

# BOY SCOUT TROOP 776

## GUIDEBOOK FOR SCOUTS AND FAMILIES



## **Welcome to Troop 776**

Our Troop is Chartered to the Catholic Diocese of Richmond and is sponsored by the Knights of Columbus. Their generosity has provided a wonderful facility to serve as a base for our Scouting program. With their support and that of the Cardinal District, Heart of Virginia Council and the National Boy Scouts of America, we strive for the three aims of Scouting; to build character, to foster citizenship and to develop fitness.

We ask, and expect, the boys to live up to the ideals of Scouting. These include the motto, "Be Prepared," the slogan, "Do a Good Turn Daily," and the Scout oath and law in performing our duty to God and our country. We strive to integrate the values of Scouting into everything we do. Giving the boys responsibility for running the Troop allows them to learn a lot about themselves. This is how it has worked for Troop 776 for over 30 years and for the BSA for almost 100 years.

As Robert Mazzuca, the Boy Scouts of America's Chief Scout Executive has said "Scouting builds people who are equipped to make ethical and good choices. Our goal is not to teach someone to rub two sticks together and make a fire. But when you rub two sticks together and make fire side by side with an adult of good character, you're going to learn about who you are and go on to lead men."

I look forward to working with your son and meeting you. Troop meetings can be a busy time for me to conduct all the business that needs to occur in our 1½ hours each week. I hope you will feel free to speak with, email or call me with any questions, ideas, or suggestions about how we can make this a better Troop for all of our boys.

Erik Bodin  
Scoutmaster



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## **What's Different About Boy Scouts**

Your son is about to make a change that he has probably been looking forward to for a long time, if he was a Cub Scout. Joining Boy Scouts will give him new opportunities to make new friends, learn new skills and learn more about his personal capabilities and strengths. He will also have opportunities to build his self-confidence.

The boys are given responsibility for most aspects of the Troop operation. The boys elect their leaders and they plan the meetings and camping trips with adult guidance. They conduct the Troop meetings and participate in award ceremonies. Sometimes things may look like chaos, and at other times they may seem to click. But the boys are getting the opportunity to take on responsibility, make decisions, learn how to work in teams, and how to lead others. This occurs in a safe environment where adults are standing by to assist, but not take over. At times the hardest part for the adults is to resist the urge to jump in and to not allow the boys to work things out. Mistakes will be made and valuable lessons are learned. Scouting can be thought of as a safe laboratory in which new skills and processes are tested, some successfully, others, not so successful. It has been said that the thing most lacking in leadership today is personal responsibility. We try to put it back in.

## **Supporting Your Son**

Probably one of the most important things in keeping your son interested in Scouts is YOUR support. You support your son in Scouting by encouraging him rather than pushing, being available to take him to meetings, encouraging him to participate in service projects, and allowing him to participate in camping trips. Adults wishing to broaden their Scouting experience may participate in training offered by the Heart of Virginia Council by attending scheduled classes or completing the course work on-line at <http://www.olc.scouting.org/>. Your support is also needed in the many behind the scenes jobs that make it possible to carry out the boys' plans. Some examples include:

- ◆ Making sure your son has a complete uniform
- ◆ Bringing your son to meetings
- ◆ Driving (providing transportation for trips and activities)
- ◆ Making phone calls
- ◆ Becoming a merit badge counselor
- ◆ Linking us to possible camping sites
- ◆ Serving on the Troop Committee
- ◆ Becoming an Assistant Scoutmaster
- ◆ Assisting with refreshments at Courts of Honor

We encourage you to register as a Leader, take the training and camp with the Troop, remembering to allow your son to integrate and adjust to being a member of a Patrol and becoming part of the Patrol system of activity. You may find that you are craving to be in on the fun, whether you camp regularly, have never camped or haven't camped in 20 years. The same camping experts who assist your son are available to help you get into the woods.

## **Communication**

Keeping Scouts and parents informed is important to us. We do this by several means. Announcements are made at the beginning and end of Troop meetings. The permission slips for monthly campouts contain a wealth of information regarding the trip. The annual calendar, published in the Fall each year, lists most of the scheduled activities and meetings for the year. A phone tree, where Patrol Leaders call the members of their Patrol is often used to disseminate last minute, critical information. The Troop's web site (<http://boy-scout-troop-776.org>) is a great source for information, useful documents and links to other helpful, Scout related sites. Several Patrols also have their own web sites. The Patrol Leader, however, is the most important contact for a Scout with questions about what is happening in the Troop.

## **The Troop and the Patrol**

In Cub Scouts the boys would meet weekly in Den meetings led by an adult Den Leader. In Boy Scouts, the boys lead the meetings, teach skills and make the decisions as to how the Troop works. The Troop is made up of three Patrols of approximately seven to ten Scouts each and a fourth Patrol composed of all the new Scouts joining the Troop. Each Patrol is led by a Patrol leader, a Scout elected by the other Scouts in the Patrol for a one-year term of office, the Patrol Leader for the fourth Patrol serves for two month terms. The Patrol leader works with his Patrol to conduct the program, plan activities, and act on decisions related to their Patrol's responsibilities in the Troop.



The fourth Patrol will be assisted by a Troop Guide, an experienced Scout who will help the new Scouts through their first year and an Assistant Scoutmaster specifically focused on the Patrol. The goal of the fourth Patrol is to assimilate the new Scouts into the Troop, teach them the basic skills of Scouting and help them advance to the rank of First Class, or as close as possible. In December of each year the members of the "fourth Patrol will graduate into the other three Patrols.

The Troop is led by a Senior Patrol Leader, an experienced Scout elected by all the Scouts in the Troop. The Senior Patrol Leader, often referred to as the SPL, serves a one-year term. The Senior Patrol Leader appoints up to two Assistant Senior Patrol Leaders (ASPLs), a Troop Quartermaster, Scribe, Chaplin's Aide, Librarian, Historian, Order of the Arrow Representative, Bugler, and such Instructors and Troop Guides as he sees fit. A full job description for each of these positions is found in Appendix A.

## **Meetings**

The Troop normally meets Monday evenings from 7:30 pm to 9:00 pm at the Columbian Center, 2324 Pump Road. There is no Troop meeting on the third Monday of each month due to a scheduling conflict with the Columbian Center. Troop meetings are scheduled on the annual Troop calendar. Often, Troop meetings are not scheduled on Henrico County school holidays. If Henrico County cancels school for inclement weather or other emergency, the Troop meeting will likewise not be held.

On the third Monday of each month the Troop's youth leadership, the "Patrol Leader's Council" (PLC) meets to discuss the business of the Troop and plan activities. This meeting should be attended by the Senior Patrol Leader and all Assistant Senior Patrol Leaders, Patrol Leaders, Assistant Patrol Leaders and other invited Troop Officers. The PLC meets from 7:30 pm to 8:45 pm. The location varies and includes sites such as the dining area at the John Rolfe Ukrops, the Patterson Avenue Arbys, and the Tuckahoe Library. The location is announced in advance.

One Thursday each month a Patrol, scheduled on a rotating basis, meets to develop a plan for the program they will lead two months in the future. This meeting is for all members of the assigned Patrol and the Senior Patrol Leader. This meeting likewise meets from 7:30 pm to 8:45 pm at various pre-announced sites.

In addition to weekly Troop meetings Patrols occasionally meet outside the Troop meeting. These meetings are held for a variety of reasons, including to work on special projects, to prepare for a program, to work on rank advancement, or just to socialize and enjoy each other's fellowship. These meetings vary in the meeting location, time and duration.

### **Activities**

Troop 776 maintains a busy and challenging camping and activity schedule throughout the year. During the past several years our Troop has traveled from Cape Hatteras, North Carolina to Marlinton, West Virginia, to Gettysburg, Pennsylvania. About every two years we conduct a high adventure trip for the older scouts. These high adventure trips have included trips to Philmont Scout Ranch and Double H Ranch in New Mexico and Sea Base Scout Reservation in the Florida Keys. In addition to camping with the Troop, opportunities abound to camp with the Order of the Arrow (Scouting's camping honor society), Jamborees and Council run high adventure trips.

Additional activities the Troop participates in include service projects such as Scouting for Food, the annual door to door food drive to benefit the Richmond Food Bank, helping with individual Scout candidate's Eagle Scout projects, a clean-up day for the Columbian Center and trail building activities at the Council Scout Camp. We usually staff a station at the District Cub Scout Fall Family Campout (many of you may have participated) and many of our Scouts work as volunteer staff at the Cub Scout Day Camp in the summer.



### **Weekend Camping Opportunities**

We typically meet in the parking lot of the Columbian Center on Friday evening to leave for a campout. Assembly times are announced and the Troop will depart as soon as the vehicles are loaded. We generally return from trips between noon and three o'clock on Sunday afternoons. The details for each trip are presented on the trip permission slip (see Appendix B for an example). Permission slips are generally emailed and handed out about two - three weeks prior to each trip and due back on a Monday or two before the trip. Parents should keep the top half of the slip for their reference.

## Backpacking Trip

Backpacking (hiking in the woods with a backpack which contains everything needed for the trip; food, water, shelter, bedding, etc) is an exciting and challenging experience and a great way to start to put the Scouting skills learned since joining into practice. The thrill of going into the woods with your home on your back, to sleep where only those with the skills and desire to pack it in, is an experience that should not be missed. Backpacking is difficult, but the rewards are worth it. For young Scouts and first time backpackers the trips are especially designed to test their skills, be enjoyable and to be well within everyone's capability.



To prepare for a backpacking trip each Scout needs to read and be familiar with pages 199 - 245, 253 - 256, and 263 - 264, of the *Boy Scout Handbook*. Remember, weight of the pack is important. While his school bag may weigh 45 lbs he only has to carry it for short durations. This pack for a backpacking trip should not weigh more than 25 - 30 lbs, it will be carried all day over rough ground!

Prior to the end of the meeting the Monday before the trip each Scout needs to have their tent mate(s) identified. This way everyone is assured of a partner with whom they can share the load of carrying the tent. The tent should be divided into approximately equal weighted parts. Patrols will plan lightweight meals to cook together and decide who will carry what food, stove, fuel, water filters, pots and other Patrol equipment.

Meals can be as simple as ramyon noodles with cheese, dried vegetables, etc., thrown in, the freeze dried backpack meals from the sporting goods store, or more elaborate fare. Instant oatmeal is always a good breakfast, eggs are too fragile. Avoid canned foods as they are too heavy and all trash, including fruit skins and other waste food will be packed out.

Follow the equipment list below for personal equipment that must be carried on a backpacking trip. As for the pack, the school book bag will not do, it does not offer the support for a long haul nor does it carry the volume needed.

## Summer Camp

We spend a week at summer camp every year. This is one of the best ways for new Scouts to become acquainted with the Troop and to learn important basic Scout skills. Scouts can earn lots of merit badges at Summer camp, as well as participate in specialty programs, learn to swim or become certified as a lifeguard. Most camps offer advanced or high adventure programs designed especially for the older Scouts.

Accommodations vary by camp, but generally include sleeping on cots in two-man canvas wall tents with wooden platform floors, with meals served in a central dinning hall. The Troop typically alternates summers at Camp T. Brady Saunders in Goochland County with trips to camps out of the Heart of Virginia Council, but the choice rests with the youth leadership in selecting the camp for the coming year.



## **Grubmaster**

Each month in preparation for a campout each Patrol in the Troop selects a Scout to be the Patrol “Grubmaster.” This is the individual responsible for getting the food for the campout, based on the menu the Patrol develops and the Troop Grubmaster approves. Obviously, parents play a big role in this job, driving to the store, helping select the right products, etc. But you should refrain from doing the shopping yourself. The job of Grubmaster is an opportunity to develop so many skills, economics, comparative shopping, what goes into a meal, etc... Being the Patrol Grubmaster will help with Second Class requirement 2g and is necessary for First Class requirement 4b. Take your Scout to the store and help him along. Appendix C has some forms that you might find helpful in developing the shopping list off of what may be a rather sketchy menu.

The food should be packed in the Patrol food box, a plastic bin stored in the Troop shed. This box should be retrieved and taken home the Monday before the campout. Food needing refrigeration must be brought in an ice chest. If your son is the Grubmaster and you do not have an ice chest, have your son call his Patrol leader, who will check with other members of his Patrol.

After the food shopping trip write your name on the grocery receipt and turn it into the Troop Treasurer, (an adult member of the Troop Committee) for reimbursement. Please adhere to the per Scout budget noted on the permission slip for each trip.

## **Transportation**

Campouts, summer camp, service projects and just about every activity the Troop involves itself in requires the Troop to travel to some other place. It is rare that there are enough adult leaders attending the trip to cover all the transportation needed to get all the Scouts to the destination. It is therefore expected that all parents will take their turns driving. When everyone participates then no one need drive more than two or three times per year.

Prior to each activity the Troop Transportation Coordinator (a Troop Committee position, if you are interested in a job) will assess the transportation needs of the Troop based on the number of Scouts signed up for the trip and the capacity of the vehicles driven by the adults registered for the trip. Then, calls will be made and/or emails sent to arrange for additional drivers to meet the needs of the Troop. The Transportation Coordinator will try to make calls starting with parents who have driven least recently. See Appendix D for the Troop’s Transportation Policy and a vehicle safety checklist. Be sure to answer the call.

## Equipment

A certain amount of specialized equipment is necessary to camp every month. Troop 776 maintains an inventory of “Troop” and “Patrol” equipment. This includes Patrol kitchens (kitchen ‘monster’ box, pots and pans, and cooking utensils), stoves and stove stands, lanterns, water jugs, and tarps. Some Patrols have accumulated other items like pavilions and tables.

