

2017 - Troop Manual - 2017

Troop 12
Boy Scouts of America
South Whitehall Township
Allentown, Pennsylvania



Revision: 14.0

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Letter from the Committee Chairperson

Dear New Scout and Parents,

The Scouts, leaders and parents of Troop 12 extend a hearty welcome to your boy and to you!

We are delighted to have you with us and look forward to sharing the joys and challenges which accompany participation in our dynamic program. We want to be sure that parents understand what participation means and what opportunities are available for your Scout and you in the coming months and years. We ask that you carefully read through this manual.

Our goal is to help your son develop into a young man conforming to the Boy Scout ideals of physical strength, mental awareness, and moral action.

The pre-teen and teenage years are an important time in your son's life. Critical, yet sometimes subtle, choices are made that can shape the rest of his life. Boy Scouting is founded on the belief that, during this time, a boy should undergo the personal growth necessary to move from a state of almost complete dependence upon his family towards increasing self-reliance and independence. A primary vehicle for this change is the opportunity for the Scout to make responsible decisions under diverse circumstances and to experience the consequences of the decisions. We feel privileged to play a part in helping influence some of these choices.

This manual has been prepared to acquaint you with the Troop 12 programs, procedures and expectations. The information is intended to answer frequently asked questions and to acquaint you with our procedures.

We wish your son every success in his Scouting career, and the primary purpose of the adult leadership of Troop 12 is to create and maintain an environment in which he can succeed.

Please contact any of our leaders if you have questions or concerns.

Yours in Scouting,

Anne-Marie Kane

Troop 12 Committee Chairperson

Letter from the Scoutmaster

Dear Parents and Scouts,

Scouting is one of the largest and oldest international youth organizations. Scouting is immediately known and respected by people around the world. The parents and adult leaders of Troop 12 strongly believe in the character building that comes from following the Scout Oath and Scout Law.

We also strongly believe in parents' participation in Scouting activities. Parents are key to the success of Scouting and the success of Troop 12. Your excitement and involvement will rub off on your son. Through Scouting, and with your guidance, your son will learn to prioritize and balance the things he WANTS to do, things he SHOULD do, and things he MUST do—an important life skill.

Scouts get out of Troop 12 what they put into it. Adult Advisors try to keep the "outing" in Scouting by offering activities of all kinds. Troop 12 is boy led, meaning that scouts are the leaders of the Troop, and that includes yearly, monthly, and weekly planning of activities, assigning, organizing and planning weekly meetings, equipment inventory and conditioning, and all other required preparation for a successful troop.

Developing self-confidence, self-reliance, and leadership are key goals of the Scouting program.

We hope this manual will be useful to you. Please read it with your Scout along with the first pages of the Scout Handbook.

Being a new Scout family is exciting but can be confusing, even frustrating at times. Get to know the other parents and our adult advisors. If you have questions, now or at any time in the future, talk to us, call us, or email us.

Yours in Scouting,

Brian Harman
Scoutmaster, Troop 12

TROOP ADULT ADVISORS

SCOUTMASTER	Brian Harman	
ASSISTANT SCOUTMASTERS	Robert Durfey Tyler Durfey Laura Lyle Daniel Reitz	Kyle Durfey Mark Kichline Bill Prehl
JR. ASSISTANT SCOUTMASTER	Brian Avila	
CHARTERED ORG. REPRESENTATIVE	Bobby Torres	
TROOP COMMITTEE CHAIRPERSON	Anne Marie Kane	
SECRETARY	Jeannie Muthard	
TREASURER	Scott Griffith	
ADVANCEMENT CHAIR	Keisha Champagne	
OUTDOORS ACTIVITIES COORDINATOR	Daniel Reitz	
EQUIPMENT COORDINATOR	Chris Muthard	
TRANSPORTATION COORDINATOR	<VACANT>	
YOUTH PROTECTION ADVISOR	<VACANT>	
WEBMASTER	Robert Durfey	
PUBLICITY	<VACANT>	
DEN CHIEF COORDINATOR	<VACANT>	
FUNDRAISING CHAIR	Rachel Morgan	
ROUNDTABLE REPRESENTATIVE	Brian Harman	
TRAINING CHAIRPERSON	<VACANT>	
T-SHIRT COORDINATOR	Brian Harman	
CHAPLAIN	<VACANT>	
CHARTERING ORGANIZATION	Men's Group of Asbury United Methodist Church	

SCOUT LEADERSHIP –PLC (January-June 2017)

SENIOR PATROL LEADER	Fyodor D’Souza
ASST. SENIOR PATROL LEADER	Rahul Inaganti
PATROL LEADERS	Border Dragon Warriors Platipus Alex Kichline Tyler Prehl Kyle Morgan
CHAPLAINS AID	Kyle Morgan
LIBRARIAN	Teja Kanthamneni
QUARTERMASTER	Daniel Garrou
SCRIBE	Gabe Gardner
TROOP GUIDE	Sahil Inaganti
HISTORIAN	Thomas Griffith
BUGLER	<VACANT>
TRAINER	<VACANT>
DEN CHIEF	Aidan Ellington
OA REPRESENTATIVE	James Tarantino
TROOP WEBMASTER	Matthew Muthard

Troop 12 Calendar of Events

The Troop Calendar is subject to change. All changes are discussed, in advance, at Troop meetings. A latest copy is placed on the Troop website for global viewing. If a Scout is absent, THE SCOUT is responsible for obtaining missed information from his Patrol Leader.

TROOP 12 BELIEF STATEMENTS

1. *Scouting should be fun.*
 - Scouts learn better when they have fun.
 - Advisors guide better when they enjoy what they are doing.
 - Parents are more supportive of their son's Scouting experience if their son enjoys Scouting.
2. *Troop 12 should have an active outdoor program.*
 - Campouts are scheduled every month.
 - All Scouts will attend Summer Camp throughout their scouting career.
 - A High Adventure activity is planned regularly.
 - All Scouts will become proficient and self-reliant in the outdoors.
3. *Troop 12 will provide a safe place for Scouts to have an exciting, fun-filled Scouting experience.*
4. *The Scout Oath and Law will be the only code of conduct necessary for our Scouts and Advisors.*
5. *Parents are always welcome at Troop meetings and are invited to all Troop Committee meetings, but the Troop will always be "boy led".*
6. *All adult Advisors must take Scout Leader Training and Youth Protection Training.*
7. *Advisors and Scouts will wear the full Scout Uniform at all Scout meetings, campouts and activities, unless directed otherwise by the Scoutmaster.*
8. *All Scout outings and meetings will have at least 2 adult Advisors present.*
9. *All Scouts in Troop 12 will have equal and ample access to full participation in the Scouting program.*
 - Equal opportunity for advancement
 - No hazing or embarrassing initiation ceremonies
10. *Troop 12 will work cooperatively with Pack 12 to provide Den Chiefs and encourage 2nd year Webelos to consider joining Troop 12. The Troop Advisors will work cooperatively with the Pack leaders to maintain excellent relations.*

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11. *Troop 12 is chartered to The Men's Club of Asbury United Methodist Church. The Troop will provide service projects for the church, encourage attendance at Scout Sunday, and cooperate with the church in the selection of Troop leadership.*

12. *Scouting succeeds best when the Troop uses all 8 of the methods devised by BSA to deliver a quality program:*

- Outdoor program
- Personal growth
- Ideals - Scout Oath and Law and Motto
- Advancement
- Uniform
- Positive adult role models
- Patrol method
- Leadership development in Scouts.

When these methods are used correctly and in proper proportion they will produce a Scouting program that achieves Scouting's aims of character development, citizenship training, and mental and physical fitness.

13. *Troop 12 will strive to achieve the Journey to Excellence Gold Unit designation annually.*

14. *Our Troop will support the Council's annual fundraising effort by conducting a Friends of Scouting campaign.*

15. *We believe that the practice of the Scout Oath, Law, Motto, and Slogan--commonly referred to as Scout Spirit--is of primary importance in evaluating the effectiveness of a Scout's commitment to the principles of Scouting.*

16. *Troop 12 is 100% boy-led. To build character, leadership and responsibility there will be times when the scouts will fail at leading the troop. That is OK and for younger scouts an expected thing. Scouts learn more from their mistakes than their successes. The Adult Advisors are always aware of the scout's activity and will not allow them to fail where safety concerns exist. Adult Advisors will at times knowingly let the scouts make mistakes in order to build experience providing the opportunity for the scout to learn and grow from the experience.*

The Troop Committee of Troop 12
March 7, 1999

AIMS OF SCOUTING

If you ask a Scout the purpose of Scouting, he's likely to mention things like camping, earning badges, or maybe burning marshmallows over a fire. Ask a Scout Advisor, however, and you will hear answers like character building, citizenship training, and fitness development.

You see, while camping and badges and other fun activities are a big part of Scouting, they are not the *purpose* of Scouting. Instead, they are *methods* that teach character, citizenship, and fitness.

We strive to "achieve excellence in fostering the character development, worldwide citizenship, and the moral, mental, and physical fitness of young people, and in other ways prepare them to make ethical choices by instilling the values found in the Scout Oath and Law."

The aims of the Boy Scout program (rather than Cub Scouting or Venturing) are to build character, foster citizenship, and develop fitness. The methods we use to achieve those aims are ideals, patrols, outdoor activities, advancement, personal growth, adult association, leadership development, and the uniform.

The first is growth in moral strength and character:

We define this as what the boy is himself: his personal qualities, his values, and his outlook.

A second aim is participative citizenship:

Used broadly, citizenship means the boy's relationship to others. He comes to learn of his obligations to other people, to the society in which he lives, and to the government that presides over that society.

The third aim of the Boy Scout program is development of physical, mental, emotional, and spiritual fitness:

Fitness includes the body (well tuned and healthy), the mind (able to think clearly and solve problems), the emotions (courage, self-control and self-respect), and the spirit (relationship with God and respect for all His creations).

METHODS

Establish Clear Goals (Ideal)

The ideals of Scouting are spelled out in the Scout Oath, Law, Motto, Slogan and the Outdoor Code. The Scout measures himself against these ideals and continually tries to improve. The goals are high and as he reaches for them he develops control over what he becomes.

Organize by Patrols

The Patrol Method gives Scouts an experience in group living and participative citizenship. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it. The Patrol Method allows Scouts to act in small groups where they can easily relate to one another. These small groups determine the Troop activities through their elected representative.

Focus on the Outdoors

The Boy Scout program is designed to take place outdoors. It is in the outdoors that Scouts share responsibilities and learn to live with each other. It is here that skills and activities practiced at Troop Meetings come alive with purpose. Being closer to nature helps Scouts gain appreciation for God's handiwork and mankind's place in it. It teaches them to be good stewards of their world. The outdoors is a laboratory for Scouts to learn ecology, practice conservation of nature's resources, and develop self-sufficiency.

Create Opportunities for Success through Advancement

Scouting provides a series of surmountable obstacles and the steps to overcome them throughout the advancement program. The Scout plans his advancement and progresses at his own pace as he overcomes each challenge. The Scout is rewarded for each achievement, which help him gain self-respect and self-confidence. The steps in the advancement system (Scout, Tenderfoot, Second Class, First Class, Star, Life, and Eagle) help a boy grow in self-reliance and the ability to help others.

Boy Scout advancement is different from Cub Scout advancement. In Boy Scouting, the Scoutmaster, Assistant Scoutmasters, or designated older Scouts sign-off on the required skills for the rank. There will be opportunities for the Scout to pass these tasks at Troop meetings, on weekend campouts, and at summer camp. Merit badges are earned when the Scout takes the initiative to contact a Merit Badge counselor, studies, and then successfully completes the requirements to pass the merit badge.

Provide a Positive Role Model

A boy learns from the example of his adult Advisors. In his quest for personal growth, every boy needs contact with adults he can copy. The Scoutmaster and his assistants strive to provide the positive role model espoused by the Boy Scout program.

Foster Personal Growth

As Scouts plan their activities and make progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Scouting. Boys grow as they participate in community service projects and do Good Turns for others. There is probably no device so successful in developing a basis for personal growth as the daily Good Turn. The religious emblems program is also a large part of the personal growth method. Frequent personal conferences with his Scoutmaster and Patrol Advisor help each Scout to determine his growth toward Scouting's Aim.

Encourage Leadership Development

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

Emphasize the Practical and Symbolic Aspects of Wearing the Scout Uniform

The uniform makes the Scout Troop visible as a force for good and creates a positive youth image in the community. The Boy Scout program is an action program, and wearing the Scout uniform is an action that shows each Scout's commitment to the aims and goals of Scouting. The uniform gives the Scout identity with a world brotherhood of youth that believe the same ideals. The uniform is also practical attire for Scout activities and provides a way for Scouts to wear the badges that show what they have accomplished. Troop 12's Scout uniform requirements are discussed later in this manual.

Parent Support

A key element in maintaining and improving the quality of Troop 12 is by having active parental support. To be successful, Scouting must be a family activity. Parental support does not consist of driving your son to a Troop meeting and picking him up. Good parental support consists of the following:

1. Encourage your son to attend all Troop activities and prepare for them.
2. Assist your Scout in obtaining his uniform and basic equipment.
3. Encourage your son in his Scout advancement. Help him to prepare for merit badge sessions and boards of review.
4. Take an active interest in his Scouting activities.
5. Share with the adult Advisors any important information about your son that could affect his participation (i.e. medical problems, school problems, personal problems, etc.)
6. Work through the exercise in "*How to Protect Your Children from Child Abuse*" in the front of the Boy Scout Handbook. You should do this soon after your boy has joined the Troop.

