

# "GOLD BOOK"



## Guidelines & Policies of Boy Scout Troop 58

Diamondback District  
Alamo Area Council  
Boy Scouts of America

Troop 58 is proudly sponsored  
by  
Bulverde United Methodist Men's Group  
San Antonio, Texas

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### Helpful Websites:

Troop 58: [www.bsatroop58.us](http://www.bsatroop58.us)

Alamo Area Council: [www.alamoarea-boyscouts.org](http://www.alamoarea-boyscouts.org)

Boy Scouts of America: [www.scouting.org](http://www.scouting.org)

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

## INTRODUCTION

Troop 58 utilizes software called Troopmaster which is used to record Scout and Scouter (parent) contact information, event attendance, advancement, Merit Badges, training, awards, positions, etc. This tool is free to parents. It is very useful. It is highly recommended for each Scout family to use this software to review their Scout's progress frequently. Please see the Advancement Coordinator for instructions to download, login, and password for Troopmaster.

All of the Scouts and adult leaders of our Troop are very enthusiastic about our future prospects. Troop 58 was formed to offer a serious program for the serious Scout. It is our goal to produce Eagle Scouts. We also feel that any worthwhile program should give the scout a genuine sense of accomplishment at every level of achievement.

We believe the Boy Scout program provides an excellent opportunity to assist in the development of youth into responsible young men. The aims of Scouting are to develop leadership, character, citizenship, and personal (physical/mental) fitness. These aims are accomplished while everyone enjoys their participation in Scouting.

We want your son's membership in scouting to be a fun-filled, memorable adventure. We believe we have an outstanding program that provides a variety of activities. We urge you to see that your son participates fully, and that you as parents, participate in supporting the activities of your troop.

Troop 58 adheres to the Boy Scouts of America policies and procedures as outlined in the "Guide to Safe Scouting" found at [www.scouting.org](http://www.scouting.org) under the Scouting Safely section.

Note: This official handbook provides information and guidance for Troop 58 Scouts and their families. It is updated as required (sometimes monthly). A notice of updates will be included in the Parent's Committee meeting minutes. Both this handbook and meeting minutes are available for download on the troop website.

## **MEMBERSHIP ELIGIBILITY**

Any boy who has completed the 5th grade or is 11 years old or who has earned the Arrow of Light award but is under the age of 18 may join Boy Scout Troop 58 with the approval of the Scoutmaster. Troop 58 is open to boys of any race, color, or religious creed. He may live anywhere in the Alamo Area Council so long as he makes arrangements to participate in the meetings and activities.

The Troop will be limited to a workable size agreeable to the Scoutmaster and the Committee. Applications should be addressed to the committee. Prospective Scouts are welcome to attend meetings as a visitor until he is accepted into the Troop.

Boys, new to scouting or Cub Scouts crossing over may join in the months of February/March and August/September. Boy Scouts transferring from other units may be accepted anytime at the committee's discretion.

Dues will be \$100/scout per year, collectible during re-charter (Dec. /Jan.). Scouts joining mid-year will pay prorated dues. Additionally there is a \$15 registration fee for each person (adult or scout) registered which goes to the council.

Members of the US Armed Forces may pay a prorated amount on dues if they know they are being transferred or may request a refund their dues on a prorated basis upon being transferred. All requests for refund of dues will be handled by committee on a case by case basis.

## **TROOP MEETINGS**

Troop meetings are held at Bulverde United Methodist Church each Tuesday night year round except for inclement weather, or otherwise canceled. Other exceptions (planned) will be noted on the Troop Activity Calendar.

Meetings will begin at 7:00 PM, with an opening flag ceremony, and will last approximately 1 1/2 hours. Attendance will be taken, and uniforms will be inspected. The meetings will be closed with a flag ceremony.

## **TROOP ACTIVITY CALENDAR**

The Patrol Leader's Council (PLC) prepares a tentative calendar of events for the year in February and August. It is reviewed and approved by the Troop Parent's Committee and a copy of the approved calendar can be printed off the troop website at [www.bsatroop58.us](http://www.bsatroop58.us). Changes to the calendar will be posted on the website and it is recommended parents check it frequently to be informed.

## **ATTENDANCE**

Troop 58, has an obligation to fulfill the Boy Scouts of America's goal, which is to develop responsible young leaders. To become the complete individual, the Scout must participate in the entire Troop program. The Scout's participation will impact his rank advancement eligibility, his right to participate in Troop activities and consideration for appointive or elective leadership positions.

Patrol leaders will take attendance at all meetings, and report to the Troop Scribe. Scouts are expected to attend **65% of the Troop meetings and 65% of the campouts per year**. Poor attendance will affect a scout's rank advancement eligibility and consideration for leadership positions.

## **Scout Conduct**

Participation in the Boy Scouts of America and Troop 58 is a privilege, not a right. For this reason, scouts are expected to be respectful of self and others and conduct themselves according to the Scout Oath and Scout Law. In conjunction with the aims of Scouting, our troop also strives to cultivate the following character traits in the scout: courage, patriotism, brotherliness, self-control, usefulness, purity of heart and honor. We endorse the biblical method of settling differences described by Jesus in Matthew, Chapter 18. Adults and scouts in leadership will exhibit the troop's standards of conduct. Scouts are expected to uphold these standards, and always be responsive to leadership coaching as well as efforts to maintain those standards. Scouts are always expected to comply with leadership directives whether they agree or not, with the exception that the directive is illegal, immoral or unsafe.

