



Troop 188

Scout Manual / Parent Guide

Northwest Suburban Council
Signal Hill District

Sponsored by:
Christ Lutheran Church
41 S. Rohlwing Rd.
Palatine, IL 60074



The policies and guidelines listed in this handbook are intended to implement the objectives and policies of the BSA, and does not substitute or replace any policies issued, or as defined in their various BSA handbooks and publications. All programs and activities are reviewed, and suggestions and comments are welcome to improve the operation of the troop.

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Introduction

Welcome to Troop 188! By becoming the parent of a Boy Scout, you are starting your son on the grand adventure of Scouting. This is a tremendously important and rewarding endeavor that you will be able to share with him. What is it all about? What is expected? What does it cost? We have prepared this booklet to answer these questions. The following pages describe the organization of our Troop and the advancement, policies and procedures that each scout will follow. Reading this will help you understand how your son can progress through the ranks with your help. It will help you understand how you can help and what the various adult volunteers are doing to help the Troop.

Boy Scouts of America Troop 188, Northwest Suburban Council, Signal Hill District, is proud of its almost 50 years of continuous service to the youth of Palatine. Troop 188, in Palatine was established in 1964 and is chartered by Christ Lutheran Church. We meet on Monday nights from 7 pm till 8:30 pm in the church's lower level. We have many active scouts and many enthusiastic and dedicated leaders and parents. We are a scout run troop. Troop 188 is proud of its 81 Eagles as of 2010.



Over the last ten years, the Troop has averaged over one Eagle Scout per year, which is well above the national average. Troop 188 has a volunteer staff of a Scoutmaster and several trained Assistant Scoutmasters, and committee members, most of who have several years of experience in the BSA program.

The Troop presently consists of scouts ranging from the fifth grade up to senior year in high school, with the majority in fifth through the eleventh grades. The scouts who make up the Troop come from different schools and represent many different nationalities and religious backgrounds. Attendance generally averages above 50% for all activities. The current roster includes scouts of every rank from Scout through Eagle. We also have several adult Eagle Scouts serving various positions, some of whom earned their Eagle Scout rank as members of Troop #188.

The troop averages ten campouts per year including summer camp and high adventure. Every month we have day trips and/or campouts for scouts to participate. Some example of our activities include

Day Trips / Outings	Camping	High Adventure
Merit Badge clinics	Boot Camp for new scouts	White Water rafting in WI.
Day trips to Chicago	Wright-Patterson Air Force Base	Scuba
Skiing	Chain-O'-Lakes	Boundary Waters in MN.
Volo Car Museum	Great Lakes Jamboree	Seabase in FL.
Golf outings	Fall Camp-O-Ree	Philmont in NM.
Klondike	Starved Rock	
Scout Trek	BSA Camp Lakota	
	BSA Camp Owasippe	
	BSA Camp Napowan	
	Submarine overnights	

Every year Troop 188 has a Family Feast where we cook turkeys and all the fixings outdoors for Troop 188 scouts and their families. This can be up to 150 people for the outdoor dinner. We also offer the scouts opportunities to earn merit badges by working with our merit badge counselors at our Monday meetings. We feel that this is a great way for scouts to earn merit badges and ensure that they are challenged.

Every spring we have an overnight lock-in at our church where we plan out the next year's outings and events. We encourage parents to attend meetings and campouts and support the Troop, leaving the leadership to the boys.

High Adventure trips include Napowon Adventure base, Boundary Waters in northern Minnesota, Scuba trips and training, Seabase in Florida, and Philmont in New Mexico. Our scouts have also gone to the National Jamboree. We have traditionally rotated between Camp Napowan and Camp Owasippe for Summer Camp.

At each meeting, there is a table at the entrance with information and sign-up sheets for upcoming outings and activities. Each scout and parent is encouraged to stop and review the materials each week.

Philosophy

Our main goals are to train scouts in leadership skills and foster confidence in themselves and teach responsibility to others through a fun program that the boys plan and run under trained adult supervision. Advancement is an important part of our program and is geared to the individual scout development. Troop 188 is a "Scout-run Troop." The Patrol Leader's Council (the scout leadership of the Troop) plans and conducts meetings and activities under the Scoutmaster's supervision. The Troop Committee consists of parents like you and supports the Boy Scout program. Most important, though, is how you and your family participate in the Boy Scout experience. Boy Scouts is a family oriented program that allows everyone to have fun.

Simply put Scouting has a purpose. Scouting is a program where the boys can have fun and still learn life skills. Scouting was set up from the first day with one mission: ***The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.***

Membership

All boys who are 10 ½ and have completed the 5th grade, or who have earned the Arrow of Light award, or who are at least 11 years of age but not yet 18 years old are eligible to join Boy Scouts. Any new scout who bridges from a Cub Scout Pack at their ceremony will be presented with a red neckerchief, Troop numbers, and a handbook.

An applying scout must:

- A. Complete a BSA Application Form (signed by a parent or legal guardian)
- B. Sign "Scouting is an Opportunity" sheet and
- C. Review the Troop 188 Scout Manual / Parent Guide
- D. Complete a BSA Personal Health and Medical Form
- E. Complete a Resource Survey sheet
- F. Pay an annual membership fee to cover BSA registration (includes Boy's Life Magazine subscription), insurance, and troop dues.

Existing or transferring scouts must complete items C thru F when the troop completes its yearly re-chartering. If a new amendment was added to the Scout / Parent manual, signing and acknowledging the changes is required when re-charting for the next scout year.

The Troop Committee can terminate or refuse membership of scouts or leaders by a simple majority vote by Committee members.

Scout-In-Need

No boy should miss out on scouting opportunities due to a lack of funds. Parents requesting support for Troop fees and activities should contact the Scoutmaster. All inquiries and awards are strictly confidential.

Webelos

At the time Webelos join the troop they are immediately assigned to a new scout Patrol. This Patrol is lead by a Patrol Leader. With the assistance of the Patrol Leader and overseen by the Assistant Scoutmaster, your new scout will learn skills for camping, such as First Aid and other requirements expected of an accomplished scout.

Transferring Scout / Older Boy

Transferring scouts / older boys will be individually assessed by the Scoutmaster and the Advancement Chairman. After their skills have been assessed by the Scoutmaster, he will be assigned to an existing patrol. The Advancement Chairman, will review his existing Scout Handbook, camping activities, all transferred troop and council records and will incorporate them into Troop 188 book keeping system.

Meetings

Troop Meetings

Troop meetings are held every Monday from 7:00 p.m. sharp to 8:30 p.m. Meetings usually run from late August through June except for:

- Spring break
- Christmas holiday
- Summer vacation
- Any national holiday that falls on a Monday.

The troop meets at Christ Lutheran Church, 41 South Rohlwing Road, Palatine, Illinois, unless notified otherwise. Our Troop calendar shows all activities and is regularly maintained and displayed on our website: www.troop-188.org. Check this site if you have any questions.

Patrol Leaders' Council Meeting

The purpose of the Patrol Leaders' Council (PLC) is to decide what the Troop wants to do, how to plan for it, and how to carry out the plans for the next month or Troop event. Meetings are generally held outside the weekly Troop meetings. The PLC is encouraged to hold at least one (1) meeting a month.

The council comprises, but not limited to the following members.

- Scoutmaster
- Senior Patrol Leader
- Assist. Senior Patrol Leader(s)
- Troop Scribe
- Troop Guides
- Instructors
- Patrol Leaders (or a representative from their patrol if they cannot attend)

Troop Committee Meetings

Troop Committee meetings are held each month on the Wednesday night following District Roundtable, which is usually the first Thursday of the month. Notices are sent by the Committee Chairperson. The time and place are announced through the Troop newsletter, website, and email. The meetings are open to every parent of a registered scout within the Troop. Additional meetings may be called when necessary. Programs and activities are reviewed as well as suggestions and comments to improve the operation of the troop.

Troop Communication

Periodically, a newsletter is distributed to each scout's family. It provides information on upcoming and past activities, Scoutmaster's comments, calendar updates and changes, requests for help, and other interesting and important information about the Troop. The newsletter is part of the Troop's "lifeline" to the parents. The Troop sends each scout and leader the newsletter via e-mail. Should you have information for the newsletter, contact the Scoutmaster or Committee Chairperson.

Home addresses, phone numbers and emails are available via the Scout Roster. This roster is periodically submitted throughout the year to all parents and scouts via email, and is not posted online. This roster is not to be distributed outside of the Troop and cannot be used for commercial or non-Scouting purposes.

Parent Involvement

All parents or legal guardians are strongly encouraged to take an active interest in their son's achievements and advancements. The more enthusiastically the parents are involved, the more success their son will find in Scouting, which in return benefits the entire Troop. Adult membership and participation in troop activities are encouraged and affords the adults the chance to have as much fun (if not more) than the boys!

Volunteering

Upon registering your son, parents are expected to volunteer some of their time. We have big and little jobs, but all are important. Without the support from our adult volunteers, the Troop could not thrive as it does. Let us know where you can help. Job descriptions and task lists can be found in the newsletters or by asking any of the adult leaders. Scouting is a rewarding experience for adults, too. Some other ways you can help:

- Become an Assistant Scoutmaster – a BSA “Be a Volunteer Leader” form must be completed and submitted to the Council.
- Assume a Committee position.
- Be a driver for campouts or scout events. It's not necessary that you remain overnight, but transportation is often needed for scouts and equipment. Drivers must meet BSA minimum insurance coverage. Each passenger is required to use a seat belt.
- Assist in event planning, coordination, and implementation.
- Actively follow your scout's progress (or lack thereof) and offer encouragement and a push when needed.
- Assist, as requested, in all Troop fund-raisers and other such activities. All such assistance lowers the cost of the program we offer to the scouts and, therefore, lowers each family's cash outlay for their scout(s).
- Be aware of your son's troop schedule and scout commitments.

Troop Committee Meetings

All parents are welcome and encouraged to attend Troop Committee meetings. These monthly meetings are where the Troop philosophy and business decisions are made. If you are interested in participating on these decisions, please consider joining the Troop Committee. The Troop Committee meeting is typically held on the Wednesday following the 1st Thursday of each month.

Court Of Honor

The Court of Honor is an official Troop and family function that is generally scheduled in September, January, and June. The whole family is invited and encouraged to attend. At this event, scouts are recognized for their accomplishments and rank advancements. All scouts, along with at least one parent or guardian, should attend, even if the scout is not receiving an award or rank advancement.

Camping and Major Activities

Parents and legal guardians are encouraged to attend at least one event with your scout each year. Besides letting him know you are behind his efforts and share his interests, much fun can be had with him.

Advancement

A scout in Troop 188 is encouraged to advance to First Class rank within two years of joining the Troop.

Advancement is the responsibility of each individual scout. After attaining First Class rank, a scout is encouraged to earn at least three merit badges per year. We have found that a scout who attends most Troop meetings and activities should have no trouble meeting these goals. Participation in summer camp affords your scout the chance to earn many merit badges that would otherwise be difficult to earn on his own.

With these expectations in mind, the Scoutmaster and the Assistant Scoutmaster hold individual conferences, monitor training sessions, and are available for additional counseling when required. The Troop Committee assists and supports these activities. Also with these expectations, the Scoutmaster, Assistant Scoutmasters, and Committee Members ask ***all parents to take an active interest in their boy's goals and accomplishments by helping him when he requests support and help.***

Scout Spirit

Scouts are expected to show Scout Spirit, that is, to live up to the ideals of Scouting.

- Scout Spirit is that something that shows in everything we do. It says that we care about God, our country, other people, and ourselves. (Parts of the Scout Oath)
- Scout Spirit says that we are trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean and reverent. (The 12 points of the Scout Law)
- Scout Spirit sees that we know what needs to be done and keeps us prepared to do it. (This is the Scout Motto – Be Prepared ... for anything)
- Scout Spirit is a positive attitude! It is the willingness to give that little extra in the troop, home, religious institution, or community to assure success for those groups without regard for one's personal benefit. It is a caring attitude; a Scout cares for other people, resources, possessions, & one's self. He does a "Good Turn Daily" without being asked. (Scout Slogan)
- Scout Spirit in the Troop, is working without complaint. It is FULL participation so that The Troop is not held back. It is doing your assigned job to the best of your ability. It is seeing a task that needs to be done & doing it. It is a smile, a "Please" and a "Thank You".
- Scout Spirit is all of this and MORE. It is something we all strive for and know when we have fleetingly attained it. It is all that is right with the world and us. Without it, we are of little value, but with it we can achieve great things.
- Living the Scout Oath and Law also demonstrates Scout Spirit. Wearing the uniform correctly, constant involvement in the program, demonstrating and improving one's teaching skills is Scout Spirit. Showing leadership in the Troop, at school, at church and at home shows Scout Spirit. Respect for Veterans, elders, adults, peers and love of country demonstrates maturity and good Scout Spirit.

