

New Scout Parent Handbook

Troop 421 Arlington, Texas

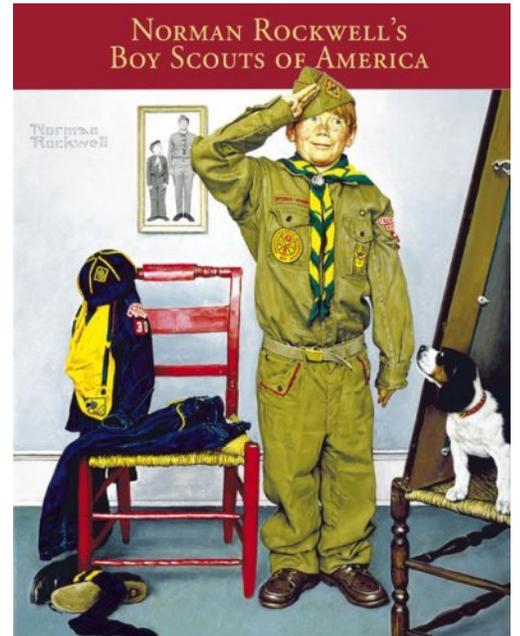


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I. Introduction

The purpose of this new parent's manual is to answer some of the questions that parents of new Scouts often have regarding troop operation. Primary sources of information used for this manual have been the Boy Scout Handbook, The Junior Leadership Manual, The Scoutmaster's Manual, The Pacesetter and the valuable input of many parents. Please feel free to provide your input for improvements for future editions of this manual

II. Troop Background

Troop 421 was formed in December 1988 and is sponsored by Grace Presbyterian Church. To date, our troop has had 59 boys earn the Eagle Rank and several are currently working on projects for their Eagle rank. We are fortunate to have our Charter Organization representative, Louie Nash, as a member of the troop. Troop meetings are held at:

Grace Presbyterian Church
5500 Mansfield Road
Arlington, Texas 76017

Meetings are on Mondays at 7:00 PM and usually last 1½ hours. There is a good mix of ages and experience allowing the older boys to learn leadership skills while the younger boys learn more basic camping and Scout skills. Programs are competitive, physically demanding, and focused on advancement. We have family gatherings throughout the year.

III. Goals of Scouting

Goals of BSA

Character Development

Citizenship Training

Mental and Physical Fitness

IV. Eight Methods of Scouting

The Boy Scouting program is based on eight methods. This is not just "a way" to operate the troop. It is the "only way" to operate a troop. These eight methods are the ideals, the patrol method, the outdoors, advancement, association with adults, personal growth, leadership development, and the uniform.

V. Ideals

The ideals are made up of the Scout Oath, Laws, Motto, and Slogan.

A. Scout Oath

**“On my honor I will do my best
to do my duty to God and my country,
and to obey the scout law
To help other people at all times
to keep myself physically strong,
mentally awake,
and morally straight.”**

B. Scout Law

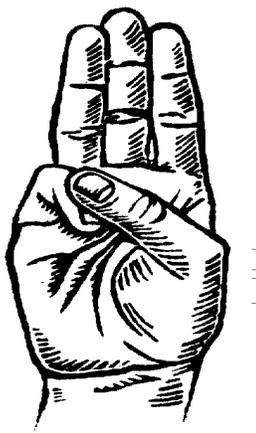
**“A Scout is trustworthy, loyal
helpful, friendly, courteous, kind,
obedient, cheerful, thrifty, brave,
clean and reverent.”**

C. Scout Motto

“Be prepared”

D. Scout Slogan

“Do a good turn daily”



VI. Patrol Method

What is a Patrol? A patrol is a team of 6 to 10 boys who function as a unit for camping, cooking, troop activities, and competition.

How does the patrol function during a campout? The boys plan, camp, and compete as patrols. The boys within each patrol plan their own menus, buy and prepare their own food, and clean their own dishes. Since the boys plan their own menus and buy their own food, food costs for each campout are handled on a patrol basis. Food costs per boy for a campout range from \$8 to \$15 depending on the menu planned. As a general rule, the boys and adults cook separately.

A. New Scouts

When new Scouts join the troop the Scout Master will temporarily assign the new scouts to an existing patrol. Typically, one to three new scouts will be assigned to each patrol. The Senior Patrol Leader will work with the Patrol Leaders and the Troop Guides to make sure the new scouts are oriented to the patrol method and to the way the troop functions. The troop guides have the primary responsibility for teaching basic Scout skills to the new Scouts and helping them work towards earning the rank of Tenderfoot. The troop holds elections in June. By this time the new Scouts should be well on the way to earning their Tenderfoot rank. During the elections, the new Scouts will have an option to relocate to another patrol based on a better understanding of how the troop operates. They may choose to either stay in their assigned patrol or move to a different patrol. At this time depending on the number of scouts in the troop new patrols may be formed to keep the number of scouts in each patrol between 6 and 10 boys.

B. Established Patrols

“Established Patrols” are composed generally of 1st, 2nd, and 3rd year Scouts. The older Scouts have an opportunity to lead and pass down the skills that they have learned, while the younger Scouts have an opportunity to learn from Scouts within their patrol that have more experience. As the older Scouts eventually move onto positions of troop responsibility, new Scouts are added to the patrol. In this way, the patrol and its identity (flag, yell, etc.) live on. If an established patrol has a number of new Scouts, the senior patrol leader may assign a troop guide to that patrol to assist with basic Scout skill instruction. This frees the patrol leader to focus on leading the patrol.

C. Staff Patrol

The senior patrol leader is the senior boy (junior leader) in the troop and he forms his own patrol composed of the other junior leaders that he has selected to support him. These include the assistant senior patrol leaders (generally 2), the troop quartermaster, and other troop level leaders at his discretion to form a 4 to 8 Scout Staff Patrol.

D. Eagle Patrol

The “Eagle Patrol” is comprised of older Scouts who have already held senior positions of leadership within the troop and do not wish to return to an “Established Patrol” while they work on completing their Eagle rank or work on earning Eagle palms. To join the “Eagle Patrol” the scout must have earned the rank of Life Scout.

E. Patrol Meetings

Patrols are expected to conduct meetings both during and outside of troop meetings.

Patrol meetings held during troop meetings are referred to as “patrol corners” and are generally used to conduct the following types of activities:

- 1) planning campout menus
- 2) getting headcounts for campouts
- 3) working on patrol flags or yells
- 4) discussing decisions made and information presented in the PLC
- 3) troop guide orientation for a “New Scout” patrol

Patrols can and are encouraged to conduct special patrol meetings outside of troop meetings to conduct the following activities:

- 1) practice for openings/closings, interpatrol activities, and skill presentations
- 2) brainstorm ideas for the patrol leader to present at the next PLC
- 3) design and build a patrol flag
- 4) work on advancement, such as take a patrol hike

The 15 to 30 minutes just prior to a troop meeting is often a good time to hold a special patrol meeting.



VII. Outdoors (Camping)

"Camping is a method of Scouting, but camping is not Scouting's purpose. Scouting aims to build character, citizenship, and fitness. When Scouts go camping, this growth just seems to follow. Patrol and troop camping are models and a testing ground for life in society. In a small group, each member is dependent on the others. Each learns to accept responsibility and to exercise good judgment. Even a stubborn or selfish person finds himself interacting with others in helpful and supportive ways. Scouts who camp will sooner or later come face to face with practical applications of the Scout Oath and Law. Cheerfulness, trustworthiness, courtesy, helpfulness, and all the central virtues of Scouting are necessary in camp and in society. Life in the open is a natural teacher of these essential survival skills. Thus, we promote camping, and camping becomes more effective in achieving the aims of Scouting. The principles of Scouting are central to any kind of successful camping. In camp we maintain the best traditions and the highest spirit."

Do the adults camp in the same campsite as the boys? Never. The adults always establish a campsite separate from all patrol campsites. The boys only sleep in the patrol campsites and the adults only sleep in the adult campsite.

Are female adult leaders welcome on campouts? Yes, they camp with the adults.

A. Monthly Camping

The troop camps out 11 times per year including summer camp in June or July. Due to fund raising activities, the troop does not camp out in February. When the troop travels to and from scout activities such as campouts, wearing the tan, "Class A" (field) scout uniform is mandatory for insurance purposes. In addition, the troop requests that parents remain in the parking lot until the troop leaves for each campout. For campouts, expenses are handled as follows. The troop covers the cost of fuel (propane and charcoal), park fees, and activity fees. Costs for special activities such as Dyno-Rock, USS Lexington, Texas State Aquarium, and deep sea fishing are paid by those attending. Fees to be paid by attendees will be detailed on the permission slip for the event.

B. Campout Themes

Most campouts feature activities that address rank advancement requirements for the younger Scouts, merit badge requirements, and/or service projects.

C. Troop Equipment

What sort of equipment does the troop have?

