



**HOLY TRINITY
CATHOLIC CHURCH
TROOP 21**



**SCOUT & PARENT
GUIDE**

ADOPTED DECEMBER 2011

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by
Holy Trinity Catholic Church
Troop 21 Committee
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I. INTRODUCTION



This is a guidebook for how your son and your family can benefit the most from the Troop 21 Boy Scout ministry at Holy Trinity Catholic Church. Please read it carefully and refer to it often whenever you have a question about how the Troop works.

The purpose of this Guidebook is to:

- provide information to Parents/Guardians about the Troop
- document how the Troop Committee conducts its business
- state Troop policies which are not already covered by the Boy Scouts of America (BSA) in other BSA documents
- provide a document for continuity as leadership changes

Troop 21 operates under the policies of the Boy Scouts of America (BSA). Troop 21 is chartered as a youth ministry of Holy Trinity Catholic Church 3122 Poinsettia Dr, Colorado Springs, CO 80907. Re-chartering occurs annually each December.

The four primary goals of Holy Trinity Troop 21 are to promote:

1. Growth of moral strength and character in boys ages 11-18
2. Citizenship and service (relationships to others, society and government)
3. Physical, mental & emotional fitness
4. Spiritual values & training within each Scout's Church

All adult leaders and committee members are volunteers and receive no compensation for their efforts except for the satisfaction of working with the boys and young men of the Troop.

Troop 21 considers Scouting a family activity. Parents and Guardians are welcomed to attend Troop meetings and are expected to assist with transportation needs. Other opportunities for adult leadership are discussed in section IV below. In addition, all Court of Honor events and activities designated as Family Activities are open to all family members including brothers and sisters. Your involvement and support of your son's Scouting experience is crucial if he is to benefit from all that Scouting has to offer.

A Boy Scout Troop must have a chartering organization sponsor in order to exist. The chartering organization may stipulate its own guidelines for the operation of the Troop as long as they do not conflict with BSA policies. Troop 21 is chartered by Holy Trinity Catholic Church. Since one of the points of the Scout Law is, — A Scout is Reverent; many meetings are opened and closed with prayer. In addition, Sunday devotional services may be held while the boys are on campouts. Youth members need not attend

Holy Trinity Catholic Church, but each is encouraged to be faithful in his duty to God.

Troop 21 is a —Boy-run Troop; this means that the Scouts receive training in leadership skills and are elected and appointed to leadership positions. Scouts plan activities, run the Troop meetings, and apply their leadership skills on outings. The job of the adult leaders is to provide training, guidance, structure, and the environment where the Scouts can develop proper leadership and followership.

II. JOINING TROOP 21

Joining requirements are listed near the front of the *Boy Scout Handbook*. When a boy registers and demonstrates to the Troop leaders that he has completed these requirements, he officially becomes a Scout and will be presented a —Scout badge to wear on the left pocket of his uniform shirt. A boy must be at least 11 years old or have completed the 5th grade or have been in the WEBELOS program in order to join the Troop.



One of the first requirements is for parents to help their son complete exercises from the pamphlet *How to Protect Your Children from Child Abuse and Drug Abuse*, which is included at the front of the handbook. This will then be turned into the Scoutmaster, who will forward it to the Local Pikes Peak area council office.

Parents/Guardians complete the Boy Scout Application, Troop Photo Release Form, and Personal Health and Medical Record form for their son(s) which will be given to them along with a digital copy of this Guidebook. The forms are to be returned to the Scoutmaster or Committee Chairman along with a \$160 check made out to Troop 21. The \$160 covers the registration fees discussed below and starts the Scout's family account with the Troop.

The Troop registration fees include a National Registration for one year of - \$75.00, plus a Pikes Peak Council (PPC) fee of \$60.00. The annual National and PPC BSA fees do not fund Troop operations or events.

At the time a youth joins Troop 21, the Scout will have a choice to sign up to receive the BSA Boys Life magazine. If more than one boy from the same family belongs to the Troop, each Scout will receive his own subscription unless requested otherwise by the family. The fee for Boy's Life will be collected separately, and are due at the time of registration/recharter.

New Troop members will be assigned to a Patrol by the Scoutmaster with advice from the Assistant Scoutmasters. It is important that new Scouts become familiar with their *Boy Scout Handbook* and bring it to all Scout meetings and events. Parents should read the Scout Handbook as well and help their son set advancement goals.

A New Scout parent meeting will be arranged by the Scoutmaster and Troop Committee Chairman each year around the time WEBELOS Scouts cross-over into the Troop. This meeting is designed to welcome them to the Troop, explain the Scouting program and review this Guidebook. For Scouts who join after the annual new Scout parent meeting, the Scoutmaster and Senior Patrol Leader will arrange to meet with the new Scout and his Parents/Guardian as soon as possible to welcome them into the Troop and to review this Guidebook with them.

The transition from WEBELOS to Boy Scouts is often a big step for boys. It is a step that requires careful attention from both parents and Scoutmasters to be successful. The Scout is moving from a situation where he has been the oldest in the group and —King of the hill to the youngest and —bottom of the ladder. In Boy Scouts much more responsibility is placed on the Scout's shoulders for leadership and his own advancement. Parents need to be aware of this and work closely with their Scout to make this transition as smooth as possible.

As a welcome to Boy Scouts, Troop 21 will provide Scout Handbooks, epaulets, Troop numerals and neckerchiefs to new Scouts during the WEBELOS crossing over.

Attending summer camp the first year in the Troop is also a key to a successful Scouting experience. Tremendous progress in rank advancement will be made at summer camp, giving the new Scout a sense of achievement. For many boys it is their first extended trip away from home. The independence, adventure, achievement, and friendships developed at the first year of summer camp help keep the new Scout motivated to continue his Scouting experience.

Troop 21's calendar is maintained on our website at www.Troop21cos.org.

III. THE LOCAL BSA ORGANIZATION

Troop 21 is part of the Frontier District. The District's footprint is the same as School District 11, Colorado Springs, and is one of four districts in the Pikes Peak Council (PPC) - the local arm of Boy Scouts of America (<http://www.pikespeakbsa.org/>). PPC covers a large footprint from Colorado Springs east to Kansas. The Pikes Peak Council Service Center is 985 W. Fillmore, Colorado Springs, CO 80907; Council Office Phone Number - (719) 634-1584 Fax - (719) 634-1436 Hours of operation: 9:00 a.m. to 6:00 p.m. on Monday through Friday

The Hibbard Scout Shop is located at the same facility and offers all the uniforms, patches, handbooks and equipment required for the Scouting program. Hibbard Scout Shop Phone Number - (719) 634-4342 Hours of operation: 9:00 a.m. to 6:00 p.m. on Monday through Friday; 9:00 a.m. to 3:00 p.m. on Saturday

The Troop Committee has a small Troop 21 Uniform Closet, which has experienced uniform shirts, pants, shorts, etc. These have been donated to the Troop and can be obtained for a fraction of the price paid at the Scout shop. Each Scout can exchange uniform parts to accommodate their ever-changing growth for a nominal fee.

The Pikes Peak Council operates Camp Alexander (Camp A), a summer camp and year-round camping facility near Lake George, Colorado. Troop 21 attends Summer Camp every third (3rd) year at an out-of-State BSA property, and other years at a location of the Scouts collective decision/choice. Troop 21 may also use the Camp Alexander facility for other camping events during the year.

IV. ADULT LEADERSHIP ROLES & RESPONSIBILITIES

A successful Scout Troop requires the active participation of trained Adult Leaders. Adult Leaders are required for the Troop Committee, Scoutmaster, Assistant Scoutmasters, and Merit Badge Counselors. Adult Leader volunteers complete the Adult Application form that can be obtained from the Committee Chairman. The Troop will pay the National BSA registration fee for all adult volunteers.



For the standard BSA roles and responsibilities, refer to BSA handbooks. However, a few are re-emphasized here, as well as, other roles and responsibilities specific to Troop 21.

Minimum Adult Supervision: A minimum of **two-deep Adult Supervision** is maintained at all times during Troop meetings, campouts, hikes, and other official Troop gatherings. Two-deep means Troop activities require at least two adults. One of the adults must be a registered Adult Scout Leader. On overnight outings, this leader must have completed the BSA Youth Protection Training course.

Troop Committee: The Troop Committee is the behind the scenes support structure for the Troop. The Committee handles finances, record keeping, policy, advancement, etc. The Committee consists of a minimum of three adults and a maximum of however many are required to conduct Troop business. Typical Troop 21 Committee composition is: Committee Chairman, Charter Organization Representative, Treasurer, Secretary, Chaplain, Advancement, Hospitality, Recruiting & Retention, Eagle Mentor, Eagle Court of Honor Coordinator, and Training. Other responsibilities/positions that could become Committee Member positions – Outdoor Activities (handled in Troop 21 by the Event Champion, see later section) and Equipment (handled by Scoutmasters in Troop 21).

New Committee Members are added by the invitation of the Committee Chairman and the Charter Organization Representative, must meet the HTCC adult leadership requirements (see Appendix A) and submit a BSA Adult Application to the local Scout office to be approved.

Voting Members are:

- - All Members of the Committee
- - Scoutmaster

Non-Voting Members are:

- - Assistant Scoutmasters
- - Guests of the Committee
- - Merit Badge Counselors

Committee Meetings: The Committee meets the fourth (4th) Thursday of the odd numbered months during the year. The Committee Chairman creates the agenda for the meeting and runs it. Anyone wishing to add items to the agenda should contact the Committee Chairman at least one week prior to the meeting. Committee meetings are open to all Scouts' parents/guardians, the Chartered Organization Representative and the Unit Commissioner. Scouts attend by invitation. Committee meetings could be changed due to holiday's and vacation schedules. However, the Committee Chair may schedule a meeting anytime one is required to conduct Troop business in a timely fashion.