Advancement (cont)

Merit Badges

Much of Scouting involves learning new skills through earning merit badges. The ranks of scouting are as follows; Scout, Tenderfoot, 2nd Class, 1st Class, Star, Life, and Eagle Scout. All of the work to earn merit badges is done by the scout, many on his own or through troop outings and activities, including summer camp. The merit badge requirements for certain rank advancements are listed in the Scout Handbook. The Merit Badge Counselors will help guide the scout through the process. A scout can also visit www.meritbadge.com which lists all the merit badges and the requirements for each badge. Please be sure to review the requirements with your son.

Service Hours

A large part of being a scout is to volunteer time and services within the community. Scouts are encouraged to volunteer their time in ways that provide a meaningful service to the community in ways that others are able to benefit. The volunteer time provided to the community is referred to as "Community Service Hours". Each Scout is required to provide a specific number of hours as a volunteer during each rank period. The documentation of Community Service Hours away from the Boy Scouts is important so that Scout Leaders are able to apply the hours towards rank progression and verify a Scout is actually serving within the community.

Scoutmaster Conference

The Scoutmaster and the Assistant Scoutmasters hold individual conferences, monitor training sessions, and are available for counseling when required. The Troop Committee assists and supports these activities. Once a scout has completed all requirements for a particular rank, he needs to set up a Scoutmaster Conference. At this conference, the Scoutmaster determines if the scout has mastered the skills and completed the requirements necessary for the rank. If successful, the Scoutmaster will sign off this requirement in the Scout Handbook.

Board of Review

After the Scoutmaster Conference, the Scoutmaster must advise the Committee that he has a scout ready for his Board of Review. The Board of Review is scheduled during a regular weekly scout meeting, typically, two weeks before a Court of Honor. It includes the scout and a minimum of three Troop Committee members.

The purpose of the Board of Review is:

- To make sure that the required work has been learned and completed
- To ascertain what kind of experience the scout is having in his patrol and the Troop
- To encourage the scout to progress further, and
- To ensure the boy has "Scout Spirit."

The scout must appear before the Board in full uniform and present his Scout Handbook. The Board will either approve or reject the scout's request for rank advancement based on the above principles.

Advancement (cont)

Court of Honor

After successful completion of the Scoutmaster Conference and the Board of Review, scouts who have advanced in rank are recognized at a Troop Court of Honor. Merit badges, Special Awards, Rank pins, Mother pin, and cards are also presented at this public ceremony. A Mother's pin is given by the scout to pin on his mother when he advances in rank. Troop 188 also gives beads recording what type of weather the scouts encountered while camping, Appendix A gives a detailed definition of what each bead means. We highly recommend and encourage all parents and guests to attend.

Fundraising

Scouting is made affordable through the Troop's fundraising efforts. The cost of camping trips as well as summer camp can be paid by the scout via his scout account from his fundraising proceeds. The Troop's philosophy on fundraisers is to minimize the individual obligation but to involve **everyone** associated with the Troop to maximize the effort put forth. We have been successful in this approach averaging two to four fundraisers per year. It is expected of every scout and his parents to support the Troop's fundraising efforts for the betterment of Scouting and our own Troop.

The annual fee for Troop 188 is \$200 per scout. New scouts entering the troop will be charged an introductory fee of \$75 per scout, and is prorated throughout the troop fiscal year. This fee covers the cost of equipment replacement (tents, stoves, cooking equipment, etc), trailer upkeep, BSA National fees and an individual subscription to Boys Life Magazine. The dues and fees DO NOT COVER ENTIRELY, the cost of running the Troop. Differences are made up by having fundraisers, as required, to meet potential projected short falls. The Troop generally has expenses in excess of \$200 per scout per year

To meet or offset the annual fee, Troop 188 offers the following methods:

1. Paying the annual fee upfront.
2. Rolling over an existing scout account balance from previous years.
3. Transferring funds from the scout account of a family member.
4. Meeting established fundraising commitments with a percentage of profits going to the troop and the remainder going into the scout account.

Fundraising Opportunities

Troop 188 has four fundraisers annually, two in the spring and two in the fall/winter, which runs from 2/1 – 12/31, coinciding with the Troop's calendar year. Scouts can pick and choose which fundraiser he would like to participate in to help defray dues.

The gross profit margins range from fundraising is between 30% - 50%. The exact percentage of profits will be computed before the fundraiser, so scouts and parent will know upfront to determine how they would like to participate in the fundraising event. All gross profit margins earned through the fundraiser will be split 50/50 with the troop. The proceeds earned from the fundraising event will be deposited directly into the scout account and the scout/parent will be given an annual statement of monies earned and fees applied.

Multiple scout discounts

The following discounts will be used:

- 1st scout – \$200.00 No discount
- 2nd scout – \$150.00
- 3 or more scouts per family - \$125.00 per scout

Fundraising Example

Johnny would like to earn money to subsidize next year's dues, and summer camp fees and has decided to participate in the winter wreath sales. Wreath sales gross profit margin was calculated at 42%.

Johnny sold \$890.00 dollars in wreath sales. The gross profit was \$373.80 dollars, which is split with the troop 50/50. Deposited into Johnny's scout account was \$186.90.

Johnny could use this money to pay for any fees as outlined in the use of the Scout Account detailed in this manual.

Fundraising Events

Shown below are samples of typical fundraising events:

Product	Holiday	Date
Candy Promotion	Easter	February – May
Annuals /Tomatoes Plants	Spring	March – May
Mums Sales Program	Fall	August – September
Wreath Promotion	Christmas	September – December

Note: *All promotion sales are estimates, the product and sales dates may vary due to delivery and availability*

The fundraisers will be analyzed yearly for success and profitability. Products may be dropped from the program and new products may be added. Each January, there will be a FUNDRAISING PLANNING MEETING to discuss the successes and/or failures and plan the next year's sales program.

Scout Account

The scout account is a method for scouts to pay for any expenditure involved in scouting by escrowing their fundraising earnings. The scout may receive a monetary award based on his effort and participation in fundraising events. The monetary award would be placed into the scout's personal account that is managed by the Troop Committee. Troop 188 considers any scout who is registered at the beginning of our scouting year and is under 18 years of age to be eligible to participate in fundraisers until the beginning of the next scouting year.

Listed below are details of how the scout can use funds in his scout account:

1. Scouts who wish to purchase scout-related items or scout pay for activity fees may withdraw the amount needed. The following are some examples of what the scout can use his account funds for:
 - a. Monthly camping with the troop.
 - b. Payment of fees that are needed to go on a scouting event.
 - c. Summer Camp or High Adventure that is Troop, Council, or National sponsored.
(examples are Camp-O-Ree, Jamboree, and National or BSA affiliated scout camps)
 - d. Annual registration fees.

The Troop Committee shall decide all "scout related items" and General Fund disbursements

2. Credit is never extended past the amount of funds available in the scout account. If there is a negative balance in the scout account, this must be addressed immediately.
3. The scout will be eligible to receive any funds he has accumulated in his scout account to apply to his Troop camping trip, or scout activity.
4. The scout will be eligible to work in any fundraiser to add funds to his account up to the departure date of the Troop camping trip, or scout activity.
5. Funds in an account can be shared by brothers and transferred to a brother's account
6. Once a scout reaches his 18th birthday the Troop will end all financial assistance and fundraising eligibility for the scout. Any funds left in his account will be transferred to a younger family member in the Troop or to the Troop General Fund.
7. Any scout with an active account who quits the Troop will forfeit his money and all funds will be transferred to the Scout-In-Need account. This account is used for the special financial need of scout(s).
8. If a scout transfers to another Boy Scout Troop or Organization (Venturing, Varsity), 100% of the funds will be sent directly to the new organization.

Refund Policy

Cancellation two weeks or more prior to a scout event may allow for a refund of monies that have been paid by the scout or adult for the event. However, the refund will be reduced by any fees and/or expenses that are incurred as a result of signing up for the event. For example, if the event monies paid by the scout or adult requires money to be spent in advance for tickets, deposits, or new Troop/Patrol equipment/supplies needed for the event, the refund would be reduced by the amount of money spent for these items. In addition, if there is a cancellation fee associated with cancelling participation in the event, the refund would also be reduced by the cancellation fee.

Scouts or adults unable to attend an event due to an accident, illness in the immediate family, family relocation, or a summer school related issue may request a refund. All refund requests are to follow these procedures:

1. All refund requests must be submitted in writing to the treasurer no later than two weeks before the start of the event.
2. To be included in the request: Name and date of the event, name of the participant for which the refund is sought, the amount paid to date, the receipt number if available.
3. "No Shows" will not receive a refund.
4. Refunds or transfers will not be granted for those that register for an event and choose to arrive late or depart early.

No refunds will be given to any scout or adult who cancels less than two weeks from the start of the scout event.

Reimbursement

The following will be reimbursed as they relate to supporting the Troop, or if expenditures are paid out of pocket by a scout for a troop related event/training. The following are examples of Troop reimbursements.

1. Outing drivers will be reimbursed for their fuel costs, but the reimbursement will be limited to the maximum budgeted dollar fuel allowance or the actual dollar amount of the purchases whichever is less. If the actual fuel costs exceed the maximum budgeted fuel allowance, the driver is expected to pay the difference. However, if the vehicle is used for hauling a trailer, an additional allowance may be made. Reimbursement for fuel costs will be processed when the driver submits the receipts for the fuel used, to the Treasurer.
2. Scouts who purchase groceries for an outing will be reimbursed for the expenses, but the reimbursement will be limited to the maximum budgeted grocery allowance. If the actual grocery costs exceed the maximum budgeted grocery allowance, the scout family (or all of the members of the applicable patrol) is expected to absorb the difference. Reimbursement for groceries will be processed when the scout submits
 - a. the Duty Roster for the outing
 - b. the approved attendance list for the outing, and
 - c. the grocery receipts.

These three items must be submitted to the Treasurer for reimbursement.

3. The Troop will reimburse 100% of the Order of the Arrow fee charged to newly inducted members. The scout is responsible for all other fees and dues associated with membership and involvement thereafter in the Order of the Arrow.
4. The Troop will reimburse 100% of any fees associated with training for an Adult to attain Trained Status. Examples of paid training include: First Aid, CPR, Introduction to Outdoor Leader Skills, Climb on Safely, Safe Swim Defense and Safety Afloat.
5. The Troop will reimburse the scout or adult who participate in any of the following training programs. The reimbursement percentage is indicated in parenthesis.
 - a. Den Chief Training (100%)
 - b. National Youth Leadership Training (50%)
 - c. Ok-Pik Winter Camping Training (50%)
 - d. Wilderness First Aid (50%)
 - e. Wood Badge (50% based on Committee approval of Wood Badge ticket)
 - f. Signal Hill recognition dinner candidate, Scoutmaster and Committee chairman (100%)

All requests for reimbursement must be turned in no later than two months after the outing or training occurred. Receipts turned in more than two months after the outing or training will not be reimbursed.

Membership Fees

Membership fees are paid on an annual basis to cover new memberships and renewals. The Troop "business operating year" is from February 1 through January 31. The troop currently renews its charter February 1st membership fees are due when the Troop renews its charter. Any scout who joins after March 1st will have their dues prorated for the remaining portion of the business operating year. Below is a description of how the annual membership fees are distributed.

Troop Dues

Troop Dues cover the initial cost of handbooks, advancement insignias, Patrol patches, Merit Badges, neckerchiefs, certificates, etc.

Discount

To recognize Eagle Scouts for their accomplishments and service to the Troop (leadership, mentoring, etc.) the yearly fee is \$50. The reduced fee goes into effect for the next rechartering year following their Eagle Scout award from National.

Accident Insurance

Accident insurance is provided by the NWSC through the Troop membership fees and is mandatory for all scouts on all Troop activities. This is a secondary insurance and supplements the parents' primary accident and health policies.

National Registration Fee

National Registration Fee is required from all scouts joining the BSA program, and is collected at the same time as Troop annual dues.

Boys' Life Magazine

This subscription is a mandatory Troop requirement.

Equipment Fee

This fee provides funds to operate and supply necessary equipment. The amount assessed is \$175.00 for the first scout and \$155.00 for each additional scout in a family. This equipment fee is due at the time of registration. Unlike other fees, this fee can be subsidized by participation in the Troop fundraising activities. The equipment fee covers normal wear and tear of equipment. Any damage to the equipment, that is not normal wear or tear, becomes the responsibility of the scout or his family to reimburse or repair.