The troop is well stocked with equipment. Equipment owned by the troop includes:

- 1) 2 trailers for the transportation of troop equipment and personal gear
- 2) 6 fully stocked chuck boxes (one for each patrol); 6 more ready to be stocked
- 3) ice chests, food totes, water jugs, tables (one for each patrol)
- 4) lanterns & high-BTU stoves (one for each patrol)
- 5) Dutch ovens & cast iron skillets
- 6) "Easy Up" shelters and tables (one for each patrol)

Troop equipment is kept in a storage facility leased by the troop. The storage facility is located on the south side of Harris Road between Cooper and Matlock. The troop generally meets at the storage facility at 6PM on a campout Friday to load the equipment and departs between 6:30 and 6:45 PM. The troop generally returns to the storage facility after a campout so that everyone can help unload the troop equipment. Although the troop does have a few tents, the boys generally provide their own tents. For safety reasons, the adults light the propane lanterns and stoves on campouts. The troop cooks primarily over propane stoves and charcoal.

D. Personal Equipment

Although the troop does have a few tents, the boys generally provide their own tents. Tents are a high wear item and use of personal tents seems to minimize wear.

*****On campouts, it is extremely important that each boy bring his handbook** so that rank advancement requirements can be signed off as they are completed.

When packing for a campout, primary consideration should be made for the safety and comfort of the boy. The temperature and weather considerations are extremely important. Sleeping bags should be suitable for the temperatures that will be encountered. Nobody likes to be cold while they try to sleep. Think “layers” when packing clothing. The planned activities are also a consideration when considering supplies, footwear and other items. A basic list of items to pack for a troop campout is in Appendix C.

E. Summer Camp

When possible, the troop attends summer camp during the week following Father’s Day. This of course is always subject to availability, especially for the more popular summer camps. This is an excellent time for boys to work on rank advancement and to earn merit badges.

As on campouts, it is extremely important that each boy bring his handbook so that rank advancement requirements can be signed off as they are completed.

A suggested packing list for Summer Camp is in Appendix D. These can be packed into a footlocker. The types most commonly used by the boys are of a durable plastic and commonly found in a number of stores in our area including Academy and Sports Authority. Several of these stores also offer discounts if you show them your Boy Scout card.

Each year during our Troop Planning Meeting the boys vote to decide where they want to go to Summer Camp. They will usually narrow the choices down to three or four options. The Troop Committee then selects someone to serve as the Summer Camp Coordinator. This person gathers information about the camps selected by the boys including cost, availability, merit badges offered, and high adventure options. After this information is compiled, the boys then again meet and vote on which camp they will attend.

Some of the summer camps that our Troop has recently gone to include:

Camp Cherokee (Athens, TX)

<http://www.camp-cherokee-bsa.org/>

Camp Hale (Talihina, OK)

<http://halescoutreservation.org/>

Buffalo Trails Scout Ranch (Toyahvale, TX)

http://www.buffalotrailbsa.org/camping/btsr_summer.html

Camp Alexander (Lake George, CO)

<http://www.pikespeakbsa.org/campa/>

F. High Adventure Camping

As a boy's skill and physical ability increases, so does his opportunity to challenge them. Many high adventure program opportunities exist for these experienced, older Scouts. Most High adventure trips are expeditions with one or more purposes that involve a week or more in remote outdoor settings. Participants of a high adventure trips should have mastered all of the basic outdoor skills and be ready for an outing that will offer new challenges. Many summer camps have additional High Adventure programs for older scouts who are seeking more challenging adventures. Other High Adventure programs are stand alone programs. Listed below are a few of the other opportunities for older scouts both inside and outside the troop.



PHILMONT SCOUT RANCH

<http://www.scouting.org/scoutsorce/HighAdventure/Philmont.aspx>

The Philmont Scout Ranch is 137,000 rugged acres located in Northern New Mexico. There are various hiking and camping opportunities. Many consider this to be the ultimate Boy Scout camping experience. The most common opportunity is the two-week trek in the summer. The boys backpack and live outdoors as they traverse some of the many acres of Philmont. They have the opportunity to learn advanced camping techniques and much more.



NORTHERN TIER BOUNDARY WATERS

<http://www.ntier.org/>

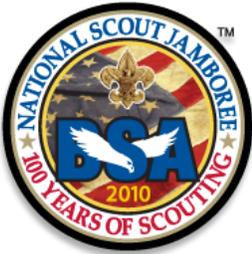
The Northern Tier High Adventure camp is based out of Sommers Boy Scout Camp in Ely, Minnesota. From June through August, this camp offers Scouts the world's best canoeing and high adventure water sports. The Northern Tier has several adventures, each with a different character.



SEA BASE

<http://www.bsaseabase.org/>

The Florida National High Adventure Sea Base is headquartered in the heart of the fabulous Florida Keys, on an island (Lower Matecumbe Key) 75 miles south of Miami. Scouting's most complete aquatic facility offers a complete variety of water activities from SCUBA diving to sailing "Tall Ships". All participants have the opportunity to swim, snorkel, and fish among the most beautiful coral reefs in the northern hemisphere.



NATIONAL JAMBOREE

<http://www.bsajamboree.org/>

The National Jamboree is held at Fort A.P. Hill, which is located in the rolling hills of Caroline County Va., near the towns of Fredericksburg and Bowling Green, in the historic area of Washington, D.C., colonial Williamsburg, Yorktown, Richmond, and Norfolk, Virginia. This 76,000-acre U.S. Army Facility has served as the permanent site for the National Scout Jamboree since 1981. The Boy Scouts of America uses about 12,000 acres of land and transforms it into a city, which supports 30,000 - 40,000 Scouts and leaders, with approximately 5,000 staff members for support, program, and operational services. This tent city is divided into 4 regional camps, and 19 subcamps. Organized programs include aquatics, scuba diving, action centers, conservation, merit badge midway, arena shows, fishing, field sports including archery, shot gun, and pioneering. Program features reflect the skills of Scouting, the nation's heritage, physical fitness, conservation, and the spirit of brotherhood. Although most National Jamborees are spaced 4 years apart, the last Jamboree was postponed until 2010 so that it would coincide with the 100th anniversary of Scouting.

VIII. Medical Forms and Prescriptions

BSA has three classes of Personal Health and Medical Record forms.

Class 1

(update annually for all participants). Activity: Day camp, overnight hike, or other programs not exceeding 72 hours, with level of activity similar to that of home or school. Medical care is readily available. Current personal health and medical summary (history) is attested by parents to be accurate. This form is filled out by all participants and is on file for easy reference.

Class 1 does not require examination or signature by physician.

Class 2

(required once every 36 months for all participants under 40 years of age). Activity: Resident camp or any other activity such as backpacking, tour camping, or recreational sports involving events lasting longer than 72 consecutive hours, with level of activity similar to that at home or school. Medical care is readily available.

Class 2 requires examination and signature by a physician.

Class 3

All Class 3 activities require a health examination within the past 12 months by a licensed health-care practitioner. This includes youth and adult members participating in high-adventure activities, athletic competition, and world jamborees. Annually, this form is to be used by adults over 40 for all activities requiring a physical examination and applies to all Wood Badge participants/staff regardless of age.

Class 3 requires examination and signature by a physician.

To attend (spend the night at) summer camp, Scouts will need a current (within 36 months) Class 2 form and most adults (over 40) will require a current (within 12 months) Class 3 form. The troop committee includes a physician who has graciously volunteered in the past to provide free physicals during a troop meeting just prior to summer camp. If you or your son plan to see your physician for an annual physical however, it is recommended that you print a copy of the appropriate form and have your physician complete and sign the form during your visit. You can then submit this form to the troop to reduce the time required at meetings to complete physicals. The forms can be found at the Longhorn Council web site at <http://www.longhorncouncil.org> using the "forms" hot link. For Scouts and adults that do not go to summer camp, but wish to participate in troop activities other than troop meetings, at least a Class 1 form is required to be on file with the troop. Depending on the level of activity, duration, and proximity to health care during this troop activities, Class 2 and 3 forms may be required to be on file with the troop for Scouts and adults respectively.

On campouts, medications (both prescription and over-the-counter) are held by the Scoutmaster and are provided as prescribed to the boys. Parents should place medications in a ziplock bag in their original pharmacy containers or factory packaging with written instructions regarding how you wish the medication to be administered.

IX. Advancement

What are ranks? Ranks are recognition for a boy's level of achievement. The Rank levels are:



Scout



Tenderfoot



Second Class



First Class



Star



Life



Eagle

What is Rank Advancement?

The four Steps of Advancement are:

- The Boy Scout learns.
- The Boy Scout is tested
- The Boy Scout is reviewed
- The Boy Scout is recognized.

The Boy Scout Advancement program is a series of challenges presented to the Scout in a manner that is fun and educational. As the Scout meets these challenges, he achieves the aims of Boy Scouting. Rank Advancement occurs when a boy has completed the requirements to move on to the next level of Scouting and has had his accomplishments reviewed by a member of the Scoutmaster Corps. When he has completed the requirements, he has a Scoutmaster's conference and a board of review. These meetings are the Scoutmaster's opportunity to applaud the boy's efforts and to encourage him to set and meet future goals. It is the goal of adults concerned to provide the right environment for advancement.

A. Basic Scout Skills

The older and more experienced Scouts (First Class and above) teach and sign off on all basic Scout skill rank advancement requirements for Scout, Tenderfoot, Second Class, and First Class. A Scout must be First Class and above to sign off on these basic Scout skill advancement requirements. On campouts, it is extremely important that each boy bring his handbook so that rank advancement requirements can be signed off as they are completed. Although they can be signed off later if the boys can remember what they did and who witnessed it, this does not result in many requirements being signed off as a practical matter.

