, charcoal, etc.

- Scouts' Life magazine is an additional \$12/year.
- Order of the Arrow fee for members is an additional \$15-20 per year.
- Scouts joining mid-year will be prorated at \$10/month. For example, Arrow of Light scouts crossing to the troops in February will be prorated to \$100 for 10 months (March-December).
- Annual payments are encouraged, due January 1.

**Summer camp average cost:** About \$300-400. Transportation, in the case of van or bus rental, may be \$150-\$300+ additional. See also, for cost mitigation: Fundraising.

**High adventure costs:** \$1000 and up.

**Jamboree costs:** \$3000 and up.

**Youth and Adult Training:** Costs range from \$20-\$250 depending on the course.

Troops 258 & 358 do not wish finances to be an obstacle for any scout to enjoy these opportunities. Contact the Key 4 and Treasurer for questions about payment plans, personal gear needs, and scholarship opportunities. Additionally, the troops will generally pay for 75% of youth and adult trainings approved in advance.

## Fundraising

Fundraising is essential; it benefits the entire troop financially and provides team-building and personal growth opportunities. We participate in the council popcorn sale (fall) and a troop mulch sale (spring). If you have a suggestion for an additional fundraising opportunity, please notify the Fundraising Chair(s). The youth decide what fundraising each troop wants to participate in.

### Spring Mulch fundraiser

The scouts sell bags of mulch for delivery and spreading. Details are posted on Rallyhood. As a new troop in 2017 the 258 profits went toward equipment. Since then, mulch fundraising has gone toward offsetting summer camp costs.



## **Fall Popcorn fundraiser**

The scouts participate in Show & Sell, Take Order, and Online popcorn sales. Details are posted each season on Rallyhood. Profits have been applied toward offsetting summer camp costs.

## **First Aid Kit fundraiser**

The troops sold first aid kits in spring 2019 to supplement their fundraising for camp.

## **Troop principles for dues, fundraising, scholarships, and donations**

The following are fundamental principles of Troop 258 & 358 fundraising and spending as adopted by the committee. The purpose of adopting these principles is to set guidelines that will drive future revisions of parts 2-4 because the amount of funds deriving from the various sources will change over time.

### Principles:

1. Dues and fundraising should cover essential troop costs.
2. Troop dues and monthly camping (the fees & the activities) are necessary for Scouts to fully participate and to be successful in the Scouting program. Therefore, primary financial emphasis should be on addressing these costs.
3. Donations may not be solicited but are welcome and may be allocated to supplemental program needs and good turns.
4. Given that following the Scouting program is paramount (troop philosophy), at no time shall fundraising (or spending) take precedence over the program.
5. Although fundraising is not a part of the Scouting program (aims and methods, etc.), we acknowledge that funds are necessary to run the program, and that from time to time some families may need to rely upon scholarships to help with their troop costs.
6. The youth decide whether or not to participate in any fundraising activity, each troop participates in fundraising as a unit, and fundraising is primarily for the benefit of the whole unit.
7. Scout accounts based upon individual fundraising dollars earned are not allowed; however, achieving a certain level of success in fundraising for the unit may be rewarded with material prizes or scholarships (and never with cash).
8. High Adventure crews may - and are encouraged to - fundraise as a group.

### Dues & Fundraising: Troop dues and fundraising should cover the following essential troop costs:

- Annual registration (including leader registrations and the unit fee)
- Awards - from new member patches to Eagle
- Troop equipment & expendables
- Trailer maintenance
- Texas Parks pass
- Copies, office supplies, and postage
- Mileage reimbursement (trailer puller when requested; others when requested if further than Lost Pines)
- Website
- Notes, cards, flowers, etc. for notices, thank yous, sympathy, etc.

- Specific for fundraising:
  - The troops accept the Trails End popcorn prizes for the youth.
  - The committee may allocate funds towards prizes for top sellers (individual or patrol) and for those that meet sales goals (patrol or troop).
- ILST training costs
- Court of Honor costs
- Trailer toll fees when requested
- Eagle gifts (neckerchief, slide, frame, personal item)
- Additional costs as approved by the committee

Donations: Donation allocations may go towards the following:

- Youth and leader training (75%)
  - Key 3 must pre-approve training and the Treasurer must receive the reimbursement form within 30 days after the end of the event.
- Need-based scholarships (for additional needs beyond fundraising level scholarships)
  - Committee must receive a request form before final payment is due for the event.
- Special activities (shooting range fees, rental costs for a pool/canoes, tour fees, etc.)
- Good News UMC (annual gift)
- Step Up for Scouting (annual council gift)
- Specific Council gift to specific program
- Wood Badge participant gifts
- Towards high adventure crew
- Rainy day savings
- Additional costs as approved by the committee

Fundraising scholarships:

Youth may earn scholarships for fundraising as outlined below. Scholarship levels are set at intervals of \$1000 in popcorn sales or equivalent. Popcorn, mulch, first aid kits, and any other fundraisers accumulate in combination annually starting January 1 each year.

For example, if a scout's spring mulch fundraising is \$1250 (popcorn equivalent) and their fall popcorn fundraising is \$1800, then their total for the year is \$3050 and they earn the troop fundraising scholarship levels 1, 2, and 3 for the following calendar year.

\$1000 in popcorn sales is approximately equivalent to \$300 earned by the unit...which in the past has been equivalent to 60 first aid kits, or about 300 bags of mulch sold for delivery only, or 150 bags sold for delivery & spreading, or (very approximately) 75 bags sold for delivery & spreading plus 2 days of delivery & spreading (this allocation will depend upon the total troop sales and number of scouts helping with delivery & spreading).

- Scholarship Level 1 = \$1000 popcorn = BSA National dues paid
- Scholarship Level 2 = \$2000 popcorn = Annual troop dues paid
- Scholarship Level 3 = \$3000 popcorn = Standard monthly campout fees paid for the year
- Scholarship Levels 4 & Up = \$4000 popcorn & every \$1000 additional = choose a scholarship

Level 4 & Up Scholarships

- ½ Summer camp registration cost (not including merit badge fees or transportation)
- ½ Winter camp registration cost (not including merit badge fees)
- ½ Summer camp transportation
- Conservation Award weekend
- STEM Adventure Weekend
- ¼ NYLT or ¼ NAYLE (other 75% covered by training scholarship)

## 10. Communication

The primary method of communication with scouts is face-to-face at their weekly troop meetings. They are responsible for the information presented each week and, if absent, for finding out what they missed. If a scout has a question, they should ask their patrol leader, SPL, an older scout, or adult leader for help (in that order). Parents should not be asking on behalf of their scout.

Much troop information is also disseminated electronically. The troops use multiple methods of electronic communication to capitalize on the best capabilities of each: Rallyhood, Remind, Scoutbook, Shutterfly, and a website.

The way scouts and adults interact within face-to-face or electronic communication tools is an important consideration for keeping Scouting a safe place. The THINK acronym is presented during training to help scouts learn how to communicate better.



### Rallyhood

Primary troop electronic communication occurs using the Rallyhood.com platform. (You might think of Rallyhood as a secure members-only blog.) The committee will provide training for using Rallyhood.

A troop directory (“Contact List” including email and phone numbers) is also available on Rallyhood when more direct communication is necessary and/or to comply with YPT two-deep communication protocols.