Committee Meeting Agenda: A written agenda for each meeting is recommended. Meeting minutes should be generated to record Committee decisions and a copy kept in the Troop Committee Notebook:

Typical Agenda:

1. Welcome, prayer and introduction of new members, parents and guests
2. Approval of previous meeting's minutes
3. Calendar Review -- Chairman/Scoutmaster
4. Committee Reports
 - a. Chairman
 - b. Scoutmaster - Troop progress, actions of patrol leaders' council, disciplinary problems, attendance, monthly outing plans, additionally:
 - i. Recruiting/Retention Efforts
 - ii. Equipment – status of new and existing Troop equipment
 - iii. outdoor activity plans, special activities, district and council activities, long term planning conducted/planned
 - c. Charter Organization Representative - health of the relationship with HT, any issues with HT (facility, outcomes, and resources)
 - d. Secretary
 - e. Treasurer –
 - i. Update on current financial standing (include Scout's account status)
 - ii. Fund raising projects/allocation of fund raising efforts
 - f. Training - current adult leader training status, new training materials, youth leader and adult volunteer opportunities for training (at District/Council/Denver Council)
 - g. Hospitality – Upcoming Courts of Honor
 - h. Uniform Closet Manager
 - i. Chaplain – Services and Religious Emblem Program
 - j. Advancement
5. Old business (reports on task assignments from previous meeting)
6. New business (assign tasks as issues are discussed)
7. Announcements
 - a. Next Troop Committee meeting
 - b. Next Scoutmaster Meeting
 - c. Frontier District Roundtable – date/ Troop 21 representative
 - d. District & Council Announcements:
8. Adjournment

Annual Planning Meeting: As part of the Troop Committee meeting in April or May, the Committee Chairman will make annual planning the first agenda priority. The Troop Program for the following 12-18 months will be initiated at this meeting.

The Senior Patrol Leader will present the Troop Program desires of the Troop to the Committee. Prior to this meeting, the SPL is to solicit input from the Scouts regarding desired activities for the coming year and present a scrubbed version. The SPL should insure that no BSA-prohibited activities are presented, i.e. skydiving, hunting, etc.

Troop Program: After discussion with the SPL and SM, the Committee will select the major events of the coming year. Then adult event coordinators or —Championsll will be solicited, funding planned, etc. Often this planning will be ongoing for some weeks. The proposed Troop Program will be submitted to the Committee for approval at the next Committee meeting. Once the Program is approved, the Secretary will generate a Troop Calendar of events to be posted on the Troop Website and distributed to the Troop members.

Troop Policy & Financial Decisions: Decisions will be made by a consensus decision with a minimum of 50% of committee voting members present. A consensus decision means all voting members present are in agreement with the decision. If any member is in disagreement, the issue will be discussed and the policy or financial decision adjusted until all members are comfortable with the decision. If a consensus decision cannot be reached, the voting majority must exceed 2/3rds of all Committee members (present or not).

Scoutmasters: The Scoutmaster is selected by the Troop Committee following the selection criteria recommended by the BSA and the Adult Leader requirements of Holy Trinity (See Appendix A). Assistant Scoutmasters may volunteer or be asked by the Scoutmaster and/or Committee members.

All Scoutmasters must be approved by the Committee. All Scoutmasters must submit a BSA Adult Application to the local Scout office to be approved. Adult volunteers must meet the training outlined in Appendix A —Troop 21 Policy for Parent & Troop Leaders as quickly as possible for the safety and protection of our Scouts. At least 75% of Troop 21's adult leaders must be actively involved in their church and must adhere to the essential elements of the Christian faith. The Chartered Organization Representative is responsible for periodically assessing this and keeping Holy Trinity Catholic Church appraised.

The parents/guardians of Boy Scouts are needed to conduct the business of Boy Scouting. Much of what makes the Troop effective takes place behind the scenes (see Troop Committee above). In addition, the Troop often needs non-Scoutmaster adults to attend campouts and/or activities with their son, help with transportation, etc. Troop Policy for overnight trips is that only registered adults attend.

Adult Leader registration with BSA is normally not required for these activities, if all outing requirements (Youth Protection, New Leader Essentials, CPR, etc.) are met by other adult participants. Some events such as Summer Camp and High Adventure camps may have special adult training or registration requirements. Without enough parents or Adult Leaders for transportation or supervision the event will be cancelled (See two-deep leadership, p 7).

Parental Involvement With Their Scout: Boys join Scouts for many different reasons: to make friends, go camping, earn awards, and learn new skills. We have found through the years that strong parental involvement is essential for boys to get the most out of the Scouting experience. At a minimum, parents should be familiar with the *Scout Handbook*, requirements and the process for rank advancement. If their son is in a leadership position, the leadership duties discussed in Section VII apply also.

Although Scouting is structured to be a boy-run organization, it can only be successful with constant guidance and encouragement from all adult leaders *and* parents. If you are new to Scouting, the best way learn with your Scout is to be involved in Scouting activities or as an Adult Leader and to ask questions.

Event Champion: The VOLUNTEER Adult Leaders (Scoutmasters/Committee Members) develop and execute Troop Meeting plans, counsel Scouts, conduct merit badge classes, attend District and Council meetings, etc. ~48 weeks/year. Adding a Troop event, or two, eleven months of the year, it is readily apparent that Troop 21 is asking a great deal of our adult leaders. To spread the load the Troop Committee recruits an Event Champion for every major event, campout or activity.

The Event Champion works with the Scoutmaster to plan and promote the assigned activity. The Event Champion should use the Troop 21 Event Planner Checklist found in Appendix A to make sure all details and requirements are taken care of for a successful event.

Merit Badge Counselors: Merit badges are the heart of the broadening component of your Scout's experience. There are a great variety of badges available. The most important badges, e.g. First Aid, are required for advancement in Scout rank. Again to augment our Scoutmasters, any parent may sign up to be a Merit Badge Counselor (MBC).

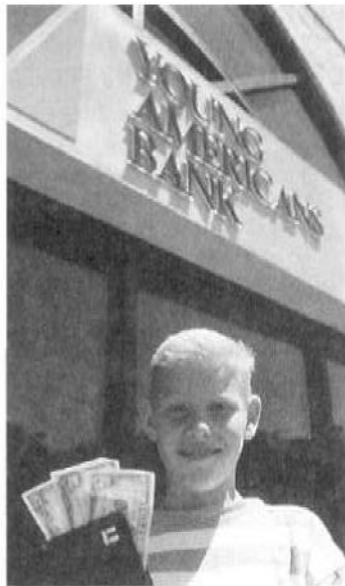
A personal interest or experience in the merit badge is helpful, but expertise is not required, only a willingness to aid the Scouts. There is no limit to the number of merit badges for which a Counselor may volunteer. MBCs teach classes, lead field trips, etc. For some badges MBCs simply interview the Scout, verify he has met the requirements and do the one-page paperwork.

The key to success as a MBC for Troop 21 is to ensure that our Scouts meet all elements outlined in the merit badge requirements. Presentation of merit badge material should be followed by a demonstration of understanding by our Scouts. Any deviation from the merit badge requirements must be discussed with the Scoutmaster and the Committee. Please contact the Scoutmaster or Committee Chairman if you come in contact with an MBC who does not fully meet the Troop's high standard for the conduct

of merit badge classes.

MBCs must complete a position specific BSA Adult Application (even if one has already been submitted for other leadership positions). A Troop Merit Badge Counselor Information Form is also submitted listing the merit badges for which you wish to be a counselor. Both forms are then submitted to the Scoutmaster or Committee Chairman, they will get the Committee and Chartered Organization Representative's approval before applying to the Council.

V. FINANCES



Troop 21 is committed to being a low cost Scouting experience for your son(s). That means we attempt to limit the dues your son pays, maximize the benefit of limited fund raisers and find other innovative ways to limit costs (for example, our Uniform Closet). It will take a commitment from the Scout to meet his financial obligations through active fund raising. The Troop is 100% self-funded, receiving no funds from BSA, PPC or HT, and must meet all activity and operating costs on its own.

Individual Scout Accounts. A money holding account is maintained by the Troop Treasurer for each Scout. Funds in the Scout accounts pay for monthly dues, annual registration fees, and Summer Camp fees. Scouts have money-earning opportunities such as the annual popcorn sales drive to earn funds for their account. Scouts who are good at sales, and commit the time to do so, may never have to put additional dollars into their account to cover the cost of Scouting. Parents/guardians should maintain a minimum of \$20 per Scout in their account. This amount will generally ensure that the Scout can fund the next Troop outing and monthly dues. Scout account statements will be emailed or handed out quarterly at each Court of Honor or sent home by the Troop Committee Treasurer.

Scout accounts that are in arrears should be paid as soon as possible. The Troop operates with very little —float money in the bank. It cannot afford to carry individual accounts in arrears.

Often events require up front deposits. If significant debt has built up, the Troop may have to forego an event for lack of cash. Please monitor your son's expenses and avoid a negative balance. Each time you approve your son's participation in an event you should know that your Scout account is up-to-date or you should be writing a check. Waiting until the Treasurer contacts you about your debt takes that volunteer away from other Troop business.

In the event the a Scout's account becomes negative or is in the arrears, the Scout will no longer be permitted to participate in any Troop activities (camping, hikes, bike rides, etc.- regular Troop meetings are excluded and the Scout may attend the meetings/COH).

The Account holders (Scout and Parents/guardians) will be notified and arrangements will be discussed to bring the account current, and plans for to keep it current will be agreed upon.

Troop account and individual Scout accounts are maintained by the Troop Committee Treasurer at Wells Fargo Bank, N.A. Troop financial records may be reviewed at any time by obtaining a copy of the Committee meeting minutes.

A -\$75.00 National registration fee, plus a Pikes Peak Council fee of \$60.00 and is collected each year for each Scout prior to submitting the Troop recharter paperwork in December. These fees are automatically deducted from the Scout's account. These funds go directly to the BSA, not to the Troop. Once the Troop pays its fees, BSA issues the new charter to the Troop in January. All fees are due NO LATER THAN February 28th of each year, with a \$40.00 deposit being made at the time of a recharter.

Troop 21 charges dues of \$160 per year per Scout. This money is deducted automatically each December from the Scout's family account. A portion of the fees collected from each Scout along with Troop funds are used to purchase awards the Scouts earn, replace or purchase new camp equipment; fund consumable items used by the Scouts (such as propane fuel for camp stoves), the Troop trailer repair/registration, and other costs of running the Troop.