B. Scoutmaster Conference

What is a Scoutmaster's Conference? When a Scout is ready to complete a rank advancement, he requests the Scoutmaster (or one of his assistants) to participate with him in a Scoutmaster conference. This is a chance for a one-on-one visit between the Scoutmaster and the Scout. The Scoutmaster reviews the Scout's records and confirms that he has completed the requirements for the rank advancement. This prevents embarrassment later should the committee board of review determine that the rank requirements had not been satisfactorily completed. This is an opportunity for the Scout to voice what he likes and dislikes about how his patrol and troop are working. A good conference helps the Scout evaluate his accomplishments and set new goals with the Scoutmaster. Goal setting by the Scout makes it possible for the Scoutmaster to help the Scout with his weaknesses and encourage him to use his strengths. Prior to troop meetings (6:30 to 7PM by appointment) and campouts are great times for completing Scoutmaster conferences. A Scout should always bring their handbook to a Scoutmaster conference.

C. Board of Review

What is a Board of Review? Boards of Reviews for rank advancement are generally held the first Monday night after a campout. Boards of review however can be requested for any meeting night. It is recommended that you contact the Troop Advancement Chair prior to the meeting night to express your desire to have a board of review. A Scout should always his handbook to a board of review. The objectives of the Board are:

- 1) To make sure the Scout has done what he was supposed to do for the rank
- 2) To see how good an experience the Scout is having in the unit
- 3) To encourage the scout to progress further

While the Scout may be asked to recite the Scout Oath and Law, the purpose of a board of review is not to retest the Scout. The board is composed of at least 3 and not more than 6 members of the troop committee. The Scoutmaster, Assistant Scoutmasters who work directly with the boys (especially those who conduct Scoutmaster conferences in the Scoutmasters absence), relatives or guardians may not serve as members of a Scout's board of review.

What is expected to happen during the Board of Review?

The board of review will usually last up to 15 minutes. The Scout should wear the Class A uniform appropriate for his rank. See the section on "Class A" uniforms to understand what is expected. During the meeting, the scout will review what he did for the rank advancement, and what kind of experience he had and is having. He will also discuss how he is or is not applying the Scouting ideals in his life. At the end of the review, the board should know whether a boy is qualified for the rank. The Scout is asked to leave the room while the board members discuss his achievements. The decision must be unanimous. If the decision is positive, the Scout is called in and congratulated. If the board decides that the Scout is not ready, the board will inform the Scout of what he has not done satisfactorily in a specific, positive, and encouraging manner.

Why do you need both a Scoutmaster Conference and a Troop Committee Board of Review? These two events are designed to be a check and balance so that neither the Scoutmaster nor the Troop Committee has the sole determination of rank advancement completion.

Merit Badges

What is a merit badge? The merit badge is an emblem which symbolizes that a scout has completed a set of skills in a specific area. As described in the 11th edition of The Boy Scout Handbook: “A merit badge is an invitation to explore an exciting subject.” “Many are designed to help you increase your ability to be of service to others, to take part in outdoor adventures, to better understand the environment, and to play a valuable role in your family and community.”

A. Opportunities to Earn a Merit Badge

When can I work on a merit badge?

There are five primary avenues for Scouts to earn merit badges.

1. First at summer camp, there are many merit badges that are offered and that can be completed during a one week summer camp. Many of these merit badges such as swimming, lifesaving, canoeing, rowing, rifle, shotgun, and archery require facilities, equipment, and specially trained counselors that are often not available any other time of the year.

2. Second, there are merit badge colleges in the fall and spring that offer many merit badges that are not available at summer camp. In contrast to summer camp, this is generally an indoor classroom setting.

3. Third, opportunities to complete a merit badge are often offered during the troop monthly program and are tied into the theme for that month. Since these merit badges are tied into the monthly theme, they are planned a calendar year at a time at the annual troop planning session usually held in August or September.

4. Fourth, typically 2 to 4 merit badge classes per year are offered by counselors within the troop and they are taught outside the regular troop meetings and monthly campouts. These merit badge classes can be requested by the PLC or may be offered by a counselor in the troop as he or she perceives the need or desire for that merit badge to be taught. These classes can be offered at fairly short notice and do not require advance scheduling. Personal Fitness and Personal Management merit badges are strong candidates for being taught in this format.

5. Fifth, a boy may chose to select a merit badge counselor and work on a merit badge on his own. The troop has many merit badge counselors within its own ranks minimizing the need for boys to seek out counselors from other troops within the Tejas District. See Appendix E for the list of merit badge counselors that are in Troop 421. If there is no counselor in Troop 421 listed for a merit badge, see the Scoutmaster for a larger list that includes counselors from other troops.

Although some merit badge requirements are not suited to being completed in a large group setting such as summer camp, merit badge colleges, or troop meetings, these merit badges may be taught anyway with the understanding that it is the Scout's responsibility to show the initiative to complete all of the requirements for the merit badge.

B. Summer Camp

Summer camp offers a unique opportunity for Scouts to earn merit badges that require outdoor equipment or facilities. These include merit badges such as Archery, Canoeing, Sailing, Environmental Science, Lifesaving, Rifle, Rowing, Shotgun, and Swimming. Craft related merit badges such as Basketry, Leatherwork, Metal Work, and Wood Carving are also summer camp favorites. It is common for boys to complete at least three merit badges at summer camp. Approximately a month or more before summer camp, Scouts will be requested to sign up for the merit badges that they would like to take at summer camp. For new scouts, First Aid, Swimming, and one of the craft merit badges is recommended. The First Aid and Swimming merit badges will allow the Scout to complete key skill requirements for the 2nd Class and 1st Class ranks. Careful attention must be paid to merit badge prerequisites (requirements to be completed before summer camp), merit badge fees (make sure and take enough money for things like leatherwork kits), and to age requirements imposed by each camp for merit badges that are really more suited to older Scouts.

C. Merit Badge College

What is Merit Badge College? Boy Scout districts and sometimes troops organize events where counselors for a wide variety of merit badges are assembled to teach merit badge classes and Scouts from many troops are invited. A number of Eagle required merit badges are always offered in addition to many special interest merit badges that are not offered at summer camp. The location of the merit badge college depends on the district or troop organizing the event and the number of boys expected to attend. Troop 421 attends merit badge colleges both within and outside our district. Troop 421 is even considering organizing its own merit badge college for the Scouts of our troop. Merit Badge Colleges are generally held on two separate Saturdays with 3 or 4 weeks in between. A class for a single merit badge typically lasts 90 minutes and a Scout can generally sign up for as many as three merit badges. If a Scout signs up for three merit badges, he can expect to be in class for as long as 4.5 hours on each of the two Saturdays.

Younger Scouts should be careful not to take on more than they can handle when signing up for merit badges at a merit badge college. Parents are encouraged to help their sons in this decision process. Merit badge books are frequently 60 to 100 pages in length and it is recommended that a Scout read the merit badge book before attending the first Saturday class. Naturally, Scouts can elect to take only one or two merit badges depending on the difficulty of the merit badges, the ability of the Scout, and time availability during this period. Some Scouts can complete three merit badges at a merit badge college and some cannot. If a Scout does not complete a merit badge at the merit badge college, his blue card will be returned to him with the completed requirements signed off on the card. He must then establish contact with a counselor for that merit badge to complete it.

D. Process to Earn a Merit Badge

What do I do to complete a merit badge?

1. Decide which Merit Badge you wish to accomplish. For summer camp and merit badge colleges, there will be a sign-up form that may need to be completed several weeks in advance of the event.
2. Get the Merit Badge book and look at the requirements. Scouts are encouraged to read the merit badge book. Although merit badge books can be purchased at the Scout Shop near the intersection of 303 and Bowen in Arlington, the troop has a large stocked library of merit badge books that Scouts should take advantage of. A book called *Boy Scout Requirements 2003* published by the Boy Scouts and Meritbadge.com are also useful resources for reviewing merit badge requirements.
3. Get a Blue Card from the Scoutmaster or one of his assistants and fill out the required preliminary information. Ask if you are unsure what needs to be filled out.
4. Get a merit badge counselor. For summer camp and merit badge colleges, merit badge counselors will be assigned to each Scout and the troop has little or no control over the assignments. For merit badges taught within the troop either during or outside of regularly scheduled troop meetings, the counselor will announce that he or she is teaching the class. For independent study, the Scout is responsible for reviewing the list of Merit Badge counselors and choosing one for his Merit Badge. The current list of Troop 421 merit badge counselors can be found on the Troop 421 web site (www.troop421.info). If the merit badge has no counselor shown, see the Scoutmaster, assistant Scoutmaster, or Committee Chairman for a list that includes counselors outside Troop 421. Consult with the Scoutmaster if you need assistance selecting a merit badge counselor in our troop.
5. Contact the counselor BEFORE you attempt any of the requirements.
6. Meet with the counselor (2 deep leadership required) to discuss the Merit Badge. Have the counselor complete their information section of the Blue Card.
7. Complete the requirements for the badge.
8. Contact the counselor and have Blue Card completed and signed by counselor.
9. Return your two (2) parts of the Blue Card back to your Scoutmaster for his signature.
10. Get your section of the blue card back with the Merit Badge patch. Place in a card pocket for proof, later, that the Merit Badge is complete.
11. Sew patch on Merit Badge sash.