We realize that from time to time scouts may misbehave in a variety of ways, including using offensive language. If possible, inappropriate behavior should be resolved between scouts at the lowest level. As long as the scout is making an honest effort and working with scout leadership to correct the misbehavior, disciplinary action, if any, shall remain at the lowest level.

**For problematic behavior**, the following steps will be followed to the degree in which they are required:

1. Problem behavior shall be elevated through the scout chain of command, Patrol Leader, Senior Patrol Leader, or equivalent, etc. If this does not correct the problem immediately, the problem should be elevated to the ASM in charge of the activity. If the scout still does not correct his behavior, the ASM will contact one of the scout's parents or guardians AND the Scoutmaster within 24 hours.
2. The Scoutmaster will implement an appropriate disciplinary plan of action for the scout. This may include mandatory parental supervision on activities, delay of rank advancement, delay of leadership advancement, or other actions as necessary.
3. In cases of extremely disruptive, inappropriate, or dangerous behavior, immediate action by the adult in charge (driver, ASM, SM, etc.) is authorized and encouraged in order to protect the scout and others from harm, or exposure to

reprehensible activity. This may include the summoning of a parent/guardian to retrieve the scout from the activity.

4. More severe behavior problems may result in suspension, or expulsion from the troop. These more severe disciplinary actions will only be taken after consultation between the Scoutmaster, Committee Chair, and the BUMC Charter Representative. The BUMC Charter Representative must concur with any severe disciplinary plan of action.

**Documentation:** Significant disciplinary actions against scouts taken by the Scoutmaster or above should be recorded in the Troopmaster remarks section, to include the date and disciplinary action taken. This information will be masked to those without a need to know.

**Appeals:** After any disciplinary action is taken, and the scout has had time to reflect on his actions, if he still feels the discipline given was unjust, the scout together with a parent/guardian may appeal the discipline to the adult chain of command - ASM, SM, Committee Chair, BUMC Charter Representative.

## UNIFORMS

The Boy Scouts of America encourage all Scouts to be proud of their uniform and to wear a complete uniform to all Scout functions. We encourage you to secure a complete uniform for your son as soon as possible.

Uniforms and insignia can be purchased at:

Musselman Scout Shop  
2226 NW Military Hwy  
San Antonio, TX 78213  
(210) 341-8611

A Lending Locker is available to hand down gently worn uniform pieces. Families are encouraged to donate scout uniform pieces as their scouts outgrow them, so that they can be used by other boys.

Red t-shirts and neckerchiefs can be purchased through the troop.

**Uniform Hint:** Soak and dry all uniform patches before sewing them on uniform. Sew troop numerals together before sewing them onto the uniform. Also, label all items of clothing clearly (shirts, socks, neckerchiefs, etc.) with your son's name and "Troop 58" (example: Johnny Smith T58).

Troop 58 designates 3 distinct uniforms; however the scoutmaster has the discretion to specify the uniform for any activities other than those requiring Class A:

**The CLASS A uniform** is the most formal uniform. The Class A uniform is worn to all district and council events, Board of Reviews, Courts of Honor, and at other activities as specified.

It requires:

- Boy Scout khaki shirt (top button fastened), and tucked into pants
- Blue Troop 58 neckerchief with slide - not tied
- The Senior Patrol Leader (SPL) will wear a white neckerchief which will be given to him when he assumes office.
- The neckerchief is worn under the collar of the Scout shirt
- During District Order of the Arrow events, the O/A neckerchief may replace the Troop neckerchief.
- Official Boy Scout shorts/pants or dark olive green shorts/pants
- Scout web or leather belt with scout buckle
- Dark colored shoes

Boy Scout hats are optional, **but never worn indoors.**

**The CLASS B uniform** will be worn to all troop meetings unless otherwise specified by leadership. It requires:

- Boy Scout khaki shirt (opened at collar, no neckerchief)
  - Jeans or jean shorts
  - Scout web or leather belt and buckle
  - Closed-toed shoes
- The shirt will remain tucked into the pants.

**The CLASS C uniform** is worn for hiking, camping, or other activities as specified by leadership. It requires:

- Troop 58 red t-shirt or long-sleeved shirt, tucked into pants.
- Jeans or shorts
- Belt
- Closed-toed shoes

## **TROOP CAMPING EQUIPMENT**

Troop 58 maintains an inventory of Troop gear for campouts (dining flies, cooking grills, cooking kits and associated equipment, first aid kit, washtub, patrol boxes, fire buckets, etc.) The adult and scout quartermaster are responsible for equipment inventory.