Chart Summarizes Total Annual Amount Required To Join Troop

ITEM	SCOUT
TROOP DUES, ACCIDENT INSURANCE, & NATIONAL REGISTRATION FEE **	\$ 15.00
BOYSLIEE MAGAZINE	\$ 10.00
EQUIPMENT FEE	\$ 175.00
TOTAL	\$ 200.00

* Adult fees are paid by the troop.

Patrols

Troop 188 has several patrols. The Scoutmaster along with the Senior Patrol Leader reviews each patrol and places the scouts accordingly. In Troop 188, we feel a "new" scout has a greater opportunity to adjust and learn when he is able to work with older more experienced scouts. A group of 3 to 4 experienced scouts will provide initial leadership to the patrol. Each patrol has a Patrol Leader (PL), Assistant Patrol Leader (APL) and Patrol Quartermaster (PQM). The scouts in the patrol elect their own Patrol Leader. The Patrol Leader will select the Assistant Patrol Leader, and Patrol Quartermaster. All new elected positions must attend "New Leader Training." An Assistant Scoutmaster is assigned to each patrol to serve as an additional resource for the scouts. Scouts work within the patrol setting to participate in scout activities.

Patrol Leader (PL)

The Patrol Leader reports to the Troop's Senior Patrol Leader (SPL) and/or the Assistant Senior Patrol Leader (ASPL) and does the following:

- Appoints the Assistant Patrol Leader.
- Represents the patrol on the Patrol Leaders Council.
- Plans and steers the patrol meetings.
- Makes sure that patrol attendance is taken.
- Helps scouts advance.
- Records skill achievements on the Rank Advancement Spreadsheet.
- Acts as the chief recruiter of new scouts.
- Keeps patrol members informed.
- Knows what his patrol members and other leaders can do.
- Sets a good example.
- Wears the uniform correctly.
- Lives by the Scout Oath and Law, and shows Scout Spirit.

Assistant Patrol Leader (APL)

The Assistant Patrol Leader reports to the PL and does the following:

- Helps the Patrol Leader plan and steer the patrol meetings.
- Helps the Patrol Leader keep the patrol members informed.
- Helps the patrol prepare for all Troop activities.
- Represents the patrol at the Patrol Leaders Council when the Patrol Leader cannot attend.
- Lends a hand controlling the patrol and building patrol spirit.
- Sets a good example.
- Wears the uniform correctly.
- Lives by the Scout Oath and Law, and shows Scout Spirit.

Patrol Quartermaster (PQM)

The Patrol Quartermaster reports to the Troop QM and his PL and does the following:

- Sets up the Patrol Flag at the beginning of the Troop meeting and puts it away afterward.
- Restocks, cleans as required and takes out of storage or puts into storage your patrol box, cooler and dry goods box.

- Checks out and turns in all equipment used by your patrol during an outing or meeting. This includes tents, stoves, lanterns etc.
- Reports any damage or defects of Troop equipment issued to their patrol.
- Assists the Troop Quartermaster with his duties as required.
- Sets a good example.
- Wears the uniform correctly.
- Lives by the Scout Oath and Law, and shows Scout Spirit.

Assistant Scoutmaster (ASM)

Each patrol is assigned an adult ASM with well-developed scouting skills who is assigned by the Troop's Scoutmaster. This Assistant Scoutmaster typically does not have a son in the patrol.

The ASM does the following:

- Acts as a resource for the patrol.
- Trains patrol leadership.
- Acts as a skills instructor if needed.
- Gives counsel to instructors and new scouts.

High Adventure Patrol (HAP)

The High Adventure Patrol (example; Jolly Rogers, Purple Cobras) was created to encourage older scouts to stay active in the troop, and to give them a patrol that would closely resemble the age group they hang with outside of scouts. It gives them the opportunity to explore the High Adventure aspects of the BSA program, and gives the Troop a leadership pool for the Patrol Leaders' Council. Acceptance in to this patrol is determining by the following:

- A Scout who is 14 or will be by September 1st.
- A Scout who has demonstrated leadership at a Patrol level
- Lives by the Scout Oath and Law, and shows Scout Spirit.
- Has reached 1st class rank
- and has demonstrated camping skills by actually camping.

The High Adventure Patrol is very successful in retaining our older Scouts, and by giving the younger scouts something to aspire to.

Youth Training and Trained Status

For a Youth Leader to be considered trained for his position he must attend a Junior Leader Training (JLT) session held twice yearly. Every time a youth changes a leadership position he must attend the course to reinstate his trained status. Only youth who are current with their training will be allowed to wear the "Trained" patch on the sleeve of their uniform. Trained patches should be removed when a scout no longer holds a leadership position or has not attended a JLT session for a newly acquired leadership position. Scouts may be exempted from this training and retain their trained status if they are serving a second term in a leadership position that they have attended JLT for and they have obtained Scoutmaster approval.

Patrol Leaders' Council (PLC)

The Patrol Leaders' Council is made up of the Senior Patrol Leader, who presides over the meetings; the Assistant Senior Patrol Leaders, all Patrol Leaders, Troop Quartermaster, Scribe, Historian, Librarian, Chaplain Aide, Game Master, and others as determined by the PLC. The PLC plans the yearly troop program at the annual Troop planning conference. The PLC then meets monthly to develop plans for upcoming meetings and activities.

The PLC is composed of the following voting members:

Senior Patrol Leader (SPL)

The Senior Patrol Leader reports to the Scoutmaster, and does the following:

- With Scoutmaster assistance, oversees the planning and implementation of all Troop meetings, events, activities, and annual Troop planning conference.
- Runs the PLC meeting.
- Appoints other Troop junior leaders with the advice and counsel of the Scoutmaster.
- Assigns duties and responsibilities to the other junior leaders.
- Assists the Scoutmaster with Junior Leader Training (JLT).
- Sets a good example, for others and enthusiastically wears the Scout Uniform correctly.
- Lives by the Scout Oath and Law, and shows Scout Spirit.

Assistant Senior Patrol Leader (ASPL)

The Assistant Senior Patrol Leader reports to the SPL, and does the following:

- Helps the SPL plan and run the meetings and activities.
- Runs the Troop in the absence of the SPL.
- Helps train and supervise the Troop Scribe, Historian, Quartermaster, Librarian, Chaplain Aid and Instructors.
- Serves as a member of the PLC.
- Sets a good example, for others and enthusiastically wears the Scout Uniform correctly.
- Lives by the Scout Oath and Law, and shows Scout Spirit.

Troop Quartermaster (QM)

The Quartermaster reports to the SPL and/or ASPL, and does the following:

- Keeps records on patrol and Troop equipment.
- Makes sure that all of the equipment is in good working condition.
- Issues equipment to patrols and makes sure it is returned in good condition.
- Makes suggestions for new or replacement items.
- Works with the Adult Troop Quartermaster.
- Keeps the troops trailer(s) neat and orderly. Checks and corrects equipment loads in the trailers monthly preferably during the next meeting after an outing.
- The Patrol Quartermasters assist QM as needed to perform duties.
- Sets a good example, for others and enthusiastically wears the Scout Uniform correctly.
- Lives by the Scout Oath and Law, and shows Scout Spirit.

Scribe

The Scribe reports to the SPL and/or ASPL, and does the following:

- On a weekly basis, checks that the Patrols are maintaining their attendance and advancement charts.
- On a weekly basis, transfers patrol records to the Troop Master attendance book and Master Advancement chart.
- Sets up and takes down the information table with all of the signup sheets and information fliers. Checks all fliers to make sure they are current and have Scoutmaster or Committee Chair approval. Disposes of the items that are out of date or no longer apply.
- Prints the signup sheets as required.
- Takes and maintains the minutes of PLC Meetings.
- Writes any Thank You notes that may be required and submits them to the Senior Patrol Leader and Scoutmaster for approval and their signatures.
- Sets a good example, for others and enthusiastically wears the Scout Uniform correctly.
- Lives by the Scout Oath and Law, and shows Scout Spirit

Historian

The Historian reports to the SPL and/or ASPL, and does the following:

- Solicits, collects and preserves Troop photographs, awards, newspaper stories, trophies and other memorabilia and stores them in a neat and orderly manner in scrapbooks or files.
- Makes historical material available for Troop functions, the media and Troop history projects.
- Creates a display at all Troop Courts of Honor showing what the Troop has accomplished since the last Court of Honor.
- Is prepared to present a report at the Court of Honor detailing the Troop's activities for the past year.
- Creates and manages the Troop presentations at recruiting functions (e.g. Trans-A-Rama.)
- Sets a good example, for others and enthusiastically wears the Scout Uniform correctly.
- Lives by the Scout Oath and Law, and shows Scout Spirit

Librarian

The Librarian reports to the SPL and/or ASPL, and does the following:

- Oversees the care and use of Troop books, audiovisuals, maps, merit badge books and merit badge counselor lists.
- The Librarian makes these materials available to scouts and leaders and maintains a record to ensure their timely return.
- The Librarian is responsible for recovering any material that has been checked out for an overly long period of time (3 weeks).
- Recommends the purchase of new material or the replacement of existing material that may have become outdated (e.g. merit badge books) or damaged.
Sets a good example, for others and enthusiastically wears the Scout Uniform correctly.
- Lives by the Scout Oath and Law, and shows Scout Spirit

Chaplain Aide

The Chaplain Aide reports to the SPL and/or ASPL, and does the following:

- Conducts the Scouts Own Service on all Troop outings.
- Performs the prayer at all Troop special events e.g. Courts of Honor, Eagle Court of Honors, etc. as needed.
- Maintains a collection of religious calendars, prayers and services that reflect the religious faiths of the members of the troop.
- Advises the PLC of any religious holidays or special days of observance that may need to be considered in the planning of Troop activities.
- Sets a good example, for others and enthusiastically wears the Scout Uniform correctly.
- Lives by the Scout Oath and Law, and shows Scout Spirit.

OA Troop Representative

The OA Troop Representative serves as a liaison between the Order of the Arrow (OA) and the Troop, and does the following:

- Serves as a communication link between the lodge or chapter and the Troop
- Assists with organizing the annual OA Troop election
- Coordinates OA activities with the Troop members
- Encourage year—round and resident camping in the Troop
- Encourage older Scout participation in high adventure programs
- Encourage Scouts to actively participate in community service projects
- Assist with leadership skills training in the Troop
- Encourage Arrowmen to take on leadership positions within the Troop: and
- Encourage Arrowmen to be active participants in lodge and/or chapter activities and to become Brotherhood members.
- Sets a good example, for others and enthusiastically wears the Scout Uniform correctly.
- Lives by the Scout Oath and Law, and shows Scout Spirit.

Game Master

The Game Master reports to the SPL and/or ASPL, and does the following:

- Has a Troop size game or activity ready for the appropriate time during Troop meetings or for an outing.
- Procures and has ready any supplies or materials needed for the game or activity scheduled for that evening's or outing's event.
- Makes suggestions to the SPL about any games that may be helpful to reinforce that meeting's or outing's theme (e.g., Scout Carry Relay Game for a meeting where the Troop is discussing transporting injured people).
- Have three or four skits and two songs ready for the Troop's Saturday night fire during a camp out. Assigns different parts to each patrol and "MC's" that night's entertainment.
- Sets a good example, for others and enthusiastically wears the Scout Uniform correctly.
- Lives by the Scout Oath and Law, and shows Scout Spirit.

Scout Participation

Troop 188 scouts are very active in other extracurricular activities that extend beyond scouting. The Troop recognizes that scouts participate in school, church, or sport activities that have and will conflict with scheduled Troop activities. A scout is expected to participate in a majority of Troop scheduled meetings and activities. If a scout is going to be absent from a Troop meeting or activity **FOR ANY REASON, HE MUST NOTIFY HIS PATROL LEADER IN ADVANCE**.

We are an active camping Troop. Since the younger scouts must learn from their senior examples, **SCOUTS NEED TO ATTEND A MINIMUM OF TWO (2) CAMP-OUTS A YEAR, OR ONE (1) CAMP-OUT AND SUMMER CAMP EACH YEAR**. Arriving late or departing early from Troop meetings requires an excuse or prior permission from the Scoutmaster. Parents, please arrange to pick up your son **promptly** at the scheduled end of the meeting. Since no scout can be left unattended, tardiness places an undue burden on the adult leaders present.

The definition of an "ACTIVE" scout is set forth by the BSA is as follows:

A scout will be considered "ACTIVE" in his unit if he is

- Registered in his unit (membership fees are current)
- Not dismissed from his unit for disciplinary reasons
- Engaged by his unit leadership on a regular basis (informed of unit activities through a Scoutmaster Conference or personal contact.)
- In communication with the unit leader on a quarterly basis.

If the scout does not initiate communication, the unit leader is to contact the scout and ask if the youth wishes to remain in scouting. If the answer is negative, then the unit leader should no longer communicate with the scout. If the answer is affirmative, the unit leader should provide the unit calendar. After six months of non-participation, the unit leader may cease to contact with the youth and drop the scout from the unit at re-charter time.