What are Blue Cards? When a Scout determines that he is ready to begin work on a merit badge, he must approach the Scoutmaster and request a “blue card”. A separate blue card must be requested for each merit badge that a Scout wishes to work on. Until a merit badge is completed, progress is documented by the merit badge counselor on the blue card. Once the merit badge is completed, the blue card is separated into three distinct sections. The counselor keeps one section for his records. The Scout keeps one section for his records. The final section is turned in to the Troop Advancement Chair or Scoutmaster so that the troop will know to award the Scout the merit badge.

Note: It is very important that the boy keeps his portion of the blue cards and merit badge cards in a safe place for future reference.

What are Merit Badge Counselors? A merit badge counselor is someone, like you, who is willing to share his/her expertise. It is the merit badge counselor’s job to determine that a Scout has met the requirements for a merit badge. The merit badge counselor coaches the Scout over different hurdles of the requirements and deepens his knowledge of the subject involved. A copy of the application for becoming a merit badge counselor is in Appendix F. For a list of merit badge counselors see Appendix E.

E. Eagle Required Merit Badges

What are the Eagle required merit badges? The Eagle rank requires the completion of 21 merit badges. Of these 21, 12 are required. The other 9 are chosen by the Scout. These include:

First Aid
Citizenship in the Community
Citizenship in the Nation
Citizenship in the World
Communications
Personal Fitness

Emergency Preparedness or Lifesaving
Environmental Science
Personal Management
Swimming or Hiking or Cycling
Camping
Family Life



X. Association With Adults

While Troop 421 is committed to being a “boy run troop”, mentoring and coaching from adults is a key method for encouraging personal development. All key junior leadership positions in the troop have corresponding adult positions responsible for serving in this role.

Mentees

Senior Patrol Leader (SPL)
Assistant SPLs
Troop Guides
Troop Quartermaster
Junior Assist. Scoutmaster
Chaplain Aid

Adult Mentors

Scoutmaster/Scoutmaster Corps
Scoutmaster/Scoutmaster Corps
ASMs assigned to each “new Scout” patrol
Adult Quartermaster
Scoutmaster/Scoutmaster Corps
Adult Troop Chaplain

A. Personal Growth

Each boy is encouraged to learn and become aware of his own personal gifts. This process is developed by listening, looking, asking, reading, writing, learning by doing and learning by teaching. Discipline, good judgment and self-reliance are stressed during this process.

B. Leadership Development

Boys have several opportunities to learn leadership skills on both the troop and patrol levels. These positions are described in Appendix G. As the boy matures, more leadership opportunities are available to him.

C. The “Boy Run” Troop

Troop 421 is a boy run troop. The boys select the events and themes for the next calendar year at a planning meeting in August. At Patrol Leader’s Councils (PLC) held the first Monday after each campout, the boys prepare detailed plans for the meetings and campout for the next month. The PLC replaces the regular troop meeting for that week.

XI. Troop Planning Meeting

Each year in August the Troop has a planning meeting where the boys meet to decide the activities they will do for the following year. This is a very important meeting for the boys to attend. At this meeting the boys have a “brain storming” session of all of the possible activities, and then they vote on what Troop activities they want to do the following year. There are certain troop activities that we complete every year (the scout skill camp, the service project camp, and our fund raising activities in February). However, all of the rest of the activities that our troop plans for the year come from this planning meeting. After this meeting the Troop Committee meets to put together the Troop calendar for the following year. In order for the boys to have a say in the planning of our calendar, they must be at this meeting.

XII. Troop Elections

The boys elect their own leaders. Elections are held in December and June and become effective on January 1 and July 1 respectively.

XIII. Junior Leader Training

Either just before or just after troop elections are held, a Junior Leader Training session is generally conducted by members of the Scoutmaster Corps and troop committee. This session reviews the function of each position and gives an overall view of the leadership structure as a whole. Although this training session is open to any Scout or Scouter in the troop, it is specifically targeted for newly elected or appointed junior leaders and assistant Scoutmasters who would like to learn more about junior leader roles and responsibilities.

XIV. Boy Scout Uniform

There are two basic uniforms worn in Troop 421, the Class A and the Class B. Boys grow a lot between the ages of eleven and eighteen. To help address this fact an “Experience” closet has been established. This is a collection of uniforms which have been outgrown and donated by other boys. This a valuable resource for T-shirts, shorts, pants, etc. Ask the Scoutmaster if you are unsure where the “experience closet” is located.

A. Class A (Field) Uniform



What is the Class A (Field) Uniform? The Class A (Field) uniform includes the basic tan Boy Scout shirt with patches in the appropriate location, a troop neckerchief (white with the Texas flag), a troop hat, a merit badge sash (if your son has earned a merit badge), a BSA belt, BSA socks, and BSA pants. The troop committee realizes that purchasing all of these items, especially pants, can be expensive for new scouts and has implemented a policy to increase the expectation for “completeness” of Scouts uniforms for Board of Reviews as the Scouts progress in rank. For example, a Scout participating in his Tenderfoot Board of Review would be expected to have his tan shirt, troop neckerchief, and troop hat. Remaining attire is of the Scout’s choosing, but must be clean and neat in appearance. An Eagle Scout would be expected to have a complete Boy Scout class A (Field) uniform. This policy is outlined in the table below and includes expected attire for other Scout activities. This policy is designed to tailor a Scout’s financial commitment to his level of commitment to the program. If the Scout so desires, he may check out pants or other Scout clothing from the troop’s “experienced” clothing closet for Boards of Review.

	Class A Shirt	Troop Neckerchief	Troop Hat	Merit Badge Sash	BSA Belt	BSA Socks	BSA Pants
BOR for Tenderfoot	♣	♣	♣				
BOR for 2 nd Class	♣	♣	♣	♣	♣		
BOR for 1 st Class	♣	♣	♣	♣	♣	♣	
BOR for Star	♣	♣	♣	♣	♣	♣	♣
BOR for Life	♣	♣	♣	♣	♣	♣	♣
BOR for Eagle	♣	♣	♣	♣	♣	♣	♣
Weekly Meetings (indoors)	♣				if avail.		
Traveling	♣				if avail.		
Merit Badge Counselor	♣	♣			if avail.	if avail.	if avail.
Court of Honor	♣	♣		if avail.	if avail.	if avail.	if avail.

When do I wear the Class A (Field) Uniform? The Class A (Field) uniform is worn at the following times:

1. When the weekly meeting are held indoors (late fall, winter, early spring)
2. When traveling in an adult leader's vehicle (campouts, field trips, etc.)
3. During a Board of Review
4. When attending a Merit Badge College or meeting with a merit badge counselor
5. During meals at Summer Camp
6. During popcorn sales (Council organized fund-raisers)
7. At Courts of Honor or Eagle Courts of Honor
8. During outdoor meetings if a class B is not available.

When do I not wear the Class A (Field) Uniform? The Class A (Field) uniform is NOT worn during troop organized fundraising activities like the Blue and Gold Banquets, troop work days, trailer loadings, and merit badge classes at summer camp.

B. Class B (Activity) Uniform

What is the Class B (Activity) uniform? The Class B (Activity) uniform is a T-shirt with the troop logo on it. These can be ordered through the troop. These are usually worn with either blue jeans or scout shorts. See the membership chairperson if you are interested in buying one.

When do I wear the Class B (Activity) uniform? The Class B (Activity) uniform is worn at the following times:

1. When the weekly meetings are held outdoors (late spring, summer, early fall)
2. During summer camp (optional)
3. When the troop caters Blue and Gold Banquets.

XV. Adult Participation

While the boys make the decisions and plan the programs, adult involvement is required to keep the troop running smoothly. Troop 421 encourages adult involvement with our scouts so all may benefit from the “Scouting Experience”. Although the Scoutmaster Corps and the troop committee are fully staffed as shown below with a diverse group of adult leaders, we are always interested in the contributions that a new adult leader can bring to the troop. Whether driving Scouts, pulling trailers, serving as a merit badge counselor, or taking the lead in the logistical planning for events such as campouts, we need every adult to contribute periodically to the program of the troop. We can never have too much help.

How can I decide where I as an adult will best fit into the troop program? Needs for adult support come up continuously. You just have to be there when these needs come up. Attend committee meetings, PLCs, and the troop annual planning session. Decide where you can make a difference and just jump right in. Contact the Committee Chairman or the Scoutmaster and see if some unmet needs exist. Review the merit badge counselor list and identify where troop counselor deficiencies and your unique skills and expertise overlap. Fill out a merit badge counselor application (see Appendix F) and turn it in to the Committee Chairman. Volunteer to lead the planning for a campout at the troop annual planning session. Develop an idea for a campout theme and present it to the Scouts at the troop annual planning session for consideration. Register as an adult Scouter and take Youth Protection Training. Consider going through the Northstar program for Scoutmaster training. If you have a vision for how to improve some facet of the program, don’t hesitate to take the initiative and make it happen.

Who are all the “Other men in uniform at the meeting”? We are very fortunate to have several gentlemen involved with our troop who are not presently serving in the capacity of Scoutmaster, Assistant Scoutmaster or Troop Committee member. Some have sons who made Eagle and have flown away. However, these dedicated men have stayed with us and are a valuable resource for our boys. Many are merit badge counselors and continue to help with the development of our program.