Other equipment needed for camp is considered personal, stuff the Scout owns. Appendix E is a list of personal equipment each Scout should bring on each campout or activity. See also pages 224 – 225 of the 11th edition / 7<sup>th</sup> printing of the *Boy Scout Handbook* for another list of personal equipment. Below is a brief explanation of the various personal items needed for camp and activities.

### Pocket knife



Scouts and pocket knives are almost a cliché. Once a Scout has earned his “Totin’ Chip” (page 85 of the *Boy Scout Handbook*) he may carry and use a pocket knife. A basic, inexpensive, 4 blade knife is all that is needed to start with. As a Scout becomes more experienced a nice Swiss Army or Leatherman may be appropriate.

### Personal first aid kit

Requirement 6b for the rank of Second Class requires that the Scout prepare and carry a personal first aid kit. Troop leaders assure that a full service kit is always available, but Scouts are expected to use their training to take care of their own minor wounds. Follow the directions in the *Handbook* to make your own kit instead of buying expensive kits from the store that don’t have what you need and probably have things you don’t need.

### Clothes

We travel in uniform, unless otherwise announced, so a Scout will always have that available. At most for a weekend campout an extra shirt and an extra pair of pants are all that will be required. Select clothing appropriate to the weather. Many boys wear nylon zip offs every day, and these are fine for campouts, especially in wet weather. Nylon dries fast whereas cotton (jeans) will almost never dry. There is no need to buy special “campout” clothes, a Scout should just wear what he already owns, just apply some thought in selecting from the closet.

### Sleeping clothes

Scouts should change into clean sleeping clothes at night. This assures dry clothes to avoid hypothermia and helps keep the sleeping bag clean. Appropriately selected sleeping clothes can also make a cold night much more comfortable and extend the comfort zone of a sleeping bag. Pajamas, sweats, workout shorts and tee shirt or thermal underwear all work very well, depending on the season. Winter sleeping clothes should also include a pair of wool socks and a knit cap set aside specifically for sleep wear.

### Coat

Heavy or light weight, a coat or jacket is important to have on most campouts except those in the middle of summer. Cool evenings and mornings are common, even when daytime temperatures reach “short pants temperatures”. Fleece jackets are light weight, inexpensive and are still warm when wet, however they don’t block wind very well, unless combined with a windbreaker. The regular coat the Scout wears to school will generally be fine. Water resistant or waterproof is always best.

**Socks**

Cotton socks should be avoided if at all possible. Wool or wool blends are best, even in the summer. Wool, unlike cotton, stays warm even when wet. Cotton does not dry, and wet socks lead to blisters. Wool blend hiking socks are a bit expensive, generally more than \$10 a pair, but its well worthwhile having a pair or two just for campouts. For hikes or backpacking trips a pair of sock liners is helpful to wear under the main pair of wool socks. Sock liners are usually silk or synthetic material and aid in moisture management and provide another friction layer to prevent blisters.

**Stocking cap**

A lot of heat is lost through the head. A knit or fleece cap that covers the ears is a must on cool weather trips and when worn at night in the sleeping bag will help assure a comfortable night's sleep, even on the coldest of nights.

**Sweatshirt, fleece pullover or sweater**

Scouts need to think in layers when dressing. Adding and subtracting layers to match the level of exertion helps keep the Scout dry and warm. Each Scout is different in how they respond, so there is no magic formula. Some Scouts need only a tee shirt, shirt and pullover to hike or cut wood in below freezing temperatures, but the moment they stop working, they'll want a warm coat to put on. Sweatshirts, fleece pullovers or sweaters should be thought of as an intermediate layer, something between the shirt and the jacket or coat.

**Gloves and/or mittens**

Mittens are generally warmer, but somewhat impractical for performing the chores of camp. Fingerless gloves may be tempting but only for use as a liner to be worn with mittens or gloves. Look for gloves that have a nylon, wind-breaking, shell, allow free movement and are well insulated. Water resistant or water proof would be best.

**Thermal underwear**

Cotton, not so much! Wool, not necessary and can be uncomfortable. Lots of synthetics available, generally polyester, that manage moisture well, are light weight so they fit well under clothes, and don't cost too much. Long underwear is really only necessary on the coldest of campouts, but can improve the comfort level on moderately cold ones, and if not worn during the day, make fine sleeping clothes.

**Swimming trunks**

A must for summer camp. Any other trip with the possibility of swimming will be announced in advance.

**Rain gear**

A must!!! On ALL trips! Ponchos seem to be a favorite and for good reason. They are inexpensive, lightweight, and airflow under the poncho helps reduce sweating when used in the summer or during exertion. Downsides; the least expensive, and even some of the better versions, are just sheets of vinyl with very limited ability to holdup to the rough use of Scouts. They can be difficult to wear with packs on. One size does not fit all despite what the package says.

Rain coats and rain suits are the alternative. Vinyl rain coats and rain suits while inexpensive are a bad idea. They trap heat and moisture inside and a Scout can get just as wet from his own sweat as from the rain, with the same opportunities for hypothermia. For a rain coat or rain suit (a rain suit being a rain coat and overpants made of waterproof fabric) to be most useful they should be made of a



**Water bottle or canteen**



**Flashlight or head lamp**



**Matches or fire starter**

**Sunscreen lotion**

breathable fabric, one that allows air and water vapor to pass out but not allow water to pass in. There are lots of breathable fabrics out there, the most well known (and expensive) being Gore-tex<sup>®</sup>, but there are others, off brands and are fairly affordable, e.g., Frogg Toggs<sup>®</sup> (about \$45 for a rain suit).

Early on, a poncho will do well enough. As your Scout progresses, a rain suit will be a welcome birthday present.

Each Scout needs to carry at least a quart of water on each and every campout, at least 2 quarts if it's a hike or backpacking trip. Canteens are still ok and a favorite. Quart size Nalgene<sup>®</sup> water bottles are a favorite since they are almost indestructible, have wide mouths making filling easy, and are lightweight. Nalgene<sup>®</sup> water bottles run between \$8 and \$10 each.

“Hydration systems” such as Camelbak<sup>®</sup> are also very popular but are something of an overkill for all but serious backpacking trips, and they tend to be fairly expensive. If you go with a hydration system (plastic bladder with a drinking tube) get one that can be moved between a day pack and a backpack.

What not to use; bottled water or reuse empty bottled water or soda bottles. The bottles won't stand up to the hard use of camp and the narrow mouth is difficult to refill. There is also some evidence that the contamination rate in reused disposable bottles is higher than in other containers.

Generally water bottles are for just that, water. Mixing Kool-Aide<sup>®</sup>, Gatoraide<sup>®</sup>, etc... in a water bottle makes the water bottle into what we refer to as a “smellable”, an item that will hold the scent of food. As a result it must then be included in what is put up in the trees at night out of reach of animals. And once a smellable, always a smellable. So, if you will mix drinks in the water bottle, have at least two, one for water and one smellable. Label the smellable or use a particular color to keep track of which is water and which is smellable.

Each Scout should have a light on each trip. A “AA” battery flashlight is all that is needed. A Scout certainly does not need the 4 “D” cell Maglight. Make sure the batteries are good prior to each campout. Most flashlights have a place in the cap for an extra bulb, always a good idea to have a spare.

Head lights can be found for around \$20 - \$30 (and higher) and are helpful by keeping the hands free. Nice to have, but not necessary.

Keep in mind that lights often get lost. Don't spend a lot here.

Matches (strike anywhere are best) or a magnesium fire starter should be carried in a waterproof container or zip lock baggie. (NOT for Summer Camp).

A fresh bottle of SPF 15 – 30 is all that is required. Important to have year round, as we'll spend all day out in what is often an intense sun.

### Map and compass



A good compass can be obtained for as little as \$10. An orienteering style compass is best, that's the type with a clear plastic, flat rectangular base with a rotating compass housing. Lensatic compasses, the type that fold in half, are harder to learn to use.

Maps will be provided to Scouts when they are needed.

### Pack and pack frame or duffel



Packs come with either external or internal frames. Internal frame packs are expensive, very size specific so will not "grow" with your Scout, and are not what you need at this point. External frames, identified by the visible metal or plastic tubular frame, are relatively inexpensive, sized for Scouts, even small ones, and are often adjustable so they will continue to fit as the Scout grows. The most common for Scouts is the Kelty Yukon<sup>®</sup> (pictured) available for around \$110 or the Mountainsmith Scout<sup>®</sup> for about \$90.

The bookbag pack used at school is generally not big enough nor does it have the support needed for a long carry.

For most non-backpacking trips and summer camp a duffel bag will work well. Footlockers are discouraged except for summer camp due to the space requirements and weight.

The clothing that goes into the pack should be packed in a waterproof stuff sack (\$4 and up) or plastic bags (free with a newspaper subscription). This helps keep them dry as well as organized

### Rain cover for pack

Most packs have a fitted cover, basically a raincoat for the pack, available as an accessory. A plastic trash bag, used with care, will also work. Important to have something.

### Sleeping bag / sheets and blanket



A couple of sheets and a blanket are fine for summer camp (where we'll sleep on cots) and hot summer nights. For the other 10 months of the year you'll need a sleeping bag, a good one. An inadequate sleeping bag can make for a long uncomfortable night that may turn a boy off to Scouting altogether.

There are as many features and style combinations in sleeping bags as there are Scouts. There are, however some general considerations that may help you select a bag. First, the cotton ninja turtle slumber party bag will not be very good for many of our trips, and may be dangerous in the coldest and wettest trips. The Scouts need a bag rated to 20°F, with a water proof/resistant nylon shell. The bag's fill should be synthetic, not down. Consider the weight, somewhere between 3 and 5 pounds.

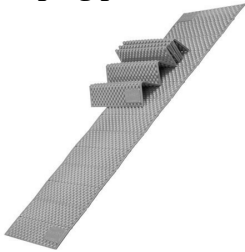
Most bags come with a stuff sack, but make sure. Make sure to have a waterproof stuff sack for the bag, or a plastic trash bag (and spare) since the sleeping bag attaches to the frame of the pack, outside of and just below the actual pack. Get a couple of straps or bungee cords to attach the bag to the pack frame.

Store your bag "uncompressed", in a large pillow case or other large, breathable sack, or hanging in the closet. Storing the bag compressed in its stuff sack for

prolonged periods will cause the bag to lose its loft and therefore its insulating capability.

You should be able to get a bag for somewhere between \$60 and \$120.

### **Sleeping pad**



Sleeping directly on the ground can be uncomfortable and besides, the ground acts as a heat sink, drawing heat away from the body, even through the sleeping bag. A sleeping pad is the solution to this problem. Sleeping pads come in either open-cell or closed-cell.

Open-cell pads deflate when rolled and self-inflate when unrolled. They are a little heavier than closed-cell, more expensive and subject to puncture, requiring repair before they are of any use.

Closed-cell are just foam pads that roll or fold. They are less expensive (\$20-\$30), lighter, and more durable than most open-celled pads.

### **Tent and Ground cloth**



Troop 776 does not provide tents.

In general, you want a 2-3 man, 3-season backpacking tent. It should be made of nylon, have a water proof floor and a separate rain-fly. It will weigh in somewhere around 5 pounds. Expect to pay somewhere between \$70 and \$120. Some tents come with a "footprint," a nylon "tarp" that goes under the tent to protect the floor and help prevent water from seeping in. A footprint is sized specific to each model of tent. If you don't get a footprint, set the tent up on top of a sheet of heavy plastic and cut the plastic to size. Use the plastic sheet or footprint on every campout.

Once you have the tent, set it up in the backyard. You need to be familiar with how to set it up, learning how at 10pm on a rainy Friday night deep in the woods is the wrong time to be trying it out for the first time. Once set up, use a bottle of "seam sealer" obtained at the same place you bought the tent. The seam sealer is like a bottle of roll-on deodorant or a glue stick. Roll it over all the seams of the set up tent. Seam sealer is a low cost (\$3) insurance policy that the seams of the tent will be waterproof.

Right after each campout set the tent up or hang it up in the garage/attic to dry out, even if it didn't rain on the campout. Condensation from breath inside the tent and ground moisture on the floor and footprint will lead to mildew. Wash off any mud. Once dry, store it in its stuff sack.

### **Personal hygiene kit**

A stuff sack or zip lock baggie with a toothbrush, small travel tube of toothpaste, floss, small bar of soap, and comb. Instead of using your main, home, toothbrush, etc..., get one just for campouts and keep it with your pack so you won't forget it. In another baggie have a wash cloth and a towel in another, and in another baggie a partial roll of toilet paper. The small, personal size hand sanitizer is also a good idea, keep it in the baggie with the toilet paper.

## Hiking boots



For most “car camping” type trips (those that are not backpacking trips) a regular pair of sneakers will do alright. For backpacking trips a pair of hiking boots is really recommended. Carrying a loaded pack over uneven terrain can be very hard on the ankles, increasing the risk of sprains and strains. Boots will add some extra support for the ankles and provide better traction.

If you buy boots your Scout does not need a \$200 pair of Vasque boots, a \$50 pair from Shoe Carnival will do. As with most equipment items, waterproof is best. Nylon and suede are fine, there is no need to get all leather at this point. As your Scout progresses and looks to do some high adventure backpacking, then the high end boots will be in order.

When shopping for boots wear your wool hiking socks and sock liners to assure a good fit for the boots. Walk around in the boots. If there is a ramp walk up and down the ramp. If they don’t feel good in the store they will feel even worse 3 miles down the trail. Once you have the boots home, wear them to school and around the house for a couple of weeks. This will help break the boots in, making them mold to the feet for comfort and blister avoidance.