**BACKPACKING STOVES ARE THE ONLY APPROVED PRESSURIZED FUEL EQUIPMENT TO BE USED ON TROOP 58 EVENTS. A SCOUT/SCOUTER IS NOT PERMITTED TO OPERATE PRESSURIZED FUEL EQUIPMENT WITHOUT A "FIREM'N CHIT" CARD. ALL SCOUTS MUST BE SUPERVISED BY TRAINED ADULTS WHEN USING PRESSURIZED FUEL.**

**Damage to Troop Camping Equipment:** In the event of a significant accidental, willful, and/or negligent damage to Troop equipment by a Scout(s), it is the responsibility of the Scout(s) involved to report it to the Scoutmaster at the time of the incident. The Scoutmaster and adults will interview the Scouts at the event to determine their involvement. The parent(s) will be notified of the incident at that time. Those Scouts assigned the equipment will be held responsible unless it is determined that any such Scout had no involvement in the incident.

The Adult Quartermaster will coordinate the repair (unless it is determined that replacement is the only economic option) and those Scouts and parent(s) will be responsible for their share of the cost.

Those situations resulting in Scouts sharing in the cost of repairs/replacement will be reported at the next PLC meeting and Troop Parent's Committee meeting.

## **PERSONAL CAMPING EQUIPMENT**

**Scout Handbook.** This is the bible of scouting. It is imperative all boys and parents read the handbook; and are familiar with the policies, practices, and performance standards as set forth in this book. The book is also the Scout's personal record for advancement. Each Scout is responsible for his advancement and its documentation. (This is something the Scout should always have with him)

**Personal Camping & Hiking Gear.** Good hiking shoes are desirable, as many of the Scout programs involve outdoor hiking. As your son gets ready to participate in overnight camping and backpacking, you will begin to hear requests for a sleeping bag, a backpack, mess kit, flashlight, compass, etc. All of these items are very desirable for a Scout to have and should be obtained if at all possible. In many cases (such as the backpack), however, it makes better sense to borrow them initially and eventually make them a part of your son's regular camping gear.

**Cots.** Scouts are not authorized to use cots on weekend campouts. They may bring army-style cots to summer camp, provided that the feet of the cots are covered to protect tent floors.

**Knives.** The Scout will need a folding knife with carrying case since it is used regularly for all outdoor activities. A Scout is not permitted to carry or use a folding knife unless he has his "Totin' Chip" card with him.

**Electronic Equipment:** electronic devices (such as mp3 players, electronic readers, digital cameras) are NOT allowed on any Scouting events. **Scouts are not permitted to carry cell phones.** In the event of an emergency, ASMs will have cell phones.

**Damage to Personal Equipment.** In the event of significant accidental, willful and/or negligent damage to personal equipment, the Scout with the damaged equipment must report the damage at the time of the incident to the Scoutmaster. The Scoutmaster and adults will interview the Scouts at the event to determine their involvement.

The Scout with the damaged equipment will have until the next Scout meeting, but no longer than 1 week, to discuss the issue with his parent(s) and then advise the Scoutmaster of their decision to notify the other parents of the incident or not. If not, the issue is dropped at that point.

If the other parents are to be notified, the same process will apply as discussed under "Troop Camping Equipment", where each Scout involved shares equally in the cost. The parent(s) with the damaged personal equipment will coordinate the repair (unless the involved parents agree that replacement is the only economic option) and those Scouts and parents will be responsible for their share of the cost.

Any unresolved dispute must be presented by the affected parents at the next Committee Meeting.

## **PATROL METHOD**

The patrol-method is the central concept of Scouting. The Troop is divided into several patrols. Each patrol will have a patrol flag, patrol patch, and patrol yell. Your son will be assigned to a patrol. Please help maintain your son's active participation in his patrol. Through the election of patrol leader roles, each Scout has an excellent opportunity to develop his leadership potential.

Patrols should have a meeting or patrol activity at least three times each six months. Patrol meetings will be attended by the Assistant Scoutmaster assigned to that patrol. A patrol may meet as a patrol during a Troop meeting or separate from the Troop meeting on its own, pre-approved, activity. Patrol activities which meet separate from the Troop may count as a Troop activity given the Patrol leader gets prior approval from the Scoutmaster. Typical patrol activities include merit badge, field trip, community service, fund-raiser, etc.

## **SCOUT LEADERSHIP POSITIONS**

One of the key benefits of Scouting is providing leadership opportunities. Troop 58 strongly supports this concept and encourages each Scout to participate fully in these leadership positions, as discussed below.

To facilitate a robust rank advancement program, during the Scoutmaster conferences for First Class, Star and Life, the Scoutmaster and Scout should map out a plan for leadership to the next rank, ensuring little or no break in qualifying leadership time. The scoutmaster may assign leadership positions or special leadership projects, in accordance with the scout handbook, at any time. *Note: Assistant Patrol Leader does not count towards leadership time.* Scoutmaster-appointed positions need not be tied to the semi-annual troop elections for Patrol Leader, Senior Patrol Leader and Assistant SPL. The Scoutmaster may opt to leave

scouts in their current leadership positions for up to one year. If a scout is elected to Patrol Leader, Senior Patrol Leader or Assistant Senior Patrol Leader, the Scoutmaster will backfill any vacated leadership positions as necessary. The Scoutmaster may use his discretion in assigning multiple scouts to the same leadership position such as Den Chief, Troop Guide, Instructor, etc. The goal is to have advancing scouts actively fulfilling leadership roles, rather than to have a leadership position in “title” only.