On Rallyhood, every youth subgroup or topic section has a different “Rally”. All new scouts and adults will be sent an email invitation to join their main troop Rally. Adults will also receive an invitation to join their adult Rally. Please ask to join or be removed from other Rallies as necessary. The list of Rallies includes:

- “Troop 258” and “Troop 358” (main troop Rallies for communication to everyone, youth and adults)
- “Troop 258 PLC” and “Troop 358 PLC” (youth leadership, their parents/guardians, and adult leadership)
- “Troop 258 Adults” and “Troop 358 Adults” (all the parents/guardians and adult leaders)
- “Troop 258/358 Leadership” (one Rally for all registered Committee and Scoutmasters)

- “Troop 258/358 Scoutmasters” (one Rally for all Scoutmasters)
- “Troop 258/358 Life to Eagle” (Life Scouts, their parents/guardians, and adult leadership)
- “Troop 258/358 OA” (for Order of the Arrow members and their parents/guardians)
- Plus one separate Rally for each patrol
- Each year an additional Rally for Summer Camp is created
- Additional Rallies are created for High Adventure treks and other camps as needed

The most important Rallyhood section is the Message Wall. It contains a history of all troop notices, and Rallyhood will send a daily digest to your email. Rallyhood also includes a Calendar, Gallery (photo section - discontinued in favor of Shutterfly), Files, and other sections. The committee will provide training for using Rallyhood. Please contact the Committee Chair if you have questions.

The following are Rallyhood tips and acceptable use policies. Please review these as you create your account and begin exploring Rallyhood.

- **Creating a profile:** your profile name should be your name (not nickname or leadership position) and your profile picture should be your picture (not an icon or someone else). The troops want everyone to be able to identify everyone else. This is very important for the youth, for the leaders, and for the parents. Remember, Rallyhood is a secure, private system so names and photos can go together.
- **Replying:** Please reply to messages (“Add Comment” button) on the Message Wall rather than starting a new topic. This is the best way ask questions about an existing topic.
- **“Notify Immediately” button:** Please don’t click the “Notify Immediately” button unless you need the entire troop to see a new message immediately. Please reserve this for important and time-critical messages to the whole group.
- **Photos:** We have discontinued using the Rallyhood photo section in favor of Shutterfly.
- **Files:** Documents should be posted as PDF for universal readability. Do not post any personal documents.
- **Manage your Rallyhood email delivery:** Click your name in the upper right corner and select “Profile”. Scroll down to “Settings” then click “All Rallies” and select “Daily Digest”. If you select Weekly or Never, you will miss much important and timely information!
- **Accounts:** Do not use someone else's Rallyhood account to access or post messages to Rallies that you are not a "Friend" of. That is not an acceptable use of Rallyhood. If you need a Rallyhood account, request one. If you want to be a "Friend" on a particular rally, request an invitation.
- **Scouts on Rallyhood:** We want scouts to each have their own email address, even if it is a parent-supervised one. Scouts probably have a phone or pocket knife already, so it's time they learned how to communicate through email and Rallyhood. A requirement for scouts is to earn the Cyber Chip which will help prepare them for that responsibility.

## Remind

The troops have a Remind account for one-way group texting. Many schools use this method of communication for assignments and other notifications. To join, text @bk33dh to the number

81010. The troops will use Remind texting sparingly, only for timely or urgent reminders or notifications, or where Rallyhood access is unavailable.

## Scoutbook

The troops' scout and adult records are maintained via a program called Scoutbook: <https://www.scoutbook.com>. This website interface is where the scouts' advancement is recorded, including rank and merit badge requirements, camping nights, training, and other information. All scouts and adults should have accounts. The committee will provide training for using Scoutbook. See an Advancement Chair for access or questions.

While records are kept on Scoutbook, which ties to the national database, all scouts should maintain their rank advancement in their handbook and save all merit badge cards. A scout's book and cards are the definitive record of their achievements.

## Shutterfly

The troops maintain a free photo archive at: <https://troops258and358.shutterfly.com>

Go to the website to request access. Shutterfly has a dated folder for each year and summer/winter camp or high adventure. Subfolders list each event or day of the camp. Photos may be uploaded and downloaded by all members. Your access will remain as long as you maintain a Shutterfly account.

## Website

The troops' website is <http://troops258and358.org>. The youth webmasters are in charge of troop and patrol website updates. Their portions are eternally under construction.

## Email and Phone

The email and phone numbers of youth, leaders, and parents are listed in a main Rallyhood file called "Contact List - Troops 258 & 358". This file is updated every six months after PLC elections. Youth may email, text, or call each other as they wish; however, all scouting communication must include at least two adults per YPT rules.

## Appendix A - Glossary

**Activity Uniform** – A t-shirt or other activewear, scout appropriate.

**Advancement Chair** – Committee Member(s) that uses Scoutbook to track Blue Cards, Merit Badges, Rank Advancement, and coordinates Advancement Day.

**Advancement Day** – Scouts' extra opportunity to meet with Scoutmasters and Merit Badge Counselors about requirements; on a Saturday about every other month from 9-11 AM

**Arrow of Light** – Name of 5th grade Webelos rank and the award they earn in Cub Scouts (previously was a separate award); award may be worn on the field uniform: patch below pocket for youth, knot for adults.

**ASM** – Assistant Scoutmaster. May have associated roles such as ASM of Advancement or ASM of Camping.

**ASPL** – Assistant Senior Patrol Leader(s), appointed by the SPL.

**Black Pug** – Event registration and payment link through the CAC web pages

**Blue Card** – Advancement form obtained from the Advancement Chair that allows a scout to work on a merit badge. Must be signed by the Scoutmaster to begin and to finish the badge..

**Board of Review** – Last step to complete a rank; panel of 3 committee adults talk with the scout

**Brotherhood** – Second level of OA honors; see OA

**BSA** – Boy Scouts of America

**BTSR** – Buffalo Trails Scout Reserve in West Texas. Location of summer camp in 2017.

**CAC** – [Capitol Area Council](#) – BSA organization covering the Austin area and 15 counties

**Call Out** – Ceremony, typically during campfire at spring camporee, where the results of the OA elections are revealed

**Camp A** – Camp Alexander, Colorado. Location of summer camp in 2021. Some troop members went there with Troop 158 in 2014.

**Camping** – Troop 258 & 358 monthly campouts are typically on the weekend of the first Saturday each month, and usually Friday-Sunday.

**Camporee** – Gathering of district troops; North Shore's two camporees are usually in April & Oct (Webelos invitational), and usually held at Smilin V Scout Ranch in Liberty Hill.

**Charter or Re-charter** – The document that lists or the process of compiling membership for annual renewal with an outside organization (the church) with national BSA. (Separated from the re-registration process in spring 2022)

**Chartered Organization** – Civic, faith-based, and educational organizations that sponsor a unit; GNUMC has sponsored Troops 158, 258, 358, Crew 158, and a Pack.

**COH** – Court of Honor – Event held 3 times per year where scouts are honored for their accomplishments since the previous COH

**COR** – Chartered Organization Representative – Committee member representing the Chartered Organization

**Committee Chair** – Adult leader in charge of unit administration; runs monthly committee meetings

**Committee Challenge** – Online training class that all adults should take; is a requirement for the Committee “Trained” patch

**Commissioner** – See Unit Commissioner or District Commissioner

**Conservation Award** – The BSA Distinguished Conservation Award was developed to encourage learning by the participants and to increase public awareness about natural resource conservation through sound stewardship. Conservation merit badge and project award weekends are run by CAC twice per year. <https://bsaconservation.org>

**Crew** – Venturing unit; or a high adventure group or Scouts BSA or Venturing youth

**Crossover** – Ceremony for 5th grade Webelos joining Scouts BSA

**Counselor** – Volunteer to mentor scouts for Merit Badges and the basic STEM/Nova program

**Cyber Chip** – Internet and personal electronic safety program. Required for Scout and Star ranks. Part of BSA’s youth protection.