## Camp shoes



Black

At the end of the trail, or the day, getting out of the boots and into a lighter comfort shoe can give you a whole new outlook on the day. Especially if the boots are wet and the camp shoes are dry. Light sneakers or crocs™ will do, remember, we require closed toe shoes, no sandals.

## Notebook and pencil

Scouts should always carry a small pocket notepad and a pencil. Pens don’t do as well in cold or wet conditions. They should write down schedules, directions, reminders for the next meeting, phone numbers for merit badge counselors, etc...

## *The Boy Scout Handbook*

Goes without saying. A cover, either the nylon one you can get from the BSA, or one you make, is a good idea to help protect your Handbook. Write your name on the edge of the Handbook so you can identify it from everyone else’s. You should have your handbook at every Scout function. Don’t forget to periodically photocopy the pages showing what requirements you have completed and keep the copies in a safe place.

## *Scout Fieldbook*

The Scout Fieldbook is a nice advanced reference for outdoor activities. Not required.

**Mess Kit**



Each Scout needs his own personal eating utensils and plate. Actually a plastic bowl will do for most meals. A butter tub works fairly well. Lexan<sup>®</sup> bowls from the camping stores are almost indestructible. Some Scouts use a frisbee as a plate / shallow bowl, and then play with it after dinner. A good plastic or metal spoon (and fork if desired) is needed. Use your pocket knife if needed to cut food. Plastic utensils from the fast food store are ok, but generally do not stand up to use for a weekend's worth of meals. A plastic insulated cup, with a lid, like the one pictured, will keep the hot chocolate hot, minimize spills and hold enough to quench a thirst.

There is NO NEED to buy the more "traditional" mess kit, with a bowl, skillet and nesting pot and cup. Most of those items are not needed and just get lost. There is also no need to buy the "vittle kit", the knife, fork and spoon that connect together.

**Watch**

An inexpensive watch is necessary.

**Camara**

Again, an inexpensive one, if the Scout is to carry a camera. Please don't send expensive digital cameras.

**Bible, Testament, Prayer Book**

A Scout's own preference.

**Personal repair kit**

Nice to have, but generally the adults will have what is needed. Still, it is good for a Scout to be responsible for himself. Should contain needles, thread, safety pin, duct tape, string, wire, etc. A little of each, not the whole roll of duct tape.

**Musical instrument**

If desired, but nothing expensive, and nothing electronic.

**Alarm Clock**

Not needed if the watch has one. Coordinate with tent mate to bring just one. Getting up at 6 am on a Saturday is foreign to most Scouts.

**Day pack / fanny pack**



Palmetto

Summer camp, day trips, service projects, and some (most) weekend non-backpacking campouts warrant having a day pack to carry the ten essentials, especially rain gear and water, when away from basecamp. The pack used for school books will do.

**Mosquito net and poles**



Sometimes, at summer camp, when we sleep in canvas wall tents with no floors, mosquitoes, as big as humming birds, will join us for the night. A mosquito net, or barr, is nice to have on those nights. They cost around \$15. Add 4 poles (tomato stakes work great) and some duct tape or Velcro<sup>®</sup> ties to hold the poles to the cot, and you are ready for a wildlife free night.

All of a Scouts personal gear should fit into, or be safely attached to, the pack or duffle. No loose gear is permitted. This makes carrying the gear in camp easier, avoids the Friday night scramble when we get into camp of looking for loose equipment, and keeps stuff from getting lost.

Scouts should pack their own gear, with help when needed. It's important that they be responsible for their own gear, so they know where the various items are in the pack and because they are the ones that have to live the weekend with, or without, the equipment they bring or don't bring. The cleaning of personal camping gear (including mess kits) is also the Scout's responsibility, not the parents'. Parents should encourage the Scout to maintain his equipment responsibly, including washing clothes.

If you don't yet have the equipment needed for a trip talk to your Scoutmaster. We can generally find a short-term loaner for just about every type of equipment you'll need. There are a number of places to purchase the equipment needed. Below is a list of some favorites, but is by no means an exhaustive list.

### **Providers with Local Stores**

#### **Blue Ridge Mountain Sports**

10164 West Broad Street  
Glen Allen, Virginia

<http://www.brmsstore.com>

Full range of camping, backpacking and hiking equipment and clothing. Offers 10% discount to Scouts. Bi-annual 20% Scout sale.

#### **Dicks Sporting Goods**

Short Pump Mall  
11800 W. Broad Street  
Richmond, Virginia 23233

<http://www.dickssportinggoods.com>

Moderate range of basic camping equipment and outdoor clothing.

#### **REI**

3509 Carlin Springs Rd  
Baileys Crossroads, Virginia 22041

[www.rei.com](http://www.rei.com)

Not quite local, but a full service outdoor outfitter. Responsive online ordering, with sales and bargains. If hunting for serious backpacking gear, well worth the drive (fun too).

#### **Boy Scouts of America Scout Shop**

4015 Fitzhugh Ave  
Richmond, Virginia

[www.scoutstuff.org/bsasupply](http://www.scoutstuff.org/bsasupply)

Full selection of BSA uniforms, camping and hiking gear.

## **Favorite Mail / On-Line Ordering**

### **Cabelas**

<http://www.cabelas.com>

Excellent mail order house for full range of camping and hiking equipment and clothing.

### **Campmor**

<http://www.campmor.com>

Another excellent mail order house for full range of camping and hiking equipment and clothing at discount prices.

Troop 776 provides the addresses and web site for these retailers as a convenience to our Scouts and their families. Troop 776 does not endorse any of these retailers or receive any direct support from them.

Liquid fuel or fires, including candles, are prohibited in tents. Individual camp stoves, burners and heaters are prohibited unless otherwise approved by the Scoutmaster. Stoves are provided by the Troop and used under the supervision of the Scoutmaster.

Except for health related issues, there is no need for Scouts to bring extra food or drinks to camp. The menu planned by the Patrol is sufficient. Personal food is generally forgotten and stored in the pack and eaten in the tents, and that attracts animals, what we call mini-bears. Mini-bears includes everything from skunks, raccoons, mice, chipmunks, deer and even real bears. This prohibition includes soft drinks or carbonated beverages.

The following are not permitted at meetings, camping trips or other Scouting activities: fireworks, alcohol, tobacco products (adults who use tobacco products are to refrain from doing so in the presence of Scouts), radios, walkmans, tape, CD, minidisk and MP3 players, gameboys or similar devices, blackberrys or any other electronic devices, or illegal drugs. Profanity, inappropriate remarks, disrespect for others or abuse of prescription drugs will not be tolerated.

Firearms may be brought to meetings or on campouts for scheduled shooting sports programs with prior permission of the Scoutmaster. Firearms brought to meetings or on campouts will be unloaded, equipped with a trigger lock and will be turned over to an adult leader immediately upon arrival. At no time is a Scout to ever bring ammunition to a meeting or campout.

For long, (greater than 2 hours) car trips electronic music devices with headphones are allowed in the cars. They must remain in the car and not in camp. Cell phones may be brought to meetings, but only used at the end of the meeting to call for pickup, although that is not necessary, the meeting ends at 9:00pm. Cell phones are not to be brought on camping trips. Scouts may bring their laptop computers to meetings for the purpose of taking notes. If the laptops become a distraction or are being used for gaming, movies or music, they will be banned from meetings for all reasons.

## Scout Uniforms

Your son would feel out of place wearing a tee shirt and shorts on a Little League baseball team and it's the same in Boy Scouts. We wear a field uniform (sometimes called a "class A" uniform) for Troop meetings, some service projects, for Troop fund raising projects and for traveling to and from camping trips (except when specifically announced). The field uniform consists of Scout pants/shorts/Switchbacks™, Scout shirt with correct patches, Scout belt, Scout socks, and brown leather shoes/sneakers/hiking boots. We suggest only short sleeved Scout shirts as they can be worn year round, adding a long-sleeved tee or henley under the Scout shirt in the winter. Open toed sandals or flip-flops are only allowed as shower shoes at summer camp.

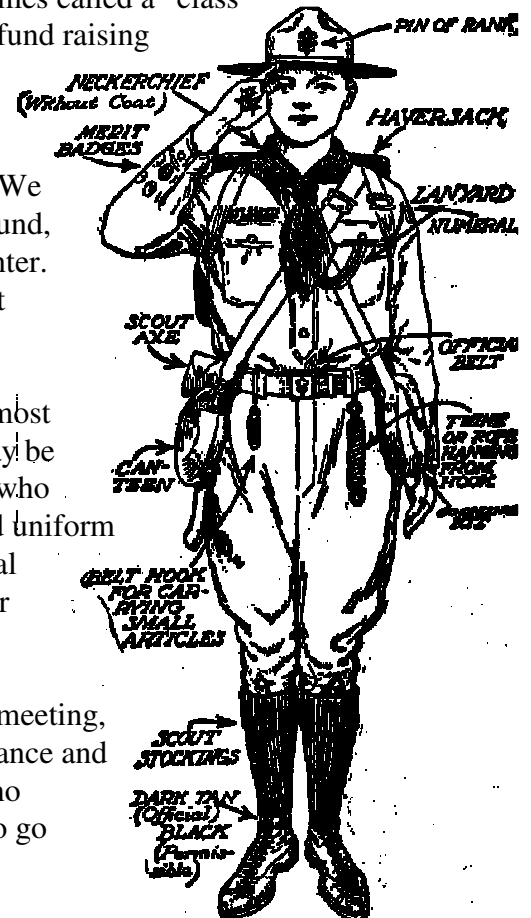
The activity uniform (sometimes called "class B") is worn during most camping trips, for the more labor-intensive service projects and may be worn to the Troop meeting the Monday after a campout by Scouts who attended the campout. The activity uniform is the same as the field uniform except the Scout shirt is replaced by the Troop tee shirt, the optional Troop polo shirt or any Scout related tee or polo shirt (e.g., summer camp, OA or Jamboree shirts).

When a Scout's field uniform is not available for him to wear to a meeting, a dress shirt and necktie is required. This is for the occasional instance and is not to be a regular substitution for the Scout uniform. Scouts who repeatedly come to meetings without their uniform may be asked to go home.

Anytime a Scout is in uniform he should also have in his possession his Boy Scout Handbook, his Boy Scout Registration Card, a pencil/pen, a notepad, and a watch.

Upon completion of a Scout's first campout as a Scout with the Troop he will be awarded a Troop green and red neckerchief. The Troop patch, designed by the Troop's fourth Eagle Scout, Robert N. Jennings in 1981, may be purchased for \$6.00 by the Scout with money he has personally earned at home. The patch is sewn on the back of the neckerchief to symbolize a Scout's full membership in the Troop. This is a great opportunity for Scouts to learn to do their own sewing. The neckerchief with patch, held in place with a neckerchief slide, is worn for all Courts of Honor, Scoutmaster's Conferences, Boards of Review, and other special occasions. It can, of course, be worn anytime the Scout is wearing the field uniform.

The merit badges are worn on a sash, in rows of three. The sash is worn over the right shoulder and is worn with the field uniform by all Scouts First Class rank and higher for all Courts of Honor, Scoutmaster's Conferences, Boards of Review, and other special occasions. Order of the Arrow sashes are only worn at Order of the Arrow functions.



The Troop Librarian manages our uniform exchange of experienced uniforms. If you cannot afford a uniform at this time, we will work with you to make sure every boy has a uniform. We will also accept your experienced Boy Scout uniforms to include in our inventory.

### **Fees, Dues and Fundraising**

A Scout who commits to attend a Troop activity is responsible for his share of expenses. Fees in addition to annual dues are generally assessed for camping and other activities. These fees cover such items as registration fees, food, camp site rental, travel costs, and special program supplies. No Scout shall be denied the opportunity to enjoy and benefit from Scouting because of financial hardship. A Scout or parent with a financial hardship should bring this matter to the attention of the Scoutmaster and/or Troop Committee Chairman. When both the Scoutmaster and the Troop Committee Chairman agree there is a financial hardship, they are authorized to waive, discount or delay the payment of a Scout's camping and/or other fees.

The Troop recognizes there are times a Scout will pay fees for camping trips in advance but will not attend an event. Fees are not refundable after the expense has been incurred, e.g., the food has been purchased, registration paid, final reservations made, unique program materials ordered. Other fees may be refundable, at the Scoutmaster's discretion, if for example, the Troop does not incur expense.

When a Scouting activity is held more than 50-miles from the Troop's meeting place, a transportation fee to help defray the cost of travel may be assessed. The amount of the fee is at the Scoutmaster's or travel coordinator's discretion, and proceeds collected will be divided among drivers.

The Troop Committee sets and collects dues to help offset some of the cost of running the Troop. Dues are assessed in the Fall, with at least half payable in September and the balance payable in January. Except in cases of financial hardship, a Scout who has not paid at least half the annual dues by December 1 and/or the balance of the annual dues by April 1 is not eligible to be advanced in rank or to attend camping trips, including Summer camp, until annual dues and outstanding fees are paid in full. The dues go toward Troop neckerchiefs, awards, patches, Troop equipment, training materials, Troop tee shirts and other Troop expenses.

No Scout shall be denied Troop membership or the opportunity to enjoy and benefit from Scouting because of financial hardship. A Scout or parent with a financial hardship should bring this matter to the attention of the Scoutmaster and/or Troop Committee Chairman. When both the Scoutmaster and the Troop Committee Chairman agree there is a financial hardship, they are authorized to waive, discount or delay the payment of a Scout's dues or other fees.