Each scout in a leadership position will comply with a detailed duty description provided by the troop, and consistent with BSA training materials. An Assistant Scoutmaster will maintain the “book of duties” and adjust as required. To obtain credit for leadership time a scout must have a “mid-term” and “final” evaluation of his job performance signed off by the appropriate leaders. Scouts may not meet a Board of Review without presenting this verification.

**Elections for the Senior Patrol Leader and Patrol Leaders** will be held twice a year and will be posted on the troop calendar. The Scoutmaster will announce a list of Scouts eligible for the elective offices and then meet with each qualified Scout to obtain his commitment to actively participate in Troop activities and determine his willingness to assume these leadership responsibilities. Because the SPL's responsibilities are crucial to the success of any troop, candidates for this position will be held to a higher standard. The Scoutmaster will diligently ensure the scout meets the gold book requirements for SPL, and ensure both him and his parents fully understand the level of commitment the troop expects. Historically, extra-curricular activities like sports, or band, etc., may prevent the SPL from fulfilling his duties properly. The Scoutmaster may ask the troop committee for assistance in screening candidates for SPL.

1. **Senior Patrol Leader (SPL)** - The SPL must be 14 years old AND a Life or Eagle Scout, active in the troop for the prior 6 months and attended a minimum of five camping events in the previous 12 months. He must have completed Cedar Badge/JLTC. The SPL is elected by secret ballot cast by the members of the Troop present at the Leader elections. This position is supported by the Scoutmaster. TERM OF OFFICE is 6 months. (Feb-July & Aug-Jan)
2. **Patrol Leader (PL)** -Troop 58 requires that a PL must be a 1st Class Scout, must have completed Troop leadership training or commit to attend the next one. The PL is elected by secret ballot cast by members of the patrol present at the election. TERM OF OFFICE is 6 months. (Feb-July & Aug-Jan)

**Assistant Senior Patrol Leader(s):** Appointed by the Senior Patrol Leader, and approved by the Scoutmaster. Broad responsibilities include weekly meetings and/or outdoor activities. Troop 58 requires that both ASPL's must be at least 14 years old or a Star Scout, have completed Cedar Badge/JLTC and served as a PL beyond the first year of Scouting, or served as a SPL, or as a Troop Guide. These positions are supported by the Scoutmaster and Assistant Scoutmasters. TERM OF OFFICE is 6 months. (Feb-July & Aug-Jan)

**PLC Patrol Leader's Council (PLC) Meetings:** The PLC is the planning and decision making group for the Scouts. All Scouts should provide input for monthly Troop activities through these members. The PLC meets on the 1st Tuesday of every month. It is required that all members of the PLC attend the monthly meetings in order to hold these leadership positions. In case of an emergency and the PLC member is unable to attend, Patrol Leaders should have their Assistant Patrol Leader attend. All other members of the PLC should call the SPL with meeting input.

TO BRING ISSUES BEFORE THE PATROL LEADER'S COUNCIL, the Scout/Scoutmaster must:

1. Request time at the next PLC meeting from the senior Patrol Leader (SPL) to the SPL two weeks prior to the PLC meeting, with the issue or proposal submitted in writing.
2. The PLC has authority to modify all issues. If the person presenting the issue does not agree to the modifications, he has the right to withdraw the issue.

## **FIRST-YEAR SCOUTS**

First year Scouts generally enter the Troop in February/March, and will be assigned into the existing patrols.

Troop 58 strongly recommends that scouts attain the First Class rank within their first year in Boy Scouts. To achieve that advancement, first year scouts will be followed by the Troop Guide and ASM assigned to their patrol. The troop will provide ample opportunities for the new scouts to complete their rank advancement requirements, but attendance at troop meetings and troop events is very important. The following time table is recommended for the first year of scouting.

Scout – 3 months  
Tenderfoot – 5 months  
Second Class – 9 months  
First Class – 12 months

Summer camp is an excellent opportunity for first year scouts to complete many of their advancement requirements. The troop decides which camp to attend and it varies each year. Summer camp is usually in June and goes from a Sunday through Saturday. The average cost is \$200-\$300 per Scout. The troop will pay for required ASMs and/or additional parents to attend summer camp, as required by said camp if they have completed all required training defined by BSA and Alamo Area Council.

## RANK ADVANCEMENT

Troop 58 encourages and nurtures a timely Rank Advancement program for its Scouts. Troop 58 will use the latest version of Troopmaster and Troopmaster.Net to track rank advancement. The Troop Advancement Program is under the direction of the Scoutmaster, Assistant Scoutmasters, and the PLC. The Troopmaster Administrator, Scoutmaster and all ASMs will actively participate in maintaining the rank advancement database. They will be assisted by the troop Scribe(s). It is the individual Scout's responsibility to complete rank requirements.

### **To advance in rank, the scout must:**

- 1) Complete all requirements for the rank and have them approved and signed off in the Scout's handbook by the Scoutmaster or the appropriate Assistant Scoutmaster.
- 2) Request a Scoutmaster's Conference. Ranks Tenderfoot – First Class may be accomplished by the Assistant Scoutmaster for First Year Scouts. Ranks Star – Life will be accomplished only by the Scoutmaster or his designee in special cases.
- 3) Upon completion of a successful Scoutmaster's Conference, a Scout must schedule his Board of Review with the BOR Coordinator, at least one week before his desired BOR night. Board of Reviews are normally scheduled on merit badge nights, but this may be adjusted as required. Check the calendar. (ONLY THE SCOUT HIMSELF BY PHONE CAN SCHEDULE A BOR)

\*For both the Scoutmaster conference and the Board of Review, the Scout must present himself in the appropriate uniform for the activity (Class A) and have all necessary documentation for verifying advancement to the next rank.