The Event Champion for each activity submits a list of Troop expenses such as camp site fees and activities fees to the Troop Treasurer along with a list of those who attended the event.

Grubmaster: When your son buys food or supplies for a Troop outing, your son will receive the funds equal to the number of registered Scouts multiplied times the budgeted per person food fee. These funds will be collected in cash and distributed to the Scout at a meeting prior to the event. Receipts for all food purchases must be maintained, and submitted to the Scoutmaster at the conclusion of the event. Any remaining funds from the event food fees will be distributed to the Scout participants individual Scout account. Overspending on the part of the Scout when responsible for purchasing the food for the event will remain the responsibility of the Scout and his family, as the event food fee has been designed to provide sufficient food funds for the event.

Summer Camp: Summer Camps require reservations. Every spring the Summer Camp Champion will recruit campers and ask for a non-refundable deposit (~\$100). To get a spot at camp, you are required to make a binding commitment by submitting the required Summer Camp contract along with your nonrefundable deposit. The Champion then makes the reservations and a deposit with the camp. Camps do not refund these deposits! Summer camp typically costs ~\$400 and longer High Adventure camps can cost as much as \$500 to \$1,500.

High Adventure Trips: These are for older boys and the requirements vary from trip to trip. Nonrefundable deposits are required for these trips also.

Fund Raising: As stated earlier, Troop 21 is committed to being a low-cost Scouting

experience for your Scout. In order to accomplish this, the Troop will organize at least two major fund raisers per Troop fiscal year (January 1 – December 31). Nobody enjoys fund raising, and we realize you face multiple fund raisers for multiple activities in your family throughout the year. The Committee will do everything in its power to limit the frequency of these necessary events, but to accomplish this, your Scout's active participation in these fund raisers is crucial. A goal for each Troop fiscal year and every fund raiser will be clearly communicated by the Committee to the Troop.

At a minimum, as described in the —Advancement section of this guide, a Scout is also expected to actively support 50% of the fundraising events.

Profits from fundraising activities will be split between the Scouts and Troop Treasury as follows:

a. Each Scout will have a special account that is maintained by the Troop Treasurer. One-Hundred percent (100%) of the profits earned by the Scout in popcorn sales will be placed in his personal account, after a tithe of 10% has been made to our Chartered Organization. A Scout may use the funds in his personal account to defray camping costs and fees, or for food expenses at campouts.

b. The proceeds of other fundraising events will be paid according to the terms the Troop Committee establishes at the time the fundraiser has been approved by the Troop Committee. Currently the Troop participates in the Symbol of Freedom fundraising program with the North Colorado Springs Rotary Club. The Scout can earn \$1.00 for each interaction (placing on display or removing from display) of the US flag, on each of the five (5) holidays each year the flags are displayed for the subscribers; Memorial Day, Flag Day, July 4th, Labor Day & Veteran's Day.

If a Scout transfers to another Troop, all outstanding fees are paid to the Troop, and any remaining funds from the Scout's individual account may be transferred to the new Troop. If a Scout quits the Scouting program, or when he reaches the age of 18, the remaining funds in his account will be transferred to the Troop Treasury or transferred to a sibling who is a Troop member in good standing.

Camp Scholarships: Pikes Peak Council has camp tuition scholarship money. Also, as funds are available, Troop 21 makes scholarship money available for most events for Scouts that would like to attend, but are not able to do so due to a lack of funds. Approximately \$100 of Troop funds will be made available each year for scholarships. To apply for a Troop 21 scholarship inform the Scoutmaster, Troop Treasurer or Committee Chairman of your need well in advance of the activity.

VI. MEETINGS: LOCATION & TIME

Troop Meetings: Troop 21 meets at Holy Trinity Catholic Church, every Monday evening from 7:00pm to 8:30pm in the H.O.P.E. House. Troop 21 asks that all Scouts, parents and leaders leave the premises not later than 9 pm so that the facility may be cleaned and locked by 9:30 pm.

Holidays and Snow Cancellations. Troop 21 has adopted School District 11's holiday schedule for its meeting schedule. This does not apply to —Teacher In Servicell days or other administrative D11 days off. The Scoutmaster may schedule Troop Meetings on D11 holidays if upcoming outings require Scout planning and preparation. These exceptions to the D11 Rule will be clearly communicated in meetings and events weeks prior to the meeting. Email notification will also be used to notify families.

Holy Trinity closes its facility whenever CSSD 11 cancels school for weather. Please watch your news station or listen to the radio for Holy Trinity school cancellation information. If the weather becomes of a concern after school is already in session, or has been released, any cancellation will be announced through via phone through the Scout patrols. If the weather improves over the course of a day (e.g., a D11 snow day turns into a miscue), the Scoutmaster may decide to go ahead with the meeting and will implement the phone tree. Check your email, if possible, for a Troop wide announcement in either case. Different areas of town can be affected differently by our weather patterns, ultimately it will be a parent decision on whether travelling is possible to a Scout event.

The Patrol Leaders Council (PLC) Meeting is held monthly as scheduled by the Senior Patrol Leader and the Scoutmasters. This meeting is intended to allow youth Scout Leaders to plan their activities and coordinate with the Scoutmaster. This information can then be made available to the Troop Committee. It is also often a time of training for the youth Scout Leaders. All youth Scout Leaders are expected to attend. An informal PLC is held every Monday before the Troop meeting (starting at 6:45pm) to organize for that evening's meeting. All youth Scout Leaders are expected to arrive no later than 6:40pm to attend this meeting.

Boards of Review (BoR): These are oversight meetings between the Troop Committee and Scouts nominated by the Scoutmaster for advancement, failure to advance or other cause. BoR are held at the request of the Scoutmaster or Troop Committee Member during a regular Troop meeting (generally scheduled one week after the quarterly Scoutmaster Conferences). The Board consists of three or more members of the Troop Committee. The Scoutmasters and parents of the reviewed Scout may not attend (the only exception is the Eagle Mentor may attend if the Scout permits it).

A BoR for advancement is an opportunity for the Committee to validate that the Scout is growing in his Scouting experience and living by the Scout Spirit (through the Scout Oath and Scout Law). As a Scout advances in rank, the Committee will expect a growing knowledge and appreciation of how Scouting is impacting him through the

Scout spirit and knowledge coming from the merit badges he is earning along the way. BoR will generally take 30 minutes for ranks up to 1st Class. Star and Life BoR may be slightly longer, culminating in the Eagle BoR which often lasts over 45 minutes.

Every Scout is expected to be in the correct uniform (Field Uniform for BoRs), to bring their Scout Handbook, their Scouting career binder, to be respectful to the Committee, and to communicate clearly (age appropriately).

It is important to understand that Scouts are not being re-checked for their next rank at the BoR. In nominating a Scout for a BoR for advancement, the Scoutmaster stipulates the Scout has completed all requirements. However, the BoR can deny advancement for failure to cooperate with the BoR or other significant cause occurring during the BoR. The Board of Review is the final step for each rank advancement except Life to Eagle.

In all Troop BoR (advancement, failure to advance, etc.), the Troop Committee will assess the state of the Troop from the Scout's perspective, his plans for his future advancement and approves actions proposed by the Scoutmaster.

Eagle Scout candidates currently receive a District-level BoR conducted and attended by a Frontier District representative. The Eagle candidate must request this BoR through the Advancement Committee Chairperson having successfully completed a Scoutmaster Conference.

BoR for other than advancement are unique and the case should be briefed including recommended action(s) to the Troop Committee by the requestor. These special BoR may approve or not approve the recommended action(s).

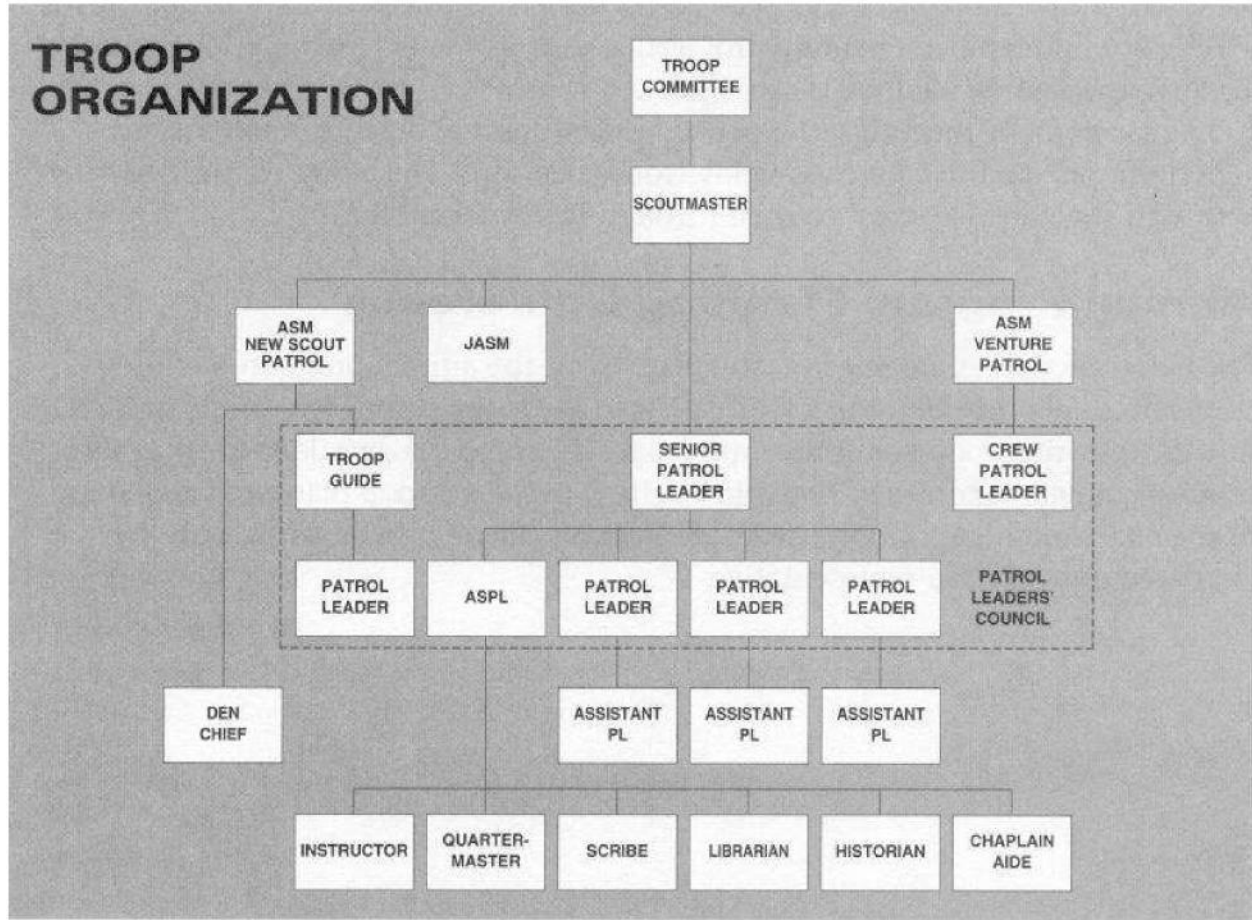
In the event BoR identifies problems with the Troop, Scoutmasters, policies, etc., the Scout is only accountable for his behavior/answers during the Board. The benefit of the doubt always goes to the Scout's benefit. It is the responsibility of the BoR to report to the Troop Committee their finding and follow-up to resolve the deficiency.

