**TROOP 111 HANDBOOK**

(Updated March 6, 2022)

**Troop Philosophy:** *Troop 111 is founded on those principles developed by Scouts BSA with*

*emphasis on:*

* Leadership Skills
* Outdoor and Scoutcraft Skills
* Character Development
* Personal Responsibility
* Mental and Physical Fitness
* Citizenship Training and Community Service

# Troop 111 Handbook:

The intent of this guide is to familiarize members with the policies and philosophy that govern Troop 111. It is intended to be a "living" document that will be reviewed and updated as needed.

# Membership:

* Troop 111 abides by all BSA policies concerning eligibility for membership (age 11 years old, finish the 5th grade or have earned the Arrow of Light). We do have a suggested cap on membership of 40 scouts. When this limit is exceeded, scouts may be put on a waiting list until a spot becomes available. Entry from the waiting list is on a first come, first serve basis.
* To register, a scout must provide:
  1. Completed application.
  2. Health form: For camping of less than 72 hours, Parts A and B are required. For all camping over 72 hours, Part C (requiring a doctor’s physical) is required.
  3. Registration fee. (depends on date of registration)
* Adult leaders will be required to complete an adult application and pay the annual recharter fee established by Council.
* Adults who wish to be registered drivers must provide a drivers’ license number, year, make and model of vehicle, number of seat belts, and insurance coverage. No adult is allowed to transport a scout to an event (other than their own scout) without being a registered driver.

## **Adult Leadership:** *Troop 111 is committed to using district, council and online resources to*

## *provide well trained leaders.*

* All registered adults in the Troop will abide by all BSA rules. The Scoutmaster and Assistant Scoutmasters will complete Youth Protection Training and Boy Scout Leader Training (currently 3 parts– New Leader Essentials, Boy Scout Leader Specific Training and Outdoor Leader Skills) and Weather Hazards Training. Wood Badge is highly recommended for all ASMs.
* All ASMs and SM will be knowledgeable of and abide by all procedures outlined in “The Guide to Safe Scouting”
* All committee members should complete Youth Protection, New Leader Essentials and Committee Training.
* All other registered adults must complete Youth Protection Training.
* All other training needed to facilitate a wide variety of scouting experiences will be promoted by the Troop.
* All adults are expected to abide by the Scout Oath and Law when attending Scouting events.
* The Scoutmaster’s main job is to mentor the Senior Patrol Leader so that the scout can run the Troop. The main role of Assistant Scoutmaster(s) is to assist the Scoutmaster (skills instruction, transportation, mentoring and being a good role model for the boys).
* All adults (leaders and non-leaders) attending campouts or other Troop events are automatically part of the Sitting Bull Patrol. This patrol functions as a model patrol (with flag, yell, duty rosters, etc.).
* Non-leaders are welcome to attend campouts if space permits (that is if for transportation and / or reservation limitations, a scout is not being displaced). However, on campouts, all adults are to respect the patrol method and leadership of the scouts in the Troop.

**Junior Leadership:** *Troop 111 will develop and encourage leadership skills in all youth.*

* Job descriptions for each elected and appointed junior leadership position will be maintained by the PLC. Each scout interested in a position will be given a job description for that position by the SPL.
* Troop elections will be handled three times per year – positions will take effect at the first Troop meetings in December, April and August.
* Positions will be classified as follows:
  + Level 1: Senior Patrol Leader, Assistant Senior Patrol Leader, Troop Scribe, Troop Quartermaster, Chaplain Aide, Camping Coordinator.
  + Level 2: Troop Librarian, Troop Historian, Den Chief, Troop Guide, Patrol Leader, Troop Sales,

Troop Cheermaster, Troop Webmaster, Troop Grubmaster, OA Rep.

* + Level 3: Assistant Patrol Leader, Patrol Scribe, Patrol Quartermaster.
* All Level 1 and 2 positions are approved for the ranks of Star, Life and Eagle.
* All Level 1 and 2 positions will be voted on by secret ballot. Scouts wishing to run for a Level 1 position

must have held a Level 2 Troop position and completed the job in a satisfactory manner. To be eligible to

run for a Level 1 Troop position scouts must also be 13 years old, Star rank, active in the current Troop

for at least 4 months and have the Scoutmaster recommendation.