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7. Support the fundraising projects. This is how we earn money for Troop equipment and activities. It also is an opportunity for Scouts to individually earn money toward those activities.
8. Parents are welcome to attend our weekly Troop meetings.
9. Attend parent meetings, courts of honor, and other family activities.
10. Stay informed concerning upcoming activities.
11. Assist the Troop organization by: *
 - Becoming a Troop committee member
 - Helping with transportation
 - Helping with food at a Court of Honor (COH)
 - Help your Scout if he is responsible for purchasing food for his patrol.
12. Ask the Scoutmaster how you can help with Troop activities. If he did not need your help this time, ask again. *
13. Become a Merit Badge Counselor for the Troop in an area you are proficient in by vocation or avocation. * There are 120 merit badges, yet some have no counselors.

Here are sites that you and your son should explore:


<http://www.scouting.org/meritbadges.aspx>

<http://www.meritbadge.org>

<http://www.boyscouttrail.com/boy-scouts/merit-badges.asp>

This site will give you guidance on how to be a merit badge counselor.

www.macscouter.com/Scoutmaster/MBC_trn.html

 *Our goal is to have every parent involved in some aspect of the Troop. If you need help finding your niche; give the Scoutmaster or Committee Chair a call!

TROOP MEETINGS

Troop meetings are Monday evenings from 7:00 - 8:30 p.m. in Room 108 or Wesley Center of Asbury United Methodist Church. If a Scout is not able to attend a meeting, it is the scout's obligation to contact his patrol leader and notify the patrol leader that he will be absent. It is also the scout's obligation to find out what he missed at the meeting. If a Scout is dropped off, please return to pick him up, and on time.

Scouts attending troop meetings are expected to arrive on time and remain for the entire meeting. At no time is a scout to leave the meeting prior to the scheduled end time without notifying a *uniformed Advisor – over the age of 21*. At no time are scouts allowed to leave a meeting and wander around on their own. Scouts must have a legitimate reason for leaving the troop meeting early – homework or dinner is not one of them. Those are activities that can be planned and adjusted for in your daily schedule.

The Troop cannot meet when the church is closed. Therefore, we follow the “Asbury United Methodist Church ADVERSE WEATHER POLICY”. In the event of adverse weather conditions, the church will make a decision on whether or not to remain open. You may check with the church office during severe weather conditions by calling 610-398-2577. If the office is closed a recorded message will give the status.

During the school year, Troop meetings are generally cancelled if the Parkland School District cancels school for that day.

The scouts are not allowed to bring electronic devices (ie-MP3/IPods, game boys, cell phones), comic books or inappropriate material to a Troop Meeting. Scouts found operating electronic devices during the Troop Meeting will have their electronic device confiscated.

The church is closed to group meetings on the following holidays: New Years, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Thursday and Friday, Christmas Eve and Day. On these days the Troop may elect to schedule a meeting at another location. Please consult your calendar.

→ **P.S. Troop 12 hikes and camps in the rain, wind, snow, sleet and hail!**

TROOP COMMITTEE MEETINGS

The Troop committee meets at Asbury United Methodist Church on the 2nd Thursday (generally) of each month from 7:00 to 9:00 p.m. Check the Troop Calendar for exceptions.

The Troop welcomes and encourages all parents to attend the troop committee meetings. These meetings are where policy and decision are made on the financial and executive running of the troop.

TROOP SPONSORSHIP

Troop 12 is chartered to the Men's Group of Asbury United Methodist Church. A Chartered Organization Representative serves as a liaison between the two organizations.

TROOP AFFILIATION

Troop 12 is part of the North Valley District serving the following School Districts: Northampton, Northwestern, Jim Thorpe, Northern Lehigh, Parkland, Palmerton, Whitehall-Coplay, Catasauqua, and Lehigh. North Valley District (NVD) is part of the Minsi Trails Boy Scout Council (MTC or just "council") serving Lehigh, Carbon and a large part of Northampton Counties. Minsi Trails Boy Scout Council is part of the Northeastern Region, which is part of the Boy Scouts of America (or "national"), which is located in Irving, Texas.

TROOP ACTIVITIES

There's an old saying, "you can't take the 'outing' out of 'Scouting'". After all, camping is why most boys join Scouting—it's the reason that they stay involved. It's on campouts that boys learn not only Scouting skills like cooking, hiking and orienteering, but also life skills like teamwork, self-reliance, and leadership.

In Troop 12, we maintain an active and varied outdoor program. We hold a campout or related activity every month and participate in summer camp. The schedule is announced yearly through the Troop's calendar. Specific outing dates are subject to change; however the boys are provided as much advance notice as possible.

We require the Scouts to sign up for a troop activity (minimally) the Monday before the event. Last minute requests to join the weekend may not be entertained because food and other items are purchased/planned for those who signed up. Contact your SPL or SM for more details.

Summer Camp

Each year boys have the opportunity to attend Summer Camp. Dates and camps vary each year according to availability of Advisors and the boy's interests. Compared to non-Scout camps, these camps are very inexpensive and are a highlight of the Scouting Program. Boys who attend summer camp generally remain in Scouting longer and achieve higher rank than those who do not. We would like the entire troop to attend so that each Scout can complete rank advancement requirements, earn merit badges, and most of all, to be together and HAVE FUN!

Schedule conflict? Family schedules may conflict with summer camp. Your son can attend summer camp 'solo' as a "provisional" camper. He will be assigned to a troop by the Camp and under the supervision of that Troop's Scoutmaster. Some Boy Scout camps actively recruit provisional campers and make them a troop. A paid provisional Scoutmaster is part of the camp staff. Attending a different week with a fellow Scout from Troop 12, or from another Troop, is a third option.

Camperships—these are like scholarships for summer camp. Camperships are awarded based on need. Summer camp is an important part of Scouting, often the highlight of the year. Don't let your son miss out. Contact Minsi Trails Council for more information.

Camporees

Camporees are District wide campouts, lasting 3 days and 2 nights. Many area Troops come together to camp, share ideas and compete with each other. Troop 12 may choose to attend the Spring, Fall and Winter (called "Snowbound") District Camporees. The location varies as does the theme, but always featured are Troop competitions in Scouting skills and spirit.

Troop Camping

Ideally, the Troop tries to camp at least once each month. Realistically, we have to contend with stormy weather, excessive heat, hunting season and scheduling conflicts. The more parents who are willing to participate in camping, the more options we can offer our Scouts.

Campouts are usually from 5:30 p.m. on Friday through approximately noon on Sunday. An evening meal on Friday night is **not** planned, so the Scout should eat dinner prior to arriving. The cost of each trip depends on the activity involved and the cost of food. Typically the cost is \$15 per scout/adult – **cash only**.

On most campouts, each of the patrols cooks their meals as a group. Each patrol is responsible for developing its own menu and assign shopping responsibilities. It is very important that your Scout notify the Patrol Leader as early as possible if he cancels out of a trip so that the menu plan and purchases can be adjusted. Scouts with food allergies or special dietary requirements must notify the Patrol Leader and Scoutmaster on the specifics of their needs. Menus will be created based on known information at hand – the troop will not be responsible for food problems where a scout has not informed the patrol leader or Scoutmaster of their specific conditions.

The Scout is responsible to pay (in cash – no checks) the Monday before the weekend campout for the purchase of food. Scouts may request the fees be taken from their scout account. However, the scout is responsible to contact the troop treasurer a minimum of 2 weeks prior to the date that funds are due. After food is purchased, scouts that withdraw from an activity will not receive a refund. Therefore, contact your Patrol Leader as soon as you know you will be unable to attend a campout. If the food has not been purchased – it is possible to remove your name from the list and receive your food money back.

The scouts are not allowed to bring electronic devices (ie-MP3/IPods, game boys, cell phones), comic books or inappropriate material on campouts. Scouts found operating electronic devices during the campout will have their electronic device confiscated.

Troop 12 **DOES NOT** allow individual snacks or extra food on campouts. If for no other reason, it is for your son's safety. Wild animals are attracted to human food. Raccoons or bears may enter the campsite to scavenge food. The troop will always secure its food for safety. A Scout, with smuggled food in his tent or backpack, puts himself, his gear, and others at risk. No one can eat in cars or vans or store food there.

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The troop will often pay for entrance/registrations fees to national, district and council jamborees. Whenever the troop pays for the registered scout's entrance/registration fees, the scout is expected to attend. If a registered scout decides to not attend the campout after all entrance/registration money has been paid, the scout is responsible to reimburse the troop for the entrance fee. As circumstances warrant, the troop committee can decide to waive the reimbursement.

Scouts are expected to arrive and leave with the troop as per the campout schedule. If a scout must arrive late or leave the campout early, the scout must check out with the Senior Patrol Leader and Scoutmaster/Advisor coordinating the campout. No scout is allowed to leave camp without their parent/guardian and checking out with the Senior Patrol Leader and Scoutmaster/Advisor in attendance. Scouts arriving late **MUST NOT** be dropped off on their own accord, the scout and their parent/guardian must check in with the Senior Patrol Leader and Scoutmaster/Advisor coordinating the campout. Scouts needing to leave camp for an activity and return at a later time, **MUST** both check out and check in with the Senior Patrol Leader and Scoutmaster/Advisor coordinating the campout.

In the event that Troop 12 adult leadership determines to leave a scheduled campout or activity prior to the scheduled return date/time (for whatever reason), all Troop 12 scouts in attendance (no matter where in the program they may be located) MUST leave the campout / activity with the entire adult and scout contingent from Troop 12. Scouts may remain behind if and only if they have a prior written consent from their parents or legal guardians (all parents and/or legal guardians must sign) to allow their son to remain behind at the campout / activity and therefore the parents and/or legal guardians assume full responsibility for the safety and return of their son.

Troop Camping - Orientation

Following all Webelos-II crossovers, the troop will schedule times for camping orientation. This orientation will cover the following:

- Tent setup, care, takedown, cleanup, etc.
- Camp setup and takedown
- Cooking and cleaning
- Chuck box contents, care and maintenance
- Trailer content, care and maintenance
- All other camping procedures as defined in the Troop 12 Camping & Outing Guide

Transportation

Parents and Advisors provide transportation. Our Transportation Coordinator requires information on your car insurance policy and your vehicles in order to file a Tour Permit. This Tour Permit is filed with the Boy Scouts Council and is required for out of Council trips. It lists the destination, the route, a list of the drivers and car insurance information. Note that all drivers must adhere to the Pennsylvania Act 15 requirements.

While most camping is by the Troop, each Patrol may camp separately as long as BSA guidelines are followed. All Patrol campouts must have the prior approval of the Scoutmaster and at least two deep adult leaders.

After a campout, Scouts may need to take equipment home for additional cleaning, repairing and/or airing out. It must be hung or set-up immediately. Once dry, and in good, clean condition, the Scout must repack it properly and return it at the NEXT Troop meeting. Equipment should be returned to the Quartermaster.

SCOUTS WITH A DRIVERS' LICENSE: Scouts under the age of 18 may not drive themselves or others to or from a troop / patrol campout – NO EXCEPTIONS. All transportation must be done by a parent or registered leader 21 years of age or older.

Day Trips

If camping has been cancelled, **Plan B** will go into effect. Possible options are museums, amusement parks, state parks, and historical areas. The choice belongs to the Scouts as long as it is practical, affordable, and safe, provided we have enough adult coverage.

High Adventure

Older Scouts have planned summer high adventure trips in the past. These trips are dependent on available adult leadership and interest. They have hiked New Hampshire's White Mountains, New Mexico's Sangre de Cristo Mountains (Philmont Scout Reservation), and Pennsylvania's Appalachian Trail. We have camped on the beach in Massachusetts and canoed the Algonquin in Canada.

In addition, your son may have an opportunity to attend one of the Boy Scouts of America high adventure programs located around the country. Sea Base in Florida, Boundary Waters in Minnesota, Philmont in Cimarron, New Mexico, or the Summit in West Virginia. These coveted and hard-won trips have limited availability and age requirements. A Scout will need to be First Class rank and at least 14 years old to participate. Specific requirements for a high adventure trip will be identified during the planning of the trip. Troop 12 will generally schedule a High Adventure Trip every few years.

Service Projects

Service projects include Scouting for Food and Church cleanup. We also participate in park clean-ups, conservation projects, and assist other non-profit groups in their efforts. The participation of all Scouts in these projects is expected and strongly advised. These projects reinforce one of the main goals of Scouting, to foster strong participative citizenship.

What many boys' approach with trepidation and reluctance, most often turns into an enjoyable, team building experience that they look back on with a real sense of pride and accomplishment.

Equipment Sign-out

Following every scout campout or outing where troop equipment is taken home by a scout or adult for cleaning, the scout and/or adult will sign out the equipment. The assigned Quartermaster for the outing is responsible to complete a Quartermaster Equipment Sign Out Sheet detailing who is taking what equipment, the date the equipment was taken, and a signature from each scout and/or adult taking equipment. The Quartermaster for the outing is also responsible to provide a copy of the report to the Scoutmaster.

Each scout and/or adult who has signed out equipment, is responsible to properly clean the equipment and return within 2 troop meetings. The scout and/or adult who have signed out equipment are also responsible to check the equipment in with the Quartermaster and/or Scoutmaster.

TROOP JUNIOR LEADER ORGANIZATION

Elections

Troop 12 strives to be a boy led organization. Using BSA guidelines and the support of adult Advisors, the elected and appointed Scouts plan and carry out a yearlong program. Every six months elections are held for the positions of:

- Senior Patrol Leader (SPL)
- Patrol Leaders (PL).

The newly elected SPL, with the approval of the Scoutmaster appoints an Assistant Senior Patrol Leader (ASPL). The ASPL, with consultation of the SPL and approval of the Scoutmaster, appoints other Junior Leaders:

- Quartermaster - responsible for troop supplies and equipment.
- Scribe - the troop secretary. Responsible for all note taking at the PLC, taking attendance, and distributing announcements.
- Troop Historian - collects and maintains troop memorabilia and information on former troop members. Provides monthly troop communications to Asbury Church. Provides Eagle scout write-ups for newspapers and communications.
- Librarian - keeps troop books, pamphlets, magazines, and audiovisuals available for use by troop members.
- Troop Guide - advisor and guide to the first year Scouts.
- Den chief - works with a Cub Scout den as a guide.
- Chaplain Aide - assists in troop religious services and promotes religious emblems program.
- Instructor - teaches one or more advancement skills to troop members.