Courts of Honor (CoR): A Court of Honor will be held every quarter as scheduled by the Troop Committee during the Annual Planning Meeting. Rank advancement badges, merit badges, and leadership positions are awarded at a Court of Honor.

Regular Courts of Honor are usually held on Monday nights in place of the Troop meeting. The Court of Honor is a family affair, often may include a potluck dinner. Additional Courts of Honor may be held when deemed necessary by the Scoutmaster. The Scoutmaster and the Senior Patrol Leader plan and conduct all Courts of Honor.

VII. TROOP ORGANIZATION

The general organization of the Troop is shown in the figure below:



Troop elections will be held every six months; May and November. One of the Troop objectives is to provide leadership opportunities for all Scouts; therefore, any Scout wishing to serve consecutive terms must be approved by the Scoutmaster in advance for the same position. Each Scout must submit a request to serve in an area of leadership interest and be approved by the Scoutmaster prior to elections. In some cases Scouts are nominated by their fellow Scouts and then elected. Nominees must accept their nomination prior to the vote. Scouts may nominate themselves. Some leadership positions have rank requirements as stated below; however, the Scoutmaster may waive the rank requirements if there are not enough qualified candidates. Before each election the requirements, duties, and expectations for each position can be obtained from the Scoutmaster. Elections are conducted using a secret written vote. Only Scouts that have been active in Troop 21 for three (3) months or more are allowed to vote for the SPL and/or ASPL position. The candidate receiving the most votes will be awarded the position. In the case of a tie, the position will be awarded in a method determined by the Scoutmaster (coin flip, revote between top candidates, Scoutmaster decision, etc).

The Senior Patrol Leader / Assistant Senior Patrol Leader and Patrol Leaders are the only elected positions. The Troop Guide and Junior Assistant Scoutmaster are appointed by the Scoutmaster as required. The Instructor, Quartermaster, Scribe, Librarian, Historian and Chaplain Aide are appointed by the new Senior Patrol Leader in conjunction with Scoutmaster approval and guidance.

There are two methods for electing a new Senior Patrol Leader and Assistant Senior Patrol Leader:

- a) In a typical election, the ASPL will step up to become the new SPL, and the Scouts will elect a new ASPL. This method is preferred as it makes the ASPL position a 12 month internship and that Scout will be more knowledgeable and prepared to take over the role of SPL.
- b) If the ASPL is unable or unwilling to become the new SPL, the Scouts will elect both the SPL and ASPL positions.

The Troop is organized into Patrols that, ideally, contain between six to ten Scouts. Each Patrol is led by a Patrol Leader and an Assistant Patrol Leader. Candidates for Patrol Leader must have attained the rank of First Class Scout (except for the New Scout patrol). Patrol Leaders are elected by a majority vote by Patrol members, each Patrol Leader candidate must be approved by the Scoutmaster prior to election. Approval is based on demonstration of Scout spirit, regular attendance and rank leadership needs of the individual Scouts. Assistant Patrol Leaders are appointed by the Patrol Leader. Each Patrol Leader maintains a patrol notebook with attendance records, advancement goals, job descriptions and planning notes. The notebook should be brought to all regular Troop meetings and PLC.

The Patrol Leaders Council consists of the Senior Patrol Leader, Assistant Senior Patrol Leader, Troop Guide, Patrol Leaders, and Scoutmaster(s). Assistant Patrol Leaders may attend Council meeting and in the absence of the Patrol Leader perform as the Patrol Leader.

Patrol names are decided by majority vote and must be approved by the Scoutmaster. Patrols may change their names during Troop elections held every six months if the majority of Scouts in the Patrol agree. Patrols will create a Patrol flag that is to be present at all meetings and campouts. Patrol flags may be changed with a majority vote of the Patrol at any time. Each patrol will compose a cheer that can be used whenever appropriate.

Patrols are encouraged to plan, organize, and conduct Patrol meetings, activities or outings in addition to the Troop activities. Remember two-deep leadership applies. Any camping, hiking or wilderness Patrol activities must also observe the two-deep adult leadership requirements.

Following is a brief summary of the qualifications and duties of the Troop Youth Scout Leaders. The PLC will draft a list of eligible and recommended Scouts to be nominated for elected positions one month prior to Troop elections. A Scoutmaster Meeting will be scheduled to review this PLC-generated list and approve candidates prior to Troop elections. At least one meeting prior to the elections the SPL will announce the nominated Scouts and will allow other interested Scouts to self-nominate by talking with the Scoutmaster. The Scoutmaster has the authority to make exceptions to any Troop Youth Scout Leader requirements.



Senior Patrol Leader

Qualifications:

- Must have served as a successful Patrol Leader and have made some other significant contribution to the Troop (for example, recruiting of new Scouts, Den Chief, Scout leadership, exemplary fund raising).
- Elected by a secret ballot of the Troop's boy membership if multiple candidates seek the office, after being certified by the Scoutmaster as being eligible.
- Must hold the rank of First Class or above.
- Must have at least 3 months of active membership in this Troop.
- Must have, in the Scoutmaster's opinion, ample camping experience
- Must have demonstrated leadership abilities, by serving in several other leadership roles within the Troop. This may be waived by the Scoutmaster in the event no one has the experience.
- Must not have a history of significant disciplinary problems

Duties:

- Obtains, reads, and follows the current edition of BSA Junior Leader Handbook.
- Presides over all Troop meetings, Courts of Honor, and activities.
- Chairs the PLC meetings.
- Appoints other Troop leaders with advice and consent of the Scoutmaster.
- Assigns duties and responsibilities to the other leaders.
- Participates in available training programs.
- Sets a good example
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout Spirit



Assistant Senior Patrol Leader

Qualifications:

- Appointed by Senior Patrol Leader (subject to Scoutmaster approval or a council comprised of the SM, and at least 3 senior Scouts).
- Must have at least 3 months of active membership in this Troop.
- Must hold the rank of First Class or above.

Duties:

- Obtains, reads, and follows the current edition of BSA Junior Leader Handbook.
- Serves as Senior Patrol Leader in the absence of the elected SPL.
- Helps with Troop meetings and activities.
- Helps train and supervise Troop leadership positions.
- Accomplishes other duties, as assigned by the SPL or Scoutmaster.
- Participates in available training programs.
- Sets a good example
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout Spirit



Troop Guide

Qualifications:

- Appointed by Scoutmaster
- Must hold the rank of First Class or above.
- Must have at least three months experience with Troop 21.

Duties:

- Attends Patrol Leaders' Council
- Serves as Guide to the New Scout Patrol. Works closely with the New Scout Patrol Leader to make sure the patrol operates smoothly and that the New Scouts are successfully integrated into the Troop.
- Helps New Scouts with rank advancement.
- Attends New Scout patrol activities.
- Assists New Scout patrol on campouts.
- Sets a good example
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout Spirit

Patrol Leader
Qualifications:



- Elected by a majority vote by the members of each Patrol.
- Must hold the rank of First Class or above.
- Must be approved by the Scoutmaster prior to election.

Duties:

- Obtains, reads, and follows the current edition of BSA Junior Leader Handbook.
- Appoints an Assistant Patrol Leader to serve with him and share duties.
- Calls Patrol members as part of the Troop calling tree.
- Takes responsibility for the Patrol's activities.
- Presides over Patrol meetings at the Troop meetings.
- Maintains order and discipline in his Patrol during Troop meetings.
- Is aware of rank advancement needs of his Patrol members and plans activities and assigns tasks to assist Patrol members in advancement.
- Attends and represents his Patrol at the monthly PLC meeting.
- Participates in available training programs.
- Sets a good example
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout Spirit

Assistant Patrol Leader
Qualifications:



- Elected by a majority vote by the members of each Patrol.

Duties:

- Assists Patrol Leader with Patrol duties as directed.
- Performs all Patrol Leader duties when the Patrol Leader is absent.
- Sets a good example
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout Spirit



Troop Instructor

Qualifications:

- Appointed by Scoutmaster.
- Must hold the rank of First Class or above.
- There may be more than one instructor appointed as required
- Able to teach skills to other Scouts.

Duties:

- Plans and teaches skills at Troop meetings and outings as directed by SPL.
- Available to work with younger Scouts on rank advancement as requested.
- Sets a good example
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout Spirit



Troop Scribe

Qualifications:

- Appointed by the SPL subject to Scoutmaster approval.

Duties:

- Keeps records of all PLC meetings.
- Writes thank you letters on behalf of the Troop.
- Collects attendance information from the patrol leaders and provides it to the Scoutmaster.
- Works with Advancement Chairman to keep Troop advancement progress board up to date.
- Sets a good example
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout Spirit



Quartermaster

Qualifications:

- Appointed by the SPL subject to Scoutmaster approval.