### **Board of Review**

The Board of Review (**BOR**) will be conducted the same night as merit badge night, each month, provided there is a need for one.

BOR objectives are:

- To make sure that the Scout has completed the requirements for the rank.
- To see that the Scout is having a positive experience in the unit.
- To encourage the Scout to continue their progression.
- The Board of Review provides "quality control" on advancement within the unit
- It provides an opportunity for the Scout to develop and practice those skills needed in an interview situation.
- It is an opportunity for the Scout to review his accomplishments.
- The Board of Review is **NOT** a retest; the Scout has already been tested on the skills and activities required for the rank

- The Board of Review is an opportunity to review the Scout's attitudes, accomplishments and his acceptance of scouting ideals.

Once your scout has successfully completed the SMC and TM has been brought up to date, they are ready to schedule the BOR.

Helpful tips:

- be sure you have your SMC as soon as you can, it has to be completed at least one week before the next BOR
- bring your handbook to the Advancement Coordinator as soon as you finish your SMC and have your profile updated.
- Have your scout call to schedule his BOR as soon as you can... even if it's weeks away, he must contact the BOR coordinator AT LEAST one week prior to the next BOR. (only scouts can do this and only by phone or in person)
- Only the first 12 scouts will be able to Board due to room availability and time constraints
- An email confirming the scout is ready and scheduled for his BOR will be sent out. You may receive an email saying TM needs to be updated, act on this quickly to try and reschedule.
- If your scout is boarding you must serve on another scout's board, if there is no parent or adult to serve there is no BOR for your scout.
- Exceptions to the above are rare and the higher the rank, the fewer exceptions in the criteria will be made.

During the months that have our COH there may be need for an additional BOR, this will be announced as soon as possible.

Rank patches may be awarded by the scoutmaster or his designee at the troop meeting following a successful board of review.

**Rank Advancement Report:** The committee member for Rank Advancement will provide a brief written or oral report at each Committee meeting. The report will include a general status of troop rank Advancement, and address any significant overall concerns. Specifics on individual scouts will be handled privately, offline. Parents are encouraged to print their own reports from Troopmaster.

## **COURT OF HONOR**

Ceremony recognizing rank advancement and Merit Badges earned. Parents are encouraged to attend the ceremony and celebrate their son's achievements. Mothers are given a ribbon and presented with a pin for each rank her son earns.

Court Of Honor ceremonies are generally held in February, May, August, and November.

## MERIT BADGES

There are more than 100 Merit Badges Scouts can earn. A Scout can work on Merit Badges at any time. It is the Scout's responsibility to obtain a Merit Badge book and complete Merit Badge work. [Every scout is enrolled in the **camping MB**] Troop 58 offers a lending library of Merit Badge books; however some may be outdated and not have the current requirements.

Merit Badge books can be purchased at:

Musselman Scout Shop  
2226 NW Military Hwy  
San Antonio, TX 78213  
(210) 341-8611  
or online at [www.scoutstuff.org](http://www.scoutstuff.org).

In order to earn a Merit Badge, the Scout must:

- 1) Consult the list of Merit Badges to decide on the area of interest.
- 2) Contact the Merit Badge Coordinator for a list of Merit Badge Counselors.
- 3) Request a Merit Badge card (blue card) from the Merit Badge Coordinator, fill it out and have the Unit Leader sign it.
- 4) Contact the Merit Badge Counselor to obtain contact information of individual counselors, so their requirements may be discussed before beginning work on a badge.
- 5) Complete all requirements.
- 6) Set up an appointment for review of the work with the Merit Badge Counselor. A Scout must have a "buddy" with him at each meeting with a Merit Badge Counselor. A Scout's "buddy" could be another Scout, parent or guardian, brother or sister, relative or friend.
- 7) The scout must present himself to the merit badge counselor in Class B uniform, with merit badge book, Merit Badge card (blue card) and completed requirements.
- 8) After the Merit Badge Counselor has signed the Merit Badge card (blue card) indicating completion of the Merit Badge, the Scout must take the card to the Unit Leader for his signature.
- 9) Present the signed Merit Badge card to the Advancement Coordinator.
- 10) Troop 58 will provide one night per month, scheduling permitting, for scouts to meet with merit Badge counselors.
- 11) Troop 58 will strive to provide at least one counselor for each Eagle required Merit Badge. If we cannot, scouts may work with counselors throughout the district to complete Eagle badges.

**Merit Badges Earned outside of the Troop:** Scouts may pursue merit badges (MB) with any qualified, registered BSA MB counselor. However to maintain quality control of our rank advancement program, scouts are strongly encouraged to work primarily with Troop 58 MB counselors, especially on the Eagle-required MBs. Troop 58 does not maintain MB counselors for many of the 100+ non-Eagle-required MBs. Scouts and parents should carefully consider this and limit MB classes outside the troop to those which may be entirely completed outside the troop, to avoid incomplete MBs. Troop 58 MB counselors will strive to be proactive in advertising their services.