* The position of ASPL will be voted on and once the scout successfully completes the 4-month position will be eligible for the position of SPL which will require a vote of confidence (50% or higher). In order to run for the position of ASPL, a scout must meet the same criteria as those running for a Level 1 position AND have previously held a Level 1 position (and completed the job in a satisfactory manner.)
* New scouts will not vote for Level 1 positions until they are in the Troop for one trimester.
* Leadership credit towards advancement may be withheld if a Scout consistently fails to meet the requirements of the position. In this circumstance, the SM will call a conference with the Scout, Assistant Scoutmaster and Advancement Chairperson to discuss the matter. Those not upholding Troop positions may be replaced.
* All patrol elections will be handled within the patrol.

## **Program Development:** *Troop 111 will develop a long-term program plan that target*

## *necessary skills and achievements, but also provides an interesting*

## *variety of engaging activities.*

* The youth of T111 plan and execute the program under the guidance of the Scoutmaster and Assistant Scoutmasters and with the support of the committee.
* The Shaman will conduct an annual program planning conference to plan all of the monthly themes, outdoor events, service projects and other Troop events for the year. The PLC will also set Troop goals at this conference and evaluate the goals of the previous year.
* The Troop will camp monthly and attend at least one summer camp and away camp each year. High adventure options will be considered as well.
* The Troop will sponsor several community service and conservation projects during the year, with emphasis on the community events sponsored by our Charter Organization, CAFCI: MLK, Relay for Life and Cultural Diversity Day. Participation in community service events such as Memorial Day, Veterans’ Day and MLK Jr. Day are mandatory, unless a valid reason is called into the PL or SPL.

## **The Patrol Method:** *Troop 111 will embrace the patrol method as “The Patrol Method is the*

## *only Method”.*

* The “Troop” is the entire group of youth. It is broken down into “patrols” which are groups of 6-8 youth. Each patrol selects a name, has a flag and cheer and has its own leadership to include a Patrol Leader, Assistant Patrol Leader, Scribe and Quartermaster. The patrol leader is responsible for representing his patrol at meetings of the “Patrol Leaders’ Council, aka “PLC” and to communicate directions to his patrol.

## **Troop Meetings:** *Troop 111 will have motivating, interesting and fun Troop meetings which will*

## *develop leadership, teach skills, and encourage Troop and patrol spirit.*

* According to scouting guidelines, PLC’s (under the direction of the Senior Patrol Leader) will plan and carry out all of the details for each Troop meeting.
* In general, the first Tuesday of the month is the PLC meeting which is attended by the Shaman Patrol, the Patrol Leaders and the Assistant Patrol Leaders.
* In general, the first Tuesday of the month is also the Committee/Parent Meeting. All parents are strongly encouraged to attend this meeting where information is shared, policies made, and plans finalized.
* Other than the PLC, there are two types of meetings: Patrol Meetings and Troop Meetings:

1. Troop Meetings – follow the 7-step meeting plan to include opening, skits and songs, and activity, skills for scouts under 1st class, specific patrol time and more. There is often a theme, and the activity of the meeting will relate to the theme. TROOP MEETINGS REQUIRE CLASS A uniforms.
2. Patrol Meetings – are similar to Troop meetings except that there is no main activity, rather there is extended time for the patrol to plan for their upcoming campouts. In general, the Tuesday before the campout is usually a patrol meeting. PATROL MEETINGS REQUIRE CLASS B uniforms.
   1. To plan for a campout the patrol needs to assign tents, plan a menu, designate shoppers, get the money for the food from Troop Committee Chair and pick up coolers and dry boxes. The patrols should be filling out the campout planners as well as duty rosters at that meeting. Both of these documents are available in the FORMS section of the Troop Website.