**DE** – District Executive – A salaried adult from council, one per district

**District** – One of 12 CAC divisions; Troops 258 & 358 reside in the North Shore district which encompasses the Leander and Lago Vista ISDs.

**District Commissioner** – Volunteer at the district level in charge of coordinating Unit Commissioners and Roundtable Staff

**Eagle Required** – A sub-group of 14 merit badges that are required for a scout to earn the rank of Eagle Scout: First Aid, Citizenship in the Community, Cit. in Nation, Cit. in World, Cit. in Society, Communication, Camping, Cooking, Personal Fitness, Emergency Prep. or Lifesaving, Environmental Science or Sustainability, Personal Management, Swimming or Hiking or Cycling, Family Life

**EDGE Method** – Explain, Demonstrate, Guide, and Enable method of teaching

**Elections** – Troop 258 & 358 youth leadership elections are held every 6 months (February and August); OA elections are held annually (before spring Camporee)

**Explorer Post** – A unit for coed youth 14-20 years old, under BSA’s Learning for Life™ umbrella, usually affiliated with an organization showcasing life and career skills such as police, fire station, hospital, or more recently service and technology related such as chefs or robotics. The BSA Exploring program was founded in 1949 and began including young women in 1969.

**Fellowship** – Semi-annual OA gathering held in April and October; see OA



**Field Uniform** – Tan shirt, neckerchief, slide, etc.

**Firem'n Chit** – Grants scouts the right to build, monitor, and properly extinguish campfires

**Green Dickson** – Camp Green Dickson, near Gonzalez, TX. Council campground for multiple uses including NYLT training.

**GNUMC** – [Good News United Methodist Church](#) - Troop 258 & 358's Chartered Organization; location of OA and Roundtable meetings, occasional troops' training, and summer camp in 2020.

**Grubmaster** – Patrol member in charge of buying food for the campout. See the Patrol Grubmaster Responsibilities section under Camping.

**Hale Scout Reservation, OK** – Location of summer camp in 2019. Some troop members went there with Troop 158 in 2015.

**High adventure** – Generally more challenging activities for Scouts and Venturing crews, limited to scouts 13 or 14 or older due to the physical requirements; BSA has four dedicated high adventure bases, with high adventure programs offered at various other BSA camps.

**IOLS** – Introduction to Outdoor Leader Skills – overnight scouting skills training course for adults. For those coming from Cub Scouts, this is the Scout version of BALOO and is one requirement for earning the ASM "Trained" patch.

**ILST** – Introduction Leadership Skills for Troops – PLC training held every 6 months after elections. Experienced youth help teach the course about teamwork, communication, and their leadership position roles and expectations.

**Jamboree (Regional, National or World)** – Gathering of scouting units; National Jamboree 2017 and World Jamboree 2019 were held at Summit Bechtel Reserve, West Virginia; Troop 258 & 358 scouts and leaders attended both events. National Jamboree 2021 was canceled, next is 2023. World Jamboree 2023 is in South Korea.

**Kernel** – Adult volunteer in charge of the annual popcorn fundraiser. (It's a pun.)

**Knot** – Scout patch for religious award; leader patches for various recognition

**Kodiak Challenge** – An extremely High Adventure program grounded in experiential education, where participants learn the skills of leadership as they take part in the various experiences that make up the Kodiak trek

**Leadership Positions (for youth, towards rank advancement)** – SPL, ASPL, Patrol Leader, Troop Guide, Quartermaster, Scribe, Historian, Librarian, Webmaster, Chaplain Aide, Den Chief, Junior Assistant SM, OA Representative, Outdoor Ethics Guide, Instructor, Bugler

**Linked troops** – Two or more Scouts BSA troops that have a common committee.

**LNT** – Leave No Trace – Seven principles that promote ethical choices and usage of the outdoors; had been absorbed and become a part of Outdoor Ethics

**Lost Pines (LPSR)** – Lost Pines Scout Reservation, Bastrop, TX – Council campground which hosts summer camp, winter camp, Conservation and STEM weekends, OA assemblies, and other council events. Troops are attending summer camp there in 2022.

**MBU** – Merit Badge University – Annual day at UT campus where scouts may attend up to 4 MB classes; run by Alpha Phi Omega co-educational service organization which follows scouting principles

**Medical Form (or AMHR - [Annual Health and Medical Record](#))** – BSA form required annually. Parts A & B are required for all participants; part C requires a doctor's signature and is needed for camping events longer than 72 hours.

**Mentor** – Adult mentor for STEM Supernova; must be qualified and trained

**Merit Badges (MB)** – More than 135 program topics that scouts may learn about. MB are required for rank advancement to Star, Life and Eagle. Scouts may begin earning MB as soon as they join a Scouts BSA troop. A minimum of 21 MB are required for the Eagle, with 14 of those MB coming from the Eagle required list

**Merit Badge Counselor** – Designated adult that scouts contact for MB help and review

**Mulch fundraiser** – Troops' spring fundraiser includes selling, delivering, and spreading

**[My.Scouting.org](#)** – National online training hub

**NAYLE** – National Advanced Youth Leadership Experience – The next level of youth training after NYLT, offered at the four BSA High Adventure bases

**NCAP ([National Camp Accreditation Program](#))** – New BSA requirements that apply to any multi-unit, district, or council event. There are long- and short-term NCAP rules.

**North Shore** – The CAC scouting district that serves scouting units in the area of Leander and Lago Vista ISDs. <http://nsdbsa.org>

**Northern Tier** – High adventure base with canoeing in Minnesota and Canada

**Nova** – STEM-based enrichment program for Cubs, Scouts, Venturers, and Sea Scouts; <https://www.scouting.org/stem-nova-awards/> <https://bsastemnova.org>

**NYLT (National Youth Leader Training)** – An advanced leadership course for scouts, sometimes referred to as Wood Badge for youth; minimum requirements are 13 years of age (14 recommended), First Class rank, and Scoutmaster recommendation.

**OA** – Order of the Arrow, scouting honor society; monthly meeting on the second Thursday every month at 7 PM at GNUMC

**OA Elections** – Once each year, candidates that meet requirements may be elected to OA by their troop; youth are elected by youth

**Ordeal** – First campout for new OA members

**Outdoor Code** – An oath to practice environmentally safe and responsible habits in the outdoors

**Outdoor Ethics** – Program following the Outdoor Code that practices outdoor stewardship, care for the environment, and Leave No Trace principles.

**Palms** – Eagle Palms. Additional awards for Eagle Scouts earning a set of merit badges beyond those required for Eagle

**Paul Soap** – Mnemonic for remembering the 8 methods of scouting

**Patrol Method** – Youth in charge of youth, following their chain of leadership. Ask your Patrol Leader (or Troop Guide, ASPL, or SPL)

**Philmont** – High adventure base near Cimarron, New Mexico with emphasis on hiking; also a primary national training center for youth and adults

**PLC** – Patrol Leaders' Council; youth leadership team meets every Tuesday after the campout

**Popcorn** – National scouting fundraiser; scouting keeps more than 70%; the troops participate

**Quartermaster** – Youth in charge of the troops' gear and the only people allowed in the trailer without permission

**Rallyhood.com** – Secure online meeting place for messages and information

**Ranks** – Scout, Tenderfoot, Second Class, First Class, Star, Life, Eagle

**Religious Emblems Program** – Award earned at any time may be worn on uniform; youth and adults may participate

**Report to State** – CAC annual parade and report to the Capitol, usually on the first Saturday in February

**Roundtable** – Monthly district training for all adults; North Shore's is at 7 PM on the second Thursday every month at GNUMC

**San Isabel** – San Isabel Scout Ranch (SISR), Colorado. Location of summer camp in 2018.

**Scout Accounts** – Not allowed; per IRS rules and BSA policy, units are not allowed to allocate fundraising dollars directly to individual scouts based on their personal fundraising

**Scoutmaster (SM)** – Adult leader responsible for coaching the troop youth with their program; SM & ASMs coach and mentor the scouts

**Scoutmaster Position Specific Training** – Beginning classroom training for ASMs and other adults

**Scouts BSA** – BSA youth program for boys and girls 14 to 17 years old (formerly called Boy Scouts). Inaugural girl troops including Troop 358 began on February 1, 2019.