Duties:

- Keeps current and accurate inventory of Troop equipment and supplies.
- Inspects and restocks Patrol Cook boxes as required.
- Inspects Troop equipment and ensures it is clean and in good condition
- Works with Committee Equipment Chairman on issues of procurement and/or repairs to equipment, as necessary
- Sets a good example
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout Spirit



Librarian

Qualifications:

- Appointed by the SPL subject to Scoutmaster approval.

Duties:

- Keeps inventory of Troop-owned literature.
- Has merit badge books available at every Troop meeting.
- Keeps card-file system for borrowing/returning merit badge books.
- Follows up on books checked out for an excessive period.
- Reviews and removes out-of-date books from Troop library .
- Sets a good example
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout Spirit



Chaplain's Aide

Qualifications:

- Appointed by the SPL subject to Scoutmaster approval.

Duties:

- Provides opening and closing prayers for all Troop meetings and ceremonies.
- Works with Adult Leaders to provide devotional service on campouts.
- Acts as point of contact for Scouts interested in Ad Altari Dei/Pope Pius Awards
- Sets a good example
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout Spirit



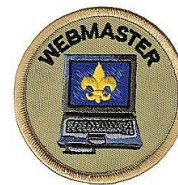
Bugler

Qualifications:

- Appointed by the SPL subject to Scoutmaster approval.

Duties:

- Makes appropriate bugle calls, as requested, at Troop activities
- Sets a good example
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout Spirit



Web Master

Qualifications:

- Appointed by the SPL subject to Scoutmaster approval.

Duties:

- Assists Historian in publishing photos taken to the Troop website.
- Assists Adult Webmaster in defining new ideas for Troop website.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law and the OA Obligation.
- Shows Scout spirit.



Historian

Qualifications:

- Appointed by the SPL subject to Scoutmaster approval.

Duties:

- Collects and preserves Troop photographs, news stories and awards in a Troop photo album.
- Uses personal or Troop camera to take photographs of Troop events.
- Assists with posting news and photographs to the Troop web site.
- Sets a good example
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout Spirit



OA Representative

Qualifications:

- Appointed by the SPL subject to Scoutmaster approval.

Duties:

- Serves as a communication link between the lodge and the Troop.
- Encourages year round and resident camping in the Troop.
- Encourages older Scout participation in high adventure programs.
- Encourages Scouts to actively participate in community service projects.
- Assists with leadership skills training in the Troop.
- Encourages Arrowmen to assume leadership positions in the Troop.
- Encourages Arrowmen in the Troop to be active participants in the lodge activities and to seal their membership in the Order by becoming Brotherhood members.
- Regularly attends Troop meetings, Troop campouts, and Troop events during his service period.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law and the OA Obligation.
- Shows Scout spirit.



Den Chief

Qualifications:

- The position of Den Chief serves at the request of the CubMaster.
- He is selected by the Senior Patrol Leader and Scoutmaster.
- He is approved by the CubMaster and the Pack Committee for recommendation to the Den Leader.

Duties:

- Knows the purposes of Cub Scouting.
- Helps Cub Scouts achieve the purposes of Cub Scouting.
- Serves as the activities assistant at den meetings.
- Sets a good example through attitude and uniform.
- Is a friend to the boys in the den.
- Helps lead weekly den meetings.
- Helps the den in its part of the monthly pack meeting.
- Knows the importance of the monthly theme and pack meeting plans.
- Meets regularly with the den leader to review den and pack meeting plans.
Meets as needed with adult members of the den, pack, and Troop.
- Receives training from the den leader (and CubMaster or Assistant CubMaster) and attend Den Chief Training.
- Encourages Cub Scouts to become Webelos Scouts when they are eligible.
- Encourages Cub Scouts to join a Boy Scout Troop upon graduation.
- Helps the Denner and assistant Denner to be leaders.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.



Leave No Trace Trainer

Qualifications:

- Appointed by the SPL subject to Scoutmaster approval.

Duties:

- Specializes in teaching the Leave No Trace principles to the Troop
- Ensures the Troop follows these principles on all outings
- Assists Scouts in earning the Leave No Trace award.
- Thoroughly understands and has a commitment to LNT.
- Ideally, should have completed the LNT training, earned Camping & Environmental Science merit badges.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.



Junior Assistant Scoutmaster

Qualifications:

- Appointed by the Scoutmaster.
- Must be at least 16 years old and not yet 18.

Duties:

- Functions as an Assistant Scoutmaster.
- Performs duties as assigned by the Scoutmaster.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

VIII. COMMUNICATION

Good communication is important for any organization. The following methods are the primary modes of communication to Troop 21 Scouts and their families:

E-mail: E-mail messages are sent out periodically updating Troop members on upcoming events and any change of plans. Please be sure your email address(es) are on the Troop email list. If you do not have access to email, please inform the Scoutmaster and Committee Chairman and we will get communications out to you via other methods.

Web Site: Troop 21 maintains a web site at www.Troop21cos.org. Guides, news, Troop calendars and other forms will be found [here](#). Event information can also be found there but it may not always be as up to date as the email information.

Flyers: Flyers with details about upcoming events will occasionally be handed out at Troop meetings. Be sure to ask your son at the end of every meeting if he received any flyers. Parents often find it helpful to arrive 10 minutes before the end of each Troop meeting to listen to any announcements given at the end of the meeting.

Activity Signups: Signups for events are made available before each event. If your son wants to attend a campout or activity he needs to sign up. Troop 21 utilizes the event registration option of TroopMaster, the Troop database, for all event signups/registrations. Emails with the link for an event signup/registration will be sent prior to each event. If later he cannot attend, he must remove his name by contacting the Scoutmaster at least one (1) week prior to the event (*Summer Camp is not included in this statement and shall follow the Summer Camp Contract requirements*). Otherwise, the incorrect amount of food and supplies will be purchased and your Family account will be charged for the expense.

Calling Tree: If reminders or news needs to be distributed to the Troop, the Senior Patrol Leader will call each Patrol Leader with the message. Each Patrol Leader is responsible for calling everyone in his patrol with the message. This is a job he can share with his Assistant Patrol Leader.

Reverse Calling Tree: If your Scout is unsure about any instructions for an event he should call his Patrol Leader or Assistant Patrol Leader. If he still can't get in touch with them, then he may call any of the Adult Leaders in the Troop.

IX. TROOP ACTIVITIES AND PROGRAMS



This section describes popular activities and programs that the Troop has enjoyed over the years. These events are not required, and may not be planned every year, but are documented here to provide guidance to the Scouts and Committee for planning the Annual Troop Calendar.

Summer Camp:

Camp Alexander, Camp Chris Dobbins, Medicine Mountain Scout Ranch, Custer, SD

High Adventure:

Favorite Campouts:

In recent years: High Plains Klondike Derby, High Plains Spring Camporee, Badger Flats, Backpacking, Camp A Winter Cabin Campout, Round Mountain, Wet Mountains, Glen Aspen Ranch, Devils Tower, Mount Princeton, Dinosaur Tracks, Vogel Canyon, etc.

X. ADVANCEMENT AND AWARD

The purpose of the Scouting program is for each boy's knowledge, skill, experience, leadership, friendship, faith and service, growing and maturing through a program of advancement. Rank and badges are marks of experience that serve to motivate boys to further experiences. The Boy Scout advancement program places a series of challenges in front of a Scout in a manner that is both fun and educational. No council, district, Troop, or individual has the authority to add to or subtract from any advancement requirement.

Four Steps of Advancement. A Boy Scout advances from Tenderfoot to Eagle by participating in events with his patrol and his Troop, with his leaders, and on his own. The following four opportunities are provided to all Scouts.

1. The Boy Scout learns. A Scout learns by doing. As he learns, he grows in his ability to do his part as a member of the patrol and the Troop. As he develops new knowledge and skills, he will be asked to teach others. In this way he begins to develop the skill of leadership. Each Scout is responsible for his own advancement. He should know where he stands and what requirements he needs to complete. He is expected to study the material in the *Scout Handbook*, practice the skills at Troop meetings and activities, and then approach the Scoutmaster or Assistant Scoutmaster to be tested. The requirements for rank advancement and all the information required to complete the requirement are found in the *Boy Scout Handbook*. Parental support at home is vital especially in the first years. However, Scouts should advocate for themselves.
2. The Boy Scout is tested. A Scout may be tested on rank requirements by his Patrol Leader, Scoutmaster, Assistant Scoutmaster, a Troop Committee Member, or a member of his Troop. Only Scoutmasters or Committee Members may sign off the requirements as complete in the *Boy Scout Handbook*. **Adult Leaders should not sign off their own son's requirements.** Parents may send a note to the Scoutmaster stating that a requirement has been completed under their supervision, but it is the Scoutmaster's decision to determine if the Scout has learned the required skill and completed the requirement. For each merit badge the Badge Counselor teaches, tests and signs the requirements on the merit badge Blue Card.
3. The Boy Scout is reviewed. After a Scout has completed all requirements for a rank, he asks the Scoutmaster for a Scoutmaster Conference. If the Scoutmaster is satisfied he signs the Scout's book and nominates the Scout for a Board of Review. The Troop Committee conducts Boards of Review for Tenderfoot, Second Class, First Class, Star, Life, and Eagle Palms. The Eagle Scout Board of Review is conducted in accordance with council procedures.
4. The Boy Scout is recognized. When the board of review has certified a boy's advancement, he deserves to receive recognition as soon as possible. The rank

badge and advancement card will be presented at the next Court of Honor. Eagle Scouts have a separate Eagle Court of Honor.

Scouts may work on the requirements for Tenderfoot, Second Class, and First Class simultaneously, but must earn the ranks in sequence. Star, Life and Eagle ranks are earned in sequence as well.

Active Participation. The first requirement for each rank in Boy Scouting is to —be active in your Troop and patrol for a specific amount of months (depending on rank, typically 4- 6 months). This means much more than just showing up at Troop 21 meetings and outings. It also means attending Patrol meetings and actively supporting fund-raisers (a minimum of 50% of Troop fund raising events) and service projects. For Scout leaders of the Troop, it also means attending Patrol Leader Council Meetings. Other BSA activity promoted by the Troop can contribute to the overall assessment of active participation if approved by the Scoutmaster in advance.