Scout Conduct

It is the mission of the Boy Scouts of America and our Troop to serve others by helping to instill values in young people and to prepare them to make ethical choices over their lifetime in achieving their full potential. Scouting should be a fun, yet challenging experience. Scouts deserve a safe and supportive environment in which to grow and meet the requirements of Scouting. All scout meetings should be free from unnecessary roughness, physical and verbal intimidation, foul or offensive language and other disrespectful behavior.

Very simply stated, all scouts are expected to live and act by the ideals established by the “Scout Law and “Scout Oath”.

Scout Law	Scout Oath
A Scout is: TRUSTWORTHY LOYAL HELPFUL FRIENDLY COURTEOUS KIND OBEDIENT CHEERFUL THRIFTY BRAVE CLEAN REVERENT	On my honor I will do my best To do my duty to God and my country and to obey the Scout Law: To help other people at all times; To keep myself physically strong, mentally awake, and morally straight.

Misconduct by a single youth member in a scouting Troop may constitute a threat to the safety of the individual who misbehaves as well as to the safety or comfort of other Troop members. Such misconduct can constitute an unreasonable burden on a scout Troop and cannot be ignored. Discipline for misconduct will be determined on a case by case basis by the PLC, then the Scoutmaster, with the guidance of the Troop Committee. The BSA does not permit the use of corporal punishment by Troop leaders when disciplining youth members. A scout’s misconduct will be brought to the parents’ attention as soon as practicable, during, or after an outing or activity. Parents of youth members who misbehave will be asked for assistance in dealing, and resolving the misbehavior.

Initially, scout misconduct may be addressed at the Patrol Leader or the SPL level. Depending on severity or continuation, the matter can be elevated to an adult leader and or the Scoutmaster. The Scoutmaster, in his discretion, may address the issue with the scout and his parents and may decide that it warrants being presented to the Troop Committee.

If repeated misconduct persists, or any particular conduct is deemed serious enough by the Troop Committee, the Troop may take disciplinary action, which can include suspension or permanent revocation of the scout’s membership in the Troop. When the troop suspends or revokes a scout's membership, it will promptly notify the Council of the action.

Scout Conduct (cont.)

If it is recommended that a scout be suspended or revoked from being a member of the Troop, Troop Committee approval is required. Any scout suspended from Troop and patrol activities may request a special reinstatement review in front of the Troop Committee at any time. The reinstatement review must be attended by the scout and his parent(s)/guardian(s). In addition, the Troop Committee may request the attendance of a District Council Official, in a non-voting capacity, at the reinstatement review. Troop Committee approval is required for reinstatement of the scout. The Troop Committee does not need to allow more than one review of its initial determination.

Examples of misconduct include, but are not limited to:

- Failure to follow reasonable directives of an adult or junior leader
- Unnecessary or inappropriate physical contact (including in a sexual manner)
- Threatening or intimidating another person by word or action
- Foul language that offends or degrades common decency, as well as negative and derogatory banter
- Actions or language that is offensive or discriminatory with respect to race, religion, ethnicity or sexual orientation
- Behavior that displays disrespect for other persons, personal property or the environment
- Smoking or use of tobacco products by minors, or by adults in the presence of scouts
- Possession or use of fireworks
- Unauthorized use or possession of firearms or other weapons
- Use or possession of sheath knives (or any knife with a blade longer than the standard scout knife blade), axes or hatchets without permission of the Scoutmaster or other responsible adult leader
- Use or possession of alcoholic beverages or controlled substances (except medicines of which the adult leadership has been made aware)

All references or further information of what constitutes misconduct will be evaluated by the rules set forth by the BSA section titled Primary reference: Rules and Regulations of the Boy Scouts of America.

Uniforms

All scouts are required to attend meetings in uniform. Scouts must also be in uniform during all travel to and from any scouting event.

All scouts are required to have and wear a complete Class A uniform as defined in the BSA Handbook. Approved substitutes include replacing the scout pants and belt with regular pants and belt. The formal uniform is worn to all District and Council-sponsored events, Courts of Honor, parades, and when directed by the Scoutmaster.

For most meetings, all scouts should have a complete Class A uniform. The official scout Class B uniform is a red t-shirt with the BSA and Troop 188 insignia, jeans or shorts. All scouts must wear appropriate shoes directed by weather and activity. This uniform is worn to all regular Troop functions not indicated above unless otherwise notified.

No other clothing shall be substituted or worn to Troop meetings and functions. Changing clothes at Troop meetings, unless approved by the Scoutmaster in advance, will not be permitted. If the designated uniform is not worn, the scout may not be admitted to the meeting.

The Troop supplies all scouts with the following.

- Troop numerals
- Patrol Patch
- Neckerchief
- Epaulet
- Badge of rank (one provided by the Troop when earned)

The following items must be purchased and attached to the formal scout shirt. When purchasing a shirt consider one size larger for growth.

- Northwest Suburban Council shoulder insignia patch
- Neckerchief slide
- World Crest scout emblem (purple)*
- Arrow of Light patch, if earned while in Cub Scouts
- Religious Award knot, if earned while in Cub Scouts

*The World Crest Scout emblem is sewn three inches below the left shoulder seam and centered over the pocket.

Insignia Locations: Refer to the inside front and back covers of the Boy Scout Handbook.

All insignia supplied by the Troop should be attached within two weeks of receipt. Uniforms are expected to be laundered and ironed on a regular basis.

Patches will be received for attending District and Council sponsored camp-outs and events. These patches will change frequently so they should not be permanently attached.

Scout Handbooks

The Troop supplies all new scouts with a Scout Handbook. These should be brought to all meetings. If lost, the scout must replace the Handbook as soon as possible at his own expense. Since the Handbook documents all the information related to a scout's advancement, it is used as reference at all Scoutmaster conferences and Boards of Review and carries the signatures of the review personnel. Sometimes lost information cannot be duplicated.

- Each scout should have their name, and troop number, inside the book and on the edges of the pages so lost books can be quickly identified and returned even if the cover becomes separated from the book.
- Books can become tattered quickly. Some scouts find it helpful to cover their books with a book cover to help preserve them.
- The Handbook is where a scout maintains his advancement records. A lost Handbook means a scout will have to have each requirement signed off again unless he has also maintained those records with the Troop Advancement Chairman.
- After each Board of Review the scout is responsible for returning his book to the Troop Advancement Chairman. This is required so that his advancement records can be recorded at the Troop and Council level.
- A scout is prepared. The Handbook and a pen or pencil should be brought to all meetings and campouts.

Equipment

Scout's gear should consist of four major items as listed below.

Mess Kit

This does not have to be an official BSA mess kit. A plate, bowl, cup, knife, fork, and spoon in a "ZIP-Lock" plastic bag are all that is required. Hard reusable plastic items are preferred. NAMES SHOULD BE ETCHED OR MARKED ON ALL ITEMS. Disposable dishes and utensils are NOT ACCEPTABLE.

Sleeping Bag

Parents should make sure that the sleeping gear is in good condition (no broken zippers, etc.) and that it will keep a boy warm (without wearing additional clothes) when the temperature could be as low as 20°F. Sleeping bags should not be rolled and tied, but should be in a stuff sack lined with a plastic bag or other waterproofed sack. Colder conditions are often encountered. Blankets and suitable warm sleeping clothes may be required as well.

Sleeping Pad

This can be a piece of high density foam rubber (sealed face), air mattress, a thick woolen blanket wrapped in plastic or other specially designed pad. This is used under the sleeping bag to prevent ground moisture and cold from permeating into the sleeping bag. A piece of waterproof plastic large enough to completely fit under the sleeping pad is also recommended. Wet sleeping bags and blankets do not keep scouts warm and happy. Cots are not allowed in scout tents to avoid damage to tent floors. Leaders may use cots, however in the event of any damage to the tent, it is the responsibility of the adult to repair or replace the tent. Air mattresses are not to be used on cold weather camp-outs.

Backpack, Stuff Sack, or Duffel Bag

This pack or bag should be large enough to hold all the items and extra clothing a scout brings with him on a camp-out. The bag or pack should be waterproof or lined with plastic to keep clothes and other items dry and clean. Using plastic bags is extra insurance in keeping things clean and dry.

Troop 188 participates in a wide range of four season outdoor camping activities. They are designed to educate and challenge the scouts in a variety of natural conditions. To have a fun and safe outing, follow the Scout Motto, "Be Prepared." The Troop camps in the summer heat, frigid winter, and the downpours of spring. The right equipment and its proper use and care are the first steps to outdoor fun.

Parents, if you have any questions about selection of suitable equipment, please contact the Scoutmaster or other adult leaders. We all have camping experience and will be glad to help.

Scout Equipment Checklist

- () Scout Handbook
- () Sleeping bag
- () Sleeping Pad – (Air mattresses are warm weather only.)
- () Plastic ground cloth (30 gallon garbage bag, cut)
- () Full Scout Uniform (Class A, neckerchief, and slide)
- () Hiking boots (water resistant)
- () Gym shoes (no flip flops), for warm weather camp-outs
- () Backpack, stuff sack, or duffel bag
- () One-quart water bottle or canteen (we recommend a one-quart Nalgene water bottle)
- () Compass
- () Petty cash (no bills larger than \$20.00)
- () Pocket knife (after earning Totin' Chip) (sheath or fix blade knives are prohibited)
- () Mess kit and utensils (or plastic plate, bowl, and cup)
- () Extra Clothes to include

- Jeans
- 3 days of underwear
- Socks
- Handkerchief or tissues
- Sweatshirt or sweater
- Sweat suit for sleeping or pajamas
- Heavy Jacket
- Windbreaker
- Hat (for sun, or warmth in winter)
- Rain Suit or Poncho

It is best to plan on clothing that can be "layered" to provide for varying temperature conditions during the day and evening activities.

- () Small notebook and pen for note taking
- () Laundry bag or plastic bag
- () Flashlight and batteries (an extra set of batteries is recommended)
- () Wash kit for personal hygiene
- () Personal First Aid Kit
- () Watch (optional except for Senior and Assistant Senior Patrol Leaders, Patrol Leaders and Assistant Patrol Leaders. These scouts are required to wear them.)

*Also review equipment recommendations in the Boy Scout Handbook

A FEW OTHER POINTERS

- Put your name on each piece of equipment and clothing.
- Remember, if you over pack, you have to carry it.
- Unless otherwise stated, electronic entertainment devices such as electronic games, music/media players, radios, or smart phones, and the like, are **NOT** permitted on troop outings, and will be confiscated, and will not be returned until we return home.
- The following items are prohibited: extra food, soda, energy drinks, fireworks, and candy.
- No food or drinks are allowed in the tents.
- Cell phones are discouraged, but a scout may carry a cell phone while traveling in a vehicle to the outing location, however, it must be turned off during the actual scouting event.
- Camp chairs or other items that are deemed to be oversized are not permitted on campouts, due to the limited space in personal vehicles.

Camp-Outs And Activities

Troop 188 is a camping Troop. In addition to one week of summer camp and High Adventure every year, there are overnight camp-outs averaging one per month during the school year. Each camp-out will provide new opportunities for your scout to grow. Before each camp-out, your scout will be involved in planning daily menus along with the other scouts in his patrol. A duty roster will also be developed putting each scout in charge of several chores for the campout. New scouts are also taught to provide for themselves the proper equipment necessary for each camp-out. Leaders are always available at camp-outs for guidance, but emphasis is put on each scout becoming independent, and learning to be responsible for him, as well as helping others.

Equipment

Other than a scout's personal equipment, all other necessary equipment is furnished by the Troop. This includes all tents, patrol cooking kits, coolers, dry boxes, etc. At the beginning of the scouting year, tents and cooking kits are assigned to each patrol. This equipment is the patrol's responsibility and is expected to be returned in good shape at the end of the scouting year. Any missing parts or required repairs shall be the responsibility of the patrol.

Fees

An activity fee to defray camping costs will be required before each camp-out. Generally, weekend camp-out costs are about \$20 to \$25 per scout or parent attending. Included in the activity fee is the cost of food (about \$3.00 per meal), camping and camp-out registrations (\$5.00), and transportation costs (usually between \$5.00 & \$15.00). On specialized activities, such as canoeing, skiing and rock climbing an additional fee may be required. All efforts are made to minimize additional costs.

Patrol And Troop Method

We follow the Patrol Method of camping where each patrol is responsible for its own menu planning, purchasing, cooking and cleanup. When planned activities dictate, the Troop Method of camping may be used, and is planned by the Patrol Leaders' Council. Troop Method involves larger common meals.