The Troop's primary fundraising opportunity for the year is the Fall Trailsend Popcorn sale. This is a Council fundraiser but a percentage of the profit is retained at the unit level. Troop 776 credits 100% of the unit level profit to the Scouts who sold the popcorn (Appendix F). The popcorn sale is a great opportunity for Scouts to live the ninth point of the Scout law ("A Scout is Thrifty") by earning his own way, as the credited money can be used for campout fees, summer camp registration, etc...

Other opportunities for fundraising also present themselves. Eagle Scout candidates are required to raise the money for their projects, high adventure crews bound for New Mexico often have fundraisers to pay for the trip, and special Troop purchases may require a fundraiser. The Troop committee must authorize all fund raising in support of Scouting or Troop activities, with additional approval of the Council. Fund raising in support of other beneficiaries, such as a non-profit or charitable organization, may be authorized by majority vote of the Troop Committee, also subject to approval by Council.

### **Medical Forms and Health Issues**

The Boy Scouts of America recommends that all youth and adult members have annual medical evaluations by a certified and licensed health-care provider. In an effort to provide better care to those who may become ill or injured and to provide youth members and adult leaders a better understanding of their own physical capabilities, the Boy Scouts of America has established minimum standards for providing medical information prior to participating in various activities. Those standards are offered in one three-part medical form. Note that unit leaders will always protect the privacy of unit participants by protecting their medical information.

**Parts A and C** are to be completed annually **by all BSA unit members**. Both parts are required for all events that do not exceed 72 consecutive hours, where the level of activity is similar to that normally expended at home or at school, such as day camp, day hikes, swimming parties, or an overnight camp, and where medical care is readily available. Medical information required includes a current health history and list of medications. Part C also includes the parental informed consent and hold harmless/release agreement, as well as a talent release statement. Adult unit leaders will review participants' health histories and become knowledgeable about the medical needs of the youth members in their unit. This form is to be filled out by participants and parents or guardians and will be kept on file for easy reference.

Part B is required with parts A and C for any event that exceeds 72 consecutive hours, a resident camp setting, or when the nature of the activity is strenuous and demanding, such as service projects, work weekends, or high-adventure treks. It is to be completed and signed by a certified and licensed health-care provider—physician (MD, DO), nurse practitioner, or physician's assistant. The level of activity ranges from what is normally expended at home or at school to strenuous activity such as hiking and backpacking. Other examples include tour camping, jamborees, and Wood Badge training courses. Each Scout and adult must also have a copy, both sides, of his or her current health insurance card on file with the Troop. The forms are available from the Scoutmaster.

Parents are obligated to notify the Scoutmaster of all health issues and medications being taken by a Scout, and the Scout should continue on his medication regimen during Scouting activities. Medications are to be turned into the Scoutmaster or designated Assistant Scoutmaster prior to departure for each trip and will be administered by, or under the supervision of, the Scoutmaster, an Assistant Scoutmaster, or the camp medical officer (at long-term camp). Exceptions for bee kits (epi-pens), rescue inhalers, and insulin are decided on a case-by-case basis.

Only enough of each medication needed for the trip should be sent and each medication must be in its own bottle, with a (not home made) current prescription, name and administration schedule label on the bottle (your pharmacy will provide you with duplicate bottles for this purpose, just like for school). The bottles will be returned to you at the end of each campout so they can be reused (so don't leave the parking lot without them). Put just enough medication in each bottle for the weekend, PLEASE don't send your entire supply! Use one bottle per medication when your son takes multiple medications and place all the bottles in a clear zip lock bag with the Scout's name clearly written on the bag and the administration schedule (what is taken when) on a card or slip of paper in the bag.

The health form and the permission slip for each activity grants permission to the adult leaders on the trip to treat or seek treatment for illness' and injuries that may occur on the trip. The leaders will assess the severity of each problem and provide the level of care indicated in their judgment. If the illness or injury warrants a visit to a physician or hospital the parent or guardian listed on the permission slip will be contacted as soon as is feasible.

### **Rank Advancement**

Troop 776 will adhere to all advancement policies of the Boy Scouts of America, the Heart of Virginia Council and the Cardinal District (Appendix G). For Tenderfoot and Second Class, Scouts need to prepare for each skill by studying their *Boy Scout Handbook*, attending any class sessions offered by the Troop or Patrol, and/or seeking instruction from another Scout and coming to the Troop meeting or outing with the materials needed to demonstrate the skill. Candidates for Tenderfoot and Second Class then arrange with a Scout who is First Class rank or higher authorized to test (denoted by a golden monkey's fist knot hanging from his right shirt pocket) to be tested in the skill, or to attest to successful completion of the required task. Candidates for First Class follow the same process but must seek testing and signoff by an authorized (golden monkey's fist) Scout Star rank or higher. The Troop's registered adult leaders (Scoutmaster, Assistant Scoutmasters, Committee Members), other than the Scout's relatives, can also test and sign off completion of requirements when appropriate, but the primary source for testing is the Scouts.



For the ranks of Tenderfoot, Second Class and First Class, once all the tasks, except "Demonstrate Scout spirit by living the Scout Oath (Promise) and Scout Law in your everyday life", "Participate in a Scoutmaster conference" and "Complete your board of review," have been tested and signed off the Scout gets his Patrol Leader to sign his *Handbook*, stating that all requirements for the rank have been completed. (Patrol Leaders get the Senior Patrol Leader to sign their *Handbook* attesting to the requirements being completed). The Scout then schedules a Scoutmaster's Conference with the Scoutmaster (which may be conducted by an Assistant Scoutmaster).

A Scout is expected to attend 60 percent of Troop meetings and 60 percent of Troop events to satisfy the “active in the Troop” and “Scout Spirit” requirements for advancement. The Scoutmaster can excuse absences at his discretion. Scouts who will be absent from meetings should notify their Patrol Leader prior to the absence.

Star, Life and Eagle rank candidates are to schedule a Scoutmaster’s conference once they feel they have completed the requirements, and completion of these requirements will be discussed and signed off at the Scoutmaster’s Conference.

Scoutmaster’s Conferences are held on campouts or at the monthly outing. A Scout must schedule the Conference on or before the Monday before the campout, unless the final requirement for the rank is completed on the campout, in which case the Scout can schedule the conference during the campout. The Scoutmaster’s conference will be conducted with the Scout in full field uniform, including neckerchief. Candidates for the ranks of Star, Life and Eagle must also wear their merit badge sash. Scouts need to come to the conference with their *Scout Handbook*. Candidates for the ranks of Star, Life and Eagle must also bring their notebook of Blue Cards to the Troop meeting when they schedule the conference, not to the campout where the conference will be conducted. During this review a Scout may be asked to work on some aspect of the advancement requirements that need additional work and return for another conference at some future date or the Scout may “pass” the Scoutmaster’s Conference and be advanced to the Board of Review.

After the conference, if approved by the Scoutmaster, the Scout will be presented to a Board of Review for final review of his qualification for the rank. The Board of Review is made up of at least three registered Troop Committee members. The Board meets on the last regular Troop meeting of each month. The Board will discuss the Scout’s experience in the Troop and assess his readiness for rank progression. The Board is not a retesting of the skills learned for the rank. Ranks Tenderfoot through Life will be awarded the night they are passed by the Board of Review and formally recognized at the Troop’s next Court of Honor.

It is suggested that as each rank is passed, and perhaps periodically in between, you make a photocopy of the pages of your Scout’s *Boy Scout Handbook* that show what requirements for advancement have been completed, or “signed off.” These copies should be kept in a safe place, such as the three-ringed notebook discussed under the Merit Badge section of this booklet. They will allow a straight transcription of completed requirements in the event the Scout’s *Handbook* is lost or damaged such that the requirements that have been passed can no longer be deciphered. Otherwise, the requirements will need to be completed again.

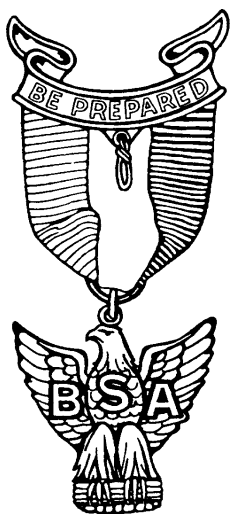
## Golden Monkey's Fist

It is the role of Scouts First Class rank and higher to teach the skills of Scouting to other Scouts, to evaluate their competency and sign the Scout's *Handbook* denoting completion of the individual advancement requirements. In so signing the Scout attests that the evaluated Scout is competent in the skill tested. This skill is so important and such an integral element of the Scouting program it is one of the mandatory requirements for the Communications Merit Badge, one of the twelve merit badges required for the rank of Eagle Scout.

To maintain the quality of instruction and skill proficiency Scouts First Class rank and higher must attend a "teaching" class to qualify for the golden monkey fist award. The class, offered at select Troop meetings and other Troop activities, will cover topics such as "how to teach" and the expectations of performance. Once the class is passed a golden monkey's fist knot will be awarded to be worn from the right pocket button. Only Scouts with a golden monkey's fist knot may evaluate (test) and sign the *Handbook* of other Scouts.

A golden monkey's fist knot may be revoked by the Scoutmaster or an Assistant Scoutmaster if the Scout with a knot is found to not know any of the skills required for advancement from Scout to First Class or if the Scout inappropriately passes another Scout as proficient with a skill when proficiency has not been demonstrated at the level required. To regain the knot, and the privilege of being able to evaluate other Scouts, the First Class or higher Scout must demonstrate to the Scoutmaster's (or Assistant Scoutmaster's) satisfaction that the he knows the required skills and then retake the "teaching" class.

Since the teaching and evaluating of other Scouts is part of being an active and spirited Scout, no Scout of First Class rank and higher will be considered active or as having demonstrated Scout spirit for their own rank advancement unless they are participating in the teaching and evaluating of the skills of other Scouts.



## The Rank of Eagle Scout

"As you advanced through Scout ranks you were recognized for what you did. The Eagle Rank is different, because it is more a measure of the kind of person you've become, not merely what activities you've completed." – *EagleScout.Org, Planning the Path*

As soon as a Scout makes the rank of Life, he will begin working toward the final milestone in his path to Eagle. The requirements for Eagle seem very similar to those for Star and Life, but there two significant differences.

The first significant difference is the Eagle Scout Leadership Service Project or the 'Eagle Project' as it is commonly known. The Eagle Project is discussed in more detail in the requirements below. The second difference is that you are now working directly with an Eagle Scout Coordinator, a member of the Troop Committee who, preferably, is himself an Eagle Scout. The job of the Eagle Scout Coordinator is to:

1. Function as a resource and provide guidance as necessary through out the progress from Life to Eagle. Unlike other scout ranks, the Eagle Candidates have a direct, personal advisor who will actively guide, review and assess the Scout's performance on each requirement.
2. Oversees, and in cooperation with the Scoutmaster, ensures that all requirements are successfully met and a high standard is attained.
3. Provide resources, ideas and recommendations for developing an appropriate, workable and well thought out Eagle Project.
4. Approves the Eagle Project concept prior to presentation to the Troop Committee.
5. Introduces and provides support to the Eagle Candidate at the Troop Committee meeting during which the project concept is presented. This is an 'advocacy' role.
6. Ensures that the approved project concept is developed into a workable project plan with sufficient detail to ensure success.
7. Ensures that all Troop, Committee and Council approvals are received prior to the start of the actual project.
8. Provides guidance and 'spot approval' during the project execution to ensure that the candidate is executing the project in good order.
9. Approves project completion.
10. Schedules the Eagle Board of Review with the Troop Committee and the Council's Eagle representative.
11. Sits in as a member of the Eagle Board of Review Board.
12. Acts as an administrator for the paperwork and forms resulting from the successful Board of Review.

#### Explanation of Eagle Requirements:

1. *Be active in your troop, team, crew, or ship for a period of at six months after you have achieved the rank of Life Scout.*  
Active means 'Active'. Past activity in the Troop does not count toward this requirement since Troop activity is a requirement for all scout ranks. In the past six months a scout is expected to attend at least 60% of the meetings and 60% of the campouts.
2. *Demonstrate that you live by the principles of the Scout Oath and Law in your daily life. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.*  
As soon as a Scout earns Life, it is a good idea to think of at least three individuals from whom you can request a personal recommendation. People are busy. The Scout is asking a favor and a Scout is courteous. Give your individuals time. While a letter is not 'required', it is strongly recommended. If any individual from whom a Scout requests a recommendation is not willing to take the time to provide a brief recommendation, the strength of that recommendation is in question.
3. *Earn a total of 21 merit badges (required badges are listed on the application). List the month, day, and year the merit badge was earned.*  
Documentation is CRITICAL. As a Tenderfoot and Second Class Scout, Eagle is a long way off. But the merit badge cards and rank advancement cards a Scout receives at camp and at Courts of Honor are important pieces of documentation. Not only does a Scout

need to earn another five merit badges, but he also has to provide documentation of the other 16 merit badges he's earned as a Scout. If the documentation is missing, an effort must be made to recreate or replace that documentation. This effort can be significant and usually requires the involvement of the Scoutmaster as well as Troop and/or Council representatives. The Eagle Scout application will be checked to ensure that the dates associated with the merit badges coincide with the dates of rank.

Imagine how it must feel when a Scout realizes he turns 18 in two months and he needs Family Life or Personal Management merit badge, each of which require at least three months to complete. While it is always the responsibility of the candidate to exercise the responsibility, initiative and foresight to ultimately manage his time and priorities toward meeting his objective, this is also where the Eagle Scout Coordinator and the Scoutmaster come into play. They will do everything that they can, within reason, to ensure that a candidate does not get himself into this situation.