## **Outdoor Program:** *Troop 111 will be known for providing a high-quality, diverse outdoor*

## *program.*

* To sign up for an event the following items will be required by the set deadline:

1. Sign Up on Scoutpay / Money Deposited into scout account
2. Health Form on file.

**Committee Role:**

* Secure approved camping sites and make any necessary deposits.
* Learn about activities, restrictions, check in and check out times, etc.
* Set a fee and sign up/payment deadline.
* Secure a tour permit and oversee transportation.
* Ensure that ASM’s attending have the necessary additional training that may be required.
* Consult the Troop program plan and work with the PLC to assist with the planning activities if necessary.

**Patrol Responsibilities:**

* The patrol will be responsible for meal planning and setting up their camp and equipment according to Troop guidelines.
* The patrol may cover activities not sponsored by the Troop on a campout. For example, if a scout needs to cover the requirement of setting up a tent, this should be done on the PATROL level.
* Patrols will monitor their own members in regard to behavior and following camp rules.
* The PLC will work within the Troop program to plan skills that will meet the needs of the program plan, and which will target advancements for a group of scouts. The PLC may assign activities to a patrol, IE setting up a knot, first aid or fire safety demonstration.
* The PLC is in charge of developing a schedule of events and activities including time, a formal opening, activities and games schedule, mealtimes, clean-up times, free times, campfire or evening activities, taps and flag lowering, religious service and formal closing.
* The Senior Patrol Leader will oversee the opening and closing of camp and ensure that each patrol fulfills its duties at camp.
* The Camping Coordinator will post a Troop duty roster to include assignments for patrols.
* The Chaplain should have a printed worship service for each campout.

**Summer Camp**: This is a core feature of the scouting program that promotes continued participation

in the troop. During these times youth form lasting relationships with fellow scouts, learn lifelong skills,

experience the adventures of camping and most of all, have fun! We strongly recommend attending

summer camp annually.

**Advancement Procedures:** *Troop 111 will be known for producing highly skilled scouts, not*

*just highly decorated scouts.*

* Personal growth is the prime consideration in the advancement program. The four steps of Advancement are:

1. The Scout learns.
2. The Scout is tested.
3. The Scout is reviewed.
4. The Scout is recognized.

* The scout is responsible for his own advancement but has the full support of the adult leaders to assist him in achieving his personal goals.The Troop provides the opportunity for the scout to advance. Skills instruction is featured at most meetings and at campouts.
* If a scout is present at an activity, it is not a given that he has mastered the skill, he will still be tested to ensure that he has mastered the requirement.
* The scout may, at any meeting or campout, ask for an ASM to test him (or teach him) a skill. The scout should be sure to get his book signed off at CAMPOUTS in particular.
* Designated Assistant Scoutmasters sign off the achievements in the books of the scouts for those up to and including 1st class, with the exception of Scout Spirit, Scoutmaster Conference and Board of Review.
* System for Advancement:

1. When the Scoutmaster / Assistant Scoutmaster is confident that a scout has mastered the skills for a rank, he signs off the achievement and the date the item was completed. *Note: an ASM should not sign his own son’s book*
2. When all of the requirements for a rank have been completed, the scout then schedules a Scoutmaster Conference with the Scoutmaster. He should have his book with him. The Scoutmaster will provide the scout with an Advancement Form. The Scoutmaster, after conferencing with the scout, signs both the book and the form if he feels the scout is ready for advancement.
3. The scout should then contact the Troop Scribe to Schedule a Board of Review. The Troop Scribe will contact the Advancement Chairperson to schedule a Board of Review then contact the scout to indicate when their Board of Review is scheduled.
4. Scouts are required to:
   * Be on time dressed in Class a uniform.
   * Have their scout book.
5. Board of Review Procedure:

* The Board Members will be seated. The Scribe will introduce the scout to the Board. The scout remains standing, shake hands with the Advancement Chairperson, board members and hand the Advancement Chair their Scout Book.
* The scout will then be seated, and answer questions asked by the board.
* When the interview is complete, the scout will be asked to step away for a few minutes.
* The Board will then call the scout back, offer congratulations and return the Scouts, book.
* The award and rank advancement card will be presented at the next Court of Honor.