A. Scoutmaster Corps

The Scoutmaster and Assistant Scoutmasters mentor the Senior Patrol Leader and Patrol Leader's Council. The Scoutmaster Corps tries to hold Scoutmaster Planning meetings on a quarterly basis to review the calendar for the remainder of the year to account for council and district schedule changes and updates. Generally, there is an Assistant Scoutmaster (ASM) for each patrol in the troop. The ASMs for each patrol mentor and coach the patrol leaders and troop guides and watch for issues such as reductions in attendance or interpersonal conflicts that might require specific mentoring to keep minor issues from becoming major ones.

B. Troop Committee

The troop committee supports the logistical needs of the troop including driving to campouts and filing tour permits. In addition, committee positions such as quartermaster mentor their junior leader counterpart in the troop. Committee meetings are generally held during the first regular troop meeting of the month (excluding PLCs and Courts of Honor).

It takes several drivers to transport the boys to activities. Driver's are required to provide their Driver's License #, Make and Model of their vehicle, their auto insurance carrier information and the amount of insurance coverage. We ask that you provide this information on the information sheet (Appendix A) so we have it on file.

Committee Chairman:	Scott Long
Quartermaster:	Mark Johnson
Membership:	Bob Morris
Advancement:	Danine Goforth
Treasurer:	Alan Richbourg
Secretary	(open)
Outdoor Activities Coordinator:	Gerry Meyer
Training:	(open)
Fund Raising (Blue & Gold):	Scott Long / Jeff Allen
Fund Raising (Flags):	Morris Cowden
Fund Raising (aluminum cans)	(open)
Fund Raising (popcorn colonel)	Kevin Steffy
Recruiting:	David DuBois
Web Master:	Gerry Meyer
Experience Closet Coordinator	(open)
Summer Camp	Gerry Meyer
Physicals	Lisa Grubenhoff and David Graybill

C. Failing Forward

Troop 421 firmly believes in the concept of "failing forward". Although a poor decision can occur even with mentoring by the adult leaders, every poor decision by the boys creates a wonderful opportunity for a "teachable moment". The adult leaders do not wish to eliminate these opportunities by making or overruling the decisions of the boys unless they involve a key issue such as safety.

XVI. Adult Training

A. Youth Protection Training (YPT)

Why do leaders have to take youth protection training and how often must they take it?

Scout youth protection policies require that an adult leader have an accompanying adult when he/she is working with Scouts. This is referred to as “two deep leadership”. It is required that one of these two adults be a registered Scouter with YPT. Although this requirement is very easy to comply with at troop meetings, every adult Scouter on campouts must be very mindful of this requirement considering that there are generally fewer adults on campouts than are at the meetings. Any adult that plans to attend campouts on a regular basis should take Youth Protection Training. YPT must be renewed every two years. However many Summer Camps and some out of state programs require that, YPT be renewed annually. YPT is offered online: <http://olc.scouting.org/>

Our charter organization has instituted an aggressive youth protection policy that exceeds the BSA Youth Protection training and two deep leadership requirements in that it requires a local, state, and federal background records check for all adults registered with the troop. The troop naturally supports this measure intended to keep our youth safe. This background check and associated fee only apply to adults who will be driving, camping, or otherwise closely working with the boys.

B. Safety Training

Special activities often require special safety training such as Safety Afloat and Safe Swim Defense. These training classes are generally arranged for adults in the troop by the Assistant Scoutmaster responsible for planning a swimming or boating event to insure that Safe Guide To Scouting guidelines are met. Both Safety Afloat and Safe Swim are available online at: <http://www.olc.scouting.org/info/aquatics.html>

C. Scoutmaster/Assistant Scoutmaster Training

Northstar Scoutmaster Fundamentals training is offered once or twice a year by the Longhorn Council and is recommended for all adults in the troop that wish to work closely with the Scouts in an assistant Scoutmaster role. This course will provide detailed information about how model troops and model patrols are expected to function. Although announcements will be made about upcoming Northstar classes at the end of troop meetings and will generally be shown in the troop calendar, an occasional visit to the Longhorn Council website is recommended to check on upcoming training opportunities.

D. Committee Member Training

The Troop Committee Challenge training course can be found on-line at: <http://olc.scouting.org/info/tcc.html> . This fun and interactive training serves as a vital tool for new troop committee members as well as for veterans. The purpose of this training is to help each troop committee work as a team to improve the Scouting experience for youth and adult members.

E. Merit Badge Counselor Training

In order to be a counselor for certain merit badges and to utilize Longhorn Council facilities for those merit badges, special training classes must be attended. These include archery, rock climbing, rifle, and shotgun. Once again, an occasional visit to the Longhorn Council website is recommended to check on upcoming training opportunities.

F. Advanced Adult Training

There are numerous opportunities for adults to get additional training to help them guide young boys through the Scouting program. Many of these can be completed entirely on-line. Some of these courses are advanced courses that are only offered a few times a year or at specific locations. Below is a list of some of the advanced training opportunities for adults:

- Wood Badge
- Powder horn
- Philmont Leadership Challenge
- Cold Weather Camping
- Leave No Trace
- Mentoring
- Passport to High Adventure Training
- Wilderness First Aid
- CPR certification
- First Aid certification
- Trek Safely
- Climb on Safely
- Hazardous Weather
- NRA – Range Master Training



BSA Online Learning Center
<http://olc.scouting.org/>

XVII. Parental Encouragement

Parental involvement and encouragement cannot be underestimated. Parents can make a big difference in the following ways:

1. Make sure your son takes his handbook on all campouts. It is very difficult to work on rank advancements without it.
2. Boys are always hesitant to commit to going on campouts and other Scout activities if they are unsure if there is a family conflict. Check the calendar and the troop newsletter and tell your son ahead of time that he is free to commit to going on an upcoming Scout activity.
3. Encourage your son to attend meetings and especially campouts and summer camp. Help him to be there on time.
4. If you sense an issue developing that is detracting from your son's Scouting experience, get with the Scoutmaster or one of the Assistant Scoutmasters so that the issue can be dealt with. Issues that are not brought to light cannot be addressed and they are likely to reoccur affecting other Scouts in the future.
5. Show pride in your son's accomplishments by attending Courts of Honor.
6. Take an interest in the merit badges that your son is signing up for, especially at merit badge college. Don't assume that he is completing his merit badge homework (especially at merit badge college) any more than he would complete his school homework if you didn't take an active interest.
7. Accept a volunteer position with the troop committee or the Scoutmaster Corps. Not one of us can do it all by ourselves; but together using our own special talents, we can offer a superior Scouting experience to every boy in the troop. Determine what your talents are and take on a role that lets you be good at what you do best.
8. Please make every effort to attend at least the last 15 minutes of the troop meeting (8:15-8:30). This is generally the time when announcements are made and awards are handed out.
9. When your son accepts a position of responsibility in the troop or his patrol, take the time to figure out what your son is really responsible for and mentor him to fulfill that responsibility.

XVIII. Troop Finances / Fund Raisers

A. Blue and Gold Banquets

Catering of Cub Scout Blue & Gold banquets is the primary fund-raiser for the troop. We catered seven such events in 2003. Although this makes February Fridays and Saturdays busy for the troop, each banquet does not require but a fraction of the troop and this prevents the every boy from having to support every banquet.

What to wear when you work at the Blue and Gold Banquet?

Class B (Activity) uniform T-shirts, jeans and troop hats. The preferable color of the Class B (Activity) shirt is the dark green shirt. (We cannot wear our tan Class A (Field) uniform shirts during the Blue and Gold Banquets). We **must have a hat on** when handling the food. For those that can't find their troop hat, we have some really cute shower cap like things for you to wear. When handling the food we must wear gloves which are provided by the troop at the time of the banquet.

When to be there and what to do at the Blue and Gold?

A few older boys help unload the car 1.5 hours before the serving time. Then a few more boys come about an hour before the serving time to prepare the bug juice containers, ice chests, the coffee area, and anything else the banquet coordinators need done at that time.

The rest will arrive about 30 minutes before the serving time and will follow the instructions given by the older boys. Their duties will include placing the utensils on the tables, filling glasses with ice, serving drinks, and of course serving the food on the tables.

The adults will be responsible for kitchen duties, food preparation, and serving the food on plates. The troop has specific serving ladles so we can control the portion of food per plate. This is to insure that we will not run out of food. Please use these when serving.

How do I keep track of my hours when I work at a Blue and Gold?

There will be a sign in sheet. Please note both the time of arrival and the time of departure by your name.

Do I get to eat at the Blue and Golds ?

You can eat only if there is any food left over after the banquet and after you are finished serving and cleaning up. This includes the time serving desserts. We do not cook extra food to feed you. A monetary donation for eating can be made into a hat which is placed for that purpose.

B. American Flag Posting

At major holidays, the troop is responsible for posting (morning) and retrieving (evening) American Flags at certain homes in the Wimbledon Subdivision. This is a fund raising opportunity that was presented to the troop by the Rotary Club. The troop is paid for each flag placed. The Rotary Club however is responsible for collecting all of the money. For this fund raiser, no Scout Bucks are awarded. Instead, the Scouts earn service hours.

C. Misc. Fund-raisers

Additionally, the troop has its own aluminum can-recycling program with which it has managed to buy the two trailers that the troop owns. Scouts are encouraged to save aluminum cans and to place them in bags behind the trash receptacle at the west end of the church parking lot (inside the bricked area).