**Merit Badge Documentation:** In order to receive credit for complete or partial MBs, scouts must provide adequate documentation to the troop Rank Advancement Coordinator.

**Non-Acceptable Documentation:**

1. Email, such as mass results from MBU or summer camp.
2. Spreadsheets without full MB counselor contact information and signature verification of all results submitted on his/her behalf.

**Acceptable Documentation:**

1. The BSA MB card ("blue card"), properly filled out and signed by the MB counselor and a unit leader is the preferred method of documenting all work accomplished on MBs.
2. In lieu of a blue card, a signed note or spreadsheet from the MB counselor containing the same information normally required on the blue card.
3. Scouts who have started a MB outside the troop, who wish to finish it with a Troop 58 MB counselor, shall provide indisputable documentation of requirements already accomplished. At the Troop 58 MB counselor's discretion, MB worksheets in which the scout has fulfilled requirements asking them to "write" or "explain", may be accepted.
4. When it is impractical for MB counselors outside the troop to provide these expected forms of documentation, such as MBs accomplished in large classes at summer camp and Merit Badge University (MBU), a registered Troop 58 leader present during the MB training may vouch for the results presented. **IMPORTANT NOTE:** This requires prior planning to ensure Troop 58 adult leadership will be present and understand their responsibilities at upcoming MBUs or summer camp.

***Very Important: Parents should keep all Rank Advancement cards and Merit Badge cards in a safe place. You might want to copy the cards and place the originals in another location (safe deposit box, etc.). These cards will be necessary when a Scout is applying for his Eagle rank.***

## ORDER OF THE ARROW – OA

Troop 58 is committed to supporting the principles of the Order of the Arrow. Troop 58 OA members will maintain an active involvement in District and Council events, including an active Troop 58 OA ritual Team(s)

### EAGLE RANK

The members of the Troop 58 Eagle Board of Review are approved by the Troop Parents' Committee and include the Assistant Scoutmaster for Administration.

A Scout attains the rank of Eagle upon approval of the district Eagle Board of Review. The Troop will present the Eagle Scouts with his Eagle Award package, the White neckerchief, his Eagle plaque, and add his nameplate on the Troop 58 Plaque (all at the Troop's expense) at his Eagle Court of Honor. In addition, the Troop will allot up to \$50 for other items for each Scout's Eagle Court of Honor, to include such items as cake, mother's corsage, napkins, program preparation, etc. (as a Troop we try to honor several of our Eagle Scouts at once instead of individually so the monies can be shared)

Troop 58 strongly encourages that the Eagle Court of Honor be held in a timely manner after the Scout's successful completion of Scouting's highest rank.

The Scout may elect to either have his Eagle Court of Honor immediately following a regular Court of Honor or a time and day other than the regular Court of Honor.

### CAMPING AND OTHER ACTIVITIES

**Duties of Troop Activities/Event Coordinator:** An adult will be named as Activities Host for Troop 58 Scouting activity and will help oversee the Patrol Activity/Event Coordinators For more detailed information, please go to the troop website [www.bsatroop58.us](http://www.bsatroop58.us) under the Links section.

The Patrol Activity/Event coordinators have the following duties:

1. Send emails to patrol members two meetings prior to the event
2. Compile list of adults and Scouts attending the event
3. Collect registration fees (and any other fees applicable to the activity) for all attending event
4. Coordinate transportation
  5. Be prepared to give report to the Troop Activities/Event Coordinator in order to give details of positive, negative, and other aspects of the activity to the committee.
  6. Compile a list of the names of all the Scouts that attended, the dates, and number of nights they camped to the Advancement Coordinator so information can be updated in Troopmaster.

**Medical Release Form:** Every Scout participating in a hike, camp out or other outdoor activity is required to have a signed Medical Release Form on file. This form, filled out annually and turned in with registration fees, provides the adult leaders with the capability to secure proper medical attention in the case of an accident or illness; and also obligates the parents for the associated financial responsibility.

**Dispensing Medications:** When a Scout requires prescribed medication on an Activity, the parent/guardian will provide the medication in the original container, along with Troop 58 permission slip/dispensing schedule to the appointed ASM.

**Non-member Participants:** A Scout not a member of Troop 58 who wishes to participate in a Troop 58 outdoor Activity must complete a release signed by his parent/guardian which holds the Troop harmless from any liability. The host Scout will be responsible for the visiting Scout's behavior and /or damages.

***INCREASED CAUTION IS REQUIRED FOR OUTDOOR ACTIVITIES SCHEDULED DURING DEER HUNTING SEASON.*** No outdoor activities will be scheduled off council property during deer hunting season.

All troop activities require a minimum of two registered adults.

**Activity Information:** An email describing each Troop campout or Activity will be distributed at Troop meeting two weeks prior to the event. This email will provide specific information such as time, place, uniform, special preparations, additional expenses, directions, etc.