1. Being “active” in the Troop is a fundamental requirement for successful advancement at all levels. Regular attendance is strongly encouraged. In this regards, Troop 111 Scouts should attend at least 75% of regular Troop meetings and 60% of other scheduled camping trips or Troop outings. In addition, scouts are expected to attend all community service events and conservation projects. If scouts cannot attend, they need to let their PL or SPL know why they cannot attend.
2. Service hours for 2nd Class, Star and Life will be community service hours. They may be performed as a part of a Troop sponsored community service project or one planned by the scout. Scoutmaster permission is required.
3. Scout Spirit – The main underlying requirement for advancement is scout spirit. There are many tangible and intangible parts of scout spirit, but the main driving factors are the Scout Oath and Scout Law. A scout’s behavior, whether or not he has a positive attitude and wears his uniform are all components of Scout Spirit. Scout Spirit is signed off by the Scoutmaster.

**MERIT BADGES**

* The scout obtains permission from the Scoutmaster BEFORE starting the badge. Select and contact counselor to work with. Notify the Advancement chair. Completed blue cards must be signed by the Merit Badge counselor and Scoutmaster then submitted Handed to the Advancement Chair.

**COURT OF HONOR**

* Court of Honors will be planned by the Senior Patrol Leader & Committee Chair. He may assign some tasks to individual patrols, but he is responsible for the guest speakers, awards presentation and making sure that all bases are covered. Courts of Honor will be held every 4 months (3 times per year). Cards will be retained for distribution at Courts of Honors, but badges will be awarded at the next Troop meeting after they are earned.

**SCOUTS BSA HANDBOOK**

* The scout’s book is the primary source of record. It is recommended that the scout photocopy the advancement pages of his scout book with each advancement and prior to attending any campouts. SCOUTS UNDER FIRST CLASS SHOULD BRING THEIR BOOKS TO EVERY MEETING AND CAMPOUT.

# FINANCES: *Troop 111 will be known for Scouts who are responsible for signing up for events in*

# *a timely manner and also “paying” their way through fundraising.*

* Troop 111 will collect annual registration fees for each scout at Recharter time.
* Troop 111 will collect $15 dues per month payable on Scoutpay.
* Monthly campouts generally cost between $40-$50 and include the cost of the food for the weekend. Local summer camp costs about $300, away camps are around $400 not including transportation.
* T111 utilizes a program exclusive to our Troop and created by one of our Eagle Scouts called ScoutPay. Upon registering for the Troop, you will receive your log in and temporary password. You may change your password.

1. Scouts make “deposits” to their ScoutPay accounts either by bringing cash or checks to a Troop meeting, arranging for a Zelle Bank transfer or through fundraising (money will be allocated to your account).
2. It is up to the SCOUT and PARENT to then PAY for the event by logging into ScoutPay and clicking “Pay”. This deducts money from the account.
3. You may “UnPay” for an event up until the deadline.
4. To see all your payments, click on the $ amount under your name.
5. Full directions on using ScoutPay are found on the home page of the website.
6. On occasion, if you do not pay fees that are required, we will manually deduct the amount from your account.
7. NOTE – you will not be able to pay for an event if there is not enough money in your account or the deadline has passes. Please contact the Scoutmaster in such cases.
8. Scouting will be available to every scout, regardless of finances. Any scout or family that is in need of a scholarship or is unable to meet the fees of a particular outing should see the Troop Committee Chair. All such information will be kept strictly confidential.
9. Scouts are encouraged to “earn their way” and participate in Troop fundraisers. All fundraisers (except for the Troop banquet auction) go 100% to the SCOUT who earned the money.

The banquet auction covers the expenses of transportation, leader training, the rent of the meeting facility and helps supplement campouts.

* All requests for reimbursement need to be accompanied by a Request for Reimbursement form from the forms page of the website.