Meals

All menus are to reflect a fully balanced meal and MUST be approved by the Scoutmaster or designated Assistant Scoutmaster. Parents are encouraged to know what their son eats on camp-outs and should feel free to help their sons in suggesting easily made dishes. Additionally, parents may be called on to assist the scouts in shopping for necessary food and supplies for camping activities. Please save all shopping receipts in order to be reimbursed and then attach them to the Expense Reimbursement Form (see appendix).

It is an established rule within the Troop that no Patrol should plan the same menu within the same scouting year. In addition, unless schedules and activities dictate, all meals are to be cooked and served hot.

Basic cooking and kitchen prep work skills are taught; leaders do not cook nor clean up after the scouts. This is a skill that boys must learn. After a few camp-outs, you may find that your son will want to help out in the kitchen at home, or will suddenly be making his own snacks or meals.

Departures

Most camp-outs leave from Christ Lutheran Church either on Friday evening, around 6:30 p.m. or on Saturday morning at 8:00 a.m. Scouts are required to be in full Class A uniform when traveling to and from camp-outs. Scouts should arrive at least 30 minutes before departure time and should have eaten unless notified otherwise. These details are provided on the Troop permission slip and by notification at the Troop meeting.

Returns

The Troop generally returns early to mid-afternoon on Sundays (approximately 2:00 p.m.). Scouts are, normally, dropped off at the church by the returning drivers unless notified otherwise. Please be prompt in picking up your child.

Permission Slips

For emergency purposes, permission slips are required of all scouts before they are allowed to attend any camp-out. Permission slips and the appropriate fees are to be returned by the required due date, usually about 2 weeks before the activity. This is important to allow for proper planning of adult supervision, transportation, and for purchasing adequate amounts of food and supplies. If a scout cannot make the event after his permission slip and fees are submitted, every effort will be made to return fees not already committed. However, full reimbursement should not be assumed. (Refer to Scout Account - Refund Policy Section for further information).

Transportation

Parents are expected to assist with transportation to or from an activity location when called upon. If volunteers are not available, **the activity may be cancelled.**

Passengers in vehicles are required to wear a seat belt while the vehicle is in motion. Riders are subject to the vehicle rules as set forth by the adult driver, which may restrict music, movie, snacks, candy and drinks while in the car.

Order of the Arrow

The Order of the Arrow (OA) is an honorary camping society of the BSA. It is a national brotherhood of scout honor campers that originated in 1915. "The purposes of the Order of the Arrow are: to recognize those boys and adults who best exemplify the Scout Oath and Law in their daily lives; to develop and maintain camping traditions and spirit; to promote scout camping; and, to crystallize the scout habit of helpfulness into a life of purpose of leadership in cheerful service to others."

Members of OA are elected by scouts in the troop. Elections are usually held in March each year. For additional details on OA, contact any member. They are easily identified by the unique Order of the Arrow Lodge pocket flap emblem they proudly wear.

Expectation

Troop 188 has a very rich history of young men who are in OA, compared to other troops in the area. Our Troop firmly believes that the ideas set forth by OA are to show fellows scouts what the outdoor code means and to promote this code through our Troop.

We require active participation in OA within our Troop, other scouting events, or outside the community. The Arrowman is expected to give richer service to this Troop as a result of the honor bestowed on him by his fellow scouts. Arrowmen, who do not fulfill their obligation to OA, hurt the Troop and the Order of the Arrow Lodge.

The following requirements are weighted in considering if an Arrowman is active in participating in the OA for our Troop.

- An OA member must participate in a least 10% of Troop functions that are attached to having an OA presence at that event. Examples (include call out, running concessions stand at scout events, First Aid meet) etc.
- Should attend one (1) OA Chapter meeting
- Should attend one (1) OA Lodge meeting.
- Should participate in one (1) OA specific function that is affiliated with the Troop. Examples include one day of service, Haunted Hike etc.

If an Arrowman does not participate in the minimum the Committee and the Scoutmaster must suggest that the Arrowman need to participate more in the Troop. Being nominated and acceptance of being in the OA is not a reward, but is bestowed on the youth, by his peers, as being a leader who goes above and beyond the traditional role of scouting.

Adult Participation

The purpose of adults participating in OA is to serve as advisors only! Adults provide transportation, set good examples, support the activities of the scouts, and provide service to the OA Chapter and Lodge.

Adult leaders have two options to become an OA member. Adult Leaders may have been elected to OA as a scout and the membership can be reinstated by registering with the local chapter. For those not inducted as a scout, there is still an opportunity to belong. Adult Leaders may elect an adult based on the rules set forth by the OA chapter.

Adult Participation

CONGRATULATIONS!

You are privileged to serve as an adult leader in our scout troop. The experiences and fellowship you are about to share will become pleasant memories for years to come. The boys in our scout troop are very lucky to have worked with some of the finest adults ever to have donated their time to youth. The founder of scouting, Lord Robert Baden-Powell, once said that every adult should consider a boy as a camera who takes snapshots of the adult leaders with whom he works. It is very important, therefore, that you take on the responsibilities of being an adult leader seriously. Your living up to these responsibilities will affect the lives of many young men and it is imperative that such impact be positive. In order to help you get accustomed to the methods of scouting and our troop, this booklet provides guidelines which we ask our troop leaders to follow. Not all adults are asked to serve in a capacity which involves them directly with our scouts. Only those with the personal character and who embrace the high ideals of scouting are privileged to serve. Welcome aboard!

Adult participation is critical to the success of any Boy Scout troop. Adults are encouraged to support the troop by serving as a leader as a Troop Committee member. Adults who wish to be registered with the Troop must complete an adult application and any other Boy Scouts of America registration training requirements.

Adult Training

Any adult working with scouts must complete the Boy Scouts of America Youth Protection Training. This training course can be completed at any time, as it is available as an on-line course that is accessed through any Boy Scouts of America national or council website. The training must be repeated every two years. In addition the Scoutmaster, Advancement Chair and at least 1 ASM will be trained for the Life to Eagle program every two years. All ASMs are encouraged, but not required to attend the Live to Eagle program as well as the Scout to Life program.

The Boy Scouts of America provides additional training courses for the scout program. These courses are available to any adult who wishes to gain additional knowledge in the scout program. Training levels exist at basic to advanced levels. Our troop encourages our leaders to attend additional training. The training is mandatory and is very helpful and rewarding. It is the policy of the troop that all training fees for adults are paid for by the troop

Other training opportunities include This is Scouting, Scoutmaster and Assistant Scoutmaster Specific Training, and Introduction to Outdoor Leadership Training, and Wood Badge, which is an advanced leadership training course designed by the Boy Scouts of America.

The Troop Committee includes the following positions of responsibility: Committee Chair, Treasurer, Secretary, Unit Commissioner, Scouting Coordinator, Eagle Court Chair, Membership Chair, and Committee Members at Large. The responsibilities of these positions are in accordance with duties outlined in the Boy Scouts of America Troop Committee Guidebook, and as determined by the members of the Troop Committee.

Participation in Camping or Events

A minimum of two adults is needed for any Troop activity. At least one of the attending adult leaders must be a Registered Adult Leader who is trained and has also completed Introduction to Outdoor Leader Skills.

Adults needed to fulfill staffing requirements, transportation, or who are needed to satisfy the outing program requirements do not pay the outing fee except for special costs such as outfitter fees and training costs associated with the outing. Adult leaders attending an outing who are not required based on staffing, transportation or program requirements (i.e. "extra" adults) are required to pay their own outing fees. Typically, the Scoutmaster and the Troop Committee Chairperson do not pay outing fees (except for special costs) even if they are listed as "extra" adult leaders.

All adults involved in all High Adventure and summer camp outings, in addition to being BSA trained must have First Aid and CPR Training. Reimbursements for the costs and fees associated with the outing will be determined by the Troop Committee.

Selection of Adults for Scouting Activities

Should the Troop elect to partake in activities that are limited in the number of adults that can attend, and more adults want to attend than are allowed, the Committee will select those who will attend using the following criteria:

1. Registered leaders are given priority
2. Consideration will be given to adults who have special skills required for the outing
3. Does the adult have a son attending
4. How active has the Adult been in the Scouting program
5. Number of times the adults have attended similar events
6. Payment must be received by the published deadline. If payment is not received until after the deadline the adult paying late will be moved to the bottom of the list.

If a clear determination of who should attend cannot be made a drawing will be held.

Insufficient Adult Leadership

In the event a sufficient number of adult leaders cannot be secured to support the number of scouts applying for membership in the Troop, the following priorities may be used in the determination of which scouts are accepted and assigned to patrols via committee's description:

- Any scout whose parent is currently serving in any adult leadership position
- Any scout whose parent has served in a leadership role in the Troop
- Any scout who is currently registered in good standing with the Troop
- Any scout affiliated/member with the Charter Organization
- Any new applicant.

Setting the Example

The most important thing an adult can do is set a good example for the boys. This example can be as simple as following the rules of the troop or as complex as skillfully handling an emergency situation. The scouts expect and look for good examples from those adults who serve as leaders. Providing a good example is the best way to earn their respect. Everything you do comes under the scrutiny of the scouts. There is nothing they enjoy more than catching an adult breaking the rules or setting a poor example. No one likes the leadership style of "Do as I say, not as I do."

Nor do we advocate that style in our troop. We ask all of our adults to strive to follow the exact same rules as were established for the scouts. No better example can be set. No one leadership skill can do more for you as an adult leader than this single skill: setting a good example. It is difficult and a challenge. However, we ask our boys to meet challenges every day. That is the essence of our program.

Very simply stated, all scouts are expected to live and act by the ideals established by the "Scout Law and "Scout Oath".

Scout Law	Scout Oath
A Scout is: TRUSTWORTHY LOYAL HELPFUL FRIENDLY COURTEOUS KIND OBEDIENT CHEERFUL THRIFTY BRAVE CLEAN REVERENT	On my honor I will do my best To do my duty to God and my country and to obey the Scout Law: To help other people at all times; To keep myself physically strong, mentally awake, and morally straight.

These are the two major guidelines of our leaders. They are the same guidelines to which we ask our boys to pledge.

It's a "Boy-Run" Troop

One of the hardest things for adult leaders to do is watch the boys conduct an activity while knowing it could be done better. Remember, if boys already knew how to do everything perfectly, they wouldn't need scouting. Our boys have elected their leaders at all levels. These leaders are expected to lead. There is no greater peer pressure than when scouts feel their leaders are letting them down. There may be times when you might see the adults in the troop standing by and observing. At such times, perhaps you think they should be involved. Herein, however, lies our method: the boys run this troop, with our guidance, and they need to have the freedom to conduct its business their way. You will see great successes and will witness great failures. This is scouting. Avoid the temptation to correct the boys and take over an activity. Stand back, let it fail, and it will become a learning experience. The boys will respect your patience and your confidence in their abilities. The only instance when adult leaders should and do step into a situation is one which involves the health or safety of the boys. Every adult in our troop is responsible for the safety of the boys.

Uniforms

We ask those adult leaders who serve as assistant scoutmasters to wear the Boy Scout uniform. The boys are encouraged to wear it properly, and we adults should do the same. Adults have the option of wearing the class B with a collar. The rest of the uniform is the same as that of the boys. The uniform guidelines are set forth in the Scout Handbook, Scoutmaster's Handbook, and other scout literature. Stick to the guidelines. Unfortunately, in some scout troops you will see scout leaders with patches and awards all over their uniforms -- all worn improperly. Again, guidelines provide details on correct uniform items and placement of each. A properly worn uniform, with proper patches, is a fine example for the boys. We expect and accept no less from them.

Smoking

The troop understands the need of some adults with respect to smoking. It also understands the right of the scouts and other adults not to be subjected to secondary smoke. Finally, we also have a concern regarding the example that is set by adults who smoke. The troop policy request that adults who have the need to smoke do so at all times out of the sight of the scouts. Smoking is not permitted in the meeting hall and should be kept to a minimum at all scout gatherings. In seeking out designated "adult areas" of the troop meeting hall and camping trips, a smoker does not fulfill the requirement of being out of the sight of the scouts. Scouts are allowed to enter and are encouraged to feel welcome in those areas. Please use discretion if you feel the need to smoke at a scouting event.

To have a Son or.. Not to have a Son

You may hear it said upon your arrival at a scout event that you no longer have a son in the troop. This statement reflects a policy we have had in our troop almost since the day the troop was started. It is in effect for your benefit and that of your son. When your son is in the troop, he is among many other boys who may or may not have their fathers attending (the majority do not). You may find it strange that when another adult corrects or gives your son direction it is received differently (and in most cases more readily) than when you, his father, do the correcting.

We encourage you to observe your son in his element and among his friends. You may find much more about him than you thought you knew. But try not to get involved. If you think your son needs correcting, ask another adult to perform the honors. Your son is here to have fun, and so are you.

Enjoy the time together and take some brief time off from a parent's responsibility.