4. *While a Life Scout, serve actively for a period of six months in a position of responsibility.* Like requirement number 1, activity is important in this requirement. And, perhaps, the requirement is a bit poorly worded. Rather than saying that the Scout must hold a 'position of responsibility', think of the requirement as a 'position of leadership'. Being appointed or elected to the position of Patrol Leader and holding that position for six months is, in and of itself not sufficient. Merely having the patch on a Scout's sleeve is insufficient. The Scout is expected to actively work as a leader in this position and it is the responsibility of the Scoutmaster and the Eagle Scout Coordinator to be satisfied that the Scout is exercising his best efforts in his role as a leader. If, as a Patrol Leader, a Scout takes little interest in the welfare of his patrol, sets a bad example, or is inactive, this requirement will not be satisfied.
  
5. *While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. The project idea must be approved by your Scoutmaster and Troop Committee and by the Council or District before you start any material or fundraising aspect of the project.* This is the least understood of all the Eagle Scout requirements. Rather than a 'service' project, this is a '**LEADERSHIP**' project. Neither the service nor the project itself is the goal of the project. The project itself, while important, is merely a vehicle by which a Scout can demonstrate his leadership abilities. And, unlike merit badges and other requirements where the Scout takes the initiative and is the one who actively accomplishes the objective, this requirement requires that the Scout exercise his leadership abilities to get other Scouts and volunteers to accomplish his goals with and for him. Rather than doing, he is leading. If the Scout has been an effective leader during his time with the Troop, he will recognize that leading is much harder than doing.

The Eagle Scout Coordinator will help the Scout to develop a workable and worthwhile project. The best projects are those that are 'scalable' and can be expanded or reduced, as resources and necessity require.

6. *Attach to this application a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations during which you demonstrated leadership skills. Include honors and awards received during this service. Take part in a Scoutmaster conference with your unit leader.*

Again 'holding a leadership position' and 'demonstrating leadership' are two very different things. The Scout should compile a list as outlined in the requirement and be ready to discuss what he has done specifically that demonstrates and illustrates his active role as a leader.

Additional Information Helpful for Eagle Scout Candidates:

<http://www.eaglescout.org/>

This is the main web site for the Eagle Scout Organization and an exceptional resource. It provides additional supporting documentation and explanations for the requirements listed above. The procedures outlined on this website are those that are followed in Troop 776.

<http://www.eaglescout.org/project/project.html>

This website is an excellent resource for project planning and provides ideas, checklists and examples for projects.

<http://www.scouting.org/boyscouts/eagleproject/dload.html>

This is a 'PDF' soft file of the Eagle Scout Leadership Project Workbook.

The rank of Eagle Scout will be awarded at a specially convened National Court of Honor after the National Council of the Boy Scouts of America approves the award. The Troop will hold up to three National Courts of Honor for Eagle Scout per year, at least four months apart. All Scouts eligible for Eagle at the time will be recognized.

## Merit Badges

Merit badges are skill awards available in just about any subject topic imaginable. At least 21 merit badges are required for Eagle Scout, with a list of eleven specific merit badges required, and the balance consisting of any the Scout selects. Opportunities to earn merit badges abound; they are taught as the Troop program, taught to groups by arrangement prior to Troop meetings, taught to small groups by appointment with the merit badge counselor, as part of a District or Council program such as Merit Badge Weekend or Patrick Henry, at the National Jamboree and of course, as one of the primary activities at the annual summer camp.

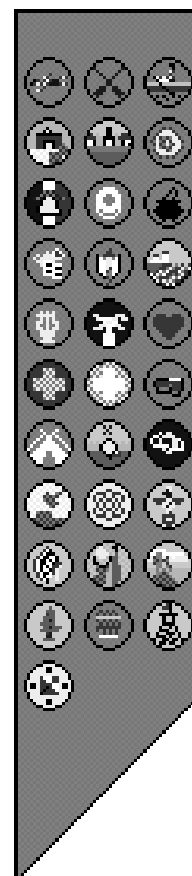
A Scout should concentrate on advancement to First Class rank before becoming too involved in the pursuit of merit badges. Reaching this basic rank of a proficient Scout should be the Scout's primary focus with rare exceptions, such as Merit Badge Weekend and other opportunities as directed by the Scoutmaster.

Not all merit badges are equal in their difficulty, some are much more advanced than others. The Scoutmaster will only authorize Scouts for merit badges that he feels the Scout is ready for in terms of skills, age and maturity.

The first step toward earning a merit badge is to discuss the merit badge with the Scoutmaster, who will provide the name(s) of a counselor and a merit badge application, a "Blue Card". A Blue Card is a tri-fold card and is the record for completion of the merit badge. The Scout completes the relevant sections of the Blue Card and gets the Scoutmaster to sign the "Application" section of the card (See Appendix H). Then the Scout must read the merit badge pamphlet (borrowed from the Troop library or purchased from the Scout Service Center) and make an appointment with the counselor. The Scout should make all calls for appointments. No Scout may take a merit badge alone with a counselor outside the Troop meeting. Scouts are not allowed to receive more than five merit badges from a single counselor and parents may only serve as a merit badge counselor for their own son when the merit badge is offered as a general class to multiple Scouts and with prior permission from the District Advancement Committee per District 07 policy.

Upon completion of the merit badge the counselor may keep the portion of the Blue Card titled "Counselor's Record." The Scout then needs to return the rest of the Blue Card to the Scoutmaster. The Scoutmaster will sign the "Applicant's Record" portion of the card and return it to the Scout immediately. This portion of the card is the Scout's record of having completed the merit badge and must be retained. The Scoutmaster will process the remaining "Application" section of the card and it will be returned to the Scout, with the merit badge, at the next Troop Court of Honor.

The "Application" and "Applicant's Record" sections need to be retained by the Scout as these are the records of completion of the merit badge and will be needed for advancement to Star, Life



and Eagle ranks. It is highly suggested that a three-ringed notebook be started with the plastic sleeves used for baseball cards. The Blue Card sections will fit these plastic sleeves, which will protect and organize the Blue Cards. Cards for rank advancement and other special award can also be kept in the sleeves.

### **Troop 776 Bead Recognition**

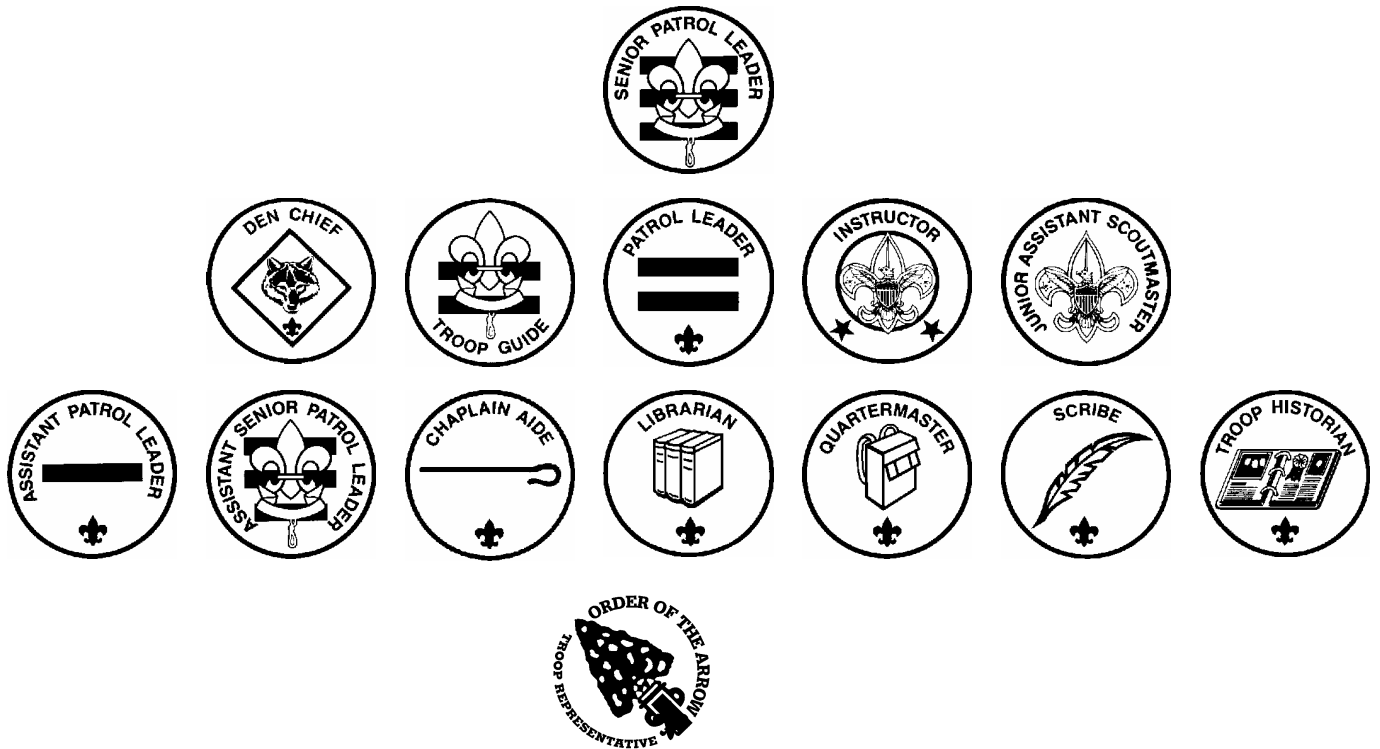
Beads are awarded for various accomplishments in the Troop. Beads are worn on leather lacing attached to a miniature carabineer (provided by the Troop when the first bead is earned) suspended from the belt or belt loop. Participation in any Scout event (Venture Patrol, Philmont Crew, Order of the Arrow, Camp Staff, etc...) counts toward qualification for beads.

<b>Bead Colors and Their Meaning</b>			
Black	For ea 5 nights of camping	Red	For each day spent in greater than 100°
Green	For each 10 miles hiked or backpacked	Dark Grey	For each major storm
Turquoise	For each 10 miles canoed or rafted	Gold	For completing a term as Senior Patrol Leader
Yellow	For each 10 miles biked	Silver	For completing a term as Assistant Senior Patrol Leader
Clear	For each long-term camp experience (summer camp, Philmont, etc.)	Copper	For completing a term as another Troop level officer
White	For each night camped in the snow	Green Sparkle	For completing a term as a Patrol Leader
Light Blue	For each night camped in less than 32°	Silver Sparkle	For completing a term as an Assistant Patrol Leader
Dark Blue	For each night camped in less than 10°	Orange	Service project which lasted more than 5 hours
Clear Star	Each night camped out under the stars		

# Appendix A Youth Leadership Positions



Leading the way...



## Troop 776 Scout Leadership Positions Duties and Responsibilities



Leading the way...

What does that mean?

Think about being a Cub Scout. You came to den meetings and did a lot of different and fun things. But who decided what to do and who planned the activities? The Den Leaders, right?

Sports teams are a lot of fun, too. But who decides who plays what position, who's on the starting lineup and when to substitute? The coach, right?

There is one thing that makes Scouting different from all other youth groups. Do you know what it is?

Well, it is not the uniform. Every soccer, basketball, and baseball team has a uniform.

It is not the fun activities. There are a lot of other things that are fun.

And it certainly isn't cleaning dirty pots and pans on a campout.!!

**What makes Scouting special is that YOU make the decisions!**

That's right! YOU run the Troop. Baden-Powell made it very plain in Aids to Scoutmastership when he wrote,

“The best progress is made in those Troops where power and responsibility are really put into the hands of the Patrol Leaders.”

This is real decision making power. And not it's not just Patrol Leaders. All of the Troop leadership positions have a hand in making the Troop run. As a Troop leader you will:

Plan and run Troop meetings,

Pick Troop outings, where to camp, what to do,

Plan advancement opportunities for all Troop members

Select High-Adventure programs

Determine Troop policy

Help other Scouts along the trail to Eagle.

Sound cool? It really is! The adults are there to provide support but YOU will be making the decisions.

Because being a leader is more than just sewing on a patch we have put together job descriptions for the Troop leadership positions. They will give you a good idea of what each job is all about and what you will be required to do.

Here's how to be considered for a position. First read the job descriptions, qualifications, and job responsibilities. Then decide what you want to do and talk it over with your parents. You can also talk it over with other Scouts who have served in that position. Finally, get a Troop job application form, fill it out, have your parent(s) read and sign it and turn it in.

So, are you ready to "Lead the way"? We sure hope so!



**Troop 776**  
**Leadership Position Description**  
**SENIOR PATROL LEADER**

**GENERAL INFORMATION**

- Type:** Elected by the members of the Troop  
**Term:** 12 months, January - December  
**Reports to:** Scoutmaster  
**Description:** The Senior Patrol Leader is elected by the Scouts to represent them as the top junior leader in the Troop.  
**Comments:** The Senior Patrol Leader is the focal point of the Troop. He needs to attend as close to all Troop functions as possible. One of the major parts of the SPL's job is to appoint other Troop leaders. He must choose leaders who are able, not just his friends or other popular Scouts. Counts toward the advancement requirement for Star, Life and Eagle ranks.

**QUALIFICATIONS**

- Age:** none  
**Rank:** 1st Class or higher  
**Experience:** Previous service as SPL, ASPL, PL, or APL  
**Attendance:** 75% over previous 6 months

**PERFORMANCE REQUIREMENTS**

- Training:** You must attend the Troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 85% of all Troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.  
**Effort:** You are expected to give this job your best effort.