**Sea Base** – High adventure in Florida with sailing, snorkeling, and scuba diving

**Sea Scouts** – Coed high adventure program for youth 14 to 20 years old that focuses on sailing and aquatics activities.

**Show & Sell** – Popcorn fundraiser selling in front of a store

**Smilin V** – Smilin V Scout Ranch, Liberty Hill, TX. Council campground primarily for Cub Scouts and also district Scouts BSA events.

**SPL (Senior Patrol Leader)** – One youth elected every 6 months to lead the troop

**STEM** – Science, Technology, Engineering, and Math

**STEM Adventure Weekend** – STEM merit badge and Nova award weekend run by CAC each September

**STEM in Scouting** – STEM activities for Cubs, Scouts, Venturers, and Sea Scouts.

**STEM Scouts** – An after-school STEM-based branch of BSA under the Learning for Life™ umbrella (like Explorer Posts)

**Summer Camp** – Annual week-long camp in June-July

**Summit Bechtel Reserve** – BSA's fourth and newest high adventure base in West Virginia and permanent home of the BSA National Jamboree held every 4 years

**Supernova** – Highly intensive STEM-based program and associated awards.

<https://www.scouting.org/stem-nova-awards/> <https://bsastemnova.org>

**Take Order** – Popcorn fundraiser; take orders from friends and door-to-door

**Tabs** – Shoulder tabs for Cub Scout (blue), Scouts BSA (forest green), Venturing (kelly green), District (silver), Regional and National (gold), and others

**Tap Out** – See Call Out

**Tech Chip** – Training for responsible use of personal electronic devices. Required by the troop for youth to bring phones on campouts.

**Tonkawa 99** – CAC chapter of the OA

**Totin' Chip** – Grants a scout the right to carry and use tools such as pocket knives and axes

**Trailer** – Troop 258 and 358 each have a trailer to haul monthly camping equipment; adults are needed to help pull the trailers

**Training (Adults)** – YPT is a minimum; Drive Safely, Weather Hazards, DEI in Scouting, Climb on Safely, Safe Swim Defense, Committee Challenge, Scoutmaster Fundamentals, IOLS, and Wood Badge are recommended

**Training (Youth)** – Patrol Method provides on-the-job training; ILST occurs every 6 months; NYLT and other courses are available and encouraged

**Training Chair** – Committee member(s) that tracks and promotes troop training

**Treasurer** – Committee member(s) in charge of unit finances; collects dues and fees

**Troop Guide** – Youth leader of a new patrol for their first 6 months

**Two Deep Leadership** – One of the guiding principles of YPT

**University of Scouting** – Annual one-day CAC training event for all adults with dozens of fun and interesting classes to choose from

**Unit** – A pack, troop, crew, ship, post, or lab

**Unit Commissioner** – Volunteer from the district level who visits and helps units

**Venturing** – Coed high adventure program for youth 14 to 20 years old; Crew 158 meets at GNUMC on Tuesdays. The BSA Venturing program was founded on February 9, 1998.

**Vigil** – Third level of OA honors; see OA

**Website** – Visitors may view <http://troops258and358.org/index.html> for general background, forms, and other information (under construction); See also Rallyhood for distribution of information, Q&A, and discussion

**Webelos Woods** – Former name of North Shore’s fall camporee where Webelos are invited

**Winter Camp** – five-day camp in December-January; the troops have attended at Lost Pines

**Wood Badge** – Premiere adult training program; fun too!; ask anyone with beads.

**World Conservation** – Award for completing requirements that preserve and improve our environment

**X58s (or “The 58s”)** – General term referring to the four GNUMC scouting units (Troops 158, 258 & 358, and Crew 158).

**YPT** – Youth Protection Training – Online training for adults that must be renewed every 2 years

**ZBASE** – Jack Zink High Adventure Base, Oklahoma – New regional high adventure base including aquatics, shooting, equestrian, mountain biking, and ATVs.

# Appendix B - The Adult Guide to Camping with Troops 258 & 358

*A week of camp life is worth six months of theoretical teaching in the meeting room  
- Robert Baden-Powell, founder of world-wide Scouting*

For over 100 years the outdoors has provided the laboratory for the experiment of Scouting, where youth learn and develop practical skills, a sense of responsibility, teamwork, and leadership. Scouts BSA camping is about Scouts and Patrols operating independently of adult interference and 'help'.

*Never do anything a [youth] can do. - Baden-Powell*

Adults have an important role in Scouting and your involvement, and the way you are involved, is critical to its success. As a parent, you have always supported your scout. They have relied on you for food, shelter, warmth, and comfort. For most adults, your role is primarily as an advisor at home, helping your scout prepare for their adventure.

*Common example: Do not pack camping gear for your scout, but do help them review the camp gear checklist. In time they will not need your help at all...and that is the point.*

As soon as you drop your scout off for meetings, campouts, and other activities, they are "on the clock" and it is most important that adults let scouts take care of themselves. Scouting is a very safe place to fail. Without failure they will learn nothing.

## Camping 101

Scouting is a game, played by youth under the supervision of adults. Nowhere is this game better played than in the outdoors. There, scouts are separated from the comforts of home and must provide their own shelter, warmth, food and entertainment. They learn to take care of themselves, to make decisions that may affect others, and to work with others. The outdoors provides the challenge in which these decisions must be made.

*If you make listening and observation your occupation you will gain much more than you can by talk - Baden-Powell*

As a parent camping with a troop, you must be independent from this process. You must allow the youth to make their own decisions, right or wrong. You must allow them to see the consequences of their own choices. Every scout should have the opportunity to try things, make mistakes, and learn from them. Scouting is full of teachable moments. Youth will learn how to make good choices, which is the very reason why Scouting exists. Troop leadership, youth and adult, through their experience and training, will help monitor the scouts and steer the scouts away from any serious health & safety issues.

Note: please make sure that the leaders know about any potential physical, emotional or other health issues with your scout. The troops' "About My Scout" form provides a snapshot of your

scout at one time. Please provide updates as necessary. This information allows other adults to help deal with your scout without you. This will help you as well as your scout.

### Why parents want to camp with the troops

Some parents are curious as to what camping with a troop is all about and would like to observe it for themselves. Others are thinking of becoming an adult leader and would like to start learning about the program first hand. Some love to camp and take every opportunity to enjoy the outdoors and fellowship of other adults. These are some of the right reasons why a parent would want to camp with the troop. Unfortunately, there are some parents who want to camp for the wrong reasons without even realizing it.

- Don't go if your scout says that they will only attend if you go. You must foster their self-reliance so they can take their first steps towards adulthood. Give your scout (and perhaps yourself) the courage to take that first step.
- Don't go if you feel your scout will need to spend time with you. Scouts must learn to rely on fellow scouts instead of you. Parents may quietly observe but will not interact with the youth.
- Don't go if you know that you are the kind of person who must be in control of things to maintain order, or if you get frustrated when you see others not performing to your standards. All the scouts need every opportunity to make decisions on their own and to practice their skills, including leadership.
- Don't go because you are uncomfortable leaving your scout with strangers. Take the time to get to know the troop's leaders beforehand. You must place your trust in their experience and training. And, you must realize that from the adult leaders' perspectives, you may be the stranger. Being allowed to camp with the troops is a privilege that is extended to you, and one that can be revoked if you fail to follow BSA and troop rules.