Finally, the troop occasionally takes advantage of special opportunities as they arise. For these special opportunities, the boy's share of the profits is generally much higher than the troop's share.

D. Popcorn Sales

Naturally, as with all "quality units", the troop participates in the fall popcorn sale, a Longhorn Council Event.

E. Scout Bucks

By working at a banquet, a boy earns money both for the troop and himself (50/50 profit split). The money earned for himself is in the form of "Scout Bucks". Each family has a "Scout Bucks" account from which the Scout can make withdrawals to reimburse any scout-related expense. It is not uncommon for parents and siblings to also help at these banquets. They will each earn a share that will be placed in the family account for the benefit of the Scout in their family.

F. Dues and Fees

The following is a breakdown of annual troop fees for youth and adults. This is usually done in the Fall.

Council Fees:	Council registration (youth & adults)	\$15.00
	Insurance (youth & adults)	\$ 1.25
	Boy's Life (youth only, optional)	\$12.00
Troop fees:	Hat/scarf/Name Tag	\$17.50
	(youth one time only; optional for adults)	
	Class B t-shirt	\$ 9.00
	Troop dues (youth only)	\$24.00
	Background investigation (adults only)	\$ 7.50

For registered Webelos and adults joining the troop, a \$1.00 "in council" transfer fee applies in lieu of the listed council fees, plus Troop Fees(prorated for the remainder of the year). For youth and adults new to scouting: council registration, Boy's Life fees, and troop dues will be prorated for the remainder of the calendar year. For those joining in the last two months of a calendar year, prorated fees for the current calendar year plus fees for the next calendar year will apply. **(See Appendix J New Member Form).**

XIX. Service

Troop 421 participates in a number of service oriented activities including:

- Service projects at Grace Presbyterian Church (twice/year)
- Scouting For Food (February)
- Scout Sunday (February)
- Adopted the Sid Richardson canoe basin (August)
- Adopt a Needy Family (Christmas)
- Eagle Service Projects

If you have an idea for a service project, please do not hesitate to present it during a committee meeting or at the monthly PLC.

The troop has a number of Scouts and Scouters who are members of The Order of the Arrow, or OA. OA honors campers – Scouts and Scouters –who best exemplify the Scout Oath and Law in their daily lives. The purpose of the Order is to develop and maintain camping traditions and spirit and to set an example of service to others. Scout induction into OA is by vote of the Scouts in the troop. Scouter (adult) induction into OA is by vote of the adult Scouters in the troop. Eligibility is based upon rank and camping experience.

Appendix A – Personal Information Sheet

Troop 421 Information Sheet

Scout's name _____ Phone Number _____
 Address _____ e-mail _____

Parent's Information:

Father's name _____ Phone Number _____
 Address _____ e-mail _____
 _____ Driver's License # _____

Car Year/Make/Model _____
 Car Insurance Liability Coverage _____
 Youth Protection Trained? _____ When _____
 BSA Scoutmaster Fundamentals trained? _____
 BSA Safety Afloat or Safe Swim trained? Date trained? _____
 BSA rock climbing, archery, rifle, or shotgun trained? Date trained? _____

Mother's name _____ Phone Number _____
 Address _____ e-mail _____
 _____ Driver's License # _____

Car Year/Make/Model _____
 Car Insurance Liability Coverage _____
 Youth Protection Trained? _____ When _____
 BSA Scoutmaster Fundamentals trained? _____
 BSA Safety Afloat or Safe Swim trained? Date trained? _____
 BSA rock climbing, archery, rifle, or shotgun trained? Date trained? _____

Volunteer Interests

_____ Merit Badge Counselor

What Badge(s) _____

_____ Fundraising	_____ Membership
_____ Hospitality	_____ Advancement
_____ Equipment	_____ Recruiting
_____ Scholarship Committee	_____ Training
_____ Experience Closet	_____ Web Site Maintenance
_____ Outdoor Activities	_____ Troop Finance

Please list any special skills or resources at your disposal:

Appendix B – Scout Terms & Abbreviations

Blue Card: Record of work (sometimes partial completion) on a particular merit badge. The blue card is the declaration of a Scout's intent to work on a merit badge.

BOR: Board of Review

Captain Kernal Or Kernal Captain: Adult in charge of popcorn sales.

Camporee: An annual district (13 to 15 troops) planned camping activity where patrols from different troops compete in skill based events. Every four years, the Longhorn Council conducts a council camporee.

Chuck Box: A supply box which converts into a small kitchen area during campouts. It is generally supplied with the basic supplies and utensils needed for cooking. Patrols are responsible for replacing consumables.

Committee: The group of adult Scouters that serves the logistical needs of the troop. This is a group of parents that take care of the business end of the troop. They keep track of finances, review the troop calendar, coordinate fund-raisers and address other business issues.

Committee member: YOU

Court of Honor: A formal ceremony dedicated to recognitions and awards

Merit Badge Counselor: A district registered/approved counselor who guides a boy in a merit badge.

OA: Order of the Arrow, an honor Scout organization dedicated to service

PLC: Patrol Leaders's Council, held generally the first Monday after every campout

SPL: Senior Patrol Leader, the senior boy leader in the troop

Score-O: A Longhorn Council planned activity where Boy Scout patrols, Cub Scout dens, and adult Scouter teams compete in a cross country map and compass competition.

Scoutmaster Conference: A meeting between a Scout and a Scoutmaster to discuss achievements and goals. A Scoutmaster conference is required for all rank advancements.

Scout Bucks: The amount of money a scout has earned to use for Scouting related expenses by working on Fund-raisers.

Scoutmaster: BSA trained adult who guides the boys through the program.

Sid or SR2: Sid Richardson Scout Ranch, one of three primary Scout camps that Longhorn Council owns and operates; located on the west side of Lake Bridgeport

Tahuaya: One of three primary Scout camps that Longhorn Council owns and operates; located south of Belton, Texas

Trailer loading: The time when the boys load the troop trailers in preparation for a campout.

Worth or WR: Worth Ranch, one of three primary Scout camps that Longhorn Council owns and operates

Appendix C – Campout Equipment List

Scout Outdoor Essentials

Boy Scout Handbook (don't leave for a campout without it)
 Class "A" shirt (don't pack it; wear it during transportation)
 Pocketknife
 Personal First Aid Kit
 Rain Gear (poncho and pack cover)
 Water Bottle (full)
 Flashlight with extra batteries
 Sleeping bag appropriate for temperature or bedroll
 Tent and ground cloth
 Eating kit with spoon, fork, plate, bowl, and cup.
 Personal hygiene products: soap, washcloth, toothbrush, toothpaste, towel, comb, dental floss
 Deodorant
 Sunscreen and insect repellent
 Bible/ or Prayer book

All Weather Clothing

Long Pants
 Underwear and socks
 Hiking boots or sturdy shoes

Warm Weather Clothing

Short-sleeve shirt
 T-shirt
 Hiking shorts
 Sweater or warm jacket (for cool evenings)
 Running shoes or moccasins for wear around camp
 Cap with brim

Cold Weather Clothing

Long Sleeve shirt
 Wool shirt
 Wool sweater
 Thermal underwear (top and bottom)
 Heavy coat with hood
 Wool stocking cap (especially for sleeping)

Optional stuff

Bandanna
 Watch (mandatory for PLC members)
 Camera and film (mandatory for troop historian)
 Notebook and pen or pencil (mandatory for PLC members)
 Binoculars
 Musical Instruments (bring at your own risk)

Appendix D – Summer Camp Equipment List

These can be packed in a locker.

Boy Scout Handbook (don't leave home without it)
 Permission Form, Medical Form (turn in to Summer Camp Scoutmaster)
 Spending Money
 Shoes or hiking boots
 Tennis shoes
 Boating shoes (if necessary)
 Sun Screen and Insect repellent
 Personal First Aid kit
 Flashlight w/ extra batteries
 Shampoo, Soap, deodorant, toothbrush, toothpaste
 Comb, brush, mirror
 Towels (2-3)
 Sleeping bag or bedroll
 Cot and Pillow
 Sewing kit
 Whistle
 Pens (2), Notebook, envelopes, stamps
 Pocket knife and Tote-N-Chip
 Musical instrument (bring at your own risk)
 Camera and film
 Canteen/water bottle and cup
 Backpack
 Class A uniform (required for certain meals and during transportation to and from camp)
 Work gloves (optional)
 Socks (7), Underwear (7), Handkerchiefs
 Shorts (3-4)
 T-shirts (7)
 Long Pants
 Pajamas
 Brimed cap or hat
 Long sleeve shirt
 Swimsuit(s)
 Poncho or raincoat
 Dirty cloths bag
 Bible/ Prayer Book
 Camp Chair
 Completed merit badge work and merit badge books

Also, playing cards, chess sets, etc

A note here: It can be helpful to pack clean clothes in large zip lock bags to keep dry/clean, also to put small misc items in ziplocks, ie, sunscreen, insect repellent, batteries, etc.

Appendix E – Merit Badge Counselor Application



Boy Scouts of America MERIT BADGE COUNSELOR INFORMATION

(Please type or print.)

Name _____ Age _____ Business phone (____) _____

Address _____ Home phone (____) _____

City _____ State _____ Zip code _____

To qualify as a merit badge counselor, you must

- Be at least 18 years old.
- Be proficient in the merit badge subject by vocation, avocation, or special training.
- Be able to work with Scout-age boys.
- Be registered with the Boy Scouts of America.