**GENERAL LEADERSHIP RESPONSIBILITIES**

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the Troop uniform, shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that the Assistant Senior Patrol Leader is ready to assume your responsibilities.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Runs all Troop meetings, events, activities, and the annual program planning conference.
- Runs the Patrol Leader's Council meeting.
- Appoints other all Troop junior leaders, except Junior Assistant Scoutmaster, Patrol Leaders and Assistant Patrol Leaders, with the advice and counsel of the Scoutmaster.
- Assigns duties and responsibilities to junior leaders.
- Assists the Scoutmaster with Junior Leader Training.



## Troop 776 Leadership Position Description

### PATROL LEADER

#### GENERAL INFORMATION

- Type:** Elected by members of the Patrol  
**Term:** 12 months, September to August  
**Reports to:** Senior Patrol Leader  
**Description:** The Patrol Leader is the elected leader of his Patrol. He represents his Patrol on the Patrol Leader's Council.  
**Comments:** The Patrol Leader may easily be the most important job in the Troop. He has the closest contact with the Patrol members and is in the perfect position to help and guide them. The Patrol Leaders, along with the Senior Patrol Leader and Assistant Senior Patrol Leader are the primary members of the Patrol Leaders' Council. Counts toward the advancement requirement for Star, Life and Eagle ranks.

#### QUALIFICATIONS

- Age:** none  
**Rank:** none  
**Experience:** none  
**Attendance:** 75% over previous 6 months

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 80% of all Troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.  
**Effort:** You are expected to give this job your best effort.

#### GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the Troop uniform, shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that the Assistant Patrol Leader is ready to assume your responsibilities.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Appoints the Assistant Patrol Leader.
- Represents the Patrol on the Patrol Leader's Council
- Plans and steers Patrol meetings
- Helps Scouts advance
- Acts as the chief recruiter of new Scouts
- Keeps Patrol members informed
- Knows what his Patrol members and other leaders can do.
- Advances the Troop objectives as set by the Senior Patrol Leader and the Patrol Leader's Council.



**Troop 776**  
**Leadership Position Description**

**JUNIOR ASSISTANT SCOUTMASTER**

**GENERAL INFORMATION**

- Type:** Appointed by the Scoutmaster  
**Term:** 12 months, rotating terms  
**Reports to:** Scoutmaster  
**Description:** The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18. He's appointed by the Scoutmaster because of his leadership ability.  
**Comments:** In many cases the JASM has the same responsibilities as an Assistant Scoutmaster.

**QUALIFICATIONS**

- Age:** At least 16 years old  
**Rank:** Eagle  
**Experience:** Previous leadership positions  
**Attendance:** 75% over the previous 6 months

**PERFORMANCE REQUIREMENTS**

- Training:** You must attend the Troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 80% of all Troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.  
**Effort:** You are expected to give this job your best effort.

**GENERAL LEADERSHIP RESPONSIBILITIES**

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the Troop uniform, shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Functions as an Assistant Scoutmaster.  
Performs duties as assigned by the Scoutmaster.



## Troop 776 Leadership Position Description

### DEN CHIEF

#### GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader with approval of the Scoutmaster and Den Leader
- Term:** 12 months, September to August
- Reports to:** Scoutmaster and Den Leader
- Description:** The Den Chief works with the Cub Scouts, Webelos Scouts, and Den Leaders in the Cub Scout pack.
- Comments:** The Den Chief provides knowledge of games and Scout skills that many Den Leaders lack. The Den Chief is also a recruiter for the Troop. This function is important because no Troop can thrive without new members and most new members will come from Cub Scouting. Counts toward the advancement requirement for Star, Life and Eagle ranks.

#### QUALIFICATIONS

- Age:** 14 or older
- Rank:** Star or higher
- Experience:** none
- Attendance:** 75% over previous 6 months

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop Junior Leader Training even if you have attended in the past. Must attend Den Chief Training at Council Pow Wow.
- Attendance:** You are expected to attend 75% of all Troop meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.  
In terms of attendance with your den, you are expected to attend 90% of den meetings and pack functions. You must inform the Den Leader if you will be absent.
- Effort:** You are expected to give this job your best effort.

#### GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the Troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
- Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Knows the purposes of Cub Scouting
- Helps Cub Scouts advance through Cub Scout ranks.
- Encourages Cub Scouts to join a Boy Scout Troop upon graduation.
- Assists with activities in the den meetings.
- Is a friend to the boys in the den.
- Helps out at weekly den meetings and monthly pack meetings.
- Meets with adult members of the den, pack, and Troop as necessary.



**Troop 776**  
**Leadership Position Description**

**INSTRUCTOR**

**GENERAL INFORMATION**

- Type:** Appointed by the Senior Patrol Leader  
**Term:** 6 months, January to June and July to December  
**Reports to:** Senior Patrol Leader or designated Assistant Senior Patrol Leader  
**Description:** The Instructor teaches Scouting skills.  
**Comments:** The Instructor will work closely with both the Troop Guide and with the Assistant Scoutmaster for new Scouts. The Instructor does not have to be an expert but should be able to teach the Scoutcraft skills needed for Tenderfoot, Second Class, and First Class ranks. The Troop can have more than one instructor. Counts toward the advancement requirement for Star, Life and Eagle ranks.

**QUALIFICATIONS**

- Age:** 14 or older  
**Rank:** 1st Class or higher  
**Experience:** none  
**Attendance:** 60% over previous 6 months

**PERFORMANCE REQUIREMENTS**

- Training:** You must attend the Troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 75% of all Troop meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.  
**Effort:** You are expected to give this job your best effort.

**GENERAL LEADERSHIP RESPONSIBILITIES**

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the Troop uniform, shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Teaches basic Scouting skills in Troop and Patrol level.  
The Troop "Grubmaster" is an Instructor with the special responsibilities of;
- ◆ reviewing and approving all Patrol menus
  - ◆ teaching Scouts the proper way to complete a menu planning sheet
  - ◆ assuring that menus are complete and appropriate



## Troop 776 Leadership Position Description

### TROOP GUIDE

#### GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader  
**Term:** 6 months, January to June and July to December  
**Reports to:** Senior Patrol Leader or designated Assistant Senior Patrol Leader  
**Description:** The Troop Guide works with new Scouts. He helps them feel comfortable and earn their First Class rank in their first year.  
**Comments:** The first year as a Boy Scout is a critical time with new places, new people, new rules, and new activities. The Troop Guide is a friend to the new Scouts and makes first year fun and successful. This is an important position. Counts toward the advancement requirement for Star, Life and Eagle ranks.

#### QUALIFICATIONS

- Age:** 14 or older  
**Rank:** 1st Class or higher  
**Experience:** none  
**Attendance:** 60% over previous 6 months

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 90% of all Troop meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.  
**Effort:** You are expected to give this job your best effort.

#### GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the Troop uniform, shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Introduces new Scouts to Troop operations.
- Guides new Scouts through early Scouting activities
- Shields new Scouts from harassment by older Scouts.
- Helps new Scouts earn First Class in their first year.
- Teaches basic Scout skills.
- Coaches the Patrol leaders on how to help the new Scouts in their Patrol.
- Counsels individual Scouts on Scouting challenges.
- Checks the new Scouts' *Scout Handbook* weekly for progress.



**Troop 776**  
**Leadership Position Description**

**ASSISTANT SENIOR PATROL LEADER**

**GENERAL INFORMATION**

- Type:** Appointed by the Senior Patrol Leader  
**Term:** 12 months, January to December  
**Reports to:** Senior Patrol Leader  
**Description:** The Assistant Senior Patrol Leader is the second highest ranking Patrol leader in the Troop. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the SPL or when called upon. He also provides leadership to other junior leaders in the Troop.  
**Comments:** The most important part of the ASPL position is his work with the other junior leaders. The ASPL should be familiar with the other positions and stay current with the work being done. Counts toward the advancement requirement for Star, Life and Eagle ranks.

**QUALIFICATIONS**

- Age:** none  
**Rank:** 1st Class or higher  
**Experience:** none  
**Attendance:** 60% over the previous 6 months

**PERFORMANCE REQUIREMENTS**

- Training:** You must attend the Troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 80% of all Troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.  
**Effort:** You are expected to give this job your best effort.

**GENERAL LEADERSHIP RESPONSIBILITIES**

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the Troop uniform, shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Helps the Senior Patrol Leader lead meetings and activities.
- Runs the Troop in the absence of the Senior Patrol Leader.
- Helps train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian, Troop Guide and Chaplain Aide.
- Serves as a member of the Patrol Leader's Council.



**Troop 776**  
**Leadership Position Description**

**ASSISTANT PATROL LEADER**

**GENERAL INFORMATION**

- Type:** Appointed by the Patrol Leader  
**Term:** 6 months, September to February and March to August  
**Reports to:** Patrol Leader  
**Description:** The Assistant Patrol Leader is appointed by the Patrol Leader and leads the Patrol in his absence.  
**Comments:** Substituting for the Patrol Leader is only part of the Assistant Patrol Leader's job. The APL actively helps run the Patrol.

**QUALIFICATIONS**

- Age:** none  
**Rank:** none  
**Experience:** none  
**Attendance:** 60% over previous 6 months

**PERFORMANCE REQUIREMENTS**

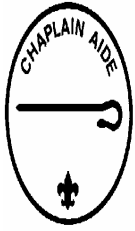
- Training:** You must attend the Troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 75% of all Troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.  
**Effort:** You are expected to give this job your best effort.

**GENERAL LEADERSHIP RESPONSIBILITIES**

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the Troop uniform, shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Helps the Patrol Leader plan and steer Patrol meetings and activities.
- Helps the Patrol Leader keep Patrol members informed.
- Helps the Patrol get ready for all Troop activities.
- Represents his Patrol at Patrol Leader's Council meetings when the Patrol Leader cannot attend.
- Lends a hand controlling the Patrol and building Patrol spirit.



## Troop 776 Leadership Position Description

### CHAPLAIN AIDE

#### GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader  
**Term:** 6 months, January to June & July to December  
**Reports to:** Assistant Senior Patrol Leader  
**Description:** The Chaplain Aide provides or coordinates a chapel service for Troop outings, leads grace at Troop meals, and performs the invocation and benediction at Courts of Honor. He also works to promote the religious awards program.  
**Comments:** "Duty to God" is one of the core beliefs of Scouting. The Chaplain Aide helps everyone in the Troop by preparing short religious observations for campouts and other functions. The Chaplain Aide does not always lead the observation himself and can have other Troop members help. Counts toward the advancement requirement for Star, Life and Eagle ranks.

#### QUALIFICATIONS

- Age:** none  
**Rank:** none  
**Experience:** none  
**Attendance:** 60% over the previous 6 months

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 60% of all Troop meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.  
**Effort:** You are expected to give this job your best effort.

#### GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the Troop uniform, shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Provides or coordinates a chapel service for Troop outings.
- Leads grace at Troop meals
- Performs the invocation and benediction at Courts of Honor.
- Tells Scouts about the religious emblem program for their faith.
- Makes sure religious holidays are considered during Troop program planning.
- Helps plan for religious observance in Troop activities.



**Troop 776**  
**Leadership Position Description**

**TROOP HISTORIAN**

**GENERAL INFORMATION**

- Type:** Appointed by the Senior Patrol Leader  
**Term:** 6 months, January to June and July to December  
**Reports to:** Assistant Senior Patrol Leader  
**Description:** The Troop Historian keeps a historical record or scrapbook of Troop activities.  
**Comments:** The true value of a good Historian does not show up until years later. The Historian provides material for displays and presentations of current activities. In addition, the work of the Historian provides a link with the past. Counts toward the advancement requirement for Star, Life and Eagle ranks.

**QUALIFICATIONS**

- Age:** none  
**Rank:** none  
**Experience:** none, but interest in photography is helpful  
**Attendance:** 60% over the previous 6 months

**PERFORMANCE REQUIREMENTS**

- Training:** You must attend the Troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 60% of all Troop meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.  
**Effort:** You are expected to give this job your best effort.

**GENERAL LEADERSHIP RESPONSIBILITIES**

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the Troop uniform, shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Gathers pictures and facts about past Troop activities and keeps them in a historical file or scrapbook.  
Gathers information and writes a summary page for each Troop activity.  
Takes care of Troop trophies, ribbons, and souvenirs of Troop activities.  
Keeps information about former members of the Troop.



**Troop 776**  
**Leadership Position Description**

**TROOP LIBRARIAN**

**GENERAL INFORMATION**

- Type:** Appointed by the Senior Patrol Leader  
**Term:** 6 months, January to June and July to December  
**Reports to:** Assistant Senior Patrol Leader  
**Description:** The Troop Librarian takes care of Troop literature.  
**Comments:** The library contains books of historical value as well as current materials and uniforms. All together, the library is a Troop resource worth hundreds of dollars. The Librarian manages this resource for the Troop. Counts toward the advancement requirement for Star, Life and Eagle ranks.

**QUALIFICATIONS**

- Age:** none  
**Rank:** none  
**Experience:** none  
**Attendance:** 60% over the previous 6 months

**PERFORMANCE REQUIREMENTS**

- Training:** You must attend the Troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 60% of all Troop meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.  
**Effort:** You are expected to give this job your best effort.

**GENERAL LEADERSHIP RESPONSIBILITIES**

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the Troop uniform, shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Sets up and takes care of a Troop library
- Keeps records of books and pamphlets owned by the Troop.
- Adds new or replacement items as needed.
- Identifies outdated merit badge pamphlets for removal from the active library to the archive.
- Keeps books and pamphlets available for borrowing.
- Keeps a system for checking books and pamphlets in and out.
- Follows up on late returns.
- Issues vouchers for purchase of used merit badge books.
- Maintains the Experienced Uniform inventory for issue as needed.