*Returning from a campout, one scout had to immediately go apologize to his parent:*

*I'm sorry. - Scout*

*Why are you sorry, what happened? - Parent*

*I'm sorry for NOT missing you, I had a great time. - Scout*

*This is when you understand that scouting is working.*

### Safety in camp

Scouting is a safe place physically and emotionally. The consequences of any scout's wrong decisions should not cause harm to themselves or others. If you see a situation you deem as seriously unsafe or violates the youth protection guidelines, you have the right to immediately intervene. Ask the adult leadership if you have questions about a situation's safety and BSA protocols.

Scouts are taught early how to properly handle knives, axes, and saws (earning the Totin' Chip; the Cub Scout Whittling Chip is no longer valid). Fire safety is another one of the first things a scout learns (earning the Firem'n Chit). Scouts will also earn both the Cyber Chip and Tech Chip to learn online safety and proper use of electronic devices, respectively.

The official BSA safety regulations are published in the Guide to Safe Scouting. All uniformed adult leaders and parents attending the campout must understand and follow these regulations, many of which are based on common sense and practical reasoning. As a parent camping with

the troop, you are an extra set of eyes and ears when it comes to safety. Additionally, all adults camping with the troops must have completed Youth Protection Training.

### Troop organization

The Senior Patrol Leader (SPL) is in charge of his/her troop and leads the Patrol Leaders' Council (PLC), which makes all the decisions regarding the troop. The SPL, Assistant SPL (ASPL), and Patrol Leaders (PL) lead the scouts in what to do. If a scout has a problem or a question, they should ask their PL for help. If a PL has a problem or a question, they should ask the ASPL or SPL for help. If the SPL needs help, the Scoutmaster is there for support. In order for the scouting program to work as it should and for the youth to learn the most about leadership, parents should not intervene in or disrupt in this chain of command.

### The patrol method

As a member of a patrol, a youth learns to work with others and how to be a team member. Patrol leaders are the first contact in the chain of command for their patrol members, and they pass questions up the chain. As a patrol leader, they learn how to lead and make good decisions regarding their fellow scouts. This is known as the patrol method.

Each patrol camps and cooks in its own separate area. Adults operate as a separate patrol as well. Meals are planned, purchased, and prepared by each patrol. Tasks are assigned according to their duty roster. Keeping patrols separated from each other is essential to teaching group thinking and leadership. Each patrol's area should be treated as their home -- ask for permission to enter. (You wouldn't enter someone's house without asking them for permission.) That rule applies to the youth patrols as well as the adult patrol area.

### Troop equipment

The patrol chuck boxes and their contents are part of the patrol method. Some parents might ask, "Wouldn't it be easier if we bring this or that - like when we family camp?" The answer is yes, but that's not part of the patrol method and not part of Scouting. The ultimate of easy would be bringing an RV or staying in a hotel. But, there is no challenge in easy.

*"Be Prepared" (the scout motto)*

*"Prepared for what?" someone asks Baden-Powell*

*"Why, for any old thing," he replied.*

A scout packs, carries, and is responsible for their own personal items. Parents must refrain from carrying scout gear or packing anything extra for the youth - no extra food or extraneous gear. If an item is forgotten, adults should not run home to get it or give scouts an adult's item. Scouts are very resourceful -- if they forget something, they can ask other scouts for help to build or borrow the item needed. Scouts are checked in with all necessary items: uniform, water, and medications. Everything else can be managed, and they either won't forget it again or will discover that they don't really need it.

Occasionally special gear is brought for a specific purpose as planned by the troops or patrol. Examples: fishing poles if that is an activity, a special pan or utensil for cooking a specific dish, a coffee maker for the adult patrol, or extra tables or camp stoves as needed. We are aware that the camping industry is always moving forward with new and improved gear, so you are



welcome to recommend new items, but please let the scouts and leaders decide on what items they need and might like to try out before bringing any new equipment.

*There is no teaching to compare with example - Baden-Powell*

#### What adults may do while camping with the troop

Adults will participate in adult patrol activities (including cooking and cleaning), relax at camp, take a nap, read a good book, learn skills, enjoy adult camaraderie, and converse with your fellow adults around a campfire. Your extra set of eyes and ears are also needed to help keep the adult leaders informed about any issues with the scouts.

You may observe but not interfere with the youth program. This applies even to your own scout, as you must try to foster their sense of independence and self-reliance. Their path to independence can be a long road, but is so very necessary. The youth will learn best by solving their own problems. If they are constantly coming to adults for help and you provide this help, then it is defeating the purpose of the scouts being there. It is OK to touch base with scouts once in a while to see how they're doing, but other than that, they must be on their own. Most importantly, always follow Youth Protection Policies, specifically the two-deep protocol.

#### What adults may **not** do while camping with the troop

You may **not**:

- Interfere with the operation of the troop, which includes giving a direct operational order to any scout or scouts, including your own scout (do not treat your scout any differently than the other scouts)
- Bring extra unsolicited camping equipment for the youth patrols to use
- Carry troop, patrol, or personal equipment other than your own/your patrol's
- Help in the setup or teardown of the youth patrol areas including tents and dining flies
- Help the scouts prepare or cook their meals
- Enter any tent other than your own
- Share a tent or be alone with any scout, even your own child
- Give advice or skills instruction to any scouts unless approved by the Scoutmaster or it is within your trained leadership position (pre-approved examples: adult quartermaster, merit badge counselor, cooking coach/mentor)
- Violate BSA policies including: using profanity or explicit language; smoking within sight of a scout; bringing or consuming any alcoholic beverage. There is zero tolerance for violations of BSA policy.

#### Electronics policy

The youth are only to use electronics for scouting purposes as described in the "Troop 258 & 358 Code of Conduct". Adults should model that behavior. If absolutely necessary to use phones, please use them out of sight and earshot of the scouts.

Example scenarios and guidelines: Below are some sample situations that happen with troop camping. Please read and consider each response in light of the Scouting guide above.

1. *At Webelos Woods, a scout leaves their water bottle at one of the rotation stations.*

The scouts can and should handle it. Perhaps the other scouts will see it and pick it up for their friend, or maybe the scout will remember at the next station and run back to get it. Whatever the outcome, it is one more learning opportunity that adults should not take away from the youth. Do not call out to remind the scout, or pick it up for them, or tell other scouts. Let the scouts learn through the experience.

*2. A patrol forgets some of their food for the weekend.*

The patrol leader notifies the SPL, and (being friendly, courteous and kind) the other patrols should share their food. If there is a serious shortage, the SPL will notify the Scoutmaster, who may share adult patrol food. At no time should there be a need for any adult to go shopping or run back for food. Adult leaders are not going to let scouts starve for a weekend, but by being caught unprepared, the scouts will better learn the lesson to “Be Prepared” (Note however, water shortage, especially in the heat, does pose a health & safety risk and drinking water will be obtained however necessary.)

*I remember when my kid slept in a laundry bag because it was the only thing he had that was dry. You learn to adapt and learn to laugh! - Scouter*

*3. A scout walks behind the axe yard as others are about to throw at the targets.*

Act immediately to stop the activity. Health and safety are paramount. If it is not a dangerous emergency, do not interfere with youth areas and activities. Adults may occasionally go to observe but not to interfere (guide or instruct) without being in a pre-approved coaching/mentoring situation or with the Scoutmaster’s direction.