## **Equipment Procedures:** *Troop 111 will be known for caring and respecting its equipment and*

## *for setting up awesome campsites.*

* Scouts in Troop 111 have the option of purchasing their own Eureka Timberline 2 or 2xt tents. Scouts may not use any tent other than the Eureka tents.
* Each patrol has a fully, well stocked patrol box and camp stove for preparing patrol meals.
* Troop equipment will be checked out and in by the patrol quartermaster from the Troop quartermaster. Any damage to equipment should be reported to the Quartermaster.
* New scouts need not purchase any camping equipment until they are sure that scouting is right for them. A good size school backpack should suffice for a weekend campout. They do need:

1. A water bottle (not a bottle of water) marked with their name.
2. Hat – plain (no logos).
3. Small flashlight.
4. A sleeping bag or bed roll (big thick sleeping bags are not practical). For warm weather a light weight, fleece sleeping bag should be fine. For cold weather consider an efficient light weight sleeping bag that stuffs into a stuff sack. It is a good investment that they will use for years to come.
5. If a pillow is needed, a small camping pillow is best.
6. Sleeping pad – optional, most scouts can do without it.
7. Clothes, toiletries.
8. Tents will be shared with the other scouts in the Troop until new scouts have purchased their own tents. **(*COVID policy: Individual use)***

## **UNIFORMING:** *Troop 111 will be known as one that is proud to wear the Boy Scout uniform and*

## *proud of what that uniform represents.*

* The Dress uniform (Class A+) is to be worn at all community and council functions. Class A+ includes all the item listed under “Class A” with the addition of official Troop 111 neckerchief and slide with merit badge sash if applicable (more than 3 merit badges). Socks for Class A+ are to be solid green only.
* Class A is to be worn at all regular Troop meetings and for all travel. Neckwear is a must – any bolo or any neckerchief is acceptable. Class A includes the tan Boy Scout Shirt with current insignia in their proper locations. Shirt is to be worn tucked into Boy Scout shorts or pants with Scouts BSA Belts (Scouts BSA or OA leather, green web or TK) and Socks (old red and green or new green).
* Class B is worn for district campouts, regular campouts and outdoor Troop meetings. Class B includes Troop t-shirt, Boy Scout shorts or pants, Boy Scout belt and socks.
* Class C is worn for messy, down and dirty activities and includes any scouting t-shirt, green pants or shorts.
* All leaders are expected to lead by example concerning the uniform policy. The only exception is that leaders may choose to wear the leader polo shirt with their Class B uniform.
* The Troop Salesman will bring the Troop Store to each meeting. You can purchase patches, t-shirts, and more at the store. To make a purchase you fill out a “purchase slip” and we will deduct it from your account. If you need something specific, we do not have, please write it down and hand it to the Committee Chair and we will get it to you, usually by the next meeting.
* We maintain a used uniform bin. Feel free to take items as needed (make a donation if you wish) and if your scout outgrows items. Please consider donating them.

## **Communication:** *Troop 111 will provide ample resources for scouts and families to be well*

## *informed about happenings in the Troop.*

* The Troop website is [www.t111.org](http://www.t111.org/).
* Some material on the website is password protected. The password will be furnished by the committee chair to those who need access.
* The Secretary creates a newsletter which is emailed. Past newsletters can be found on the Troop website on the newsletter page. Scouts and parents should read the newsletters that have important dates, upcoming events, and other interesting information.
* Scouts will receive email from [Troop111rpb@gmail.com](mailto:troop111rpb@gmail.com) as well as other personal emails from adult leaders and committee members.
* The Troop utilizes Scoutbook to allow scouts to view their records and advancements. Scouts are encouraged to check their progress regularly.

***T111 scouts must be respectful of others in regard to social media sites. Some scouts may not want to be tagged in photos or have information about them posted. Please ask someone before posting anything about them on your Facebook or other social media account.***

## **Discipline:** *Troop 111 will be known for expecting a high standard of behavior from all of its members.*

It is our strong belief that if you expect scouts to behave according to all points of the Scout Oath and Law that they will do so. That being said, we also understand that youth sometimes make mistakes and our job is to teach them to make the correct choices. Please note, when misbehavior is noticed, it is addressed and corrected immediately.

However, because each situation is unique, “unscoutlike” behavior will be handled on an individual basis and will be evaluated on the seriousness of the offense, whether this is a repeated offense, the age and demeanor of the scout, etc.

In general, “unscoutlike” behavior is handled in a progressive manner:

1. Addressed by the Patrol Leader.
2. Addressed by the Shaman Patrol.
3. Addressed by the Adult Leaders.
4. Addressed by the Adult Leaders and the Parents