In Troop 21, a Scout must attend a minimum of 75% of all Troop meetings and 75% of all campouts and activities during the specified period of time required to meet the active participation requirement. The Scoutmaster or his designated representative will evaluate this requirement for all Scouts pursuing the ranks of 1st Class through Eagle Scout, to include Eagle Palms.

To assist in this evaluation, the Troop Scribe will work with the TroopMaster Database Manager to ensure attendance and appropriate uniform information is captured at all events.

We realize that Scouts may be limited in their ability to participate in Scouting based on the cycles of other activities (band, sports, etc.) The requirement for active participation will not be altered for these Scouts but the adult leaders of the Troop will work with each Scout to manage the period of time being used for evaluation. For example, if a Scout is working towards the rank of Life but is also playing in the marching band during football season, his 6 month participation should start at the end of football season.

Scout Spirit. This is sometimes a difficult requirement for Scouts to understand. All Scouts are expected to take the Scout Oath and Law seriously and exhibit those ideals in their daily life. Only the Scoutmaster may sign the Scout Spirit requirement. The Scoutmaster often asks the Scout to give examples of how he has lived out the Scout Oath or Law in his Troop, school, or family. If a Scout has had recent problems with Troop discipline, the Scoutmaster may choose to talk about these issues and delay signing this requirement until better behavior has been exhibited.

Positions of Responsibility. For those Scouts who attain the rank of First Class, it is a requirement that they serve as a youth Leader in one of the positions of responsibilities for at least a 6 month period (depending on rank). The Scout is required to hold a Leadership position and actively perform the job that is required. If they cannot make a meeting, it is their responsibility to let their fellow Leaders know so that they may cover that position with someone who will be there to do it. If a Scout does not complete the

requirements by doing their job in a Leadership position than that requirement will not be signed off. It should be noted that Assistant Patrol Leader does not qualify for the leadership requirement for rank advancement.

Merit Badges. Merit Badges are required for rank advancement beyond the First Class rank. Any Scout interested in beginning a Merit Badge must first contact



a Merit Badge Counselor in the area of interest that he has. The list of counselors can be obtained from the Troop's Web site. A blank merit badge —Blue Card can be obtained from the Scoutmaster. Upon completion of a Merit Badge, the Blue Card is signed by the Scoutmaster and will then be presented to the Advancement Chairman for proper record documentation. A Scout cannot have his own parent as a Merit Badge Counselor, unless the Badge is being conducted for a group of Scouts or he must obtain prior approval from the Scoutmaster.

Refer to the *Scout Handbook* for a list of merit badges that are required. Each Scout should obtain a copy of the merit badge book he is interested in working on from the Troop Library or the Scout Service Center. Another good source for the requirements is Meritbadge.com on the internet. It does not have the details, but will provide the Scout a basis of whether or not he wants to proceed with the merit badge. The book contains all the requirements and information the Scout needs to know to complete the merit badge. Scouts do not normally begin work on merit badges until they have completed First Class, although they may work on some of the easier merit badges at Troop Meetings when offered.

Service Hours / Projects. Service hours are needed for most rank advancement. Service hours/projects are defined as: work done to benefit the Community (not personal property). These hours/projects must be approved by the Scoutmaster or Assistant Scoutmaster **prior** to doing this requirement, and should be signed off by the person who gave prior approval. There is no exception on the prior approval portion of this requirement. Troop 21 uses the BSA Advancement Guide and the Eagle Service Leadership Project Workbook to guide and finalize all requests for approval of Service Projects/Hours.

Eagle Projects – In addition to the BSA requirements for Eagle projects (community, religious institution, school), Troop 21 expects the Eagle candidate to seriously consider one of our city's many disadvantaged and suffering communities (geographic or demographic), or the agencies (civic, non-profit, ministries, etc.) that support them, as the beneficiaries of the candidate's planning and leadership and our Scouts' committed effort.

Eagle candidates should be choosing projects that will clearly demonstrate the planning and leadership skills they have developed during their Scouting experience. A typical project should require 40-60 —Troop 21 Scout hours to complete (for example, 20

Scouts working for three hours or 10 Scouts working for 5 hours); this is not the candidate's effort but the labor required to complete the project.

We have a dedicated adult leader (usually an ASM) Eagle Mentor to help you identify and choose an appropriate project and guide you through the process.

Scoutmaster Conferences. After completing requirements for rank advancement, the Scout should approach the Scoutmaster for a Scoutmaster Conference. This conference is an informal meeting to verify that all requirements have been met for advancement and that the Scout is prepared for his Board of Review. The conference may be held at a Troop meeting, campout, or any time that is convenient for both people. The Scoutmaster may also call a Scoutmaster Conference any time he feels it necessary to meet with a Scout. These one-on-one meetings establish trust and understanding between a Scout and Scoutmaster. It allows both people to share ideas and ask questions of one another. The Scoutmaster can also use this time to help the Scout set goals and outline steps for achieving them.

Boards of Review: When a Scout has completed all the requirements for a rank, he appears before a Board of Review (BoR) composed of at least three and not more than six committee members. All Scouts attending or participating in the BoR are required to wear the Troop's full Field Uniform. See the previous discussion on the conduct of a BoR

Courts of Honor. Each time a Scout advances in rank, he is recognized before the Troop at a Court of Honor. This is a public ceremony to recognize Scouts and Scouters for successful achievement and to describe the importance of the program. The primary purpose of the Court of Honor (CoH) is to furnish formal recognition for the achievements and to provide incentive to other Scouts to advance. Troop 21 usually conducts a CoH every calendar quarter. Family members and friends are welcome to attend. A Scout's parents are invited to receive his award with him.

All Scouts and Scouters (Adult Leaders) attending or participating in the Court of Honor are required to wear the Troop's full Field Uniform. Merit Badge sashes should also be worn.

Eagle Scout Court of Honor. Because of the special significance of this award, we invite the Eagle Scout and his parents to assist in planning the Court of Honor, so it will always be a special memory for him. This guide has been prepared to help you in your choices. While there is an organized plan to the ceremony, there is also a good deal of flexibility, to accommodate any special people or events that you want to be part of the ceremony. If you want to make changes, please do so, and let us know what you would like to do. The Troop Committee will appoint an Eagle COH Coordinator to work with you throughout this process. Please note that it takes 6 to 8 weeks to make all the necessary arrangements, select speakers, rehearse them, print invitations, etc.

General Information:

The date, time, and place of the Court of Honor are basically up to you to decide. You should be cognizant of holidays, school, church and Troop schedules. This will allow a maximum opportunity for other Troop members to attend. It may be done at Holy Trinity Catholic Church, at your own church, or at another location that has special significance for you in your son's achievement. You should also give thought to whether or not a reception will be held afterward, and if suitable facilities are available for it. Please note the reception may be as simple or extravagant as you desire, and is the responsibility of the Eagle Scout and his parents

Once a date, time and location have been determined, please notify us and the members of the Troop will all be invited by an email and announcement at a normal Troop Meeting. You may also have your own invitations printed if you prefer. The family is responsible for costs associated with invitations.

The Troop will provide scouts to serve as the Master of Ceremonies, ushers, the Color Guard, and the Dedication Team. The Troop will of course provide the Eagle award presentation kit which includes the Eagle Ribbon badge, cloth badge, Mother's miniature pin, Father's tie-tac, and Scout's miniature pin, as well as the Eagle certificate.

You should know that once your son's Eagle application has been processed by the National Office, you will receive various solicitations directly from National for various Eagle mementos, stained glass windows, plaques, and other forms of recognition. The choice to purchase of any of these items either by yourself or as a suggestion to family relatives is up to you.

General Pre-arrangements:

The Eagle candidate and his family should be invited to designate an award presenter who should then be contacted and his participation firmed up. If a hall or other facility is to be used for the ceremony, the necessary arrangements should be made with the owners or other responsible group as soon as possible.

In order to obtain letters of recognition and congratulations from government officials, the requests must be mailed a minimum of four to six weeks prior to the ceremony.

Once you have decided the who, what, when, and where, you will need to meet with those who will actually plan and participate in the Court of Honor. An initial meeting should be scheduled with the Eagle COH Coordinators. Other people you should consider contacting are the Committee Chairman, representatives from the Troop

Committee, the Patrol Leaders and Council. Coordination should be established concerning such details as:

- Advancement recognition
- Ceremony details, including props and the movements of the participants
- Public address system, presentations and memorabilia
- Decorations
- Refreshments
- Emailed invitations to the guests
- Printing of the program
- Publicity, with special emphasis on photographs and video

Court of Honor Program & Ceremony:

In planning the location and time, please remember the Troop needs to have access to the location a minimum of 1 hour before the ceremony, for setup and rehearsal by the various teams that will be performing. The Eagle COH Coordinator has a Worksheet, example Scripts, example Programs and other items available which outlines the principal parts of the ceremony. Many items are indicated as optional. You may include them or not as you choose. The choice to include any kind of music, such as a hymn or the camp song is optional. If you want an organist or other musician for accompaniment of music you will need to ask them yourself. The Master of Ceremonies will usually be Scout Leader, but you may select the Senior Patrol Leader or another Scout or if you choose. The Color Guard will usually be composed of Troop members, but you may select other scouts if you desire.

The choice of Speakers is up to you, or we will help with suggestions. The main purpose is for various adults, in different aspects of the Scout's life, to briefly tell of the effort and accomplishment of the Scout in the area of experience they know him. There should be at least three speakers. One speaker should represent the BSA, and may be a Scouter from another Troop, a District or Council Executive. One speaker usually represents the church where the Court of Honor is performed or someone from the Scout's own religious training. Other speakers may be a significant teacher or perhaps someone from the community, perhaps with whom the Scout worked on his Eagle Project. The Scout may have other personal or scouting mentor, a person from the OA Lodge, or a relative of significance to his achievement. The last speaker will be the Scoutmaster, who will relate the Scout's record of accomplishments and scouting history in the Troop.

The Eagle Scout Challenge is a statement of the responsibilities expected of an Eagle Scout and all other Eagle Scouts present will participate at this time. The Eagle Scout Charge is the actual oath of responsibility' and immediately precedes the presentation of the Eagle Award. The parents will be a part of this ceremony. The Scout will receive his award, and he in turn, will present miniature awards to both parents.