**Permission Slips:** A parent-signed permission slip for each activity is required prior to each event.

**Transportation:** Each Scout must arrange his own transportation to and from Troop Activities and he is also responsible for getting this information to his parents. For all Activities, the email will give specific departure and arrival times and locations. **BE ON TIME.**

**Activity/Event Policies:** No Scout is permitted to leave an Activity earlier than the scheduled time unless prior arrangements have been made with the Scout Master. If a Scout plans to leave early or arrive late, he must inform the ASM in charge and arrange his tent buddy/sleeping arrangements accordingly. There must be at least two (2) Scouts per tent. If a Scout plans to leave early or arrive late, he must notify the ASM in charge of the campout.

**Meals & Event Supplies:** Each patrol plans its own food and supplies for each Activity, based on its members' planned attendance. The cost of the food, etc. is the result of each patrol's menu, which must be approved by the Senior Patrol Leader. Each patrol member pays an equal share of his patrol costs for these supplies. If a Scout makes a commitment to attend an Activity, he is responsible for his share of the expense, even if later he does not attend the Activity (unless he

finds a replacement, which then pays him directly).

Likewise, a parent who has volunteered to participate in a hike or campout is responsible for his share of the costs for food and supplies. If he does not go, he must still pay, or find a replacement that will then pay him directly.

## **PARENTAL PARTICIPATION**

The success of Troop 58 Scouting program depends on all parents participating. A Troop cannot run without leaders. We are striving to have everyone involved, thereby reducing the time commitment of all adults and at the same time providing an excellent Scouting program. All parents are encouraged to actively participate in several Troop activities to provide support, transportation and supervision. Parents are welcomed to attend campouts, but are not allowed to sleep in the tent with their son.

**Registered Parents:** Troop 58 strongly requires at least one parent of each Scout to register with the troop. All registered parents are considered official members of the Troop 58 Parent's Committee and are expected to attend the monthly Parent Committee meeting and troop activities. Non-registered spouses may also attend these meetings, but only one vote per registered member is allowed on matters requiring a vote.

**Committee Meetings:** Meetings are held on the 2nd Monday each month at 7:00 PM at BUMC. The Committee Chairperson may alter the meeting date if circumstances dictate a change. The committee is responsible for all aspects of the troop which include financial decisions, support for Scout activities, and rules for troop operation, administrative duties, and support for volunteers.

**Scoutmaster and Committee Chairperson Elections:** Due to the critical importance of the Scoutmaster and Committee Chairperson positions in running a successful troop, these individuals will commit to a minimum two-year term. At the end of their term, a vote of confidence will be held and other registered adults, meeting BSA criteria, may compete for the position. If re-elected, the term will be for one-year before a subsequent vote of confidence, and so on. Each registered adult may cast one vote during these elections. As the chartering organization, Bulverde United Methodist Men's Group may override these proceedings if they deem necessary.

**Youth Protection and other training:** Registered parents attending any troop activities are required to complete Youth Protection regularly. BSA adult training requirements are numerous and vary by activity. Guidelines often change so consult the troop committee or Alamo Area Council as required. For details on all training courses go to <http://www.alamoarea-boyscouts.org> under Training section or visit [www.myscouting.org](http://www.myscouting.org).

**Merit Badge Counselors.** The Troop needs parents to serve as Merit Badge Counselors. To become a Counselor, the adult volunteer needs to have the basic knowledge/training pertaining to the Merit Badge; and they need to apply for Merit Badge Counselor with the Council Office.

**Board of Review:** The Troop also needs parents to serve on the Board of Review. Parents will be given sample questions at the BOR, no prior experience is necessary. For details on the BOR see page 13 of this document. If your Scout has requested a BOR, at least one parent must sit on one of the boards or your scout will not get to board.

**Transportation:** If a registered parent drives Scouts to a campout, he/she will be reimbursed \$25.00 if the location is over 100 miles away from BUMC.

**Behavior:** Any behavior that may be considered offensive will not be tolerated. The ASM in charge or Scoutmaster may make a subjective decision in the matter and consult with the adult in question. If the offensive behavior continues, the individual may be asked to leave. The Committee Chair or BUMC Charter Representative may decide on further action. At the Committee Chair's discretion, the event may be addressed with the full troop committee at the earliest opportunity to deliberate on any necessary action.

## **REGISTRATION & FINANCES**

**Registration Fees:** The annual BSA registration fee is payable by January 1st of each year: This fee is occasionally increased by the BSA. As of January 1, 2010 it is \$15.

**First-Year Scout Registration:** Note that this registration applies to our re-chartering in January. These fees are required to be paid in February/March or August/September as the first-year Scouts and Scouters (parents) join the Troop and will be prorated accordingly.

You should receive a packet upon joining that will have all the forms and information you will need to be complete registered. Once all the forms are filled out you can return this to the Membership Coordinator who will distribute the forms to the appropriate person for processing.

**Troop Dues.** A minimum of \$100.00 is needed from each scout annually for Troop operations. The Parent Committee will grant a refund of the troop dues in the following instances:

- Scout turning 18 years old (prorated to his birth month)
- Military or change in employment (prorated to month of move)

Other requests for refund of troop dues will be made on a case by case basis by the parent committee.

The operation overhead for the Troop includes:

- Troop trailer maintenance and insurance
- Awards and Courts of Honor
- Camping supplies and equipment
- Camping fees for required adults attending long-term summer camps.