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In addition to these scouts, the Scoutmaster may appoint a Junior Assistant Scoutmaster (JASM) - a Scout 16 or older who supervises and supports other boy leaders as assigned.

Also part of the Troop Leadership, the Patrol Leader (PL), who gives leadership to members of his patrol and represents them at the Patrol Leaders' Council, and the Assistant Patrol Leader (APL), who fills in for the patrol leader in his absence.

Elected and certain appointed Junior Leaders are required to attend the next scheduled Troop Junior Leader Training Conference, (JLT), all monthly Patrol Leaders Council (if a member of the council), the Annual Planning Conference and troop activities and outings.

As a Scout progresses through the ranks he is expected, and in some cases required, to hold a Troop Leadership position. Failure to carry out the duties of a Junior Leader means he has not met the requirements to be credited for time served in a leadership position – which may result in a scout not meeting rank advancement requirements.

Patrols

There are three patrols organized in Troop 12 - Border, Dragon Warriors, and Platipus. The Patrols contain a mixture of older, middle, and new scouts. Twice a year, the scouts within the patrol elect a Patrol Leader, who in turn appoints an Assistant Patrol Leader. New Scouts are integrated into the three patrols. Each patrol has an Assistant Scoutmaster assigned to oversee/assist the Patrol.

DUTIES OF TROOP ADULT ADVISORS

Troop Adult Advisors lead by helping each Scout help himself. They identify each Scout's characteristics and habits in order to understand him and help him feel they have his welfare at heart. They encourage each Scout in Troop activities and lead through their own example - by living the Scout Oath and Law as expected of the Scouts.

Scoutmaster

The responsibilities of the Scoutmaster are:

- Train and guide boy leaders to run their own Troop.
- Work with and through responsible adults to give Scouting to boys.
- Help boys to grow by encouraging them to learn for themselves.
- Guide boys in planning the Troop program.
- Become fully trained in the Boy Scout program.

Assistant Scoutmaster

The responsibilities of the Assistant Scoutmaster are:

- Serve as leadership corps and/or Patrol Advisor.
- Serve as a resource person for Patrol and leadership corps.
- Recruit others to assist.
- Support the Scoutmaster.
- Be fully trained in the Boy Scout program.

Patrol Advisor

The responsibilities of the Patrol Advisor are:

- Serve as adult advisor for a Patrol.
- Serve as a resource person for a Patrol.
- Support Patrol Leader with advice and counseling.
- Recruit others to assist.
- Become fully trained in the Boy Scout program.

Troop Committee Function

- Provide adequate meeting facilities.
- Advise the Scoutmaster on policies relating to the BSA Program and the Chartered Organization.
- Carry out the policies and regulations of the BSA.
- Encourage leaders in carrying out the BSA program.
- Be responsible for finances, adequate funds and disbursements.
- Obtain, maintain, and care properly for Troop property.
- Provide adequate camping and outdoor programs (minimum 10 days and nights per year).
- Recruit and select adult leadership for the troop.
- Operate the Troop in such a manner as to insure permanency.
- Conduct and serve on Boards of Review.

Duties of Troop Committee Members

Each member of the Committee has specific responsibilities, thus dividing the whole job among the membership to carry out the pledge made at the time of the Application of Charter.

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Troop Committee Positions

Committee Chairman	Secretary	Treasurer
Advancement	Outdoor / Activities	Fund Raising
Transportation	Chaplain	Equipment Coordinator
Youth Protection	Webmaster	Publicity
Training	Members-at-large	

Three key points when it comes to adult leadership:

- There's no such thing as "enough" volunteers
- There's a job for everyone in Scouting
- Most jobs in Scouting don't require extensive, on-going commitments. While we'd certainly welcome people to sign up as Assistant Scoutmasters, we also need people to join the Troop committee, to transport boys to campouts, to make phone calls, or help with merit badges.

THE PARENT'S ROLE IN TROOP ACTIVITIES

The following is a list of guidelines for parents participating in Troop events. Many of the rules are established by the Boy Scouts of America. Some are Troop 12 rules that have evolved over time. Please remember one of our goals is to teach independence and self-reliance. Boys are also to learn leadership skills – that means boys will be leading boys. Not everything will be perfect. Failure is a great learning tool. We promise that all boys will be treated fairly and with respect. Hopefully, everyone will have fun and learn a lot in the process.

1. Older Scouts will be leading the activities. Look to the Scoutmaster and Assistant Scoutmasters, who are the supervisors, for instruction and guidance.
2. The rule of two-deep adult leadership should always apply.
3. Complete BSA Youth Protection Training and PA Act 15 requirements.
4. While on a campout, your primary role is that of a Troop Advisor. You are not to do the activity (set up tents, wash dishes, etc.) for the boys. They may need some instructions, but they must learn the task themselves – do not do it for them.
5. Strive to be an excellent role model for all boys.
6. No drinking, smoking, profanity.
7. Treat all boys equally.
8. Do not show favoritism to your son, nor should you be overly hard on your boy.
9. Instruct and supervise when needed or asked. The Scoutmaster should define your role for the weekend.
10. Help with crowd control.

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11. Eat with the Advisors. Do not bring stashes of food or drinks in your packs or cars – the boys do not need the sugar and neither do the wild animals!
12. Sleep with the Advisors, not with your son.
13. Do not lend money to your son for special treats, unless you do it for everyone.
14. Safety is a primary concern and everyone's responsibility.
15. Participate in driving.
16. We go on a trip and come home from a trip as a Troop, do not leave early with your son.
17. We all come back to the church together to distribute gear and handle administrative details.
18. Have fun!

BUDDY SYSTEM

Pairing two boys for Scout activities is called the "Buddy System." All Troop and Patrol activities are structured this way for safety. At no time is a Scout allowed to "solo", especially during outside activities. With an uneven number of boys, a three-person buddy group must be used. Each Scout is responsible for keeping track of his Buddy at all times. He may not swap his Buddy without the knowledge and consent of the Senior Patrol Leader.

Adult leaders are also required to comply with "Two-Deep Leadership" policy of BSA. A minimum of two adults are required for camps, hikes, meetings, etc. This policy protects leaders as well as the boys. Except for a parent and his or her son, Boy and Adult buddy combinations are not allowed. This complies with BSA Rules and Regulations.

Frequent questions about this policy:

If 5 Scouts from one patrol attend a campout what are the sleeping arrangements?

The Scouts use 3 tents. In tent #1, two Scouts sleep and store their gear. In tent #2, three Scouts sleep. In tent #3, the three Scouts store their gear.

Can I go for a walk by myself?

NO, while on Troop outings you are to be with a buddy at all times, this includes trips to the restroom.

ADVANCEMENT (THE TRAIL TO EAGLE SCOUT)

Advancement from Scout to Eagle is an important part of the Scouting experience and is completely explained in the Scout Handbook. Opportunities for completing advancement requirements will be provided to the Scouts; it is the Scout's responsibility to take advantage of those opportunities.

Standards for joining a Boy Scout Troop and for advancement are listed in the latest printing of the Boy Scout Handbook and in the current Boy Scouts Requirement book. No council, district unit, or individual has the authority to add to or subtract from any advancement requirement. A Boy Scout badge recognizes what a boy is able to do; it is not a reward for what he has done.

Advancement accommodates the three aims of Scouting: citizenship, growth in moral strength and character, and mental and physical development.

When a badge and certificate are awarded to a Boy Scout to recognize that he has achieved a rank, they represent that a boy has:

- Been an active participant in his Troop and patrol. To be an active participant, the scout must attend the meetings, campouts, and other activities. Attendance at 60% of Troop 12 functions is considered the minimum for active participation. *
- Demonstrated living the Scout Oath (promise) and Law in his daily life.
- Met the other requirements and/or earned the merit badges for the rank.
- Participated in a Scoutmaster conference.
- Satisfactorily appeared before a board of review (not required for Scout Rank).

*The Scout should schedule a meeting with the Scoutmaster to discuss this requirement if there are good reasons they cannot be met. If a Scout will miss a significant number of meetings or activities due to other activities, he should discuss this with the Scoutmaster.

In the advanced ranks (Star, Life, and Eagle), the badge represents that the boy has also:

- Served in a position of responsibility in the Troop. *Again, active participation is required to fulfill any position of responsibility.* You must perform the duties of your position.
- Performed service to others.

Four Steps of Advancement

A Boy Scout advances from Tenderfoot to Eagle by doing things with his patrol and his Troop, with his Advisors, and on his own. It's easy for him to advance, if the following four opportunities are provided for him.

1. **The Boy Scout learns.** A Scout learns by doing. As he learns, he grows in ability to do his part as a member of the patrol and the Troop. As he develops knowledge and skill, he is asked to teach others; and in this way he begins to develop leadership.
2. **The Boy Scout is tested.** A Scout may be tested on rank requirements by his Patrol Leader, Scoutmaster, Assistant Scoutmaster, or Junior Assistant Scoutmaster. The Scout's merit badge counselor teaches and tests on the requirements for merit badges.
3. **The Boy Scout is reviewed.** After a Scout has completed all requirements for a rank, he has a Scoutmaster Conference (including Scout Rank) and a board of review (not including Scout Rank). For Tenderfoot, Second Class, First Class, Star, Life, and Eagle Palms, the review is conducted by members of the Troop committee. The Eagle Scout board of review is conducted in accordance with North Valley District procedures.
4. **The Boy Scout is recognized.** When the board of review has certified a Scout's advancement he has earned the rank as of that date. The certificate for his new rank is presented at a formal court of honor.

Scouts are encouraged to advance but are not be pushed to advance. Troop Advisors are responsible for providing advancement opportunities but are not responsible for ensuring a Scout advances in rank.

Rank Requirements

Each rank in scouting has a series of requirements, which the individual scout is responsible to learn, execute and have signed off by a uniformed adult advisor of Troop 12. It is the scout's responsibility to determine how fast or slow they wish to proceed in completing rank requirements and advancing in rank.

Scouts have plenty of opportunities to complete rank requirements. The biggest and most effective opportunity scouts have is their own passion and eagerness to learn. Scouts should be reading their rank requirements and attempt to get one or two requirements signed off each and every scout meeting.

How do I get a requirement signed off? Here are the simple and most effective ways to accomplish that task:

1. **Self Learning.** Read the rank requirement and the supporting information in your scout book. Use your family and friends to help better understand the information. Practice the skill on your own as much as you possibly can. If it is something that you need to memorize or understand – read it, read it again, read it

yet again, etc. The most important – come prepared to an Advisor with as much practice and understanding of the requirements as is possible.

2. **Mentor Learning.** Having difficulty understanding a requirement or learning the desired skill? Relax: you are not the only scout who has ever needed assistance. Here is a list of people that you can ask for assistance at any time;
 - Scoutmaster
 - Assistant Scoutmaster
 - Any other uniformed advisor
 - Any other scout who has already demonstrated the skill or knowledge
 - Dad
 - Mom
 - Uncle
 - Cousin
 - Friend
 - Teacher
 - Coach
 - Etc.

3. **Advisor Sign-off.** When you are ready to have a requirement signed-off or you wish to spend some time with an adult advisor to learn and understand a requirement, the most effective way to accomplish this is --- ASK! The adult advisors volunteer because they enjoy working with you on rank requirements.

Before a troop meeting starts, approach any one of the adult uniformed advisors (18 or older) and ask them if you can get some rank requirements signed-off tonight. They will gladly schedule the time with you that evening.

Before a troop meeting starts, opening announcements will stress rank advancement sign-off and ask if there are any scouts wishing to work on advancement requirements.

DO NOT wait until the end of the troop meeting because everyone is heading home and there may not be time available to sign-off your book.

THE BEST WAY TO GET RANK REQUIREMENTS SIGNED OFF – is to bring your book on a campout and ask – ask – ask – ask – ask – the adult advisors present to work on your rank requirements.

THE OTHER BEST WAY TO GET RANK REQUIREMENTS SIGNED OFF – come to each troop meeting prepared to get 1 or 2 rank requirements signed off. See an adult prior to the meeting and ask them to work with you.

4. **All my requirements for a rank are signed-off – what next?** You need to schedule a scoutmaster conference. See below for more details.

Scoutmaster's Conferences

After a scout has completed all the rank requirements for the rank being pursued, the scout's next step is to participate in a Scoutmaster Conference. This is a one-on-one meeting with the Scoutmaster. The purpose of the Scoutmaster's Conference is to provide the Scout with the opportunity to demonstrate his knowledge of the skills required for rank advancement. The conference **must** be requested by the Scout, but will be held at the convenience of the Scoutmaster or Assistant Scoutmaster. What do scouts need when attending a Scoutmaster Conference?

1. Scouts must appear in Dress Class-A uniform* for the Scoutmaster Conference. Not wearing a Class-A uniform, scouts will be asked to reschedule to a time where they can be properly prepared.
2. Scout book. A Scoutmaster Conference cannot be conducted unless the scout brings their scout book.
3. All rank requirements for the specific rank being requested must be completed and signed-off. The only exception is – the requirement for living the scout oath and law in your daily life. That is a requirement that will be covered during the Scoutmaster Conference.

***EAGLE SCOUT CANDIDATES:** your Dress Class-A for conferences must be official BSA pants only! No variations, no shorts, no exceptions.

The only single exception to wearing of Dress Class-A – if your conference is held on a Troop campout. Standard campout attire is acceptable – unless told otherwise by the Scoutmaster. HINT: scoutmasters are in the absolute best mood possible on a campout – so if you want to meet with a scoutmaster in a fantastic mood, do it on a campout.