The Eagle Scout is expected to say a few words in acceptance of his award, perhaps thanking particular people who have been of special help along his trail as well as inspiring others Scout's still working the Trail to Eagle. This may be followed by an optional closing hymn and then the closing flag ceremony.

After the Court of Honor:

Since the location of the Court of Honor is your choice, the place of a reception afterwards is also yours. Whether or not to have a reception, what kind of refreshments, how much to have, etc. are all up to you. If asked, the Committee Hospitality Director will help with these arrangements, but the principal direction and decisions must be yours.

The reception is a good time and place to present any additional family recognition, and also to display a 'memory board' of your son's involvement with Scouting, as well as his Eagle Project work.

The Troop has established an —Eagle Standard Package for support to the Eagle Court of Honor. Items and duties provided by the Troop for the ceremony include:

- Eagle Kit (pin, ribbon, patch, parent pins)
- Candle holder and candles for rank ceremony
- Scout Color Guard
- MC, Speakers and Ushers
- Assisting the family with set-up and clean-up
- Nameplate for the Troop Eagle Plaque

Facility costs (if not held at HT) and all other items are provided by the Eagle Scout and family. If a Scout joins Troop 21 late in his Scouting experience (e.g., serving in the Troop one year or less), they may be asked to carry more of the financial burden of the Court of Honor. This is in no way meant to discourage or hinder the Scout, but a limited contribution (through fund raising and dues) to the financial position of the Troop places additional burdens on our —low costll approach to Scouting.

Record-Keeping. Each Scout is responsible for maintaining his own records. When a Scout is presented with his Tenderfoot award, it is recommended that he establish notebook to store his rank advancement cards and merit badge cards. Copies of these cards are required when a Scout applies for the rank of Eagle.

The Advancement Chairman will record completed requirements during the Board of Review in the Troop records. When a Scout completes a merit badge or a rank advancement, the Advancement Chairman will complete an Advancement Report Form and submit it to the Pikes Peak Council Service Center. One copy of the form is kept by the Troop Advancement Chairman and the other copies are kept by council service

center. When a Scout is terminating his membership with Troop 21, he or his parents may request a copy of the Scout's records from the Advancement Chairman. Troop 21 generally does not maintain an archive of past Scout records. The Pikes Peak Council does maintain archive records.

NOTE: Our Troop also uses a computer program called "TroopMaster" to help track all of the Scouts and Scouters information. Training and rank advancement information is maintained by the Advancement Chairman.

Ad Altare Dei / Pope Pius. As part of its spiritual training, Troop 21 offers the Ad Altare Dei and Pope Pius program. This is an optional program that is conducted by a member or staff of the Scout's religious institution. The emphasis of the program is on personal discipleship, Bible study, and understanding the role of the church. Materials are available from the Troop Chaplain or the Chaplain's Aide .

Order of the Arrow. This is a national brotherhood of Scout campers. The honor of becoming a member of the Order of the Arrow is one that you cannot set out to earn on your own. This honor is bestowed on a Scout by the members of his Troop. This is done when he has proved himself worthy of receiving it. He must be an outstanding Scout and an unselfish camper. Order of the Arrow elections are usually conducted in March and awarded in a special ceremony at summer camp.



XI. GENERAL CONDUCT

All Scouts and Adult Leaders are expected to take the Scout Oath, Law, Motto and Slogan seriously and exhibit those ideals in their daily life. These can be found in the BSA Handbook.

Counseling and Discipline: In general, the HT Boy Scout Troop is a ministry to and for boys. In most cases, the Junior Scout leaders are expected to discipline fellow Scouts using learned leadership skills, however, Adult Leaders may be required to step in when necessary. Typically, the means of discipline is to counsel the Scout(s) in the point of the Scout Law that was broken, and help them reflect on how their actions may have harmed others or disrupted the Troop.

(Step 1) Every attempt will be made to deal gently but firmly with Scouts who misbehave. Occasionally a Scout will not respond to repeated warnings and discipline is required. In such cases, the Scoutmaster will contact the parent/guardian of the Scout and determine a corrective course of action

(Step 2). If the corrective action is not successful in changing behavior, the Scout will be suspended from all Troop activities for a length of time as agreed upon by the Scoutmaster and Troop Committee chairman based on the seriousness of the acts.

(Step 3) If the problem persists after the Scout rejoins the Troop, then he will be asked to permanently leave the Troop because of the negative impact his actions are having on the rest of the Scouts.

Inappropriate Language —A Scout is Clean refers to his language as well as his appearance. At no time is foul language, racial slurs, dirty jokes or sexually explicit talk acceptable. Scouts using such language, or reported to be using such language, will be immediately counseled by an Adult Leader in accordance with the counseling and discipline as described above.

Mistreatment. Bullying, hazing, excessive teasing, verbal abuse, fighting, or mistreating any other Scout is not acceptable at any Troop 21 event. Scouts involved in such activities, or reported to be involved in such activities, will be talked to immediately by an Adult Leader in accordance with the counseling and discipline as described above

Smoking and Drinking. It is the policy of the Boy Scouts of America that the use of alcoholic beverages, tobacco products, and controlled substances is not permitted by Adult Leaders or Scouts at Boy Scout encampments or any activity involving participation of youth members. Any Scout violating these policies, will immediately be suspended from all Troop activities for a period of time as agreed upon by the Scoutmaster and Troop Committee Chairman.

Summer Camp Code of Conduct. For extended camping experiences such as summer camp and high-adventure camps, we have found it helpful to have a code of conduct that clearly spells out our expectations for the week and consequences for misbehavior. These guidelines are appropriate for all Troop 21 events, but we have found it helpful to review them and have them signed by the Scouts and their parents to avoid any misunderstandings and provide for a good camp experience for all (see Appendix A).

XII. UNIFORM

Each Scout should acquire a BSA Field uniform as soon as reasonably possible after he joins the Troop. The basic items are the official BSA field uniform shirt and pants, shorts, or switchbacks. However, because Troop 21 participates in many different activities there are several alternatives to the official Field Uniform. The correct uniform for any particular outing will be announced at Troop meetings. The BSA Field uniform is required at all Scoutmaster Conferences, Board's of Review, and Courts of Honor. The Scout is also required to wear the BSA Scout shirt with proper insignia during the months beginning with September of each year through the end of May of the following year. Scouts may then wear the red Troop 21 Activity uniform beginning the month of June through the end of August of each year. A Scout may always wear a higher-class uniform than is designated for an activity, but not a lower class. Troop 21 T-shirts, aka Activity Uniforms can be purchased from the Troop.

Field Uniform: Family Night /Courts of Honor/Boards of Review - Scouts may not attend a Court of Honor out of uniform. - Scout Shirt (long or short sleeve) with proper insignia; rank, patrol patch, office
- Scout Pants (long or short) with BSA belt and BSA buckle

- Appropriate socks and shoes (BSA socks with shorts, no open-toed shoes)
- Troop Neckerchief and slide
- No hat or a BSA-approved hat
- Merit Badge Sash (Court of Honors) or Order of Arrow Sash (OA event only)

Relaxed Field Uniform: Regular Troop Meetings and District /Council events

- Scout Shirt (long or short sleeve) with proper insignia; rank, patrol patch, office - Scout pants (long or short) or blue jeans (hemmed, long or short)
- Appropriate socks and shoes (no open-toed sandals)
- No hat or a BSA-approved hat

Activity Uniform: Troop Outdoor Activities

- Troop T-shirt
- Blue jeans (long or short) or Scout pants (long or short) - Appropriate socks and shoes

Uniforms should be clean and neat. Black, other colored, patterned, torn, frayed or baggy jeans/shorts are not acceptable. Troop 21 follows BSA standards and does not allow the wearing of camouflaged Army surplus clothing, or sweat pants. Additionally, pants will not have sports or team logos. Keep it simple, wear blue jeans.

Scouts should be in the appropriate uniform for all Scouting functions. Uniform inspections are sometimes conducted at Troop meetings and awards given to the best-dressed patrol. In general, the Troop promotes a positive attitude to encourage proper dress. However, Scouts may not be allowed to participate in certain activities such as Color Guard, Board of Review, or Award Ceremonies if not properly dressed.

Troop Uniform Closet. A Scout may purchase a shirt, pants and shorts for a nominal fee, and Troop T-shirts (\$13.00~), from the Troop Uniform Closet. If the Scout has outgrown his uniform he may exchange it for a larger size or give it to the Troop and receive a credit to his account. All pieces turned in for credit or exchange must be in good shape. Contact the Closet Manager for the sizes and type of uniforms that are available. The proper location for attaching the badges can be found in the front of the BSA Scout handbook.

XIII. TRAINING

Training of all adult and boy leaders is essential for a successful Scout Troop. BSA offers many training courses and materials. Some are taught by the Pikes Peak Council and some that are taught by the Troop 21 leaders.

Adult Leader Training. All Adult Leaders should complete the Youth Protection Training and BSA fast Start online or in a class taught by PPC within one month of volunteering. All Troop 21 Adult Leaders (Committee Members and Scoutmasters) are expected to complete the Basic Adult Leader Training (hands-on 15 hours training program taught by the Council) within six months of assuming their leadership role. It is also recommended that all Scoutmasters complete First Aid and CPR training which is required by BSA for high-adventure activities. This training is available through the

Council every six months. Any training cost will be reimbursed by the Troop for Troop 21 leaders. Volunteers who do not complete the listed training will be asked to step down until the training is complete. This is for the safety and welfare of our Scouts. The Troop will not recharter leaders who do not complete the training.

Adult Leader Resource Manual. Troop 21 has purchased a set of resource manuals that are loaned out to the current Committee Chairman, Scoutmaster and Assistant Scoutmasters. This manual consists of the following materials:

Troop Committee Guidebook (Chairman only)
The Scoutmaster Handbook
Troop Program Resources with CD
Troop Program Features Volume 1
Troop Program Features Volume 2
Troop Program Features Volume 3

These notebooks will be updated as required and new Resource Manuals will be purchased if additional Assistant Scoutmasters are added to the Troop. When an adult resigns his/her leadership position the Resource Manual will be returned to the Troop.