It works.

Badges and Ranks

The Boy Scout program encourages young men to work for personal achievement. It is all too easy to "help" these young men along even when they do not wish to be helped along. Boys will advance and earn achievement at varying paces. Each boy is different. If a boy asks for help, give it to him.

The requirements set down for the boys by the scouting program are written explicitly. Some may seem too difficult for an 11-year-old but probably aren't for a 14-year-old. Avoid the temptation to give advancement away. A boy who has had to work hard for something will value his achievement far more than if an award has simply been "given" to him. He may fail many times before he succeeds. But when he does succeed, success becomes that much sweeter. If you have the opportunity to work with a boy on a badge or other advancement, **STICK TO THE REQUIREMENTS**: no more, no less. He will gain greater respect for you as a leader and for himself as an individual.

Drinking

Under no circumstances are alcoholic beverages of any type permitted at any activity sponsored by Boy Scout Troop 188. There are no exceptions to this rule.

Language and Actions

Please use every effort to maintain an atmosphere of high moral conduct. Foul language and actions which may be common in other places are not acceptable behavior at times and in places where they can be observed by the scouts. Today's society provides enough negative influences in our boys' lives without additional unfortunate examples by adult leaders. Please use language and actions which follow the guidelines set down by the Scout Oath and Law.

A Scout is Reverent

The Boy Scout program has a strong basis in religion and believes that it is a vital part of the proper upbringing of young men. Boy Scout Troop 188 is sponsored by Christ Lutheran Church but membership is by no means restricted to boys of the Lutheran faith. Many of our scouts are and have been from Protestant, Jewish, and other denominations.

We support the Boy Scouts of America's religious policy and requirement for membership in our troop. Please read this policy stated in the application. If you feel that you cannot support this statement, we thank you for your interest but will not be able to accept your application for the job of an adult leader.

Probation Period

Each adult leader in the troop is required to go through a six month probationary period as a leader. This period is used for the protection of the boys in the troop and should be a time during which the adult and the scouts get used to working with each other. Should the troop committee decide it is in the best interest of the boys or the adult that he or she not continues as an adult leader, the adult will be so informed during this time.

Serving as an adult leader is a privilege. Should an adult leader's actions be deemed unacceptable, the troop committee and sponsoring organization have the right and responsibility to ask that adult to discontinue his or her service as an adult leader. This may occur at any time during or subsequent to the probationary period.

Adult Camping Guidelines

Sleeping

Guidelines set forth by the Boy Scouts of America prohibit scouts from sleeping with adults except during father-and-son trips. No boy may sleep alone on a camping trip. These guidelines are in place for the protection of the boys as well as the adult leaders. Unless a medical situation prevents you from doing so, we ask that you sleep in the same accommodations as those supplied to the boys. If our format is tent camping, sleep in a tent. If it is cabin camping, cots may be provided. Please do not plan on sleeping in vehicles or campers unless you're doing so are warranted by a medical situation.

Leaving Camp

Once we arrive at camp, we ask that no adult leave during the weekend unless he is asked to travel elsewhere for specific supplies or equipment. If you need specific types of food or equipment for personal needs, please let our Quartermaster know so that the appropriate items can be acquired in advance.

Transporting Scouts

When transporting scouts on a scouting sponsored activity, you have the responsibility for their well-being when they are in your vehicle. Drivers must observe all federal, state, and local driving regulations for the safety of the scouts and the troop. For safety reasons, we travel in a caravan style of driving. If the boys in your vehicle are misbehaving, feel free to take the necessary action required to restore the vehicle to a safe atmosphere. Each boy you transport must have his own seat belt. Please transport only as many boys as your have seat belts to accommodate. Additionally, it is preferred that dad's who drive not transport their own boy to and from trips. It's a great way to get to know the other boys in the troop and for other adults to get to know your son.

Stove and Lanterns

Our troop uses liquid-fueled and propane fueled stoves and lanterns on many of its outings. This equipment is recommended for ecological purposes. The equipment can be lit by adults trained in its operation. If you are unsure of the proper method of lighting a stove or lantern, please seek help. The scouts will request that an adult oversee the lighting of the stove when they are ready.

Flames in Tents

Under no circumstances should any type of flame be introduced inside any tent. Tents are flame resistant but not inflammable. Heaters, hand warmers, candles, lanterns, etc., are forbidden inside a tent.

Adult Camping Guidelines (cont.)

Food in Tents

Please do not take food or drinks inside tents. Crumbs and odors can invite unwelcome and sometimes dangerous visitors during the night. Please keep an eye out for the boys breaking the rule.

Drinks

There are drinks that the troop allows on camping trips and drinks that we do not. Sodas and other beverages which are canned or bottled are generally prohibited as part of the troop meals. Please follow the same guidelines as set down for the boys. Don't bring a personal supply of sodas or other drinks. Remember, an example is the most powerful leadership tool you can have.

Equipment in Tents

Please do not take any backpacks, cots, or other metal or wood-framed devices into the troop tents. The floors are nylon and may rip or tear. The boys are not allowed to have such equipment in their tents either.

Eagle Project Review Procedure

Purpose of the Review

The Troop Committee has the responsibility to review the Eagle candidate's proposed Eagle project and determine if the Scout has appropriately developed a meaningful project that meets the standards of the Troop, and the BSA generally, as part of the scout's progress towards achievement of the rank of Eagle.

Composition

- a) The Committee project review is open to any parent similar to regular Committee meetings. Only Committee members shall be entitled to vote, though all participants shall be given reasonable opportunity to talk or ask questions. The Advancement Chairperson or an appropriate alternate, such as the Committee Chairperson shall run the meeting and determine appropriateness of any and all questions or comments.

- b) The Advancement Chairperson shall facilitate the meeting and submit a critique and review of the project to the Eagle candidate of the Committee's decision. The response to the Eagle candidate should be delivered with the Troop Scout Master in attendance, if possible. Relatives or guardians may not serve as Committee members or attend the review, either as a participant or observer of the review process. The contents of the review are meant to be confidential and the proceedings should not be disclosed to any person who is not a member of the Committee or a participant at the meeting.

Requirements Prior to Review

In addition to fulfilling all requirements of Life Scout rank, the Eagle candidate must do the following:

- a) Participate in the Life to Eagle seminar which is held regularly at council.
- b) Talk with the Scoutmaster, or any leader appointed by the Scoutmaster who has attended the Life to Eagle seminar to act as a Troop Eagle Counselor. This counselor can help the candidate meet his goals in preparing for his Eagle advancement.
 - i. Any advice given to the Eagle candidate should be from an adult leader who recently has gone to the Life to Eagle seminar. This is highly recommended so that the scout receives the most recent directives from Council, thus avoiding differing/incorrect information from adults who have not attended recently.
 - ii. The information that is delivered to council varies year to year and in the past has lead to confusion with the Eagle candidate when working with Council or his Eagle Coordinator.
 - iii. The Eagle candidate is required to discuss his proposed project with the Scoutmaster prior to preparing for the Troop Committee presentation.
 - iv. Prior to the Committee meeting, the Eagle candidate should provide a draft of his presentation to the Scoutmaster for review and comment. Please allow several days for time to review, provide comments, and make changes.
- c) Coordinate with the both the Scoutmaster and Advancement Chair to schedule a meeting to present the Eagle Project for review.
- d) Submit at least three copies to the Scoutmaster
 - i. One copy will be distributed to each of the Scoutmaster, the Chairperson and the Troop's Advancement Chairperson.
- e) The Eagle candidate should arrive at least 15 minutes prior to the scheduled start time of the presentation.
 - i. Dress neatly in full Class A uniform (including sash with all merit badges sewn on, neckerchief or tie, etc.).
 - ii. Have his Scout Book.
 - iii. Have at least six copies of his presentation to share with the committee.
 - iv. Have any additional supporting material that may help explain or support his project proposal.

Review Meeting Process

The Eagle candidate will present his project to the committee lasting approximately 15 to 30 minutes.

- a) The Committee members should convene following the Eagle project presentation without the Eagle candidate present. The purpose of meeting after the presentation but before the actual interview is to:
 - i. Review the prospective scout's presentation material.
 - ii. Become familiar with the service project by assessing the proposed report and any available documentation.
 - iii. Review these guidelines to help formulate pertinent questions.
 - iv. Does it appear this project will stand on its own as a "worthy" Eagle project?
 - v. Is the project new and/or unique to the scout and the benefiting organization?
 - vi. Is the scout and or the scout's family associated with the benefiting organization?
 - vii. Has the scout or any member of the scout's family performed this project previously? (Please remember that Eagle projects don't have to be new or original. They have to provide a benefit to the public and showcase the scout's leadership abilities.)

- b) After the presentation and the Committee's private discussions, the Committee will ask the Eagle candidate pertinent questions about his project (if not already addressed during the presentation). The Committee should make sure that a good standard of performance has been established. **WHEN ASKING QUESTIONS DO NOT ATTEMPT TO DIRECT AN ANSWER OR ANSWER THE QUESTION ON BEHALF OF THE SCOUT.**
 - i. What group will benefit from his project?
 - ii. How did he find out about their need?
 - iii. Ask him to walk the Committee through the project from beginning to end.
 1. The planning phase
 2. The organization of personnel
 3. Directing the project to completion
 - iv. Will he have to contact any city, county or state officials for permits or to find out about ordinances, etc. - will the Citizenship in the Community Merit Badge help - how?
 - v. Who will he get involved in helping him with his project - scouts, adults from his troop, and members of the benefiting organization....?
 - vi. Will he be directing any adults in the eagle project - how will he handle this?
 - vii. In what ways will he feel that he has demonstrated leadership in this project?
 - viii. Every scout feels his project was "special" - how is his project "special"?

Review Meeting Process (cont.)

- ix. Thirty years from now when someone else asks him what he did for his Eagle project, what will stand out in his mind - how will he answer that question?
- x. How have your scouting experiences helped you complete those plans?
- xi. Does he feel that this project is worthy of an Eagle project?

These are by no means the only questions that may be asked. They are merely examples to be used as a springboard to other questions and further discussion. Please do not assume that you are to ask only these questions and consider the interview complete. The interview should come to a natural conclusion as each Committee member runs out of questions.

- c) There is not set length of time for an Eagle project Committee review. However, 15 minutes is probably too short and an hour is probably too long.
- d) After the review, the Eagle candidate is thanked for presenting his project and told that he will receive a response back from the review Committee following the next scout meeting. The Committee may respond after the meeting only if they are unanimously certain that there is no question that this is a worthy project and that this scout appears properly prepared to carry it out.

Committee Approval Process

Once the scout has left the room, the Committee members will discuss if the Eagle Scout project can stand on its own. Because of the importance of the Eagle Scout Award, the decision of the committee should be unanimous, though a majority vote will control. If the vote is less than unanimous, the Eagle candidate should be provided constructive criticism at the time the project is approved to inform him what some members felt was deficient and he should be provided suggestions on how to improve the project.

The Eagle project review will go through two procedural votes.

- a) First vote is if the Eagle project can stand on its own.
 - i. If the first vote shows that Committee does not feel that the Eagle project stand on its own, the candidate will be notified of the response from the Committee with the appropriate changes, or reasons why the project did not stand on its own.
 - ii. If the vote is positive (by at least a majority vote), a second vote will be cast, to determine if the project can be approved before the Eagle candidate can contact and then work with a council appointed Eagle counselor.

- b) The second vote is based on the following:
 - i. Yes - The project can move forward as is or with some minor changes.

If the candidate's project can stand on its own, he will be informed that he will receive the Committee's critique and approval. This may be provided at a subsequent Troop meeting, or following the presentation if the approval was unanimous.