You have passed your Scoutmaster Conference, what is the next step?

Board of Review

After a scout has passed their Scoutmaster Conference, it is the scout's responsibility to schedule a Board Of Review (except for the rank of Scout where there is no Board of Review). Scouts are to contact the current Advancement Coordinator via email, telephone, or personal conversation (whatever the chosen method for communication that the Advancement Coordinator desires) and request a Board of Review. Be prepared to provide the Advancement Coordinator with your name and rank for which you need a Board of Review. The Advancement Coordinator will schedule the Board of Review and contact you on the date, time, and location.

The Board of Review interview is conducted by at least three adults of the Troop Committee or parents after the Scout has successfully completed the Scoutmaster's Conference. The Scoutmaster or Assistant Scoutmasters will not sit on the Board of Review.

The questions are intended to be more general in nature, regarding the Scout's individual experiences and suggestions regarding the Troop. As a rule, Boards of Review for higher rank advancements take slightly longer, as it is expected that the Scout is more capable of expressing his views.

The Scout is notified within minutes of the completion of his Board of Review as to whether he has successfully earned his rank.

What do scouts need when attending a Board of Review?

1. Scouts must appear in Dress Class-A uniform* for the Board of Review. Not wearing a Class-A uniform, scouts will be asked to reschedule to a time where they can be properly prepared.
2. Scout book. A Board of Review cannot be conducted unless the scout brings their scout book.
3. Your Scoutmaster Conference must be completed and signed-off in your scout book prior to requesting a Board of Review.

*EAGLE SCOUT CANDIDATES: your Dress Class-A for conferences must be official BSA pants only! No variations, no exceptions.

Scouts passing the Board of Review are officially recognized as the new rank as of that date. The public recognition and presentation of the rank patch is performed at the next scheduled Court of Honor.

Record keeping

The Advancement Chairman maintains records of each Scout's advancement, but it is the Scout's responsibility to maintain written proof of his advancement. Scout Handbooks are where requirements are signed-off. Scouts are given a signed card for each merit badge or rank advancement. Possession of the patch is not considered proof of the rank. Eagle cannot be granted without documented proof that all requirements have been completed.

Scouts Responsibility

It is the responsibility of the scout to:

- Plan for their own rank advancements. Each scout should proceed through the ranks at their own pace.
- Schedule time with Assistant Scoutmasters or other uniformed leaders to have rank requirements signed off as they have been completed.
- Request Assistant Scoutmasters or other uniformed leaders to help teach, mentor, guide, review, etc. items that they will need to complete for a rank advancement. For example, a scout will need to do an orienteering course to reach 1st class – if they have not completed this and there is no scheduled means to complete it – it is the scout's responsibility to approach a leader and ask for assistance in getting this requirement completed. The leadership will then look into scheduling a time to perform this activity with the scout or group of scouts.
- Request a scoutmaster conference AFTER all requirements have been completed and signed. Scouts will be turned away if they do not have all their requirements signed off. Be advised that you may not receive a conference on the same evening you request one. Keep this in mind when scheduling a conference – especially if it is close to the cutoff for a COH.
- Come prepared and properly uniformed (DRESS CLASS-A) for the Scoutmaster Conference – if holding a conference on a campout check with the scoutmaster on

the recommended dress. Be advised, you will need to be prepared to discuss any topic from the rank you are being reviewed and all prior ranks you have received – for example if you are having a review for Star you are required to know everything from Star/1st Class/2nd Class/Tenderfoot/Scout – and yes, you will be asked. Eagle candidates have been turned away several times in a row because they came out of uniform or did not know the Outdoor Code.

- Contact the Advancement Coordinator after successfully passing a scoutmaster conference for a rank advancement. For all rank advancements except for Scout – a Board Of Review (BOR) is required. Contact the Advancement Chair to schedule this activity.
- Come prepared and properly uniformed (DRESS CLASS-A) for the BOR. Be advised, you will need to be prepared to discuss any topic from the rank you are being reviewed and all prior ranks you have received – for example if you are having a review for Star you are required to know everything from Star/1st Class/2nd Class/Tenderfoot/Scout – you will be asked.

How To Earn A Merit Badge

Merit Badge Counselors must be approved by the North Valley District Advancement Committee prior to any work being completed on the merit badge. The Advancement Chairman is required to disallow any advancement or merit badge signed-off by an unapproved counselor.

Listed below are the steps to follow to earn a merit badge:

1. After looking over the list of merit badges and finding one that interests you, the scout must see the Scoutmaster. The scout needs to discuss with the Scoutmaster what merit badge they wish to perform. It is up to the discretion of the Scoutmaster to allow or not allow the scout to work on the requested merit badge. Some merit badges require a certain skill or education level for which a scout may not have yet reached. It is rare that a merit badge is refused, however, be assured that if a merit badge is refused it is in the best interest of the scout.
2. If the Scoutmaster approves a scout to work on a merit badge, the Scoutmaster will provide the scout with a “Blue Card” – merit badge card. The Scoutmaster will help you fill in the necessary starting information on the Blue Card. Make sure to ask the Scoutmaster to sign the Blue Card before you walk away. FROM THIS MOMENT FORWARD – the blue card is the sole responsibility of the scout. Do not lose or destroy the blue card – otherwise you will need to start the merit badge process from the very beginning – no matter how far into the process you may be.
3. Once a scout receives a signed blue card from the Scoutmaster, the scout must then contact the Advancement Coordinator to attain the counselor for the merit badge being requested. You may only gain the merit badge counselor name from the Advancement Coordinator or Scoutmaster.
4. Once a scout receives the merit badge counselor contact information, it is the scout’s responsibility to contact the merit badge counselor and tell him/her that they want to earn the merit badge and start working on the merit badge. The

counselor may want to setup an appointment to explain what he/she expects and to help you get started.

Note: *The Buddy System is not just at camp! You must have another person with you at each meeting with the merit badge counselor in a private setting. This person can be another Scout, parent, sibling, relative, or friend – over the age of 18.*

Note: *DO NOT start working on a merit badge until such time you have contacted the merit badge counselor and have the approval from the counselor to start working.*

5. As per the advice and direction from your merit badge counselor, work on your merit badge. Remember to be prepared and use all available resources. Do not forget, that every member of Troop 12 is an available resource to help. Make good use of the Troop Library for resource and merit badge books.
6. When you are ready, call the counselor and make an appointment to review your work. Take along the things you have made to meet the requirements. If they are too big to move, check with your counselor on how they wish the item be reviewed. The counselor will ask you to show and discuss each requirement to make sure you have done everything required. Once the counselor is satisfied that you have completed the requirements, he/she will complete their portion of the blue card, sign your blue card and keep the counselor's portion of the card. Be sure to hang on tight to this card: if you lose it, you may have to start the badge over unless the counselor is willing and able to vouch for what you already completed.
7. Take the blue card (you should have at least two connected pieces of the blue card now – "Applicant's Record" and "Troop Record") to the Scoutmaster and have him/her sign.
8. Take the signed blue card (BOTH portions are to remain connected) and hand it in to the Advancement Coordinator.
9. Earned merit badges are presented at the next scheduled Court of Honor.
10. A Scout is limited to earning one merit badge from their parent, if their parent is a merit badge counselor. If a scout earns more than one merit badge from their parents, BSA will only recognize the first merit badge earned.

Note regarding merit badge requirements: *The Scout is expected to meet the requirements as they are stated – no more and no less. He is expected to do exactly what is stated in the requirements. If it says "show and demonstrate," that is what he must do, telling about it isn't enough. The same thing holds true for such words as "make", "list," "in the field," "collect," "identify," and "label."*

Troop 12 has a number of merit badge books that can be 'borrowed' by the Scout. The books are in the Troop Library. The Scout should 'sign-out' a book and 'sign-in' the book when it is returned. Our Troop Librarian maintains a list of the books available. See the Troop Librarian for all library needs.

Other resources for merit badge information (links can be found on our Troop 12 website):

<http://www.scouting.org/meritbadges.aspx>

<http://www.meritbadge.org>

<http://www.boyscoutstrail.com/boy-scouts/merit-badges.asp>

Court of Honor

There are two types of Courts of Honor (COH).

1. Troop COH

A special Troop meeting where all family members are invited. If you were in Cub Scouts it is like a Pack Night or Pack Meeting. The COH is to recognize those Scouts that have earned rank advancement, merit badges, and other accomplishments. It is a time to proudly review the Troops activities, discuss upcoming events, and provide important information to the Troop family. Scouts are required to wear DRESS CLASS-A uniforms.

Scouts and a minimum of one parent or legal guardian are required to attend all Troop 12 scheduled COH. The meeting is inspirational for the Scouts, even when they are not receiving an award, they should support their fellow Scouts. The evening is also informative and FUN, followed by a social time complete with food. *Each family is requested to bring a snack or drink to share.*

2. Eagle COH

This all-too-seldom ceremony in which a boy is awarded his Eagle is also called a Court of Honor. Because of its special nature, it is held separately from a Troop COH, usually on a weekend. These are not-to-be missed events. A boy should attend his fellow Scouts Eagle to honor him, to follow the Golden Rule and to thank him. This older Scout has helped run the Troop and it is likely that he helped your son to advance. If your son is asked to be a part of this Scouts Eagle COH ceremony, encourage his participation. *Reschedule your plans if necessary, this is important.* He will come away standing taller and prouder, his Scout spirit renewed and his dedication to advancement and badge work rekindled. And parents, you really should see this—you'll say, "my sons in Scouts," with a great deal more pride. And one day soon you will be planning an Eagle COH of your own. We have proudly included a list of recent Troop 12 Eagle Scouts later in this manual. It is our hope that your son's name will grace the page of future Troop Manual. Scouts are required to wear DRESS CLASS-A uniforms.

ATTAINING EAGLE SCOUT

Eagle Scout Project

Scouts reaching the rank of Life are eligible to start their road toward Eagle. There are numerous requirements for Eagle, as defined in your Scout Handbook, but one of the more complicated is the actual Eagle project.

The following is a guideline for Life scouts wishing to start an Eagle project:

- Step 1 Scoutmaster Meeting.** Scouts may not start working on a project without first meeting with the Scoutmaster to determine if a scout is ready to start a project or not. Depending on the age of the scout, they may not be ready to start such a large-scale effort. It is also the discretion of the Scoutmaster to refuse assigning a project if a scout does not meet the ideals of Eagle or has waited too long to attain a project and will not have enough time to complete.

You can come to the Scoutmaster meeting with a predefined project already in mind, or come to the meeting in search of a project. The Scoutmaster will help you attain a project if required.

- Step 2 Initial Project Approvals.** As part of the scoutmaster meeting, a project will be discussed. A project may not benefit Boy Scouts of America nor may it benefit a private industry. Projects must benefit the community or non-profit / charitable organizations. Scouts may not start working on a project until such time the Scoutmaster approves the project and allows the scout to start their planning phase.
- Step 3 Initial Planning.** Each Eagle candidate working on a project must attain and follow the instructions in the Eagle Scout Leadership Service Project Workbook. An electronic copy can be located on the Minsi Trails Council website (see Troop 12 website for links). The scout must then complete the initial planning information portions of the workbook as instructed.
- Step 4 Initial Planning Review.** When the Eagle Scout candidate completes the initial planning and believes they are ready for approval, the scout must have the entire workbook and supporting information reviewed by the Scoutmaster. Until the Scoutmaster approves the project information, nothing may proceed.
- Step 5 Troop Approval to Start.** After the Scoutmaster approves the project, the Eagle Scout candidate must present his project to the Troop Committee. The Troop Committee meets, generally, on the second Thursday of each month. The Scout is required to be in Dress Class A attire and be prepared to introduce his project to the Troop Committee.

The Troop Committee members may ask questions and offer suggestions to consider.

- Step 6a Organization Approval to Start.** After the Scoutmaster approves the project information, the Eagle Scout candidate must then attain the approval of the organization for which the project will benefit. An actual signature from the organizational representative must be attained on the official Eagle Scout Leadership Service Project Workbook for both the project proposal and the fundraising methods.
- Step 6b Troop Approval to Start.** After the Scoutmaster approves the project information, the Eagle Scout candidate must attain approval and final signatures from the Scoutmaster and Committee Chairperson – on the official Eagle Scout Leadership Service Project Workbook.
- Step 7 District Approval to Start.** After the Project Beneficiary, Scoutmaster, and Committee Chairperson provide signed approvals, the Eagle Scout candidate will be directed to call (ON THE TELEPHONE ONLY) the North Valley District Eagle Scout representative to schedule a review of their project. The District Committee meets on the third Thursday of the Month. The last date to schedule an appointment is the Monday before the District Committee meeting. The purpose of the review is for the District to evaluate the project and determine if it meets all requirements. If so approved, the District representative will sign the scout's Eagle Scout Leadership Service Project Workbook. This is a formal review – appropriate DRESS CLASS-A uniform and preparation is required.
- Step 8 Final Plan.** After the North Valley District Eagle Scout representative approves and signs the scout's Eagle Scout Leadership Service Project Workbook, the Final Plan portion of the Eagle Scout Leadership Service Project Workbook is to be completed. The Final Plan is to be presented to representatives of the Troop Committee prior to start of the project.
- Step 9 Perform Project.** Then and only then can the Eagle Scout candidate start to perform the project work.
- Step 10 Project Completion Paperwork.** Upon completion of the project work, the Eagle Scout candidate must complete the last sections of the Eagle Scout Leadership Service Project Workbook as instructed in the workbook.
- Step 11 Project Completion Approval by Troop.** After all project work is completed and all of the final sections of the Eagle Scout Leadership Service Project Workbook are completed, the entire workbook must be reviewed and approved by the Scoutmaster. The Scoutmaster will be performing very detailed examination of all paperwork, photographs,

calculations, numbers, etc. and make sure the workbook is professionally constructed. When the Scoutmaster is satisfied that the project and workbook are complete, then and only then will the Scoutmaster approve and sign the Eagle Scout Leadership Service Project Workbook.