As a merit badge counselor, I agree to

- Follow the requirements of the merit badge, making no deletions or additions, ensuring that the advancement standards are fair and uniform for all Scouts.
- Have a Scout and his buddy present at all instructional sessions.
- Renew my registration annually if I plan to continue as a merit badge counselor.

	Vocation	Avocation	Special training
	Is this subject in line with your job, business, or profession? If yes, give brief information on the reverse side.	Do you follow this subject as a hobby, having more than a "working knowledge" of the requirements? If yes, give brief information on the reverse side.	If not, do you have any special training or other qualifications for this subject? If yes, give brief information on the reverse side.
List merit badge subjects here.			
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			
7. _____			

CHECK ONE:

I wish to work only with _____
Unit number

I wish to work with all units.

Signature _____ Date _____

Note: The BSA Adult Registration Application must be attached.

Council approval by _____ Date _____

#34405



Appendix F – Roles and Responsibilities of Junior Leaders

EXPECTATIONS OF ALL JUNIOR LEADERS

Committed to the 8 methods of Scouting (not “a way”, “the only way” to operate a troop):

1. The Ideals – Scout Oath, Laws, motto & slogan (Set a good example by living the Ideals.)
2. The patrol method (Plan for and encourage patrol competition.)
3. The outdoors (Plan for and encourage participation on campouts.)
4. Advancement (Encourage rank & merit badge advancement; help Scouts master Scouting skills)
5. Association with adults (Seek out adult assistance.)
6. Personal growth
7. Leadership development (Participate in junior leader training.)
8. The uniform (Set an example by enthusiastically wearing the uniform correctly.)
 - Endeavor to be at all troop functions.
 - Set the example. Be a role model. Show Scout spirit.
 - Encourage everyone First Class and under to bring their handbooks to every meeting, esp. campouts.
 - Take notes, use a calendar, and communicate to those who need your information.
 - Devote the time and make the effort to meet the expectations of the position.
 - Break down big jobs into little pieces and tackle one piece at a time.
 - Delegate; ask for help; don't try to do everything; share leadership.
 - Develop “buy in” by using other people's skills, ideas, and enthusiasm.
 - View problems as opportunities.

Senior Patrol Leader (SPL) - The senior boy in the troop.

- Elected by all members of the troop.
- In charge of troop meetings from beginning to end.
- Start and end meetings on time.
- The master of ceremonies for troop meetings, campouts, hikes, service projects, campfires, courts of honor, and district competitions.
- Makes sure that everything is happening the way it was planned at the PLC.
- See that the troop runs in an orderly and timely manner and that there are no gaps in planned activities.
- Determines who needs a board of review on designated nights and informs the adult advancement chairman at the beginning of the meeting.
- Before each meeting or troop activity, phone/contact each individual responsible for a part of the event to insure that he is prepared.
- Participate in Scoutmaster after meeting review
 - How did the patrol leader's council plan work out?
 - What did you really like about the way the plan worked?
 - What would you like to do differently next time?
 - Did advancement take place?
 - Are the right things happening so that the troop will be ready for the next campout?
 - What has to be done to get prepared for the next meeting?
 - Did everyone have fun tonight?
- He chairs meetings of the Patrol Leader's Council. Voting member of the PLC.
- Prepares an agenda for each PLC.
- Patrol leader of the "Staff" patrol.
- With the advice and consent of the Scoutmaster, appoint the ASPL and JASM.
- With the advice and consent of the ASM for new scout patrols, appoint the Troop Guides.
- With the assistance of the Scoutmaster, appoint the troop quartermaster, troop scribe, troop historian, troop librarian, troop instructors, chaplain aide, and den chiefs.
- Consider attendance, desire/need for rank advancement, interest, aptitude/skills, and commitment when making appointments.
- Work closely with the Scoutmaster.
- Assign patrols or individuals to take care of various portions of a meeting giving as many Scouts as possible the opportunity to contribute.
- Provide advance notice to ASPL if SPL cannot attend any troop function.
- Promote "Methods of Scouting" (Ideals, Patrol Method, Advancement, Uniform, etc.)
- Encourage patrol competition when planning & conducting activities.
- Encourage rank advancement when planning & conducting activities.
- Conduct periodic inspections of class A uniforms.
- Always have a Plan "B"
- Identify issues within the troop and take steps to resolve them.
- With the assistance of the campout lead Scoutmaster, make campsite assignments to patrol leaders.
- Coordinate with the Scoutmaster to adjust patrol assignments as required.
- Sign in Scout Handbooks indicating satisfactory completion of leadership requirements.

STAFF APPOINTMENTS BY SENIOR PATROL LEADER

Assistant Senior Patrol Leaders (ASPL)

- With the advice and consent of the Scoutmaster, appointed by the SPL.
- Takes the place of SPL when SPL absent.
- Responsible for training and providing direction for the troop quartermaster, scribe, historian, librarian, and instructors.
- Voting member of the PLC
- Member of the "Staff" patrol
- Review and approve patrol menus maintaining consistent standards for nutrition.
- Work with the Quartermaster to coordinate trailer unloading by troop while the SPL & patrol leaders select campsites.

Troop Guides

- With the advice and consent of the Scoutmaster, appointed by the SPL.
- Older scout, at least first class in rank. Voting member of PLC.
- Introduces new Scouts to troop operations. A leader and a "mentor" to a new scout patrol.
- Makes a good first impression with good first experiences.
- Guides new Scouts through early Scouting activities.
- Goal: help new Scouts earn the First Class rank in their first year.
- Teach basic Scout skills.
- Provides 1) direction, 2) coaching, and 3) support as determined by the skill level and morale of the members of the new scout patrol.
- Make sure that the tents of the new scouts are pitched or at least well on their way before you pitch your own tent.
- Teach the new scout patrol to build "camp gadgets".
- Eat and camp with their assigned patrol working with younger Scouts.

Troop Quartermaster

- With the assistance of the Scoutmaster, the SPL appoints this position.
- Member of the "Staff" patrol.
- Keeps a current inventory of troop equipment and sees that it is in good working condition.
- He works with patrol quartermasters as they check out and return equipment.
- Reports to the PLC on equipment in need of replacement or repair. Make suggestions for new items.
- Works closely with adult quartermaster.
- Coordinate/lead the trailer loading before campouts.
- Inspect chuck boxes before loading on Sunday morning of a campout.
- Responsible for cleaning or servicing any troop equipment that has been returned and accepted in an unsatisfactory condition.

Troop Scribe

- With the assistance of the Scoutmaster, the SPL appoints this position.
- The troop's secretary. Not a voting member of PLC.
- Attends PLC meetings and keeps a logbook of their discussions.
- Maintains troop roster/phone list/E-mail list.
- Collects and forwards to the designated campout Scoutmaster on or before the date specified the list by name and patrol of those who will be attending each campout.

Junior Assistant Scoutmaster

- With the advice and consent of the Scoutmaster, the SPL appoints this position.
- Member of either Staff or “older Scout” patrol.
- A Scout 16 years of age or older who has shown outstanding leadership skills.
- A troop may have more than one JASM.
- Follow the guidance of the Scoutmaster in providing support & supervision to other leaders in the troop.
- Performs duties as assigned by the Scoutmaster.
- Often an Eagle Scout.

Troop Instructor

- With the assistance of the Scoutmaster, the SPL appoints this position.
- Older member of the troop proficient both in 1) a Scouting skill and in 2) the ability to teach that skill to others.
- A troop may have more than one instructor.

Troop Order of the Arrow Representative

- Serves as the communication link between the lodge and the troop.
- Coordinates with the lodge/tribe for the annual OA election and the OA-run district camporee.
- 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.

“AT LARGE” APPOINTMENTS BY SENIOR PATROL LEADERTroop Historian

- With the assistance of the Scoutmaster, the SPL appoints this position.
- Continues as member of his patrol.
- Collects and preserves troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia.
- Prepares slide shows for troop courts of honor to review recent activities for parents and Scouts.
- Takes pictures at troop events.

Troop Librarian

- With the assistance of the Scoutmaster, the SPL appoints this position.
- Continues as member of his patrol.
- Oversees the care and use of troop books, pamphlets, magazines, audiovisuals, and merit badge counselor lists.
- He checks out these materials to Scouts and leaders and maintains records to ensure that everything is returned.
- May suggest the acquisition of new literature and report on the need to repair or replace any current holdings.

Chaplain Aide

- With the assistance of the Scoutmaster, the SPL appoints this position.
- Continues as member of his patrol.
- Assists the troop chaplain with religious services at troop activities.
- He sees that religious holidays are considered during program planning.
- Promotes the religious emblems program.
- Coordinate Sunday morning campout service.

Den Chief

- With the assistance of the Scoutmaster, the SPL appoints this position.
- Continues as member of his patrol.
- Works with a den of Cub Scouts and with their adult den leader.
- He assists with den meetings (leading songs, stunts, skits, games, and sports), encourages Cub Scout advancement, and serves as a role model for younger boys.
- Knows the purposes of Cub Scouting.
- Knows and lives by the "Den Chief Pledge".
- Create a favorable impression of Troop 421.