*4. A scout walks up to the adult patrol area and starts to enter without asking permission.*

A leader, other than the youth’s parent, will stop the scout by saying “Hello, can I help you? Please remember to ask permission before entering our campsite.” Then, assuming they ask permission and it is granted...

- If the scout asks a question that can be answered by another scout, say “Have you asked your patrol leader? (or SPL?)”.
- If the scout asks to see mom or dad, remind them that there are no moms or dads on the campout, only troop adults, and they should address their parent as Mr/Mrs/Ms/Dr.

*5. A scout throws up in their tent in the middle of the night.*

The scouts handle it, up the chain of command if necessary. Scouts can and do manage a wide variety of first aid and clean-up jobs on campouts - from cut fingers, to bumps and bruises, to vomit. All adults, including the scout’s parent/guardian, stay out of scouts’ tents and vice versa. Don’t even think about it unless there is a serious medical issue that requires immediate intervention. In that case, for health and safety, a scout that requires adult assistance is helped after a two-deep adult presence is established.

*Learning experience #42:*

*Late one night the wind blew over a tent with a lone new scout in it. He yelled out for help, calling the SPL’s name (the patrol method worked!) The scouts got him turned right-side up and staked his tent down. All the scouts learned to make sure to check their stakes and to make sure no young scouts tent alone. Similar experiences happen frequently, and are not poor oversight, but a deliberate decision by the Scoutmasters to allow Scouts to fail safely.*

5. *Scouts set up a tent but forget to zip it up.*

This is another learning experience. Critters will easily find a way inside the tents if left open, whether mosquitos, or squirrels, or frogs (it's happened!). Next time those scouts will remember to close the zipper, probably better than others who have not had that experience, and so they may be the ones checking on all the other tents next campout.

6. *The SPL selects the location of each patrol's campsite, and the adults don't like their chosen spot.*

The scouts are in charge at campouts, and what they decide is what their troop does. If there is a safety risk (dangerous limb, flood plain, fire ants), then the Scoutmaster can coach the SPL to make a better choice. Other adults funnel questions and comments up the adult patrol's chain of command.

7. *Question: Who is allowed in the troop trailer?*

Answer: Generally only the youth quartermasters and the adult in charge of equipment. All other youth and adults (unless given permission for a specific purpose) are not allowed inside the trailer. Adults needing equipment ask the youth quartermasters for help; the youth are in charge. The combination for the trailer locks is known to the youth quartermasters, SPL, adult quartermaster, scoutmasters and committee chair.

8. *A scout would rather go on a hike or go fishing than sit down with a scoutmaster to review rank requirements.*

This is the norm. Youth are in charge...of their own advancement too. The troops do not camp specifically to have scouts earn merit badges or to advance, but it is an outcome of the Outdoor method of scouting. Scouts are highly encouraged to get requirements signed off on campout, but that isn't the goal of camping – learning and having fun is. Learning is a necessary step for advancement, not visa versa. If scouts do something toward earning a rank or merit badge, it is up to them to take the steps to get it signed off by a scoutmaster or merit badge counselor.

9. *Adult concerns: My scout has never camped without me / tented with other scouts / traveled out of state / used an axe /... before and what if something goes wrong?*

Everything in scouting is a learning experience. Everything is new the first time you try it, and sometimes scary. Scouts must be allowed to stretch their wings. Adults must also reach outside their comfort zone to allow the youth to fly. Scouting is about providing opportunities to try new things in a safe environment with the support of other scouts and trained adults. The BSA's vision and mission are about making choices, not cooking or camping or tying knots. At its most basic, this BSA trademark says it all:



**Prepared. For Life.™**

## BSA Scouter Code of Conduct

<https://www.scouting.org/health-and-safety/gss/bsa-scouters-code-of-conduct/>

On my honor I promise to do my best to comply with this Boy Scouts of America Scouter Code of Conduct while serving in my capacity as an adult leader:

1. I have or will complete my registration with the Boy Scouts of America, answering all questions truthfully and honestly.
2. I will do my best to live up to the Scout Oath and Scout Law, obey all laws, and hold others in Scouting accountable to those standards. I will exercise sound judgment and demonstrate good leadership and use the Scouting program for its intended purpose consistent with the mission of the Boy Scouts of America.
3. I will make the protection of youth a personal priority. I will complete and remain current with Youth Protection training requirements. I will be familiar with and follow:
  - BSA Youth Protection policies and guidelines, including mandatory reporting: [www.scouting.org/training/youth-protection](http://www.scouting.org/training/youth-protection)
  - The Guide to Safe Scouting: [www.scouting.org/health-and-safety/gss](http://www.scouting.org/health-and-safety/gss)
  - The Sweet Sixteen of BSA Safety: [www.scouting.org/health-and-safety/resources/sweet16](http://www.scouting.org/health-and-safety/resources/sweet16)
4. When transporting Scouts, I will obey all laws, comply with Youth Protection guidelines, and follow safe driving practices.
5. I will respect and abide by the Rules and Regulations of the Boy Scouts of America, BSA policies, and BSA-provided training, including but not limited to those relating to:
  - Unauthorized fundraising activities
  - Advocacy on social and political issues, including prohibited use of the BSA uniform and brand
  - Bullying, hazing, harassment, and unlawful discrimination of any kind
6. I will not discuss or engage in any form of sexual conduct while engaged in Scouting activities. I will refer Scouts with questions regarding these topics to talk to their parents or spiritual advisor.
7. I confirm that I have fully disclosed and will disclose in the future any of the following:
  - Any criminal suspicion, charges, or convictions of a crime or offense involving abuse, violence, sexual misconduct, or any misconduct involving minors or juveniles
  - Any investigation or court order involving domestic violence, child abuse, or similar matter
  - Any criminal charges or convictions for offenses involving controlled substances, driving while intoxicated, firearms, or dangerous weapons
8. I will not possess, distribute, transport, consume, or use any of the following items prohibited by law or in violation of any Scouting rules, regulations, and policies:
  - Alcoholic beverages or controlled substances, including marijuana
  - Concealed or unconcealed firearms, fireworks, or explosives
  - Pornography or materials containing words or images inconsistent with Scouting values

9. If I am taking prescription medications with the potential of impairing my functioning or judgment, I will not engage in activities that would put Scouts at risk, including driving or operating equipment.
10. I will take steps to prevent or report any violation of this code of conduct by others in connection with Scouting activities.

## **Appendix C - Summer camp guide**

**Summer camp is a very important part of the scouting year, especially for those attending for the first time.**

Summer camp gives scouts a chance to experience camping for an entire week. Scouts have the opportunity to practice skills and learn something new through the first-year camping program and other classes and activities.

### **Where are we going?**

Nearly a year in advance, the troop Patrol Leaders' Council chooses which summer camp the troop will attend with guidance from the Scoutmasters. Once approved by the Committee, the dates and location will be announced on Rallyhood.

To help prepare for summer camp, scouts should attend regular monthly campouts with their troop. This practice helps scouts become more resilient and rely on their peers for problem-solving and support as needed.

Detailed camp information will be shared with the troop as soon as the camp publishes their leader guide, usually around December. This includes sign up process, cost and payment schedule, paperwork deadlines, scout and parent meetings, a loading date, and departure and estimated return information. Camps typically publish camp class schedules around March, and shortly after class selections will be due from each scout.