Step 12 Project Completion Approval by Organization Rep. After the Scoutmaster has approved and signed, the Eagle Scout candidate must return to the organization for which the project benefited and attain approval and signatures on the Eagle Scout Leadership Service Project Workbook.

When all above steps are completed, the Eagle Scout candidate is completed with their project. Even though the scout has completed their Eagle Scout project – they have not yet attained the rank of Eagle. The above steps are only for the Eagle project.

Submitting for Eagle Scout Rank

*TO REMAIN A CANDIDATE FOR EAGLE, A SCOUT MUST PERFORM **ALL** OF THE FOLLOWING STEPS AND HAVE **ALL** OF THE FOLLOWING STEPS COMPLETED IN FULL **PRIOR TO** THEIR 18TH BIRTHDAY. IF ANY OF THE FOLLOWING STEPS CANNOT BE COMPLETED **PRIOR TO** THE SCOUTS 18TH BIRTHDAY, THEY CANNOT AND WILL NOT BE A CANDIDATE FOR EAGLE – NO EXCEPTIONS.*

Eagle Scout candidates – it is your responsibility to know these requirements, know when your 18th birthday is and schedule the activity to make sure everything completes PRIOR TO your 18th birthday.

Step 1 – Eagle Requirements

1. Earn a total of 21 merit badges, including the following Eagle Required badges – all blue cards must be completed and filed with Minsi Trails Council:
 - First Aid
 - Citizenship in the Community
 - Citizenship in the Nation
 - Citizenship in the World
 - Communications
 - Personal Fitness
 - Emergency Preparedness OR Lifesaving
 - Environmental Science OR Sustainability
 - Personal Management
 - Swimming OR Hiking OR Cycling
 - Camping
 - Family Life
 - Cooking

2. While a Life Scout, serve actively for a period of 6 months in one or more leadership positions.
3. Complete your Eagle Project – 100%. Your project must be done; all your paperwork completed and signed off by everyone required. – see the Eagle Scout Project section above.
4. Prepare a Life Purpose Statement, a 1-2 page summary of your scouting experience and how scouting will impact your future.
5. Completed Eagle Application form up to but not including your unit leader's signature (which will be the Scoutmaster). Remember when completing the application:
 - DO NOT abbreviate in the upper portion of page 1 – NEVER NEVER NEVER! If you do, your application will be rejected.
 - Fill in the merit badge information with all the appropriate dates. For Eagle badges where one of multiple are required, circle the one you are using and cross out the one you are not. (i.e.: Swimming / Hiking / Cycling), if you are using Hiking, then put the date of when the Hiking merit badge was earned, circle Hiking and cross out Swimming and Cycling badge names.
 - When you print the Eagle Application form IT MUST be in color and double sided.
6. Prepare Recommendation Letter Request forms, including addressed, stamped envelopes to the Eagle Scout Coordinator.

Step 2 – Scoutmaster Conference

- Have a Scoutmasters Conference.
 - WARNING – if any one of the items in **Step 1 – Eagle Requirements** is not completed – you will be turned away.
 - Be prepared to review everything from **Step 1 – Eagle Requirements** to make sure all pieces are done and all paperwork is completed accurately. Be prepared for this to take up to 30 minutes.
 - Be prepared to spend at least 30 minutes answering questions of the type that you will be asked during an Eagle Board of Review.
 - Come dressed in COMPLETE DRESS CLASS-A uniform. One missing piece – you will be turned away. WARNING – only official BSA pants or shorts may be worn.

Step 3 – Committee Chairperson Approval

- After the scoutmaster conference is completed – and you pass – you need to have your Eagle Application signed by the Committee Chairperson.

Step 4 – Submit to Minsi Trails Council

- After all of the above is completed – then you can take your Eagle Application and Eagle Project folder/book/binder to the Minsi Trails Council office.

Eagle Scout Review

Once the Eagle Scout application and project workbook are submitted to Minsi Trails Council office, the candidate is still just a candidate. The candidate must participate in a formal Eagle Board of Review.

The following steps can be done AFTER your 18th birthday – these step numbers pick up directly after the last step of the Submitting for Eagle Scout Rank section.

Step 5 – Council Review

1. Council will review the paperwork. If there are problems – they will contact you to correct.
2. After paperwork passes initial review, it is turned over to the North Valley District Eagle Representative – who will contact the Scoutmaster to schedule the Eagle Board of Review.

Step 6 – Eagle Board of Review

1. Scoutmaster will contact the Advancement Coordinator who will contact the Eagle Scout candidate and his family to schedule the Board of Review.
 - a. Both you and your parents are part of the Board of Review – yes your parents must attend.
 - b. You MUST come dressed in COMPLETE DRESS CLASS-A uniform – same that you had to wear for your scoutmaster conference.
2. If you pass the Board of Review – your application is forwarded to the Boy Scouts of America National Headquarters with a recommendation for Eagle rank.

Step 7 – National Review

1. Eagle approval paperwork and awards are sent to the Minsi Trails Council office.
2. The Scoutmaster is contacted to pick up the awards and paperwork.
3. Scoutmaster picks up the awards from council office and passes to the Advancement Coordinator.

Step 8 – Eagle Court of Honor

1. Eagle scout and family schedules their own Eagle Court of Honor, are responsible for the program and content.
2. All up and coming Eagle candidates and families are available to help plan and execute your Court of Honor.

Congratulations Eagle Scout, you have now reached the highest ideals of scouting. You now have earned the right to be called Eagle.

THE ORDER OF THE ARROW

The Order of the Arrow (OA) is a National Brotherhood of Scout Honor Campers. It is based on brotherhood and cheerful service to fellow men. Troop members are nominated and elected by fellow Scouts in their Troop. They must meet certain entry requirements and qualifications that are established by the National OA.

UNIFORM REQUIREMENTS

Required for all meetings:

Boy Scout Uniform (see uniform policy below)
Boy Scout Handbook
Notebook and pencil

Dress Class-A Uniform

Your dress uniform shows pride in Boy Scouting and your commitment and dedication to yourself, your troop, your faith, and your country.

Dress Class-A uniforms are **required** at the following functions:

- Scoutmaster Conferences

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- Boards of Review
- Troop Court of Honors
- Eagle Court of Honors
- Scout Sunday Services
- Parades
- Official Troop 12 Public Visits
- Summer Camp or other official jamborees
- BSA or Troop Training events (like JLT)
- Travel involving other than Troop 12 vehicles (like flying)
- Or as designated by the Scoutmaster or other adult advisors.

Mandatory parts of the Dress Class-A Uniform (no negotiation):

- Official Boy Scout tan shirt
 - Purple Scout Insignia
 - Minsi Trails Council Patch
 - Green “12” numbering
 - Green shoulder loop
 - Arrow of light badge (if earned)
 - Awarded knots (if earned)
 - Appropriate rank patch
 - (Scouts already having a Troop shirt with red numbers and shoulder loops may keep those – any scout buying a new shirt is required to use the green)
- Official Boy Scout pants or shorts
 - **ONLY** pants/shorts **similar** in green color and style to Boy Scout Class-A pants may be substituted.
 - **AT NO TIME** are jeans, joggers, nylon shorts, sweatpants or military, camouflage, or anything not similar in green color / style to official BSA pants/shorts allowed as part of the dress uniform.
- Official Boy Scout or other official scouting belt
 - Philmont, Sea Base, Northern Tier, and Summit belts are considered scouting belts.
- Official Boy Scout socks
 - **AT NO TIME** are bare feet allowed – you must have BSA scout socks.
- Neckerchief & Slide
 - Official Troop 12 neckerchief (Black with Red Writing) – or any other official BSA neckerchief you may have gotten at a jamboree, Philmont, Sea Base, etc. worn under the shirt collar

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- Slide - Slide can be an official BSA slide, Philmont/Sea Base/Northern Tier/Summit slide, or any other slide you made as part of a BSA activity.
- Merit Badge Sash
 - After a Scout has earned five badges.
 - Sashes must be worn over the shoulder

Optional parts of the Dress Class-A Uniform:

- Patrol Patch on the Official Boy Scout tan shirt.
- Official Boy Scout hat or beret - not worn inside buildings.
- Medals Scouts have earned in Boy Scouting

Troop Meeting Class-A Uniform

Troop meeting Class-A is a more relaxed dress code for those times where a more casual and relaxed environment is wanted.

Troop Meeting Class-A uniforms are **required** at the following functions:

- All Monday evening troop meetings - Labor Day through Memorial Day
- Or as designated by the Scoutmaster or other adult advisors

Mandatory parts of the Troop Meeting Class-A Uniform (no negotiation):

- Official Boy Scout tan shirt
 - Purple Scout Insignia
 - Minsi Trails Council Patch
 - Green “12” numbering
 - Green shoulder loop
 - Arrow of light badge (if earned)
 - Awarded knots (if earned)
 - Appropriate rank patch
 - (Scouts already having a Troop shirt with red numbers and shoulder loops may keep those – any scout buying a new shirt is required to use the green)
- Official Boy Scout pants or shorts
 - **ONLY** pants/shorts **similar** in green color and style to Boy Scout Class-A pants may be substituted.
 - Jeans may also be substituted; however, jeans may not be ripped and must be in good condition.
 - **AT NO TIME** is camouflage, jogging pants, nylon shorts or pants, sweatpants, ripped/torn pants, etc. attire allowed.

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- Official Boy Scout or other official scouting belt
 - Philmont, Sea Base, Northern Tier, and Summit belts are considered scouting belts.
- Official Boy Scout socks
 - **AT NO TIME** are bare feet allowed – you must have BSA scout socks.
- Neckerchief & Slide
 - Official Troop 12 neckerchief (Black with Red Writing) – or any other official BSA neckerchief you may have gotten at a jamboree, Philmont, Sea Base, Summit, etc. worn under the shirt collar
 - Slide - Slide can be an official BSA slide, Philmont/Sea Base/Northern Tier/Summit slide, or any other slide you made as part of a BSA activity.

Optional parts of the Troop Meeting Class-A Uniform:

- Patrol Patch on the Official Boy Scout tan shirt.
- Official Boy Scout hat or beret - not worn inside buildings.
- Medals Scouts have earned in Boy Scouting

Class-B uniform

Class-B is a more relaxed dress code for summer time where a more casual and relaxed environment is wanted.

Class-B uniforms are **required at the following functions:**

- All Monday evening troop meetings - Memorial Day through Labor Day
- Or as designated by the Scoutmaster or other adult advisors

Mandatory parts of the Class-B Uniform (no negotiation):

- Official Troop 12 – Class-B shirt
 - Troop 12 official Class-B t-shirt – old or new style.
 - Special troop T-shirts created for high adventure treks (as long as they say Troop 12) are considered official Troop 12 Class-B shirts.
 - Other Boy Scout t-shirts may be permitted for Class-B uniforms.
- Official Boy Scout pants or shorts
 - **ONLY** pants/shorts **similar** in green color and style to Boy Scout Class-A pants may be substituted.
 - Jeans may also be substituted; however, jeans may not be ripped and must be in good condition.
 - **AT NO TIME** is camouflage, jogging pants, nylon shorts or pants, sweatpants, ripped/torn pants, etc. attire allowed.

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- Official Boy Scout or other official scouting belt
 - Philmont, Sea Base, Northern Tier, and Summit belts are considered scouting belts.
- Official Boy Scout socks
 - **AT NO TIME** are bare feet allowed – you must have BSA scout socks.

Optional part of the Class-B Uniform:

- Official Boy Scout hat or beret - not worn inside buildings.

Camp Class-B uniform

Class-B shirts are to be worn to all Troop 12 campouts.

Camp Class-B uniforms are **required** at the following functions:

- All troop 12 campouts
- Summer Camp

Mandatory parts of the Camp Class-B Uniform (no negotiation):

Official Troop 12 – Class-B shirt

- Troop 12 official Class-B t-shirt – old or new style.
- Special troop T-shirts created for high adventure treks (as long as they say Troop 12) are considered official Troop 12 Class-B shirts.
- Other Boy Scout t-shirts may be permitted for Class-B uniforms.

Pants/Shorts to meet weather conditions

Jeans, joggers, shorts, etc. are acceptable – be warned they will be getting dirty. **AT NO TIME** is camouflage allowed.

Socks

We recommend hiking socks but whatever socks you are comfortable wearing is fine – please avoid cotton. **AT NO TIME** is bare feet allowed.

Shoes

We recommend waterproof hiking boots. Scouts who wear sneakers or non-waterproof style shoe assumes all risk for blisters and other foot problems. **AT NO TIME** are open toed shoes/sandals allowed.

Purchase the grey Troop 12 Class B T-shirt from the Troop. Numerous are recommended for summer camp.

NOTE: Everything should be labeled with the Scouts name! Troop 12 discourages the wearing of any anti-social clothing (i.e.-shirts with foul language, distasteful groups)

Official Scout items, including the neckerchief, are purchased at the Minsi Trails Council Scout Shop. They are located near the Lehigh Valley Airport at 991 Postal Road, Allentown. The phone number of the shop is 610-266-7770.

Troop 12 has a small inventory of used Boy Scout uniforms. You may select from these items for your use. You are encouraged to donate your son's uniform to our supply as he outgrows it.

Be advised – scouts not meeting the uniform requirements for an activity may not receive credit for that activity. For example

- Attending a troop meeting in bare feet and sandals does not meet the dress code. Scouts will be notified of their attire and informed how to correct for all subsequent meetings. Continuing to wear such attire will result in not being credited for attending which could negatively affect a scout's rank advancement opportunity.
- Attending a Board of Review in jeans – the board has the right to not pass your rank advancement and require a new BOR scheduled at a time where you will attend in proper Dress Class-A attire.