Junior Scout Leader Training. A Junior Leader Training session will be held every six months for newly elected Junior (Youth) Scout Leaders. This includes the Senior Patrol Leader, the Assistant Senior Patrol Leader, Patrol Leaders, Assistant Patrol Leaders and any other Troop Officers invited by the Scoutmaster or SPL. This is a six-hour training program offered by BSA with video, Scoutmaster training handbook and exercises. The training program is available for free checkout at the Scout Service Center. The training is conducted by the Scoutmaster or his designee. The training is usually conducted on a Saturday, 3-6 weeks after Troop elections.

Youth Leader Handbook. Troop 21 has purchased multiple copies of the BSA Junior Leader Handbook. After elections a copy is given to the SPL, ASLP and each Patrol. Each new leader is expected to read the applicable sections of the handbook. It is also recommended that parents review this information with their sons shortly after elections if they have been elected or appointed to a leadership position in the Troop. The Junior Leader Handbooks are to be returned to the Troop after the leadership position has been completed.

Advanced Junior Leader Training. National and local Junior Leader Training sessions and camps are available for boys who are considering SPL and ASPL positions in the Troop. Talk to the Scoutmaster if you are interested in participating in this extended training opportunity.

XIV. MEDICAL INFORMATION

Parents/Guardians must inform the Adult Leaders if their son has special medical needs or requires medications of any kind. This is done when the Scout turns in his initial Personal Health and Medical Record. Thereafter, if the Scout's health changes parents should ensure the Scoutmasters are aware of existing health problems. A completed, printed, and signed BSA Health Form is REQUIRED annually from each Scout and adult leader and must be on file with the Troop at all times, including events outside the meeting location.

A medical physical is required annually for summer camp. Your physician *must* complete and sign the BSA medical form which will be distributed at the time you sign up for camp. BSA camps will not accept campers who do not have a signed physical.

XV. PERSONAL EQUIPMENT

See the *Boy Scout Handbook* for recommended equipment. The equipment checklists in the *Boy Scout Handbook* should be carefully reviewed while packing for each campout or activity.

Scouts should put their name on all personal equipment items and clothing (to include hats, gloves, and shoes) with indelible ink or some other permanent means. For summer camps and Camporees it is also advisable to include —Troop 2111 on the items.

Scouts may not possess the following prohibited items:

- Sheath Knives
- Slingshots
- Firearms and ammunition (ammunition excepted during shotgun or rifle merit badge courses)
- Fireworks
- Electronic entertainment equipment (video games, I-Pods, MP3 players, CD players, radios—except for car travel)

XVI. TRANSPORTATION

Parents/Guardians are always needed to help with transportation. Drivers must be at least 21 years old, have a valid license and Colorado required auto insurance. **Drivers must ensure that each Scout has a seat belt.**

BSA Tour Plans: Tour plans provide Troop and Council oversight of trips. **BSA insurance is void if no tour permit is filed before an outing.** Tour permits will be filed at the council office by the Event Champion, Scoutmaster or Committee Chairman prior to any trips out of town. Tour plans require a Committee Member signature. Trips less than 500 miles require a Local BSA Tour Plan to be filed at the Scout Service Center (see Appendix A).

Trips greater than 500 miles also require a **National BSA Tour Permit**. National Permits are more complete and take much longer to accomplish. **Additionally, they must be filed weeks before the trip.**

BSA does not recommend traveling in convoy for large groups. Instead drivers should be paired up in groups of 2 or 3 vehicles and rendezvous points used for meals or breaks.

XVII. UNAUTHORIZED AND RESTRICTED ACTIVITIES

The following activities have been declared unauthorized and restricted by the Boy Scouts of America as Troop activities:

- All-terrain vehicles (ATVs) are banned from program use. ATVs are defined as motorized recreational cycles with three or four large, soft tires, designed for off-road use on a variety of terrains.
- Boxing, karate, and related martial arts except judo and aikido are not authorized activities.
- Chainsaws and mechanical log splitters may be authorized for use only by trained individuals who are over the age of 18, using proper protective gear in accordance with local laws.
- Exploration of abandoned mines is an unauthorized activity.
- Varsity football teams and interscholastic or club football competition and activities are unauthorized activities.
- Fireworks secured, used, or displayed in conjunction with program and activities is unauthorized except where the fireworks display is conducted under the auspices of a certified or licensed fireworks control expert.
- The selling of fireworks as a fund-raising or money-earning activity by any group acting for or on behalf of members, units, or districts may not be authorized by councils.
- Flying in hang gliders, ultra-light aircraft, experimental class aircraft, hot-air balloons, parachuting, or flying in aircraft as part of a search-and-rescue mission are unauthorized activities.
- Motorized go-carts and motorbike activities are unauthorized for Cub Scout and Boy Scout programs. All motorized speed events, including motorcycles, boats, drag racing, demolition derbies, and related events, are not authorized activities for any program level.

- Participation in amateur or professional rodeo events and council or district sponsorship of rodeos are not authorized.
- Paintball where individuals shoot paint or dye balls at one another is an unauthorized activity.
- Hunting is not an authorized Cub Scout or Boy Scout activity, although hunting safety is part of the program curriculum.
- Motorized personal watercraft (jet-skis) are not authorized for use in Scouting aquatics, and their use should not be permitted in or near BSA program areas.
- Except for (1) law enforcement officers required to carry firearms within their jurisdiction, and (2) circumstances within the scope of the BSA hunting policy statement, firearms should not be in the possession of **any person** engaged in camping, hiking, backpacking, or any other Scouting activity other than those specifically planned for target shooting under the supervision of a certified firearms instructor. **(Among the purposes of this policy is to prohibit Adult Leaders from bringing firearms on BSA camping and hiking activities or to unit meetings.)**
- Parasailing, or any activity in which a person is carried aloft by a parachute, parasail, kite, or other device towed by a motorboat or by any other means, is unauthorized.
- All activities related to bungee cord jumping (sometimes called shock cord jumping) are unauthorized.

For detailed information, consult the —BSA Guide to Safe Scouting.¶

XVIII. GUIDEBOOK COMPLIANCE, CHANGES & UPDATES

Scouts, their Parents/Guardians, and Adult Leaders of Troop 21 agree to abide by the guidelines provided in this publication, as well as all other published regulations of the Boy Scouts of America and Holy Trinity Catholic Church.

The Guide may be changed and updated as necessary at anytime with a consensus agreement by the Troop Committee. Parents/Guardians and other Adult Leaders are welcome to provide their input at any time. At a minimum a formal review of the Guide Book should be conducted every other year to ensure the document accurately reflects the policies and procedures of the Troop. The leadership of the Holy Trinity Catholic Church should be invited to review the document to ensure compliance with their organization's vision for Troop 21.

Troop 21 Policy for Parent & Troop Leaders

When recommending leaders to work with and for Boy Scouts, the Troop's first priority is to help strengthen the relationship between the Scout and his parents. Beyond that, the Troop owes a duty to Holy Trinity Catholic Church to ensure that adults who work with the Scouts accept and uphold the doctrines of the church. Finally, it is important to select leaders who will both model Christian character and instruct the Scouts in Godly living. Therefore, the Committee adopts the following leadership policy:

- Parents of Boy Scouts are needed to attend camp-outs and/or activities with their son, as well as, help with transportation and other Troop needs. (Some events such as overnight stays at Camp Alexander may have special registration/training requirements).

Parents may sign up to be Merit Badge Counselors to benefit the Scouts of Troop 21 and/or the Pikes Peak Council

- Scoutmasters and Troop Committee Members may volunteer or be asked to serve.

To become an Adult Leader for Troop 21 the following are required:

- BSA adult leadership application
- Regular attendance and involvement in a church
- Active participation with Troop 21, showing a spirit of teamwork
- Recommendation by the Chartered Organization Representative, and the Troop Committee Chairman. Note: these persons sign the BSA Adult Leader Application.
- Approval by the Troop Committee
- Present funds required for National registration, local Council registration, and all backgrounds fees.

After being approved the Adult Troop Leader should plan to complete within one month of registration with the Council and before participating in Troop 21 outings:

- BSA Youth Protection Training
- BSA Fast Start; within six months:
- New Leader Essentials; and within one year:
- Other BSA Training, as needed for Troop activities (Outdoor Skills, CPR, First Aid, Water Safety, etc)

BSA Troop 21

Summer Camp Code of Conduct

I understand that all Scouts attending Summer Camp are expected to live up to the principles and values of the Scout Oath and Law.

I agree to respect other people's property while at Summer Camp. This includes not entering another Scout's tent or campsite unless invited, and not removing anything from anyone else's tent or pack without their permission. This also includes showing respect for all Summer Camp facilities, grounds and equipment.

I understand we are in a wilderness area and I will not keep any food in my tent.

I understand that Lights Out is 10 pm each night. I will not leave my tent after that time and will remain quiet so as not to wake up my fellow campers.

I agree to attend all the classes and session that I have signed up for and will let my Scoutmaster know if I need to skip a class for some reason.

I agree to attend all Summer Camp meals with my Troop and I will not leave the dining area until dismissed by an adult or the Troop 21 SPL.

I will abide by the "buddy system" rule and be with at least one other Scout or adult whenever I leave our campsite. I will sign-out or check with the Adult Leader before leaving camp for unscheduled activities.

If I am not feeling well while at Summer Camp, I will report it immediately to one of the Summer Camp instructors or Troop 21 leaders.

I understand that inappropriate language is not acceptable at any Troop 21 event including Summer Camp.

I understand I am not allowed to bring the following items to camp: pets, fireworks, alcohol, drugs, sheath knives, tobacco, guns, ammo, archery equipment, bikes, and electronic equipment.

I understand that hazing, excessive teasing, fighting, or mistreating any other Scout is not acceptable at any Troop 21 event including Summer Camp.

I agree to follow the directions, instructions, and requests of all Summer Camp instructors, adult leaders, SPL, ASPL and Patrol Leaders while at Summer Camp and do so in a respectful manner.

I understand that attending Summer Camp is a privilege and that the Scoutmaster may call my parents at any time to come pick me up and take me home at my expense for violation of this code of conduct.

I will try my best to have a lot of fun at Summer Camp this year.

Scout

Date

Parent/Guardian