**Troop 776**  
**Leadership Position Description**

**TROOP QUARTERMASTER**

**GENERAL INFORMATION**

- Type:** Appointed by the Senior Patrol Leader  
**Term:** 6 months, January to June and July to December  
**Reports to:** Assistant Senior Patrol Leader  
**Description:** The Troop Quartermaster keeps track of Troop equipment and sees that it is in good working order.  
**Comments:** The Quartermaster does most of his work around campouts. There are times when the Quartermaster has to be available to check equipment in and out. Counts toward the advancement requirement for Star, Life and Eagle ranks.

**QUALIFICATIONS**

- Age:** none  
**Rank:** none  
**Experience:** none  
**Attendance:** 60% over the previous six months

**PERFORMANCE REQUIREMENTS**

- Training:** You must attend the Troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 60% of all Troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.  
**Effort:** You are expected to give this job your best effort.

**GENERAL LEADERSHIP RESPONSIBILITIES**

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the Troop uniform, shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Keeps records on Patrol and Troop equipment.
- Makes sure equipment is in good working condition.
- Issues equipment and makes sure it is returned in good condition.
- Makes suggestions for new or replacement items.
- Maintains the Troop shed in an organized manner.
- Supervises the loading and unloading of the trailer.
- Works with the Troop Committee member responsible for equipment.
- Issues the US, Troop, and Patrol flags for meetings and ceremonies and puts them away afterwards.



Troop 776  
Leadership Position Description

## TROOP SCRIBE

### GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader  
**Term:** 6 months, January to June and July to December  
**Reports to:** Assistant Senior Patrol Leader  
**Description:** The Scribe keeps the Troop records. He records the activities of the Patrol Leaders' Council and keeps a record of dues, advancement, and Scout attendance at Troop meetings.  
**Comments:** To be a good Scribe you need to attend nearly all Troop and Patrol Leaders' Council meetings. Counts toward the advancement requirement for Star, Life and Eagle ranks.

### QUALIFICATIONS

- Age:** none  
**Rank:** none  
**Experience:** none  
**Attendance:** 60% over the previous six months

### PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 85% of all Troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.  
**Effort:** You are expected to give this job your best effort.

### GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the Troop uniform, shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Attends and keeps a log of Patrol Leaders' Council meetings
- Records individual Scout attendance.
- Receives and records individual Scout advancement progress from the Patrol Scribes.
- Works with the Troop Committee Treasurer.



Troop 776  
Leadership Position Description

## TROOP ORDER OF THE ARROW REPRESENTATIVE

### GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader  
**Term:** 6 months, January to June and July to December  
**Reports to:** Assistant Senior Patrol Leader  
**Description:** The Order Of The Arrow Representative functions as the Troop's liaison to the Pamunkey Chapter of the Nawakwa Lodge of the Order of the Arrow. He promotes active membership in the Order and informs the Troop of Chapter and Lodge activities.  
**Comments:** To be a good OA Rep you need to not only live up to the high ideals of Scouting but exemplify the traits of an Arrowman. Counts toward the advancement requirement for Star, Life and Eagle ranks.

### QUALIFICATIONS

- Age:** none  
**Rank:** 1<sup>st</sup> Class and a member in good standing in the Order of the Arrow  
**Experience:** none  
**Attendance:** 60% over the previous six months

### PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 60% of all Troop meetings, Patrol Leaders' Council meetings, outings, service projects, AND OA Chapter meetings and OA functions. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.  
**Effort:** You are expected to give this job your best effort.

### GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the Troop uniform, shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law and OA Obligation in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Serves as a communication link between the Lodge or Chapter and the Troop.
- Encourages year round and resident camping in the Troop.
- Encourages older Scout participation in high adventure programs.
- Encourages Scouts to actively participate in community service projects.
- Assists with leadership skills training in the Troop.
- Encourages Arrowmen to assume leadership positions in the Troop.
- Encourages Arrowmen in the Troop to be active participants in the Lodge and/or Chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Schedules and assists with the Troop's annual OA election.

**Troop 776**  
**Leadership Position Description**

**TROOP BUGLER**

**GENERAL INFORMATION**

- Type:** Appointed by the Senior Patrol Leader  
**Term:** 12 months, January to December  
**Reports to:** Assistant Senior Patrol Leader  
**Description:** The Bugler plays bugle calls for the Troop and serves as the Troop “alarm clock”.  
**Comments:** The Bugler must be able to play the bugle and know several calls. Counts toward the advancement requirement for Star and Life ranks.

**QUALIFICATIONS**

- Age:** none  
**Rank:** none  
**Experience:** Be able to play a bugle or trumpet  
**Attendance:** 60% over the previous six months

**PERFORMANCE REQUIREMENTS**

- Training:** You must attend the Troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 60% of all Troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.  
**Effort:** You are expected to give this job your best effort.

**GENERAL LEADERSHIP RESPONSIBILITIES**

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the Troop uniform, shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Wakes the Troop on campouts either individually or with a bugle call of reveille.  
Sounds Retreat, To the Colors and Taps at appropriate times.  
Makes an effort to learn additional calls.

**Troop 776**  
**Leadership Position Application**

Your Name: \_\_\_\_\_ Age: \_\_\_\_\_

Current Rank: \_\_\_\_\_ Current Position: \_\_\_\_\_ Previous Positions: \_\_\_\_\_

Attendance (6 months): \_\_\_\_\_ (get from Troop Scribe records)

List your first three choices

1st Choice	2nd Choice	3rd Choice
------------	------------	------------

For your first choice, use this space to tell why you want this job, how you would do the job, and why you are the best choice for this position.

**Scout's Agreement**

I have read the job descriptions for these positions. I understand the duties and responsibilities and if selected will carry them out to the best of my ability.

\_\_\_\_\_

(signature)

\_\_\_\_\_

(date)

**Parent's Support Agreement**

I agree with the commitment my son is making. I promise to support him in attending training, Troop meetings, and Troop activities as well as with encouragement at home. I realize that once selected his presence is necessary for the smooth functioning of the Troop.

\_\_\_\_\_

(signature)

\_\_\_\_\_

(date)

## Appendix B Sample Permission Slip

# TROOP 776 CAMPOUT

## 3 – 5 November, 2006

### Troop Bike Trip, Greenbrier River Trail, WV

Meet at the Columbian Center at 6:15pm Friday evening, 11/3	Return to the Columbian Center at 4:30 pm, 11/5
Cost: \$20 per Scout, Due 30 October (\$6 for adults)	Accommodations: Car Camping, Watoga State Park
Program Patrol: Dragons	Program: Bike Mechanics

MEALS	Friday	Saturday	Sunday
Breakfast		Patrol (quick)	Patrol
Lunch		Each Scout Brings Own Trail Lunch	On your own in the Greenbank Café
Dinner	At Home	Patrol	
Cracker Barrel	Patrol	Troop	

#### Additional Information / Bring: (in addition to regular camp gear and clothes)

- As always travel in Class A uniform. Pack comfortable trail clothes for ride, Activity uniform (class B) is OK, but think layers for the cold.
- Budget limit for food is \$9 per Scout – so plan accordingly (a cracker barrel, 2 breakfasts, and a dinner)! This is the maximum reimbursement allowed. Grubmaster parents, please assist your son in planning and shopping to keep to this budget! Turn food receipts into Ms. Gizzi, labeled with Patrol name and grubmaster's name (who to make check out to). Bring at least \$6 for lunch at the Greenbank Radio Observatory.
- Carry a day-pack on the bike trail with standard trail essentials (water, rain gear, food, etc.). Camping gear will be left in camp. The ride is planned for the 45.8 miles of the south half of the Greenbrier River Trail. Expect a full day on the trail (riding and breaks), (<http://www.greenbrierrivertrail.com/index.html>). The trail is an almost level, smooth railroad bed. It is a long ride, but fairly easy.
- Bikes must be wide tire, trail bike type. **All** riders **must** wear a helmet. Mountainbikes are available for rent at \$20/day close by.
- On Sunday we'll make a trip to the Greenbank Radio Observatory (<http://www.nrao.edu/>) before coming home.
- We need several adults to drive the "sag wagon" to support the bikers, resupply with water/snacks and to p/u spent bikers. Prefer folks with an open pickup truck or with a bike rack (to carry bikes). Some of the fee for this trip is to reimburse for gas. Drivers will need to stay the weekend for shuttling to/from the trailhead.
- ALL medications (except rescue inhalers & epipens) will be turned in to the Scoutmaster or Assistant Scoutmaster before leaving.
- **Adults planning to attend need to return a "permission" slip as well.**



↑ Keep This Portion ↑

↓ Return This Portion ↓

#### Bike Hike Campout 11/3-11/5

\_\_\_\_\_ has my permission to attend the trip described above. Below are listed

Scout's Name

any changes in his health that have occurred since his last physical on file with the Troop, as well as any medications he must take during this trip. I give permission for the Troop 776 adult leaders to provide minor medical care and/or seek emergency medical attention for my son as they deem necessary.

**Health Issues:** None

**Medications:** None

For this weekend the primary emergency contact will be \_\_\_\_\_ available at the following telephone number \_\_\_\_\_.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Date

Return permission slip and a check made out to Troop 776 for \$20, (\$6 for adults) by Monday, October 30 if you plan to attend.

**Appendix C Tools for the Grubmaster**

<b>Patrol Menu</b>	
<b>List menu items with preparation instructions for each item in this column</b>	<b>List utensils &amp; equipment needed in this column</b>
<p><b>Example</b>  <b>Friday Cracker Barrel</b>            Cookies                Open packages of cookies &amp; put on table            Kool-Aid                Mix a water cooler of Kool-Aid/bug juice                Have cooler accessible to table where cookies are                Use personal cups for Kool-Aid                Hot KP water available to rinse cups after CB</p>	<p>bug juice cooler            1 large pot to heat water            1 KP bucket</p>
<b>Friday Cracker Barrel</b>	
<b>Saturday Breakfast</b>	
<b>Saturday Lunch</b>	
<b>Saturday Dinner</b>	
<b>Sunday Breakfast</b>	
<b>Sunday Lunch</b>	

<b>Patrol Menu</b>		<b>Patrol Duty Roster</b>				
		<b>Fireman</b> Start cooking fire/coins and keep supply of coals	<b>Waterman</b> Keep water jugs full, keep coolers full of bug juice, serve drinks for meals	<b>Trashman</b> Remove trash bag when full, replace with new bag	<b>Cook(s)</b> Prepare meal	<b>KP</b> Cleanup kitchen area, wash all non-personal utensils, wash KP buckets
<b>Friday Cracker Barrel</b>						
<b>Saturday Breakfast</b>	<b>Friday Cracker-barrel</b>					
<b>Saturday Lunch</b>	<b>Saturday Breakfast</b>					
<b>Saturday Dinner</b>	<b>Saturday Lunch</b>					
<b>Saturday Cracker Barrel</b>	<b>Saturday Dinner</b>					
<b>Sunday Breakfast</b>	<b>Saturday Cracker-Barrel</b>					
<b>Sunday Lunch</b>	<b>Sunday Breakfast</b>					

# PATROL MENU PLANNER

**Patrol:**

**Campout Date:**

**Date Menu Prepared:**

Dinner	Entree	
	Vegetable	
	Vegetable / Side	
	Bread	
	Fruit / Dessert	
	Drink	
Patrol Cracker Barrel	Fruit / Snack	
	Drink	
Breakfast	Entree	
	Entree	
	Bread / Cereal	
	Fruit	
	Drink	
Lunch	Entree	
	Entree	
	Bread	
	Fruit / Snack	
	Drink	
Dinner	Entrée	
	Vegetable	
	Vegetable / Side	
	Bread	
	Fruit / Dessert	
	Drink	
Breakfast	Entrée	
	Entrée	
	Bread / Cereal	
	Fruit	
	Drink	
Lunch	Entrée	
	Entrée	
	Bread	
	Fruit / Snack	
	Drink	

Approved: \_\_\_\_\_, Troop Grubmaster or SPL

**To Be Posted in Camp**

**Ingredient Planner**







## Appendix D Transportation Guidelines

### TROOP 776 TRANSPORTATION GUIDELINES

Troop 776 will follow these rules and guidelines regarding the transportation of Scouts to and from Troop and Patrol activities. While sound advice, these rules are not intended to govern the transport of Scouts to and from Troop or Patrol meeting or gathering places by parents, guardians or persons designated by parents or guardians to drive Scouts to Troop or Patrol gatherings. These rules are adapted from the *Guide To Safe Scouting*. Where modified the modification is more restrictive than that found in the *Guide To Safe Scouting*.