EQUIPPING YOUR SCOUT FOR SCOUTING

One of the more enlightening experiences of Scout parenthood is the first trip to the outdoor store to acquire boots, pack, sleeping bag, and other bits and pieces *believed* necessary for your boy's survival on his first campout. The price tags you encountered will leave a lasting memory. Fortunately, it is not necessary to buy everything at once, and in fact it is not wise to do so.

We recommend you borrow or rent some large cost items before you purchase them. Your Scout should do the research (the web, magazines) and talk to older Scouts. If he is active in the purchase decision and he will have more respect for and pride in his equipment.

➔ Check out: www.campmor.com , www.cabelas.com, www.ems.com, www.rei.com

Terrific, well designed, easy to search, easy comparison of gear from different manufacturers, great prices and service.

Your son will NOT need a tent. Some Scouts have individual or 2 man backpacking tents but not everyone needs one. Also, your son does NOT need skis or a snowboard just because we may schedule this activity. Talk to the adult Troop Leaders if you have questions about the 'need' an item.

MINIMUM GEAR REQUIREMENTS

For the First Year Scout

The Scout will have an active schedule that will require certain personal gear. While camping gear is expensive, almost everything can be inexpensively homemade. All recommended gear is covered in detail in the Scout Handbook and Scout Fieldbook.

The following is a list of minimum gear requirements for Patrol Day Outings and Overnights. The equipment list for Patrol overnight camping is *in addition to* the equipment list for Patrol Day Outings.

REQUIRED EQUIPMENT FOR EVERY CAMPOUT

Hiking Boots (leather sneakers are **not** boots). Good boots are available at reasonable prices – just make sure they are waterproof. If you decide to wear sneakers instead of boots – do not look for sympathy. If you decide to wear non-waterproof shoes of any sort – be prepared to have several extra pairs – otherwise you will have wet and sore feet. And again – do not look for sympathy.

Socks - Two (2) pairs Heavy Duty *non-cotton* Hiking Socks, and two (2) pairs of *non-cotton* Hiking Sock Liners. These help prevent blisters. Boots should be about ½ size larger than your normal size to fit these socks comfortably. Make sure to get the socks first – then try to fit boots wearing those socks. Sock liners are not absolutely necessary – but good socks are a must. If you decide to wear the traditional cotton tube socks – be prepared for wet feet and blisters.

Rain Gear: A rain suit to keep you dry. Rain pants and a rain jacket are an absolute must. You can get real expensive gear on-line or you can get really good waterproof gear at Wal-Mart. We strongly suggest you pack your sleeping bag in some form of waterproof bag – garbage bags work well. We also recommend you pack your clothing in baggies that are water tight – helping to keep your clothing dry – not an absolute must but it would be a good idea if you want to make sure you keep dry. Troop 12 camps in the rain and adverse weather conditions – **YOU MUST** have rain gear at every campout.

Non-Cotton Clothing: Such as your olive-drab nylon Activity Pants. Polar Fleece sweatshirts and nylon pants are available at low prices. Check the tags; look for silk, wool, or any synthetic such as polar fleece, polyester, nylon, rayon, etc.

Blue jeans, cotton hoody sweatshirts & cotton socks are a bad idea. If the weather is rainy (remember this is Troop 12 we are talking about – it will always be raining) this type of gear gets wet and stays wet. If you have proper waterproof boots, socks, pants and jacket – you can get away with jeans or cotton clothing if you are careful. If you bring this type of clothing – be prepared to get wet and be prepared with several changes of clothing. Being wet is not only uncomfortable – under certain circumstances it could be life threatening.

Backpack. For the experienced campers and older scouts – a real camping internal or external frame backpack with a waist strap, not a school book-bag. For new scouts, pack your clothing in some form of waterproof or water resistant bag – a bag that your parents would not mind getting smelly, dirty, wet, etc. No school backpacks are to be used. Make sure your pack/bag is appropriately sized for your frame and needs.

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Sleeping Bag. If you have an old indoor sleeping bag – ***it must stay at home.*** You must bring a sleeping bag rated for the outdoors and rated for a minimum of 20°. Every bag will have information on what its rating is – make sure to check this. We recommend non-down materials for new and beginner scouts – they retain their thermal properties if they get wet. Experienced scouts may want down filled bags – but they will not retain thermal properties if they get wet. Troop 12 camps year round – get a bag that is best suited for year round usage. A sleeping bag liner is also a good idea to add additional warmth on cold nights. Make sure to know the temperature expectations of the trip to know what type of bag to bring. If the weather is to be cold and a low of 10 degrees, a 20-degree bag with a liner or other blanket may suffice. Bringing a 40 degree bag for a 0 degree temperature outing – you will be in serious danger – in fact the leadership will send you home before you start your adventure.

Sleeping Pad. Pad is the exact article in need – no blow up sleeping beds are allowed. Any form of individual pad is fine – as long as it is the size of a single person's width. When we sleep 3-4 in a tent, oversized pads will lead to very uncomfortable conditions.

Clothing. Make sure to pack clothing that is suited for the weather conditions of the campout. That means – you must be aware of the weather conditions for where we are going when you pack. DO NOT – DO NOT – DO NOT – allow your parents to pack your clothing for you. This is your responsibility. Go on line to the weather channel (www.weather.com) to check the weather conditions. Pack enough changes of clothing that if you have some form of accident you will have spare clothing to change into. It is recommended you have a minimum of 3 complete changes of clothing. If you wish to wear the same clothes all weekend long – by all means go ahead but be prepared to be strapped to the roof of the car you are riding home on – Peppy Le Pew. **REMINDER** – just because the temperature report is warm – the nights may be cool and require warmer clothing. Be prepared – I am sure you have heard that somewhere before!

Personal Items. Toothbrush, toothpaste, camp soap, washcloth, drying cloth, powder, and deodorant – are the basics. It is the responsibility of each scout to tend to their own hygiene on a camping trip. At minimum we expect scouts to brush and stay clean. Powder is an absolute must if you have a tendency to chaff – Gold Bond is the best. Depending on the nature of the campout – scouts may be requested to not bring along certain types of articles or to keep them outside of their tent in a bear bag or the troop trailer. **WARNING – NO SCOUT** is allowed to have personal items in aerosol containers. All aerosol containers will be confiscated immediately.

Mess Kit. The Troop Equipment has sufficient eating ware - plate, bowl, cup, spoon, fork - for the patrol. As long as the patrol keeps the equipment in acceptable condition, no Mess Kits will be required. For backpacking overnights, individual Mess Kits will be required.

Hat. Brimmed hat. Every scout should bring along a brimmed hat – like a baseball cap. This will provide shade in warm condition and warmth in wet or cold conditions.

Flashlight. If you do not bring along a flashlight – you will be stumbling around in the dark and will most likely hurt yourself. A flashlight of some sort is an absolute must. The best type of light you can get is a headlamp. They are no more expensive than normal flashlights and they use less power and are more versatile. You will thank whoever gets you a headlamp the first time you arrive at camp, in the dark, in the rain, in the cold and have to pitch a tent using both hands.

Liquids Bottle. Nalgene – Nalgene – Nalgene! Troop 12 is very active on campouts and will go for hikes or visits on every campout. You must remain hydrated at all times so a bottle for liquids is a must. We recommend you have two – one for water and one for anything else (called a smellable). Nalgene bottles are rather inexpensive and are almost indestructible.

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Boy Scout Handbook. You should always have your handbook on a campout. It is the scout's responsibility to approach an ASM or Scoutmaster for requirement signoffs. Do so on the campouts – that is the best time. Hint: pack your handbook in zip-lock bag or something that is waterproof.

Pillow. Something that you can use as a pillow. If you want to bring a pillow and you have room to pack one go ahead – camp pillows are also lightweight and compact. For more experienced campers, use your sleeping bag sack and stuff clothing inside. I have seen people use their raingear as pillows.

OPTIONAL GEAR FOR ANY CAMPOUT

Knife. It is strongly recommended that every scout carry a pocketknife. **HOWEVER** – those scouts who do not have an active Tote-N-Chit card are not allowed to carry a knife. Knives must be folding, locking and may not exceed 4-inches. Scouts carrying a knife must be able to display proof of their Tote-N-Chit card whenever asked by a leader.

Day Pack: Depending on the campout you may wish to bring a hiking daypack. If the campout requires a hike where you need to take along your water, day supplies and lunch, you need something to carry it in.

Chair. Seats are not supplied on campouts. If you wish a seat of your own you must bring one. If you do not bring one – the ground, a stump, or some other form of nature has become your only chair for the campout. You are not allowed to use another scout's chair unless you have express verbal permission from the scout.

Whistle. A piece of equipment that is essential when attending a backpacking trip or campout. A good whistle is lightweight and in the case of an emergency could help save your life.

First Aid Kit. Troop 12 standard campouts – there is always a first aid kit in the trailer. It is a good idea that each scout carries their own first aid kit – just in case. It is an absolute necessity when attending a backpacking trip or campout.

Toilet Paper. Troop 12 normally provides toilet paper or camps at group sites where paper is easily accessible. Depending on the circumstances you may not wish to leave this to chance. It is essential when attending a backpacking trip or campout that you know a supply of toilet paper is at hand. Small camp roles are cheap and lightweight.

Compass. It is always a good idea to have a compass at every campout. It is essential when attending a backpacking trip or campout.

Bandana. A bandana is a tool that has numerous uses. Every backpack should have at least one. Example, during a wintertime hike a bandana came in very handy. A scout was carrying a water bottle strap around his neck (never do this please). The strap became caught on a tree branch and caused a very very nasty rope burn on the back of the scout's neck. One leader in the troop always carries a bandana. He pulled the bandana out, dunked it in a cold stream nearby, and applied the bandana to the scout's neck – repeated several times. Relieved the burn and helped the pain right away.

Bug Spray. Depending on the camping situation, not having bug spray may result in being eaten alive. Be prepared and have spray. **WARNING** – scouts are **NOT** allowed to carry aerosol sprays. Bottles must be pump spray only! Aerosol cans will be confiscated immediately.

Sunscreen. Depending on the camping situation, sunscreen is a necessity. Hot summer days or bright sunny winter days with snow-covered ground – sunscreen is a real good idea.

Paper / Pencil / Pen. Many times scouts will need to write down instructions, notes, etc. It is a good idea to have paper and some form of writing instrument handy. For Summer Camp – it is an absolute MUST HAVE.

REQUIRED GEAR FOR WINTER or COLD WEATHER CAMPING

100% Polypropylene Long Underwear: If you own it, bring it. If you do not own it – get it and then bring it. *Buy poly-pro a couple of sizes LARGER than your normal size.* Pack your underwear in a manner such that it will not get wet or soiled by your other gear. This will make you more comfortable and may even help save your life one day.

Gloves. In cold weather it is mandatory to have gloves. Two pair are recommended where one must be waterproof. Mittens where the top pulls back to expose the ends of your fingers are very handy.

Insulated Boots. Depending on the temperature and snow conditions, insulated boots will be a mandatory part of your gear. Snowbound, for example, where the temperatures can be in the single digits and snow a few inches thick – insulated boots are an absolute must.

Hand Warmers. In cold conditions, hand/foot warmers can be a great means to help keep warm. They are not very expensive and can be used in coat pockets, boots, sleeping bags, etc.

Cap. Winter caps are an absolute must when the temperatures are cold. The fastest way to lose body heat is through the head. Wearing a cap will keep you warm. You may also want to keep a separate cap just for sleeping at night.

Coat. Have a coat appropriate for the weather. If it is winter – make sure a good winter waterproof coat is worn. If raining and warm – make sure a good breathable waterproof jacket is worn. Do not skimp on outer gear – it is one of the most used pieces of gear you can own.

Snow Pants. For winter camping, snow pants are a great idea. They will provide warmth and keep you dry. Often time we have seen scouts come to Snowbound in cotton sweatpants. These same scouts are the first to get wet & cold, have a miserable time and most likely become extremely sick – this type of clothing in such conditions can lead to hypothermia and death.

WARNING: depending on the weather conditions and circumstances surrounding cold weather campouts – scouts will not be allowed to attend unless they have all the appropriate equipment as outlined in the Troop 12 equipment policy.

You may own some camping or backpacking gear already, and you will be allowed to use it, however, most equipment requires practice and instruction in proper use in order to assure safety and effectiveness. Check Chapters 8 and 9 of the Boy Scout Handbook for other optional items. Remember, you have to carry what you bring!

FINANCIAL POLICY

Annual Registration Cost

The annual registration fee and troop dues are reviewed annually by the Troop Committee. This covers BSA registration, BSA national insurance, Boys Life Magazine and costs associated with running the troop. Scouts are encouraged to pay their way and their scout accounts may be used for these fees.

Registration and dues must be current for the Scout to participate in Troop activities (i.e.- camping, advancement and Courts of Honor).

Scout Accounts (Camping and Activity Fees)

Each Scout has his own individual Scout Account. This account operates as the Scout's own "bank account" that he can put money in (through his fundraising efforts or direct deposit) to be used to pay for his Troop 12 dues, camping and activity fees.

A percentage (determined in advance by the Troop Committee) of most fund-raising profits related to the Scout's direct effort will be placed into the Scout Account of those Scouts participating in the fund-raiser. The Scout can also make deposits to his Scout Account through the Treasurer when money is collected.

Expenses related to Scouting can be paid out of his Scout account. Examples of these types of expenses include:

- Campout related fees (non-food items)
- Transportation expenses
- Summer camp
- Winter camp
- Camporee fees
- Scouting equipment purchases
- Specialized training (not Troop required)
- High adventure trips

This list is not all-inclusive. If you have any questions, please ask your Scout leaders for advice.