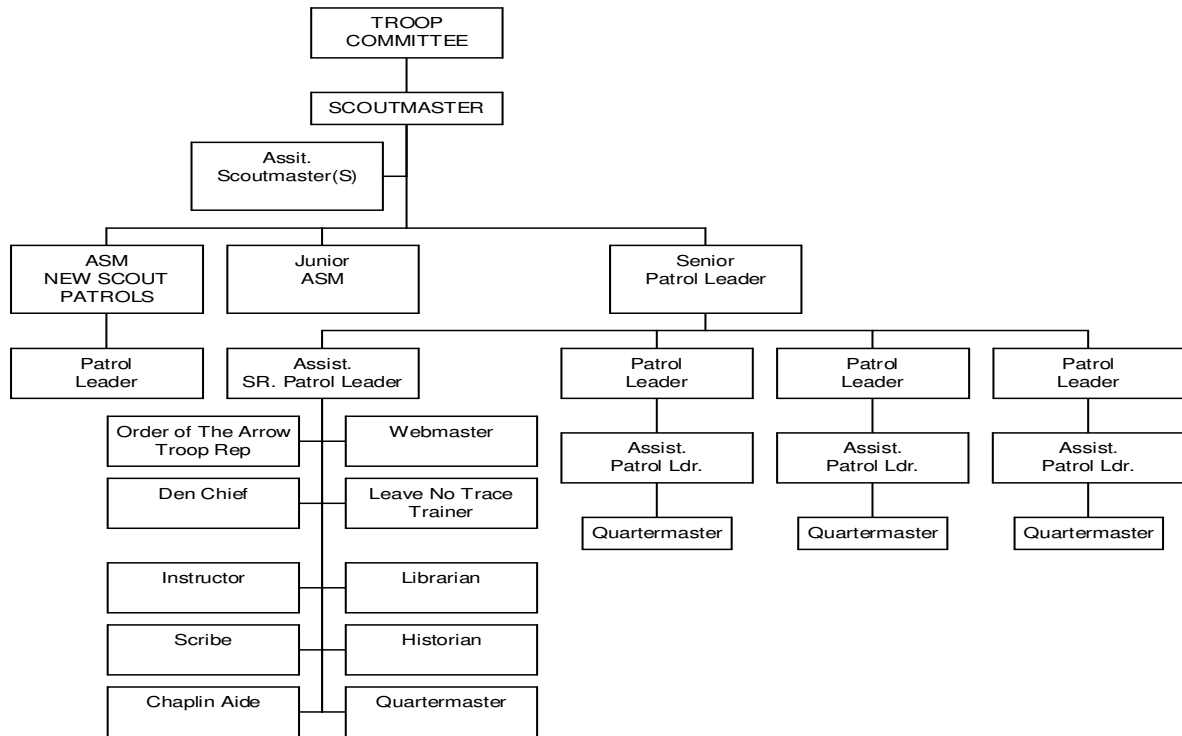
- ii. No - The project cannot move forward and major changes must be done before it can be resubmitted before review.

When the candidate returns for the following scout meeting he will be informed of the Committee decision and if he must schedule another follow up review at the next Committee meeting. The candidate must be given clear and concise explanation to what he will need to change in resubmitting his Eagle project. All criticism must be constructive and respectful. Any Committee members, who were involved in the original review, should attend the next scheduled review.

After the Eagle project review and after the application has been appropriately signed, the application is turned into the Council Service Center. A photocopy of the application should be attached to an Advancement Form and should be submitted to the Council Service Center.

Scout Org Chart

TROOP ORGANIZATION



Senior Patrol Leader (SPL) - top junior leader in the Troop. He leads the Patrol Leaders' Council and, in consultation with the Scoutmaster, appoints other junior leaders and assigns specific responsibilities as needed.

Assistant Senior Patrol Leader (ASPL) - fills in for the SPL in his absence. He is responsible for training and giving direction to the quartermaster(s), scribe, troop historian, librarian and instructors.

Quartermaster - responsible for troop supplies and equipment and works directly with Patrol Quartermasters.

Scribe - the Troop secretary.

Patrol Leader (PL) - gives leadership to members of his patrol and represents them on the Patrol Leaders' Council.

Assistant Patrol Leader (APL) - fills in for the patrol leader in his absence.

Patrol Quartermaster - responsible for Patrol boxes, and equipment and reports directly to Quartermasters.

Troop Historian - collects and maintains Troop memorabilia and information on former Troop members and documents Troop activities and campouts.

Librarian - keeps Troop books, pamphlets, magazines, audiovisuals and merit badge counselor list available for use by Troop members.

Instructor(s) - teaches one or more advancement skills to Troop members.

Chaplain Aide - assists in Troop religious services and promotes religious emblem programs.

Den Chief(s) - work with a Cub Scout or Webelos den as a guide.

Webmaster - Works with Troop to update website

Leave No Trace Trainer - Is responsible for teaching Leave No Trace principles

Troop Committee

Purpose of Troop Committee

The Troop Committee shall exist to recruit adult leadership and to support the Scoutmaster in delivering quality scouting programs in accordance with the requirements of the Boy Scouts of America and the Troop Charter. The Troop Committee shall have authority to remove any leader, with the consent of the Charter Organization Representative. You would sit in on Board of Review for advancing scouts. Every boy advancing to the next rank needs one! Boards of Review help us assess how well the Troop is doing by giving the scout an opportunity to tell us his favorite events and how he thinks the Troop could improve.

Appointment of Troop Committee

The Troop Committee operates as a group for the duration of the business operating year. Applications for incoming Troop Committee positions must be submitted to the current Troop Committee prior to December 15th of each year. The current Troop Committee must then approve the incoming Troop Committee and submit any new committee members' applications to the Charter Organization Representative by January 15th of each year. The approved incoming Troop Committee will then assume their responsibilities within the Troop as of February 1st of each year. Duties of all Executive Troop Committee positions are the same as those described in the BSA Troop Committee Guidebook.

At the Fall Court of Honor the Committee Chair shall announce each vacant position for the upcoming re-charter year.

All parents and guardians of scouts' are eligible to become members of the Troop Committee and shall submit their names to the Committee Chair. It is recommended, but not required, that each interested party submit the following brief information to assist committee members in selecting the individual.

- Each year the committee will hold elections to reaffirm or vote for committee positions
- There should be no prohibition of holding consecutive terms, but we recommend that a self imposed term limit of 3 years for the position
- Any vacancies shall be filled by the Committee chair
- An individual can hold more than one position

General

The Committee will pre-approve all Troop activities and, generally pre-approve all expenditure of funds. Troop adult leaders will not obligate funds, commit Troop involvement, or make requests for resources without the authority of the Troop Committee. After-the-fact requests for reimbursement of expenses may be considered by the Committee on case-by-case basis.

Troop Committee Positions

The Troop Committee is comprised of volunteers. There is a Troop Committee Chairman and other Troop Committee Members. Most Troop Committees consist of parents of scouts in the Troop and members of the Troop's chartered organization. The chartered organization is granted a charter by the Boy Scouts of America to use the Scouting program. This chartered organization can be a school, service club, religious group, or other group interested in youth. The chartered organization approves the leadership of the Troop, provides a meeting place, and operates the Troop within the guidelines and policies of that organization and the BSA.

For additional information on National, Council and District responsibilities, review the BSA "Troop Committee Guide Book." The Troop Committee structure consists of the following positions:

Executive Committee Positions (Voting)

- Charter Organization Representative
- Troop Committee Chairperson
- Troop Membership Chair
- Troop Secretary
- Troop Treasurer
- Troop Public Relations / Newsletter Editor
- Troop Fundraiser Chair
- Troop Training Chair
- Troop Advancement Chair
- Troop Outdoor / Activities Chair
- Troop Equipment Coordinator
- Transportation Coordinator
- ScoutParent Unit Coordinator
- Active Committee Member at Large

Support Positions (non-voting)

- Scoutmaster
- Assistant Scoutmaster
- Quartermaster
- Court of Honor Coordinator(s) three
- Medical Coordinator
- Sales Coordinator
- High Adventure Coordinator
- Summer Camp Coordinator
- FOS chairman
- Webmaster
- Newsletter
- Order of The Arrow Representative
- Religious Medals Coordinator

Info about these positions are online at http://meritbadge.org/wiki/index.php/Troop_Committee

Training of Committee Members

Executive Committee members are required to complete all training in accordance with the BSA guidelines regarding trained Troop Committee members. All other Committee members are encouraged to complete all leadership training.

Committee Meetings

Everyone is welcome to attend Troop Committee meetings. A typical meeting consists of a Committee Chairperson's report, Scoutmaster's report and financial status of the Troop. We also discuss past events (lessons learned) and future events. This is a great way to get a heads up for upcoming events as well as discussing past and future events for any possible improvements or changes. We appreciate the adults who come to the meetings, but would also like to hear the opinions, ideas and perspective of others. You do not need to show up for every meeting; however it is well worth your time!! All parents of registered youth in the Troop are welcome to attend Troop Committee meetings but are not allowed to vote unless they are an official Committee member. Please consider becoming a Member of Committee for our Troop.

The Committee will meet once a month following the District round table. Before the meeting the Troop Chairman will circulate a meeting agenda, via email. Items and issues that need expediency will be discussed and voted on. These items will be discussed at the Committee meeting. Typical agenda items for the Committee meeting include review of minutes from previous meeting (Secretary), membership report (Membership Coordinator), financial report (Treasurer), review of upcoming events (Scoutmaster), items discussed at the Committee meeting and general business (Committee Chair). Each member is expected to faithfully discharge his/her responsibility to the Scouting program.

The Scoutmaster shall attend the monthly Committee meetings. If the Scoutmaster cannot attend, it is his responsibility to assign an Assistant Scoutmaster to attend in his place. Since the Scoutmaster is not an official member of the Troop Committee, he is not allowed to vote on Committee issues.

Quorum

The Committee will conduct business and vote only when a quorum is present. A quorum is present when at least 5 Committee members or at least one-third of all registered Committee members are present.

Voting

All Committee members, present shall have one vote for any decision before the Committee. Committee members holding more than one office have only one vote. A proposal is "approved" if a majority of Committee members present vote in favor of it. The Chairperson's vote is used for a tiebreaker when all votes are equal with the Committee. Any petition or decision that is presented to be voted on can be done either by a hand vote, voice vote, a counted ballot, or in special cases a preferential voting.

Troop Committee Responsibilities

The Troop Committee shall be responsible for recruitment of adult leadership, administration, and coordination of the Troop. The Committee functions as an administration and support organization for the Troop. The Committee takes care of the non-program issues surrounding the Troop. For example: newsletters, Troop funds, fundraising activities, membership drives, activity permits, coordination, advancement records, and procurement of Troop equipment.

Special Committee Meetings

A special Committee meeting may be called to deal with any issue which arises between regular Committee meetings, has to do with carrying out the program of the Troop, and must be resolved immediately or before a regular Committee meeting will occur. Special Committee meetings cannot change Troop policies. The Special Committee consists of all Troop Committee members available at the time of the meeting. The meeting is held as soon as possible after it is called.

1. The Troop Committee Chairman may call a Special Committee meeting
2. If the Troop Committee Chairman is not present, the Scoutmaster may call a Special Committee meeting
3. If neither the Troop Committee Chairman nor Scoutmaster is present, the Acting Scoutmaster may call such a meeting
4. Any decision made by a Special Committee must be reported to and ratified (with or without amendment) by the Troop Committee at the next regular Troop Committee meeting. The report will be an action item on the agenda of net regular Troop Committee meeting.
5. If the situation calls for privacy and confidentiality, the Committee will defer to council discretion.

Ad hoc Subcommittees

1. The Troop Committee Chairman may appoint an ad hoc subcommittee to consider any policy or program issue.
2. The subcommittee will make recommendations to the full Committee. The recommendations will be subjected to a vote.

Right to Appear

Any person who has a grievance against Troop 188 or any adult leader of Troop 188 has the right to speak to the Scoutmaster and/or Committee Chair.

Review and Revision of By-Laws

Any amendments that are suggested to the Committee must be submitted in writing to the Committee Chair and made public at a Committee meeting any given month and voted on no sooner than the next Committee meeting. Any amendments will be reviewed at least annually by the Committee or at the beginning of the business operating year. Any amendment can be changed by a simple majority vote of the Troop Committee.

Program Planning and Approval

The annual Troop activity program shall begin September 1st each year. The Scoutmaster and Patrol Leaders Council shall submit by September 1st their respective annual outing plans and budget needs to the Troop Committee for approval. Such programs should be date and activity specific. Once approved, the outing plan cannot be changed without approval of the Scoutmaster, Troop Committee chairman, and additional committee members. The Committee will immediately publish the Troop program and distribute it to all members of the Troop.

Budget

Each year the Committee Treasurer will take the lead in preparing a budget. The budget will be prepared after the scouts and the Scoutmaster hold their annual planning meeting. The budget will be presented to the Committee for approval.

The budget will contain at least the following:

1. Summary of expenditures for the previous year and estimate of expenditures for the upcoming year
2. Summary of income for the previous year and estimate of income for the upcoming year

Troop Events

Parade

- The Troop proudly marches with other local scout Troops in several Palatine parades.
- Each scout is encouraged to participate in this memorable event. It also counts toward a Second and First Class requirement for participating in a Troop activity.
- A complete Class A uniform is necessary to march in the parade.
- Leaders should be set aside time dedicated to "parade prep" which may impact your program time.
- This is a Webelos recruitment activity.
- 2-3 adult volunteers are needed.