**Long-Term Camping Expenses:** For long term camping, such as summer camp or Philmont, parents will sign an acknowledgment of the required costs, payment deadlines and reimbursement policy (if any) which must be followed. This will vary by camp or activity. Failure to comply with acknowledged payment requirements may result in forfeiture of attendance and possible loss of reimbursement.

**Scout's Individual Account:** An individual account is established for each Scout and maintained by the Troop Treasurer. The Scout can contribute to his account through fund-raisers or through personal earnings or contributions. Money from the Scout account is used for Scouting-related expenses such as Troop registration fee, long-term camping fees, grub money for campouts, troop activities, high-adventure activities, the purchase of uniforms, camping equipment, and any equipment or materials needed for Merit Badges or advancement.

If a Scout leaves Troop 58, the Scout has six (6) months after failing to re-charter to request any funds in his scout account. After that time, the funds in his account will be transferred to the Troop's general fund.

**Procedure for reimbursement of scouting-related expenses:**

- 1) Submit receipt(s) to treasurer at scout meeting with Scout's name on it. Original receipt is preferred; however a copy may be accepted. Keep a copy of all receipts for your own records.
- 2) In most instances, a check will be issued at the next scout meeting one week later.

- Please do not email or mail receipts. Reimbursement checks will not be mailed.

- No expenditures for troop activities will be authorized without approval from the Parent Committee.

- For audit trail purposes, a receipt or written (signed) explanation is required for ALL transactions, involving reimbursement from the troop account, an individual account, or electronic transfers between accounts.

Any further questions please see the Troop Treasurer at a scout meeting.

## FUNDRAISING

The Fund Raising Committee provides a minimum of 2 fund-raisers for troop funds per year whereby all scouts must participate. The success of the fund-raisers is dependent on everyone's participation. The purpose of these fund-raisers is to help reduce each Scout's monetary obligation to the Troop.

**Troop Treasurer.** The Troop Treasurer will present a report on each Scout's account during the Parents' Committee Meetings in September, January and April. A statement of the individual Scout's account will be distributed to each Scout at the weekly meeting immediately following the parents' meeting.

**Financial Reporting:** A budget will be presented at the November Parent Committee meeting. The Troop Treasurer at this meeting will also present an accounting of the prior year's receipts, expenditures and cash flow.

## GOLD BOOK AMENDMENT PROCEDURE

The Gold Book is a "living document". It may be amended by consensus at any Parent Committee meeting.

An approved amendment must be attached to the month's meeting minutes as a "Gold Book Excerpt".

# PERSONAL EQUIPMENT LIST

## CAMPOUTS

**\*Please put Scout's name on all items.**

- Backpack or Utility Bag
- Scout Handbook
- Flashlight
- Pocket Knife (with "Totin' Chit" card only)
- Sleeping Gear – Sleeping bag or blankets, pillow, pad/air mattress
- Tent –Boys are to arrange sleeping at scout meeting. There must be at least two (2) Scouts per tent.
- Chair and drinking cup
- Poncho or Raincoat
- Personal Care Items –comb, handkerchief, toothbrush, toothpaste, soap, shampoo, wash cloth, etc. . . .
- Clothes – Clothes should be appropriate for the weather expected, season, and activities planned for the outing. Note: UNIFORMS WILL BE WORN TO AND FROM CAMP. In addition to uniform, suggested items are:
  - T –shirt (plain or Scout)
  - Shorts or jeans –as appropriate for weather, season, and activities planned.
  - Jacket or coat – as required for weather, season, and activities planned.
  - Underwear –underwear, socks, (one –per day plus an extra) and pajamas.
  - Shoes- must be closed toed shoes, (no sandals); swimming shoes are acceptable for water activities. .Extra pair if primary gets wet.
- Insect repellent

## Medication

–Medication should be provided in original container along with Troop 58- permission slip/dispensing schedule to the Scoutmaster.

## First Aid Kit

### **DO NOT BRING ANY OF THE FOLLOWING ITEMS:**

- Cell phones, any electronic devices
- Cokes, sodas/soft drinks, or candy
- Sheath knives over 5 ½" or hatchets
- Cots- may only be brought to summer camp

## ACRONYM LIST

- BOR** – (Board of Review) Interview with Scout, to determine if Scout is ready for Rank Advancement.
- COH** – (Court of Honor) Ceremony to present Scouts with the Rank Advancements and Merit Badges, and other recognitions they have earned. Usually held in February, May, August, and November.
- O.A.** – (Order of the Arrow) Honor Society of Scouting, intended to recognize Scouts who best exemplify the Scout Oath and Law in their daily lives; and help develop a life purpose of leadership in cheerful service to others.
- PLC** – (Patrol Leader's Council) Planning & decision making group for Scout Activities/Campouts.
- TLC** – (Troop Leadership Corp) Comprised of Senior Patrol Leader, Assistant Senior Patrol Leader and the Troop Guides.
- PL** – (Patrol Leader) Junior Leadership
- SM** – Scoutmaster
- ASM**- Asst. Scoutmaster
- SMC** – Scoutmaster Conference
- TM**- TroopMaster

## OTHER REFERENCES

Cedar Badge/JLTC – A week long Junior Leadership Training Program – Junior Leadership Training Camp

Philmont Scout Ranch – Premier high adventure camp in New Mexico