PLEASE READ THIS SECTION CAREFULLY

When a boy leaves the Troop or is inactive for 6 months or more, any money remaining in his Scout account reverts to the Troop's operating fund. There are **ONLY** two exceptions to this policy:

1. If a boy transfers to another Troop that has a Scout account system, we will send the money to the new Troop

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2. If a boy has a brother who's also in the Troop, the money can be transferred to his brother's account.

Any questions or concerns regarding scout accounts must be brought to the attention of the Troop Committee Chairperson who in turn will bring the concern to the Troop Committee for group discussion and consensus.

NOTE: IF THE BOY'S ACCOUNT IS IN ARREARS, THAT SCOUT WILL NOT BE ALLOWED TO PARTICIPATE IN CAMPING ACTIVITIES, TROOP LEADERSHIP POSITIONS, OR ADVANCEMENT UNTIL HIS ACCOUNT IS BROUGHT UP TO DATE!

FUND RAISING

The troop committee schedules 2 to 3 fundraisers throughout the year. The funds raised through these efforts help pay for camping equipment, camping fees, badges, pins, activity fees, trailer expenses, registration costs for adult leaders, program materials, mailings and copying costs.

Annual Popcorn Sales

Troop 12 participates in the Minsi Trails Boy Scout Council annual popcorn sale. The monies earned are placed in the Scouts account. We encourage the Scouts to sell as much as possible to help pay for their expenses.

Friends of Scouting, Minsi Trails Council

Troop 12 encourages the Scouts family to donate to the BSA "Friends of Scouting" program. There will be an appeal made at the first Court of Honor of the year.

Additional Sales

Troop 12 has participated in a variety of fundraisers. The profits from some fundraisers go directly to the Troop (1/2 marathon, pancake breakfast) while other fundraisers benefit the scout (car wash coupons, food sales).

REGISTRATION POLICY

Returning Scouts

Returning Troop 12 scouts are required to complete their registration with the troop in December for the next calendar year (unless so instructed by the leadership of Troop 12). Scouts who wish to be registered for the next year **MUST** provide the following:

- Registration Dues
- Signed Permission Slip by the scout's parents or legal guardians
- Signed Scout Contract

Scouts will not be registered for the following year **UNLESS** all the above are completed and returned to the Scoutmaster. Scouts who are not registered because they fail to

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provide the above information – must follow the new scout registration section below (except where the amount of dues being paid is the full year).

Webelos Cross-Over Scouts

Webelos scouts crossing over to Troop 12 will need to provide the following prior to being registered with Troop 12:

- Completed Boy Scouts of America registration form
- Registration Dues (prorated for the appropriate number of months)
- Signed Permission Slip by the scout's parents or legal guardians
- Signed Scout Contract
- Completed Resource Survey form by the scout's parents or legal guardians

New Scouts

New scouts to Troop 12 will need to provide the following prior to being registered with Troop 12:

- Completed Boy Scouts of America registration form
- Registration Dues (prorated for the appropriate number of months)
- Signed Permission Slip by the scout's parents or legal guardians
- Signed Scout Contract
- Completed Resource Survey form by the scout's parents or legal guardians

MEDICATION POLICY

The Boy Scouts of America recognizes that many Scouts and Adult Advisors take prescription medication to alleviate the symptoms of any number of legitimate acute or chronic conditions. The possession and use of legally prescribed medications is acceptable within the guidelines of this policy.

1. During Troop activities, each Scout must bear the responsibility for maintaining and administering any prescription medication.
2. The Scout must provide adult BSA leaders with written authorization and instructions, signed by a parent or guardian, for any medication (prescription or otherwise) carried by the Scout.
3. All medications must be carried in *the original container*. In the case of prescription medication, a legible label showing the name of the medication, the prescribing physician and prescription number must be affixed to the container.
4. The Scout should carry *only a quantity of medication sufficient to last the duration of the BSA sponsored activity*.
5. Upon receipt of written authorization and instruction, adult BSA leaders *may* agree to assist the Scout in remembering to take the authorized medication at the proper time(s), but will not accept any responsibility for insuring that he does so.

6. If the parent or guardian cannot accept these guidelines, he or she has the opportunity to accompany the Scout on the activity to insure that the medication is properly administered.
7. Pill Organizers: S-M-T-W-Th-F-S compartmented boxes seem sensible but are generally not allowed (when allowed, they require a note from the Doctor regarding the contents for that trip). Keep it simple; leave the pills/medication in the pharmacy container or original store packaging and send only the quantity needed.
8. **Summer Camp:** all drugs/medication (including over-the-counter medication like sinus pills or vitamins) are kept at the Health Lodge and must be in their original packaging. The Scout will go to the Health Lodge for every dose. These are the camp rules for the protection of the Scout and others.

POLICY REGARDING INCENDIARY DEVICES

Campfires are an integral part of the camping experience for most Boy Scouts, so much so that an entire chapter of the Boy Scout Manual is devoted to the subject, but fire safety is one area which we cannot take for granted.

1. Troop 12 Scouts cannot carry, on his person, any incendiary device, including paper or wooden matches, butane lighters (e.g. BIC lighters) or liquid fueled lighters (e.g. Zippo). Matches can be carried after the Scout earns his Firm'n Chit.
2. Troop 12 will provide, if needed, butane-fueled fire starting devices for each patrol's use during regularly scheduled Troop outings.
3. Fire starting devices provided by Troop 12 will remain secured in each patrol's mess box when not in active use.
4. Scouts will use the buddy system when preparing and starting a fire for any purpose.

For high-adventure activities involving backpacking, individual patrols may petition, in writing, the Troop 12 Scoutmaster or Assistant Scoutmaster for permission to deviate from this policy. The request must list all incendiary devices to be carried by the patrol, the individual(s) responsible for it and a plan for maintaining security of the devices. Prior to granting an exception to this policy, the Scoutmaster or Assistant Scoutmaster must be satisfied that every individual involved in the activity has demonstrated good fire safety during previous Troop 12 outings and that adequate plans have been made to insure fire safety.

TROOP PHONE AND EMAIL LIST

The Scoutmaster distributes this list via email annually. It is important that this information is accurate, specifically in an emergency situations. Please notify the Troop of any changes in your address, phone number(s) and email address(s). The distributed listing of scout and family personal information is for the sole use of Troop 12 participants. The information may not be provided or sold to an outside agency or representative.

E-MAIL POLICY

Electronic mail is a very effective way to communicate the news and events of the Troop.

Troop 12 provides a troop wide global email group using the services of Yahoo Mail Groups. After completing the yearly permission slip, you will receive an invitation in your email to join the Troop 12 Yahoo Mail group – at which time you MUST follow the instructions provided to activate/accept your invitation. This mail group is utilized to send updates and communication to the troop – in place of individual phone calls.

The very ease of use which makes e-mail so effective also makes it prone to inadvertent misuse by well intentioned or aggrieved members of the Troop 12 community and, sadly, malicious abuse by parties outside of Troop 12. Keep in mind that whatever is written may be read by everyone and words should be chosen carefully. Also, refrain from personal or private issues on email.

Accordingly, in an attempt to insure the privacy of Troop 12 Scouts and families, the following policies concerning the use of electronic mail for the conduct of Troop 12 business should be adhered to:

1. The ability to send e-mail to the entire Troop 12 mail list will be restricted to the following individuals:
 - Any registered adult Advisor with Troop 12
 - Any registered scout with Troop 12
 - Any parent or legal guardian of a registered scout with Troop 12
2. Troop 12 yahoo email group is administered by the Scoutmaster. No account may be added to the email group without express permission from the Scoutmaster.
3. Individuals are free to compile their own individual mail lists containing the e-mail address of other Troop 12 Scouts or adults, but are strongly cautioned to insure that potential recipients have given their permission to be included.
4. When sending e-mail to an adult, the sender is cautioned that the recipient may receive this e-mail on their home computers, and individual Scouts might have access to read whatever is written. Topics or issues of a sensitive nature should not be openly discussed or posted in an electronic mail format.
5. Troop 12 yahoo email group is to be used only for Troop 12 business. Private email messages or any message not concerning Troop 12 business is not to be sent to the Troop 12 Yahoo email group.
6. The Scoutmaster reserves the right to suspend an email membership to the Troop 12 Yahoo Email group if any of the above conditions are violated – or the individual is no longer registered with Troop 12.

7. All written electronic messages – e-mail, text message, etc. – involving a scout and an adult must include at least two adults, preferably including the scout's parent(s). If a scout e-mails the Scoutmaster requesting a Scoutmaster Conference for his next rank, expect the Scoutmaster to copy the scout's parents on the reply back to the scout.

TROOP HEALTH AND SAFETY

In the interest of the safety of all Scouts, as well as the enjoyment and successful learning experience of the Scouting program, common sense and good conduct is required at all times. The following special rules should be noted:

- NO tree or fence climbing without specific leader permission
- NO participating in waterfront activities without proper supervision
- NO throwing of any objects except as part of an organized activity
- NO use of cutting tools (ax, knife, etc.) or matches without successful completion of Totin' Chip and Firem'n Chit Training, respectively. This rule applies to adults as well as Scouts.
- NO food in tents
- NO flame in tents

The health of the Scouts is very important to us as well. Parts A and B of the BSA Medical Form are to be completed and/or verified each year.

www.scouting.org/filestore/HealthSafety/pdf/680-001_AB.pdf

In order to attend activities and outings greater than 72 hours in length as a Troop we require Parts A, B, and C of the BSA Medical Form be completed each year.

www.scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf

Additional medical forms may be required for High Adventure Boy Scout Camps (like Philmont or the Summit).

TROOP DISCIPLINARY ACTION

The Scout oath and laws are the corner stones for good behavior. Each Scout learns the oath and 12 points of the law when he joins. He is expected to practice them throughout his Scouting experience. Occasionally, the adult leaders may need to remind your son of these principles.

Disruptive behavior by a Scout will be dealt with in the following progressive manner:

- Verbal Counseling – The adult leader will verbally counsel the misbehaving Scout to correct the behavior.
- Scoutmaster Counseling – If the adult leader is unsuccessful in correcting the disruptive behavior, the Scoutmaster will counsel the Scout.
- Parental Notification – If all verbal counseling attempts fail, the Scoutmaster will seek assistance from the Scout's parent to correct the disruptive behavior.

If the Scout's misbehavior continues, Parental Notification may mean the parents must come and pick-up the Scout (possibly a long distance from home).

- Exclusion from Scouting Events – If parental involvement fails, the Scoutmaster will exclude the Scout from the next Scouting activity.
- Suspension – If the Scout's disruptive behavior continues, the Scoutmaster and Troop Committee may elect to temporally suspend the Scout's membership to the Troop.

HISTORY OF TROOP 12

Boy Scout Troop 12 was first founded in Allentown before 1927. In 1927 it was chartered by the American Legion Herbert Paul Lentz Post #29 meeting at 457 Hamilton St. in Allentown. In 1946 Troop 12 moved to the YMCA at S. Centre Square. In 1955 it moved to Asbury United Methodist Church at Hamilton and Jefferson. It was sponsored by the Jr. Chamber of Commerce until 1958 when Asbury became the sponsor. The Troop stayed with the church after a fire in 1972 destroyed the church in downtown Allentown. The Troop moved to South Whitehall when Asbury United Methodist Church moved to its new location in 1974 and continued until 1985 when it became dormant. It was re-chartered in 1999 and has grown to over 30 Scouts on our roster.

EAGLE SCOUTS

We are proud to recognize our Scouts who have achieved the highest rank in Scouting - the Eagle Scout Award. A Scout reaches this highest award only through hard work, demonstrated leadership and skill, and commitment to always uphold the Scout Law and Scout Oath. The Troop 12 Eagle Scouts since 1971 are:

Troop 12 Manual

James Samois	1971	Greg Bringhurst	2005
Craig Coleman	1972	Michael Teti	2005
Thomas Davis	1972	Vivek Ananthan	2006
Michael Josephson	1972	Charles Horne	2006
Mark Menges	1972	Henry Joseph Guth	2007
David Roberts	1972	Micheal Andrew	2008
Douglas Snyder	1972	Raaj Parekh	2009
Kenneth Benson, Jr.	1973	Miguel Alvarez	2009
Mark Booz	1973	Evan Brown	2009
Robert Cowdrick	1973	Kyle Durfey	2009
Jonathan Davis	1973	Philip Riola	2009
Douglas Frank	1973	Sachin Gandhi	2011
Michael Lucas	1973	Ajay Gandhi	2012
Scott Brumbaugh	1977	Gavin Sonntag	2012
James Cressman	1977	Conner Reitz	2012
Thomas Sweeney	1977	Gregory Riola	2012
James Weidner	1977	Logan Ziegenfus	2012
Brad Brumbaugh	1980	Ryan Torres	2013
John Weidner	1980	Tyler Durfey	2013
Stephen Gadomski	1983	Matthew Hassick	2014
Stephen Kuhns	1983	James Mellen	2014
Walter Risley III	1983	Brett Sonntag	2015
Richard Kipp	1999	Austin Chappellear	2015
Andrew Bench	2003	Sean Warrington	2015
Ryan Halpin	2003	Will Campbell	2016
Michael Hartranft	2004	Joshua Harman	2016
Andy Kramer	2004	Max Prehl	2016
Daniel Marino-Mehan	2005	Brian Avila	2016