Summer Camp Program

- Each summer, the Troop participates in a council Summer Camp program. The program is particularly advantageous to new scouts as it offers them a "quick start" toward completing a number of first year advancement requirements.
- Scouts should be encouraged to participate in this week-long event.
- To ensure the scout has a good Summer Camp experience, *the troop requires new scouts to have at least two overnights during weekend campouts with the Troop before they can go on a long term camp (i.e. Summer Camp)*. It is important to encourage the new scouts to attend some or all of the campouts after joining in the spring to make them feel comfortable and know their responsibilities when away from home.
- 3-5 adult volunteers are needed.

The Feast

- Each fall, the Troop participates in a family style event. This program is particularly advantageous to new scouts as it offers introduction to camping, and helps build a family setting to have fellowship with the troop.
- This is a Webelos recruitment activity.
- 2-3 adult volunteers are needed to coordinate and ten or more additional volunteers to assist.

Fall Court of Honor

- Each fall, the Troop participates in a Court of Honor. This event reacquaints the family and scouts back from summer camp. Typically the Troop has a light appetizer and dessert buffet, which helps build a family setting to have fellowship with the Troop.
- 2-3 adult volunteers are needed.

Winter Court of Honor

- Each winter, the Troop participates in a Court of Honor. This event reacquaints the family and scouts back from winter break. Typically the Troop has a pasta dinner which helps build a family setting to have fellowship with the Troop.
- 2-3 adult volunteers are needed.

Summer Court of Honor

- Each summer, the Troop participates in a Court of Honor. This event prepares the family and scouts for summer camping. Typically the Troop has a BBQ, which helps build a family setting to have fellowship with the Troop.
- 2-3 adult volunteers are needed.

Family in Need Christmas

- Troop 188 in conjunction with Christ Lutheran Church sponsors a Family in Need for Christmas. This program helps scouts to understand the idea of giving in the Christmas Spirit and to take time to remember what the holiday season is all about. By helping a less fortunate family, the scouts can discover the joy that comes from giving.
- 2-3 adult volunteers are needed.

Rocket Launch

- The Rocket Launch is a fun event and is used as a Webelo recruiting opportunity.
- 2-3 adult volunteers are required.

Appendix A

Belt- FOB Bead Program

Have you ever wondered why you received green beads, or orange beads, or blue beads? Does the advancement chairperson pick them out of a hat or do they really symbolize something? Well, following is a rundown on everything you ever wanted to know about scouting beads and then some.

GREEN - Given for each "fair weather" night from March 15 through October 15 and when not covered by other bead requirements.

BLACK - Given for each night when it rains hard enough during the 24 hour period to get wet and last for more than 5 minutes.

YELLOW - Given for District or Council organized night of camping such as Camp-O-Ree.

PURPLE - Given for a National organized campout such as Jamboree with a minimum of 5 night of camping; 2 beads for each 5 to 7 nights.

BROWN - Given for a District or Council organized Training Weekend; 2 beads for each weekend.

CLEAR - Given for each "Fair Weather" night of camping when no snow is present and the temperature remains below 32 degrees for 12 hours.

BLUE - Given for each "fair weather" night of camping from October 16 through March 14 when not covered by other bead requirements.

White - Given for each night of camping when complete camping area is covered with snow or new snow deep enough to see footprints.

RED - 2 beads given for long-term summer camp with 6 nights of camping.

RED & WHITE MARBLED - Given for each night of camping under Order of the Arrow Fellowship.

GREEN & WHITE MARBLED - Given for each week of camping with a Scout High Adventure, either National or Troop organized.

ORANGE - Given for service project or voluntary participation in an event not covered under other bead requirements.

Appendix B

Resource Survey Sheet

Boy Scouts is for adults as well as boys. Troop 188 invites you to offer your skills and interests so the best possible program can be developed for your son and other scouts in our troop. By completing this survey, you have not made any commitments but rather allowed us an opportunity to understand where resources may be available. Your input, along with other adults, will enable us to give your son a most rewarding Scouting experience. Thank you for your time and please return to this completed form to any adult leader.

Today's Date: _____

Scout Name(s): _____ Cell phone: _____

Scout email address(s): _____

Address: _____

City, State, Zip Code: _____ Home phone: _____

Adult Name: _____ Cell phone: _____

Adult email address(s): _____

Occupation/Profession: _____

Company or Place of Employment: _____ Work phone: _____

Occupation/Profession: _____

Were you ever in a Boy Scout program - either as a youth or an adult? () Yes () No

If yes, position(s) or last rank: _____

Do you have any hobbies, unique interests or unusual skills? () Yes () No

If yes, they are: _____

Do you actively participate in any sports or have a strong interest/knowledge? () Yes () No

If yes, please list: _____

Would you occasionally be willing to assist troop leaders and committee members? () Yes () No

Please provide information on the following item(s) so I can determine where I can best help the troop:

- New Scout Program
- Scoutcraft (skill instruction)
- Rank Advancement
- Boards of Review
- Eagle Scout Program
- Court-of-Honor Programs
- Membership - Scout & Adult
- Cub Pack Liaison
- Den Chief Coordination
- Religious Program Counselor
- Campout Program
- Troop Equipment
 - Maintenance & Repair
 - Vehicle with trailer hitch

- High Adventure Program
- Fund Raisers
- Newsletter
- Used Uniform Closet
- Troop Committee
- Financial/Treasurer
- Training - Scout & Leader
- Merit Badge Counselor
 - Sign me up as a counselor for the following merit badges.

 - I might be interested but need to know more about what a counselor does.
- Other: _____

Appendix C

Past Eagle Scouts

1. E. Kolstad	1967	39. M. Berlin	1984	77. J. Schiffer	2008
2. R. Peterson	1967	40. J. Bingham	1984	78. R. Prochaska	2008
3. P. Willy	1971	41. R. Alexander	1985	79. G. Gabbard	2008
4. B. Hampel	1971	42. P. Cinefro	1985	80. R. Jackson	2009
5. J. Poetter	1971	43. F. Mallin	1986	81. J. Pearson	2010
6. B. Poetter	1972	44. S. Marquardt	1987	82. N. Brucks	2011
7. S. Poetter	1972	45. B. Boudreau	1989	83. B. Osterhues	2011
8. J. Calender	1972	46. J. Novak	1990	84. P. Norman	2011
9. P. Carlson	1972	47. F. Nakervis	1991	85. J. Roberts	2011
10. W. Carlson	1972	48. R. Oberly	1991		
11. D. Carlson	1972	49. G. Ragowski	1992		
12. M. Goughnour	1973	50. D. Haskins	1992		
13. J. Lindahl	1973	51. E. Bullion	1992		
14. G. Brautigam	1973	52. R. Kersbergcn	1994		
15. B. Zust	1973	53. Dan. Haskins	1995		
16. M. Crase	1974	54. G. Detweiler	1996		
17. S. Madigan	1974	55. B. Little	1997		
18. J. Mephram	1974	56. C. Goehler	1997		
19. B. Anderson	1974	57. E. Gebhardt	1998		
20. S. Zust	1974	58. M. West	1998		
21. R. Mephram	1975	59. J. Gebhardt	1999		
22. K. Conway	1975	60. C. Gebhardt	2000		
23. J. Doebler	1975	61. P. Peterson	2001		
24. T. Lundin	1975	62. S. Peters	2001		
25. J. Birowick	1976	63. A. Marsh	2001		
26. C. Destry	1976	64. A. Barba	2002		
27. D. Silkworth	1977	65. C. Walocha	2002		
28. R. Walker *	1977	66. J. Baltz	2003		
29. B. Campbell	1978	67. C. Garby	2003		
30. D. Couk	1978	68. C. Heppel	2003		
31. A. Frank	1978	69. J. Arvidson	2005		
32. B. Frank	1979	70. R. Zachar	2005		
33. M. Phillips	1979	71. J. Zeigler	2005		
34. S. Coontz	1979	72. J. Piechowski	2005		
35. R. Kurtz	1980	73. E. Danstrom	2005		
36. G. Bennett	1981	74. D. Norman	2006		
37. C. D. Macke	1982	75. J. Graham	2007		
38. Wm. Rooney	1982	76. A. Ellis	2008		

*Palatine Police Officer

Past Scoutmasters

W. Lindahl	1964-1967
H. Koestad	1968-1970
W. Van Schyndel	1970-1972
C. Madigan	1972-1975
	1977-1978
H. Katz	1976-1977
M. Rooney	1970-1981
R. Alexander	1981-1985
S. Fedor	1985-1988
C. Oberly	1988-1991
D. Haskins	1991-1993
W. Little	1993-1996
L. Peterson	1996-1997
J. Gebhardt	1997-1999
N. Baltz	1999-2003
K. Jackson	2003-2006
M. Mitchell	2006-2009
S. Corcoran	2009-2012
K. Jackson	20012

Appendix D

2012-2013 Leadership

Scoutmaster

Ken Jackson

Assistant Scoutmaster (Patrol Leader)

Scott Johnson David Ottenfeld * Mark Stowick / Gary Grey
Steve Corcoran * / William Brinston

Assistant Scoutmaster

Glenn Gibbs Mark Mitchell Dan McCoy

Executive Committee Members (voting)

Charter Organization Rep

Mike McNutt

Transportation Coordinator

Open

Outdoor/Activities Chair

Celia DeLeon

Troop Committee Chairman

Lori Roberts

Troop Training Chair

Karen Norman

Member at Large

Greg Graham *

Troop Membership Chair

Open

Troop Equipment Coord.

Phill Pazdioch

Don Norman

Cathy Johnson

Neil Baltz

Beth Stowick

Troop Publicity Chairperson

Fran Gibbs

ScoutParent Unit Coord.

Lisa Brinston

Hal Hilmer

Mark Brucks

Jerry Heinrichs

Troop Advancement Chair

Bridget Osterhues

Troop Treasurer

Lisa Brinston

Troop Fundraiser Chair

Chris Johnston

Troop Secretary

Trish Pazdioch

Support Positions (non-voting)

QuarterMaster

John Losch

High Adventure

Steve Corcoran

Summer Camp

Dan McCoy

Webmaster

Fran Gibbs

Newsletter

Chris Johnston

Religious Medals

Lisa Brinston

Order of the Arrow Adult Rep

Greg Graham

Medical Coordinator

Hal Hilmer

FOS Chairman

Open

* Eagle Scout

Scouting is an Opportunity

Scouting activities should provide a safe and friendly environment for boys. It is an opportunity for scouts to grow physically, mentally, and morally. Scouts must treat other scouts and adults with the respect described in the BSA Scout Law. BSA is a voluntary organization and decisions should be made democratically or, whenever possible, by consensus. Planning and decision making activities are opportunities for scouts to develop leadership skills. Within an inclusive shared-responsibility framework that responds to minority concerns and sensibilities. And, of course scouting should always be fun, for scouts and adults! In addition the Troop has several expectations of all Scouts who join our troop.

Troop Meetings:

Expectations are that scouts attempt to attend all troop meetings. If a scout cannot attend a Troop meeting due to illness or a conflicting obligation the scout who will be absent **MUST** report this absence before the start of the meeting to his Patrol Leader or a scout designated by the Patrol Leader. If a scout will be absent for an extended period the reason for that absence must be reported to his Patrol Leader and the Scout Master.

Troop Activities:

Attend as many troop outings as possible. Be prepared to act as a leader on the outing and set the example by having Scout Spirit. It is expected that the older scouts will attend at least four activities per calendar year.

Uniform:

Wear the uniform designated for the event and wear it properly. Class A shirts will be tucked in, neckerchiefs worn, epaulet loops in place, and proper insignia displayed and in the proper location. See uniforms in the Parent Guide Book and your Scout Hand Book.

Leadership:

Fulfill any leadership position they may hold to the best of their ability. A lack of effort will result in that term of office not being counted towards rank advancement.

Help Other Scouts:

Be prepared to help the other scouts in the troop with rank advancement skills, accomplish a job or task or encourage someone who is struggling with some aspect of the scout program. Help the adults when asked with various projects or duties.

Scouting is an Opportunity (cont.)

Scout Spirit:

- Show Scout Spirit. Live by the Scout Oath, Law, Motto and Slogan. Poor manners, foul language, disrespect towards scout leaders, parents or other scouts, misuse or poor maintenance of troop equipment or the introduction of inappropriate materials to a scouting activity are all examples of not showing Scout Spirit and will result in, at a minimum, a verbal reprimand or, if the infraction is ongoing or deemed severe enough, expulsion from the troop.
- The Scoutmaster will evaluate the quality of the Scout's participation in the troop. A positive attitude and eager involvement as a scout is expected and the only way to create a good scout experience.
- As you can see, Scout Spirit is NOT just an automatic signoff. Having and demonstrating Scout Spirit is an integral part rank advancement and serving as a role model for others.

By signing this form you acknowledge that you have read, understand, and agree to the policies and guidelines provided in this Troop 188 Scout / Parent Manual

Scout:

Print Name	Signature	Date
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Parent/Guardian:

Print Name	Signature	Date
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