1. Two deep leadership will be followed by having two adults in each vehicle when possible.
  - A. If we cannot provide two adults for each vehicle, the minimum required is one adult and two or more youth members—*never one on one*.
  - B. An adult leader at least 21 years of age will be in charge and accompany the group.
2. Drivers
  - A. All drivers must be at least 21 years old and have a valid driver's license that has not been suspended or revoked for any reason.
    1. If the vehicle to be used is designed to carry more than 15 persons, including the driver, the driver must have a commercial driver's license.
3. Process Enroute
  - A. Seat belts must be worn properly by all occupants of the vehicle.
  - B. Drivers will not exceed the posted speed limit
  - C. During transportation to and from Scout outings,
    1. The Troop will meet for departure at a designated area.
    2. Departure for the trip will be from the parking lot of the Columbian Center, unless otherwise announced
    3. The site of departure to return home will be announced specific to each trip
  - D. The Troop will prearrange a schedule for periodic checkpoint stops as a group, spaced to be consistent with the length of the trip, including a daily destination point.
  - E. The Troop will not travel in convoy.
  - F. Drivers are to note how many, and the names of, Scouts who are riding with them and do a roll call, by name, prior to departing from any intermediate stop.
    1. Scouts will ride all the way to the final destination in the same vehicle they initiate the trip in.
    2. The trip leader and Senior Patrol Leader will do a head count and confirm all Scouts on the trip are in a vehicle prior to any departure from the Columbian Center, camp and any stop where all vehicles have stopped together
  - G. Vehicles will turn on their headlights for increased visibility, even during daylight hours, when transporting Scouts.
  - H. Cell phone use by drivers is discouraged
    1. If a cell phone call is necessary enroute
      1. passengers should make or receive the call and relay the message to/from the driver when possible

2. calls should be kept to an absolute minimum duration to communicate information necessary to the trip
  3. Drivers should pull off the road to make calls requiring them to be on the phone for more than a couple of minutes
- I. All driving, except trips less than 3 hours duration, should be done in daylight.
  - J. Driving time is limited to a maximum of 10 hours per 24-hour period, or 500 miles, whichever is shorter, and must be interrupted by frequent (at least every 2-3 hours) rest, food, and recreation stops.
    1. If there is only one driver per vehicle, the maximum daily driving time should be reduced to 8 hours and stops should be made more frequently
  - K. Don't drive drowsy. Stop for rest and stretch breaks as needed. Each driver is free to determine time and location of intermediate stops, those between established checkpoint stops (see 3.D.).
    1. Fatigue is a major cause of highway accident fatalities.
4. Vehicle Requirements
- A. All vehicles must be appropriately licensed with a current safety inspection.
  - B. Passenger cars, minivans, vans, SUV's and station wagons may be used for transporting passengers, but passengers are not to ride unsecured on the rear deck of station wagons
  - C. Trucks may be used for transporting passengers in the cab only, NEVER in the bed of the truck.
  - D. All vehicles must be covered by automobile liability insurance with limits that meet or exceed requirements of the state in which the vehicle is licensed.
    1. It is recommended that coverage limits are at least \$50,000/\$100,000/\$50,000. Any vehicle designed to carry 10 or more passengers is required to have limits of \$100,000/\$500,000/\$100,000
  - E. It is strongly suggested that drivers use the attached checklist to inspect their vehicle prior to each trip where Scouts will be transported.

## Troop 776 Motor Vehicle Checklist

- |   |                          |                                    |                          |
|---|--------------------------|------------------------------------|--------------------------|
| Seat belts for the driver and every passenger?                          | <input type="checkbox"/> | Engine oil level ok?               | <input type="checkbox"/> |
| Tire tread and inflation pressure okay times 4?                         | <input type="checkbox"/> | Brake fluid level ok?              | <input type="checkbox"/> |
| Spare tire tread and inflation pressure okay?                           | <input type="checkbox"/> | Transmission fluid level okay?     | <input type="checkbox"/> |
| Tire jack, lug nut wrench and tire chocks present and in working order? | <input type="checkbox"/> | Windshield wiper fluid level okay? | <input type="checkbox"/> |
| Brakes work?  | <input type="checkbox"/> | Other fluids okay?                 | <input type="checkbox"/> |
| Windshield wipers work?   | <input type="checkbox"/> | Battery charge level okay?         | <input type="checkbox"/> |
| Windshield wiper blades in good shape?                                  | <input type="checkbox"/> | Exhaust system okay?               | <input type="checkbox"/> |
| Current inspection sticker?   | <input type="checkbox"/> |                                    |                          |
| Headlights operational, both high and low beam?                         | <input type="checkbox"/> |                                    |                          |
| Left and Right turn signal lights operational front and rear?           | <input type="checkbox"/> |                                    |                          |
| Break lights work?  | <input type="checkbox"/> |                                    |                          |
| Rearview mirrors okay?  | <input type="checkbox"/> | <b><u>Other Safety items:</u></b>  |                          |
|   |                          | First aid kit?                     | <input type="checkbox"/> |
|   |                          | Flares or reflective triangles?    | <input type="checkbox"/> |
|   |                          | Fire extinguisher?                 | <input type="checkbox"/> |
|   |                          | Flashlight with fresh batteries?   | <input type="checkbox"/> |

\_\_\_\_\_  
Date

## Appendix E Personal Equipment

It's often a first impulse to go out and buy everything at once and get the best. We often see boys show up on their first camping trip with the tags still hanging off their gear. But a boy's initial needs are usually pretty basic. It is important to remember that boys grow and a good first pack and boots will quickly be outgrown. As a result, the troop is an excellent resource for good, previously used equipment. As boys grow in size and experience, our collective attic tends to burst with equipment that can no longer be used by the older scouts. Just ask. We'll put the word out and most of the time a parent will thank you for the opportunity to pass this gear on to new use. Then, too, leaving some of the better gear until later provides a parent with years of birthday and Christmas presents. With the exception of an inexpensive backpack, a good all purpose sleeping bag and a pair of boots, most of the gear a boy needs he more than likely already has.

### Equipment Checklist

					Basic Items:	
✓					"The 10 Essentials" for all campouts and activities	Comments
					Pocket knife (with Totin' Chip)	Do NOT bring a knife unless with or to get Totin' Chip
					Personal First Aid Kit	Follow instructions in <i>Scout Handbook</i> .
					One complete change of clothes (pants, shirt, underwear)	In a plastic bag. A small plastic garbage bag is fine. Bread bags or newspaper bags also work great.
					Rain gear (poncho, raincoat, rain suit)	A cheap poncho is usually sufficient for all but the more outward bound excursions as rain coats and suits can be expensive.
					Water bottle or canteen	
					Flashlight or head lamp (with extra bulb and batteries)	
					Trail food (only needed if hiking or backpacking)	
					Matches or fire starter (only needed if hiking or backpacking) (NOT for Summer Camp)	Water proof is a good idea, but a few strike anywhere matches in a ziplock bag is fine and ARE essential. All scouts should carry matches. We'll keep an eye on them.
					Sunscreen lotion	
					Map and compass	
					<b>Camping Gear (for all campouts)</b>	
					Pack and pack frame	An inexpensive and suitably sized, external frame pack to begin with. Small is good as even experienced campers tend to want to fill all the space...which means weight.
					Rain cover for pack	
					Sleeping bag	An inexpensive 20 degree bag with a 'hood' is suitable for 3 seasons. A fleece liner will usually allow the bag to be used year round.
					Sleeping pad	An essential piece of equipment. More for warmth than comfort.

					Tent and Ground cloth (unless the Scout your Scout is sleeping with is bringing the tent)	We will pair scouts without with those that have tents.
					Personal hygiene kit (toothbrush, tooth paste, floss, soap, comb, wash cloth, towel, handkerchief/bandana, toilet paper in a zip lock plastic bag)	Tooth brush and paste at a minimum! And a boy will forget toilet paper only once.
					Hiking boots or footwear appropriate for the specific trip	Well-fitted, BROKEN IN, but inexpensive boots. Buy boots at least a couple weeks out and wear them to school.
					Sleeping clothes, pajamas	A pair of dry socks makes a big difference in cold weather.
					Sweater, jacket, coat appropriate to the weather	
					Two pair socks, (wool, or synthetic hiking type preferred)	
					Scout Handbook, notebook and pencil	
					Plate, bowl, fork or spoon, and cup	A cheap plastic plate and cup are sufficient with a sturdy knife and fork.
					Watch	
					<b>Supplementary or Optional Items:</b>	
					Camp Shoes (tennis shoes, moccasins)	
					Camera	
					Bible, Testament, Prayer Book	
					Sunglasses	
					Scout Field Book, or other guidebooks specific to the trip	
					Small magnifying glass	
					Personal repair kit (needles, thread, safety pin, duct tape, string, wire, etc)	
					<b>Extra Items for Cold Weather Campouts</b>	
					Extra sleeping bag, blanket, or sleeping bag liner	
					Heavy jacket with hood	Or think layers. Long sleeved tee shirts or 'tech shirts', fleece jackets and wind/rain breakers allow the scout to remove layers as he warms and add as he cools.
					Stocking cap	Very important! But new scouts would rather have a tooth pulled than wear a hat. Adults and senior scouts will insist on this, however.
					Sweatshirt or fleece pullover or sweater	Fleece is best.
					Extra pair of heavy socks (wool)	
					Gloves and/or mittens	
					Thermal underwear	
					<b>Extra Items for Hot Weather Campouts</b>	
					Swimming trunks	
					Large towel	

				<b>Extra Items for Summer Camp</b>	
				Pack or Duffel	
				Sleeping Bag or 2 Sheets and a blanket, pillow	
				Scout Summer Uniform (Shirt, shorts, socks, neckerchief)	
				Comfortable walking shoes or boots (closed toed)	
				Sneakers / camp shoes (closed toed)	
				Flip-flops/shower shoes/sandals (for shower only)	
				7 pairs of Underwear	
				3 Extra shorts / pants	
				3 Extra shirts (prefer scout, camp shirts / Tee's)	
				Hat	
				Jacket / sweat shirt	
				7 pair Socks	
				Swim trunks	
				Bath towel	
				Hand towel	
				Wash cloth	
				Soap in soap dish/box + Shampoo	
				Merit Badge pamphlets for selected merit badges	
				Merit badge projects started / evidence of prerequisites	
				Name sign and post for tent	
				Completed medical form + copy of health insurance card	
				Medications & medication cards & forms	
				<b>Extra Supplementary or Optional Items for Summer Camp:</b>	
				Day pack / fanny pack	
				Mosquito net and poles	
				Materials anticipated for merit badge projects	
				Scout Fieldbook	
				Fishing gear (Required for Fishing Merit Badge)	
				Camera and film	
				Musical instrument	
				Bible, Testament, Prayer Book, Religious Text	
				Alarm Clock	

See also pages 224 – 225 of the 11th edition / 7<sup>th</sup> printing of the *Boy Scout Handbook*

## Appendix F Disposition of Popcorn Revenues

# SCOUT USE OF POPCORN MONEY

### BOY SCOUT TROOP 776

The money that the scouts collect from selling popcorn will first be deposited into the Troop 776 checking account. After it is determined how much total money the troop has collected from popcorn sales, and the percentage that the troop is allowed to keep as determined by council, (in the 2004 selling year the amount will be 27% ) then the amount of each scouts' sales that the troop retains will be entered into an account ledger as money the scout can use for scout activities within the troop. Scout activities that qualify include dues for the year, weekend camping trips, summer camp, Philmont, Jamboree, or purchases at the scout shop. Any scout shop purchases for a scout will be done by the Scoutmaster or someone on the troop committee authorized to purchase, once the scout has indicated what they wish to buy.

When the scout leaves the troop, either by aging out or moving away, the money will remain in the troop treasury. The money is not to be given to the scout as cash when they leave, but stays in the troop if they do not use it up. If the scout remains with the troop as an assistant scoutmaster, the money may be used for a new uniform or their camping expenses.

Any other use of money in the scout's account must first be approved by the troop committee.

Policy approved by the troop committee: November 1, 2004.

## Appendix G

### Heart of Virginia Council Advancement Policy Boy Scouts of America Heart of Virginia Council SCOUT ADVANCEMENT POLICY STATEMENT

1. The Council will follow the policies and procedures set forth by the Boy Scouts of America.
2. Standards for advancement shall be based upon the requirements listed in the most current Official Boy Scout Handbook and Boy Scout Requirements #33215B, published by the Boy Scouts of America.
3. Advancement within the troop must be in conformity with the policies and procedures of the Boy Scouts of America. Each boy must be approved by a Troop Board of Review in order to advance in rank.
4. All applications for Boy Scout advancement submitted to the Council office must have the proper name of the Scout, the designation of the award earned and the required signatures of the Board of Review members. Advancement Report form #34403B is available from the Council Service Center.
5. At some point after the Boy Scout has reached the rank of Life, the Scoutmaster or Advancement person should contact the Service Center to obtain a copy of the Scout's Eagle application, which is printed from ScoutNet with the boy's entered advancement records already on it.
6. The District Advancement Committee must:
  - A. Review and approve all Eagle Scout service project plans *before* a Scout begins the project. The project must first be approved by the Scoutmaster and Troop Committee.
  - B. Be present and serve as a voting member when a Troop conducts an Eagle Scout Board of Review. The Council Advancement Representative (or District Representative) must be notified by the Troop fourteen days before the occurrence of the Board of Review and must receive a copy of the completed application prior to the Board of Review.

The Eagle application #58-728 (1999 revision), or the application obtained from the Service Center, must be supported with the Eagle Scout Service Project Workbook #18-927C (1999 revision).
7. It is recommended that one committee member of each Troop be assigned the responsibility for the unit advancement procedures and the District provide at least one training opportunity annually.
8. It is the policy of the Council that without the prior written consent of the District Advancement Committee Chairman:
  - A. No person may be approved to counsel more than eight merit badges.
  - B. No boy may receive more than five merit badges from a single counselor.
  - C. No boy may be tested and approved for a merit badge by a member of his immediate family.
9. All Merit Badge Counselors must be registered members of the Boy Scouts of America.



## **Appendix I Troop Roster**

Insert your Troop Roster Here

## **Appendix J Troop Calendar**

Insert your Troop Calendar Here