APPENDIX A – Websites and Links

- How to sew Patches and Insignia on the Boy Scout Uniform

www.scoutstuff.org/media/content/docs/pdfs/5733_2013_UniEssenFINAL4.pdf

- Personal Health and Medical Record

www.scouting.org/filestore/HealthSafety/pdf/680-001_AB.pdf

www.scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf

- Merit Badge Counselor Application

www.scouting.org/filestore/pdf/34405.pdf

- Troop 12 Website

sites.google.com/site/troop12allentown/

APPENDIX B

Senior Patrol Leader Expectations

- Lead by example
- Proper uniform attire at **all** meetings
 - Class-A ---- Sep through June
 - Class-B ---- June through August
- Troop Meetings
 - Arrive minimum 5 minutes prior to meeting
 - Ensure patrols arrive on time for meetings
 - Ensure patrol assigned for evening activity is ready and prepared with meeting plan and all necessary materials/resources
 - Execute patrol meetings in a timely and organized manner
 - Attend entire meeting
 - Be available for post meeting discussion as required
 - Unable to attend a meeting
 - Make sure you have a designate who will meet the above expectations
 - Weekly meeting with Scoutmaster on Troop activities and plans
 - Minimum of 100% coverage for all Troop meetings
- PLC Meetings
 - Provide recommendations to SM for all appointed PLC positions
 - Those position not appointed become the responsibility of the ASPL
 - Arrive minimum 5 minutes prior so meeting starts on time
 - Have agenda prepared and ready for meeting
 - Execute the meetings in a timely and organized manner
 - Attend all PLC meetings
 - If Unable to attend – make sure you have a designate who will meet the above expectations
 - Minimum of 90% attendance record for PLC meetings
 - Minimum of 100% coverage at all PLC meetings
- Patrol
 - Know every patrol's PL, APL and members
 - Keep all patrol leaders up to date with all announcements, calendar items, special occasions, etc.
- Support your Advisors when required
- Exude scout spirit at all times
- Attend Monthly or Bi-Monthly meeting with Scoutmaster & SPL

Assistant Senior Patrol Leader Expectations

- Same as Senior Patrol Leader

Patrol Leader Expectations

- Lead by example
- Proper uniform attire at **all** meetings
 - Class-A ---- Sep through June
 - Class-B ---- June through August
- Troop Meetings
 - Arrive minimum 5 minutes prior to meeting
 - Ensure patrol arrives on time for meetings
 - Attend entire meeting
 - Be available for post meeting discussion as required
 - Make sure patrol is properly prepared for all troop meeting assignments with prepared troop meeting plans and all necessary materials/equipment
 - Unable to attend a meeting
 - Make sure you have a designate who will meet the above expectations
- PLC Meetings
 - Arrive minimum 5 minutes prior so meeting starts on time
 - Be prepared for all meetings ahead of time
 - Be an active member of the meeting
 - Attend all PLC meetings
 - If Unable to attend – make sure you have a designate who will meet the above expectations
 - Minimum of 80% attendance record for PLC meetings
 - Minimum of 100% coverage at all PLC meetings
 - Have completed troop meeting plans for your next month's activities available for review.
- Patrol
 - Know your entire patrol
 - Keep your patrol up to date with all announcements, calendar items, special occasions, etc. on a weekly basis via email or other communications medium (include your SPL/ASPL/Scoutmaster in all communications).
- Support your SPL when required
- Support your Advisors when required
- Exude scout spirit at all times

Assistant Patrol Leader Expectations

- Same as Patrol Leader

Scribe Expectations

- Lead by example
- Proper uniform attire at **all** meetings
 - Class-A ---- Sep through June
 - Class-B ---- June through August
- Troop Meetings
 - Arrive minimum 5-10 minutes prior to meeting
 - At each troop meeting, take an attendance record and provide to the Scoutmaster for record keeping.
 - Take meeting minutes, document and share with scouts and leaders
 - Distribute copies to the Troop email group
 - Unable to attend a meeting
 - Make sure you have a designate who will meet the above expectations
- PLC Meetings
 - Arrive minimum 5 minutes prior so meeting starts on time
 - Be prepared for all meetings ahead of time
 - Be an active member of the meeting
 - Bring copies of last PLC meeting minutes for review
 - Take meeting minutes, document and share with scouts and leaders
 - Distribute copies to the Troop email group
 - Attend all PLC meetings
 - If Unable to attend – make sure you have a designate who will meet the above expectations
 - Minimum of 90% attendance record for PLC meetings
 - Minimum of 100% coverage for all PLC meetings
- Support your SPL when required
- Support your Advisors when required
- Exude scout spirit at all times

Quartermaster Expectations

- Lead by example
- Proper uniform attire at **all** meetings
 - Class-A ---- Sep through June
 - Class-B ---- June through August
- Troop Meetings
 - Arrive minimum 5 minutes prior to meeting
 - Provide equipment updates as required
 - Make sure all equipment is returned on time
- PLC Meetings
 - Arrive minimum 5 minutes prior so meeting starts on time
 - Attend all PLC meetings
 - If Unable to attend – make sure you have a designate who will meet the above expectations
 - Minimum of 90% attendance record for PLC meetings
 - Provide each PL with a listing of their patrol members who have troop equipment out and need to get it returned.
- Equipment
 - Keep the equipment room neat and organized
 - Keep the trailer neat and organized
 - Keep a complete inventory of all troop equipment in the trailer and room
 - Keep each chuckbox set neat, organized and stocked as per the Troop standard packing list
 - Keep the Troop standard packing list up to date
 - Keep the Troop standard equipment list up to date
- Campouts
 - Assign a campout quartermaster if you are unable to attend a campout
 - After every campout the following must be done:
 - Know what scouts and/or leaders have tents / tarps / ground cloths or other equipment at home for cleanup
 - Make sure every scout and/or leader returns the equipment clean and in good condition the next meeting after the campout
 - Store the equipment in the room or trailer neatly.
 - Review each patrol to see if any Troop or Patrol equipment is broken, missing, needs to be replaced, etc.
 - Coordinate the replacement of all items as needed prior to the next campout
 - Report outstanding equipment to the Equipment Coordinator
- Support your Advisors when required
- Exude scout spirit at all times

Librarian Expectations

- Lead by example
- Proper uniform attire at **all** meetings
 - Class-A ---- Sep through June
 - Class-B ---- June through August
- Library
 - Keep library of books and supplies organized
 - Keep a complete catalog of library items up to date
 - Assist scouts in checking out library resources
 - Assist scouts in checking in library resources
 - Keep track of outstanding resources
 - Provide scouts with a catalog listing of all library resources
 - Recommend changes and updates to library as necessary
- Troop Meetings
 - Arrive minimum 5 minutes prior to meeting
 - Provide troop meeting library updates as required
 - Unable to attend a meeting
 - Make sure you have a designate who will meet the above expectations
- PLC Meetings
 - Arrive minimum 5 minutes prior so meeting starts on time
 - Be prepared for all meetings ahead of time
 - Be an active member of the meeting
 - Bring copy of library catalog and outstanding resources list to each meeting
 - Review outstanding resources list with Patrol Leaders
 - Attend all PLC meetings
 - If Unable to attend – make sure you have a designate who will meet the above expectations
 - Minimum of 90% attendance record for PLC meetings
- Support your SPL when required
- Support your Advisors when required
- Exude scout spirit at all times

Chaplains Aid Expectations

- Lead by example
- Proper uniform attire at **all** meetings
 - Class-A ---- Sep through June
 - Class-B ---- June through August
- Troop Meetings
 - Arrive minimum 5 minutes prior to meeting
 - Provide religious services or programs as required
 - Assist patrols with religious services or programs as required
 - Unable to attend a meeting
 - Make sure you have a designate who will meet the above expectations
- Troop Outing
 - Coordinate all religious services / programs for troop outings.
 - Make sure a chaplains aid is assigned for each troop outing if you are unable to attend.
- Scout Sunday
 - Coordinate all religious services / programs for scout Sunday.
- Support your SPL when required
- Support your Advisors when required
- Exude scout spirit at all times

Troop Guide Expectations

- Lead by example
- Proper uniform attire at **all** meetings
 - Class-A ---- Sep through June
 - Class-B ---- June through August
- First Year Scouts
 - Assign mentor to each first year scout
 - Educate, guide and mentor the first year scouts in all Troop and Scouting activities – along with the assigned ASM
 - Assist the mentors to encourage the first year scouts in reaching the rank of First Class within 18-24 months of joining Troop 12 – along with the assigned ASM
 - Work closely with the first year scout ASM for all above duties
- Troop Meetings
 - Arrive minimum 5 minutes prior to meeting
 - Provide troop meeting updates as required
 - Unable to attend a meeting
 - Make sure you have a designate who will meet the above expectations
- PLC Meetings
 - Arrive minimum 5 minutes prior so meeting starts on time
 - Be prepared for all meetings ahead of time
 - Be an active member of the meeting
 - Provide monthly updates to PLC
 - Attend all PLC meetings
 - If Unable to attend – make sure you have a designate who will meet the above expectations
 - Minimum of 90% attendance record for PLC meetings
- Support your SPL when required
- Support your Advisors when required
- Exude scout spirit at all times

Historian Expectations

- Lead by example
- Proper uniform attire at **all** meetings
 - Class-A ---- Sep through June
 - Class-B ---- June through August
- Troop Billboard
 - Keep the troop billboard updated with latest troop outing pictures and information.
 - Minimum updates every 2 months
- Monthly Updates
 - Provide a monthly update on troop activity detailing major events, outings and activities – to PLC, Leaders and all scouting families
 - Provide update to Asbury Church for distribution
- Troop Meetings
 - Arrive minimum 5 minutes prior to meeting
 - Provide troop meeting history/monthly updates as required
 - Unable to attend a meeting
 - Make sure you have a designate who will meet the above expectations
- PLC Meetings
 - Arrive minimum 5 minutes prior so meeting starts on time
 - Be prepared for all meetings ahead of time
 - Be an active member of the meeting
 - Provide monthly updates to PLC
 - Attend all PLC meetings
 - If Unable to attend – make sure you have a designate who will meet the above expectations
 - Minimum of 90% attendance record for PLC meetings
- Eagle Scouts
 - Provide a written newspaper style update for new Eagle scouts
 - Update Troop 12 historical records for new Eagle Scouts
- Support your SPL when required
- Support your Advisors when required
- Exude scout spirit at all times

Den Chief Expectations

- Lead by example
- Proper uniform attire at **all** meetings
 - Class-A ---- Sep through June
 - Class-B ---- June through August
- Cub scouts Den
 - Assigned mentor to a Cub scouts den
 - Educate, guide and mentor a Cub scouts den in Scouting activities as assigned by Den Leaders
 - Provide positive and upbeat attitude and feedback to Cub scouts
 - Attend 60% of all Cub scouts den activities
 - Work with Den Leaders to proactively provide program input and ideas
 - Foster a brotherhood relationship between Cub scouts and the Troop – a goodwill ambassador
 - Foster scouting spirit in all Cub scouts to help drive crossover to Troop 12 rates to 75% or higher.
 - Wear Troop 12 Class-A uniform to all Cub scouts activities – unless advised by the Den Leader to wear Class-B or other attire.
- Troop Meetings
 - Arrive minimum 5 minutes prior to meeting
 - Provide troop meeting updates as required
 - Unable to attend a meeting
 - Make sure you have a designate who will meet the above expectations
- PLC Meetings
 - Arrive minimum 5 minutes prior so meeting starts on time
 - Be prepared for all meetings ahead of time
 - Be an active member of the meeting
 - Provide monthly updates to PLC
 - Attend all PLC meetings
 - If Unable to attend – make sure you have a designate who will meet the above expectations
 - Minimum of 90% attendance record for PLC meetings
- Support your SPL when required
- Support your Advisors when required
- Exude scout spirit at all times

Bugler Expectations

- Lead by example
- Proper uniform attire at **all** meetings
 - Class-A ---- Sep through June
 - Class-B ---- June through August
- Bugling
 - Ability to play bugle (or trumpet)
 - Learn and play all standard Boy Scouts of America utilized pieces:
 - Taps
 - Reville
 - Etc.
- Troop Meetings
 - Arrive minimum 5 minutes prior to meeting
 - Provide bugler services as needed
 - Unable to attend a meeting
 - Make sure you have a designate who will meet the above expectations
- Troop Outing
 - Coordinate all bugler services / programs as required
- Eagle Ceremonies
 - Coordinate all bugler services / programs as required.
- Support your SPL when required
- Support your Advisors when required
- Exude scout spirit at all times

OA Representative Expectations

- Lead by example
- Proper uniform attire at **all** meetings
 - Class-A ---- Sep through June
 - Class-B ---- June through August
- Order Of The Arrow
 - Be a member of OA
 - Attend OA lodge meetings
 - Schedule OA elections for Troop with the OA Lodge
 - Bring all OA Lodge schedules and information to the troop.
- Troop Meetings
 - Arrive minimum 5 minutes prior to meeting
 - Provide troop meeting updates as required
 - Unable to attend a meeting
 - Make sure you have a designate who will meet the above expectations
- PLC Meetings
 - Arrive minimum 5 minutes prior so meeting starts on time
 - Be prepared for all meetings ahead of time
 - Be an active member of the meeting
 - Provide monthly updates to PLC
 - Attend all PLC meetings
 - If Unable to attend – make sure you have a designate who will meet the above expectations
 - Minimum of 90% attendance record for PLC meetings
- Support your SPL when required
- Support your Advisors when required
- Exude scout spirit at all times

Instructor Expectations

- Lead by example
- Proper uniform attire at **all** meetings
 - Class-A ---- Sep through June
 - Class-B ---- June through August
- Training
 - Responsible for JLT training (schedule, organize, conduct)
 - Maintains all Troop Scout related training records and information
 - Plans, coordinates and when required conducts all scout related training activities
- Troop Meetings
 - Arrive minimum 5 minutes prior to meeting
 - Provide troop meeting updates as required
 - Unable to attend a meeting
 - Make sure you have a designate who will meet the above expectations
- PLC Meetings
 - Arrive minimum 5 minutes prior so meeting starts on time
 - Be prepared for all meetings ahead of time
 - Be an active member of the meeting
 - Provide monthly updates to PLC
 - Attend all PLC meetings
 - If Unable to attend – make sure you have a designate who will meet the above expectations
 - Minimum of 90% attendance record for PLC meetings
- Support your SPL when required
- Support your Advisors when required
- Exude scout spirit at all times