### **Classes at camp**

Scouts who are new to long term Scouts BSA camps and who are not yet at least Second Class Rank will be enrolled in that camp's First Year Program. Every camp we consider attending will have a first-year program. Camps call the program different names (Trail to Eagle, Baden Powell, etc.), but they all have the same goal: to teach scouts the essential knowledge and skills from Tenderfoot through First Class ranks. In one week, this gives new scouts an opportunity to work on rank advancement skills that are often difficult to finish on their own or will get stretched out over months at patrol meetings and campouts. New scouts also learn more about the fundamentals of scouting including working with others in groups or patrols. Many times, scouts will also complete up to two merit badges within the first-year program and may have the opportunity to explore others.

Whatever age or rank scouts are, most will enroll in merit badge classes. All scouts should take at least one Eagle-required merit badge unless they have all the Eagle merit badges that are offered. This will help tremendously when the scout begins working on the Star rank. Each camp determines prerequisites, age of participation, and what requirements will be taught. Sometimes work is required outside of camp to complete the badge. This may be handled with a local counselor before or after camp.

Older scouts (14 and up) may take advantage of high adventure offerings. Programs vary among camps; some provide daily activities and some require the scouts to leave for most of the week. Examples of activities are backpacking, mountain biking, shooting sports, hiking, and conservation.

## **Gear**

A gear packing list will be provided by the troop. Special gear for long term camp usually includes a trunk and a cot. Cots and camp chairs do not have to be packed into the trunk. Each scout will pack the gear for the week into his or her trunk and should pack the trunk themselves. They need to know where everything is and what they brought. Organization strategies and examples of gear will be shared at meetings before camp. Scouts need familiarity with their gear; do not bring new items that the scout doesn't know how to operate. Each scout should be able to set up his or her cot. Scouts may enlist the help of other scouts.

## **Mail call (information for parents/guardians)**

The daily mail call at camp is an exciting time for the entire troop and letters and packages are almost always opened publicly. We encourage sending at least one letter for mid-week (Wednesday) as that is when any homesickness tends to peak, and a suitably-worded letter from home can cheer them up. The content of cards and letters is important. Parents should keep it simple and light: include questions about camp and activities (dining hall food, tent, campsite, classes, free time, weather) and assume the scout is having a good time and say so. Never write about how much the scout is missed, fun activities at home they missed, or any bad news. Also, pictures are generally discouraged. Pictures and news about being missed add to the feeling of homesickness since the scout is definitely reminded of where he is and that family and home is not present.

Parents often ask what should go in a care package. Popular items include small amounts of single-servings of beef jerky, candy (non-melting), powdered drink flavoring, or a favorite snack that can be eaten in a single session. Also, anything that glows fascinates scouts (glow sticks, glow balloons). Other items can include duct tape, a deck of cards, or a cooling towel. Money is always popular and can be used at the trading post. Keep in mind what arrives at camp must follow all camp rules and must be toted home by the scout.

If space allows, the troop provides a mail delivery service. One sealed gallon bag is allowed per scout. Separate envelopes may be included with days to deliver the mail clearly marked. If more room is needed, consider sending the package through USPS, UPS or FedEx no later than Monday the week of camp.

## **Paperwork**

The BSA Annual Health and Medical Record with all parts A, B and C (part C signed by a physician) must be valid through the end of camp. For some camps, Part B must be signed by a doctor as well. All shot records should be written onto the form - do not attach separate pages. The only extra page should be a copy of the insurance card. Any health changes that occur after the examination (doctor signature) must be updated on these forms.

The troops need the “All About My Scout” form. Please review and update this form as necessary.

Camps may require additional administrative forms for any special needs. Contact your Scoutmaster directly to report any concerns and special needs, including medicine and dietary requirements and management plans. Camp forms must be completed weeks before camp, usually by May, so these must be identified as soon as possible.

The troop conducts an annual swim check before camp. This rates the ability of the scouts for any water activity. If the scout misses this event, there is a swim check offered at the camp on Sunday.

## **Leadership**

As always, the youth are in charge at summer camp. This includes our troops (SPLs are in charge) and camp classes (merit badge instructors - often youth - are in charge). Adults are there primarily for transportation and safety. Adults who are interested in attending summer camp must be registered leaders with the troop and attend campouts regularly so that they are better able to serve the youth of the troops. Adults must follow the troop philosophy and stay within their assigned leadership roles.

## **Home from camp**

Arrival time back from summer camp, or any camp, is always an estimate. Whether the troops ride in personal vehicles, vans, or a bus, the concept of “scout time” combined with the uncertainty of traffic makes absolute times impossible. The adult leadership will post updates on Remind and/or Rallyhood as connectivity allows. Scouts will call home at least a half hour before estimated arrival. Unpacking will take an additional amount of scout time.

After camp, scouts follow the advancement process to complete their rank requirements. The four steps are :

- The scout learns
- The scout is tested.
- The scout is reviewed.
- The scout is recognized.

The first step is learning at camp (or in any other scouting setting). For the second step, scouts will need to perform the skills and discuss the knowledge with the Scoutmasters to sign the requirements in their Scout Handbook. Step three includes a Scoutmaster Conference and a Committee Board of Review. Then they will visit the Advancement Chair to record their achievements in the troop records, and will be recognized at the next troop meeting and/or Court of Honor.

Merit badges are typically reported to the troop via blue cards or a report. Completed merit badges will be recorded by the Advancement Chair and the scout will be recognized at the next troop meeting and/or Court of Honor - no scout action is necessary unless s/he has a question. For any partially-completed badges, the scout will need to ask the Advancement Chair for their



partial blue card. The scout may then continue working on that badge with a local merit badge counselor.

Scouts earning any chips or chits at camp are reviewed/signed by the Scoutmaster and recorded by them in Scoutbook. Once a scout shows their Scoutmaster their card, no additional action is necessary. Typically there will be group recognition at the next troop meeting or Court of Honor.

## Appendix D - Camping and Cooking Merit Badge Workbooks

Camping: <http://usscouts.org/mb/worksheets/camping.pdf>

Cooking: <http://usscouts.org/mb/worksheets/cooking.pdf>

Some merit badges may take years to complete. Specifically, camping and cooking are two Eagle-required badges that scouts will need time to work through. Scouts will have the opportunity to accomplish nearly all of the cooking and camping requirements just by actively participating in camping with the troops. Official requirements for all badges are listed at <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/merit-badges/>

Merit badge counselors may not require the use of workbooks. However - especially for camping and cooking - they help scouts to document their progress over many months or years. The latest versions of most workbooks are available at <http://usscouts.org/usscouts/meritbadges.asp>. Only scouts should write in their workbook, just like their handbook. There is no time limit for starting and completing a merit badge, but all work must be completed by the time a Scout turns 18.

Scouts: These workbooks can help you organize your thoughts as you prepare to meet with your merit badge counselor. You are expected to meet the requirements as they are stated. If it says “show or demonstrate,” that is what you must do and just telling about it isn’t enough. The same thing holds true for such words and phrases such as “make,” “list,” “collect,” “identify,” “label”, “in the outdoors,” “while camping”, and “at a Scouting activity”. When you have questions, check with your merit badge counselor.

# Appendix E - Uniform Inspection Sheet

## Scouts BSA

### Uniform Inspection Sheet

#### Uniform Inspection.

Conduct the uniform inspection with common sense; the basic rule is neatness.

#### Scouts BSA Handbook

The Scouts BSA handbook is considered part of a Scout's uniform.

15 pts.

#### General Appearance.

Allow 2 points for each:

10 pts.

- Good posture
- Clean face and hands
- Combed hair
- Neatly dressed
- Clean fingernails

Notes \_\_\_\_\_

#### Headgear.

All troop members must wear the headgear chosen by vote of the troop.

5 pts.

Notes \_\_\_\_\_

**Shirt and Neckwear.** Official shirt or official long- or short-sleeve uniform shirt with green shoulder loops on epaulets. The troop may vote to wear a neckerchief, bolo tie, or no neckwear. The troop has the choice of wearing the neckerchief over the turned-under collar or under the open collar. In any case, the top button of the collar should be unbuttoned and the shirt must be tucked in.

10 pts.

Notes \_\_\_\_\_

**Pants/Shorts/Skort/Roll-up Pants.** Official pants or official uniform pants or shorts; no cuffs. (Units have no option to change.) Female Scouts BSA members may select the olive skort or roll-up pants.

10 pts.

Notes \_\_\_\_\_

**Belt.** Official Scouts BSA belt, web or leather, as selected by members of the troop. All troop members wear the same style of belt.

5 pts.

Notes \_\_\_\_\_

**Socks.** Official socks with official shorts, pants, roll-up pants, or skort. Either long or short socks are acceptable.

5 pts.

Notes \_\_\_\_\_

**Shoes.** Leather or canvas, neat and clean.

5 pts.

Notes \_\_\_\_\_

**Registration.** Current membership card or temporary certificate on person.

5 pts.

Notes \_\_\_\_\_

**Uniform points.** Total points from above (70 possible)

**Insignia.\*** Correct placement: left pocket, 5 points; right pocket, 5 points; left sleeve, 5 points; right sleeve, 5 points; merit badge sash, 5 points; shoulder epaulets, 5 points.  
Insignia points from reverse (30 possible)

#### Total Uniform Inspection Score

Uniform and insignia points combined.  
A perfect score is 100 points.

\*For more information about insignia, see the Insignia Guide, No. 33066.



### Total Uniform Inspection Score

Name \_\_\_\_\_ Troop No. \_\_\_\_\_

Patrol \_\_\_\_\_

Our unit inspection  
will be held on

Bring this form with you.

# Scouts BSA Uniform Inspection Sheet

## Official Placement of Insignia

Conduct the uniform inspection with common sense; the basic rule is neatness.

### Merit Badge Sash

- 5 pts.  If worn, **merit badges** are attached to front (and back, if needed) of sash.
- Temporary insignia** may be worn on back.
- Notes \_\_\_\_\_

### Shoulder Epaulets

- 5 pts.  Green shoulder loops identify Scouts BSA participants (all members of a troop).
- Notes \_\_\_\_\_

### Right Sleeve

- 5 pts.  U.S. **flag emblem** centered directly below shoulder seam. Only the most recently earned **Journey to Excellence recognition** may be worn below patrol emblem or below the National Honor Patrol star.
- Musician badge**, if in band or drum corps, is worn ½ inch below patrol emblem.
- Notes \_\_\_\_\_

### Left Sleeve

- 5 pts.  **Council shoulder emblem**, unit numeral, and veteran unit bar are worn as shown snug up, and touching each other. On the official uniform shirt, the **veteran unit bar** (25, 50, 55, 60, 65, 70, 75, or 80 years) is positioned above and touching the troop numeral and in turn touching the council emblem.
- On the official shirt, the **badge of office** is centered on the pocket, as shown. On the official uniform shirt, the **badge of office** is centered and touching the unit numeral, or centered 4 inches below the shoulder seam. On the official uniform shirt, the **Trained Leader emblem** is worn immediately below and in contact with the badge of office.
- On the shirt, the **Trained Leader emblem** is centered as shown at the top of the pocket flap.
- Den chief cord** is worn over the left shoulder, under epaulet.
- Notes \_\_\_\_\_

### Right Pocket

- 5 pts.  **National or world jamboree insignia** (only one) worn above the BSA program or corporate strip or the interpreter strip.
- Order of the Arrow lodge insignia** worn on pocket flap.
- Temporary insignia** worn centered on the pocket or hung from the button. Only one temporary insignia is worn at a time.
- Nameplate**, if worn, is centered above the program or corporate strip and, if worn, above the interpreter strip. If worn, the jamboree emblem is worn above the interpreter strip.
- Notes \_\_\_\_\_

### Left Pocket

- 5 pts.  **Service stars** are centered above the pocket, ¼ inch from top point to top point and ½ inch from either the pocket or embroidered knots.
- Embroidered square knots** are worn centered above the pocket in rows of three.
- Not more than five medals may be worn, pinned centered immediately above the pocket (extending over knots if both are worn).
- The order of wearing knots and medals is at the wearer's discretion; typically the medal or knot the wearer deems most important is worn to the wearer's right.
- Badges of rank** are worn centered on the pocket above the Arrow of Light Award, as shown.
- The **World Crest emblem** and **Messengers of Peace ring** are worn centered horizontally over the left pocket and vertically between the left shoulder seam and the top of the pocket.
- Notes \_\_\_\_\_

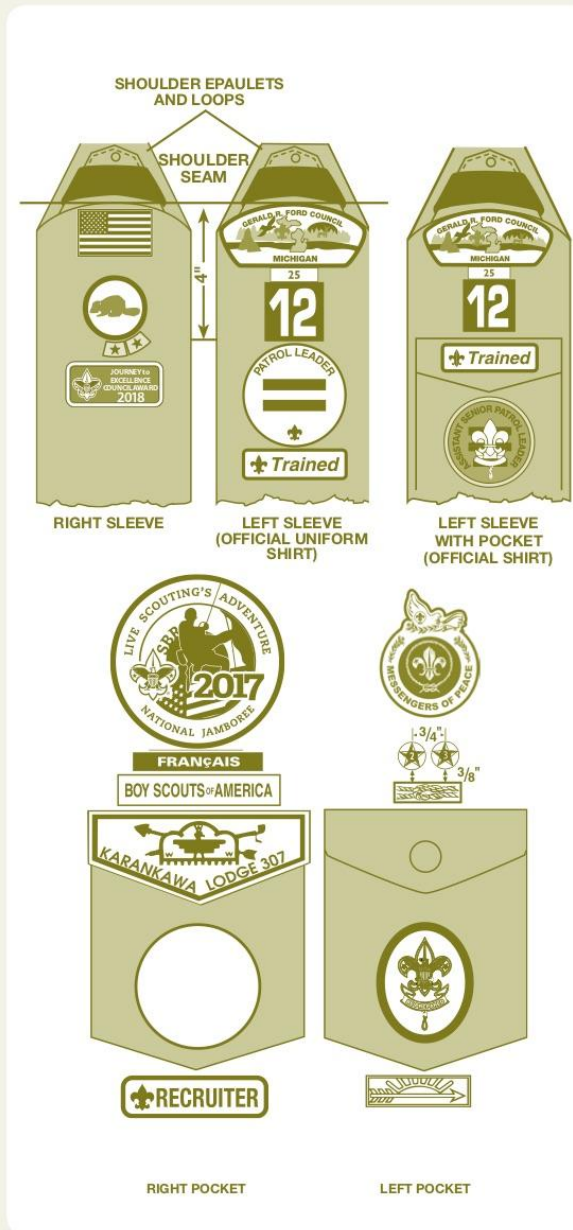
### Total Insignia Score (transfer to other side)

30 pts.



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## **Appendix F - Sleeves for holding rank, merit badge, and other achievement cards**

A scout's handbook and achievement cards (for ranks, merit badges, etc.) are the definitive record of achievement. In addition to being a tangible memento, the cards serve as a backup to the electronic files.

Scoutbook (the BSA web-based advancement interface) links to the national BSA database to store an electronic archive of the troops' data. Youth should speak with an Advancement Chair to record any requirements that are signed off into Scoutbook.

Cards that are received for rank or merit badges should be stored in a safe place. Totin' Chip, Firem'n Chit, and Tech Chip should be carried on their person. All other awards may be stored in plastic sleeves.



# **SCOUTS | BSA**