Webelos Den Chief

- With the assistance of the Scoutmaster, the SPL appoints this position.
- Continues as member of his patrol.
- Meets each week with a Webelos den & helps their adult leader guide Webelos Scouts in their program.
- He can plan and assist with den meetings and field activities, lead songs and stunts, and encourage Webelos Scouts to progress into the Scout troop.
- Coordinates Webelos visits with the Assist.
- Create a favorable impression of Troop 421.

Bugler

- Learn to play taps, revile, etc.

ELECTION OF PATROL LEADERSPatrol Leader

- Elected by all members of a patrol.
- Takes responsibility for patrol's activities.
- Represents the patrol as a member of the PLC. Voting member of the PLC.
- Expresses his desires and those of his patrol members at the PLC.
- Appoints an assistant patrol leader, quartermaster, and grubmaster (grubmaster changes from campout to campout) to serve with him.
- Takes a leading role in planning and steering patrol meetings and activities.
- Encourages patrol members to complete advancement requirements.
- Knows what his patrol members and other leaders can do.
- Encourages patrol members to take part in all troop activities (especially the "Older Scout" patrol leader).
- Make sure that the patrol has a name, yell, and a flag and that they are used.
- Inspires and motivates his patrol to be the best one in the troop.
- Volunteers his patrol for leading openings, closings, games, and skill activities and make sure that they are planned for by the patrol.
- Monitors patrol member attendance at meetings and campouts & contacts patrol members that show pattern of being absent.
- Communicates PLC information to the members of the patrol. Keeps patrol members informed.
- Turns in campout headcounts to the troop scribe by the date specified.
- Makes sure that duty rosters are made and posted on campouts.
- Watches out for and sticks up for someone who is the brunt of too many jokes.

APPOINTMENTS BY PATROL LEADERS

Assistant Patrol Leader

- Always ready to back up the patrol leader and step into the leadership role when the patrol leader isn't available, even for short periods.
- Attends all functions that the patrol leader does in case he does not attend.
- Helps the patrol leader make phone calls and keeps patrol members informed.
- Helps the patrol leader plan and steer patrol meetings and activities.
- Makes sure that the patrol flag is at all functions.

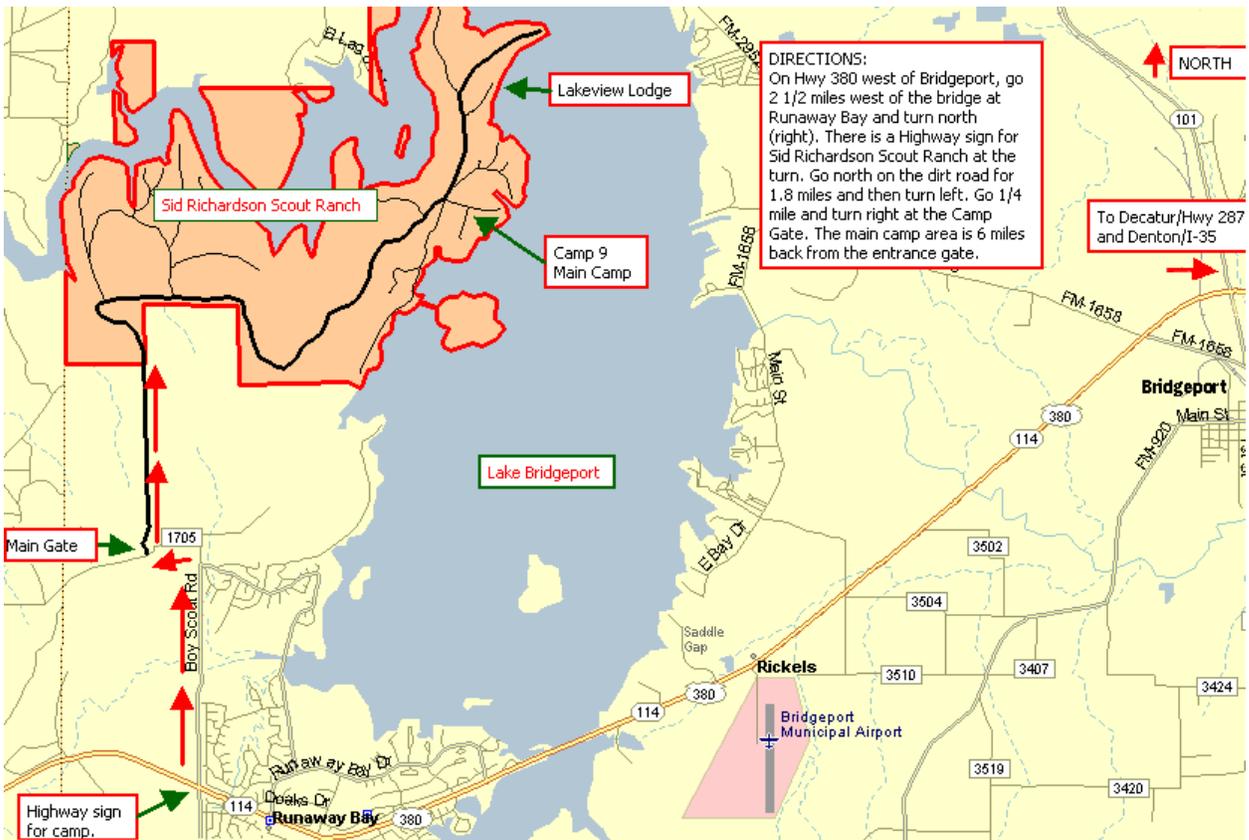
Patrol Quartermaster

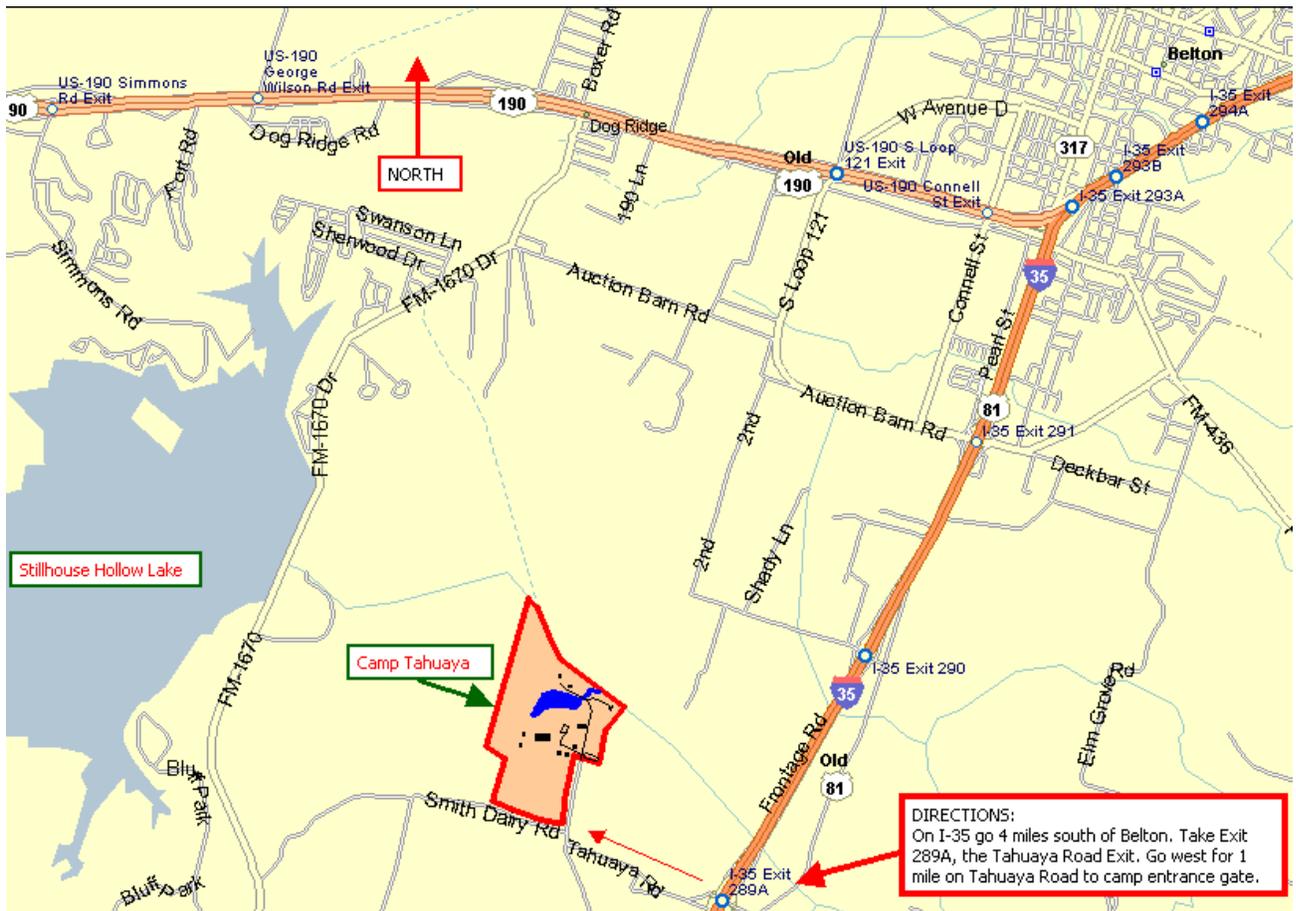
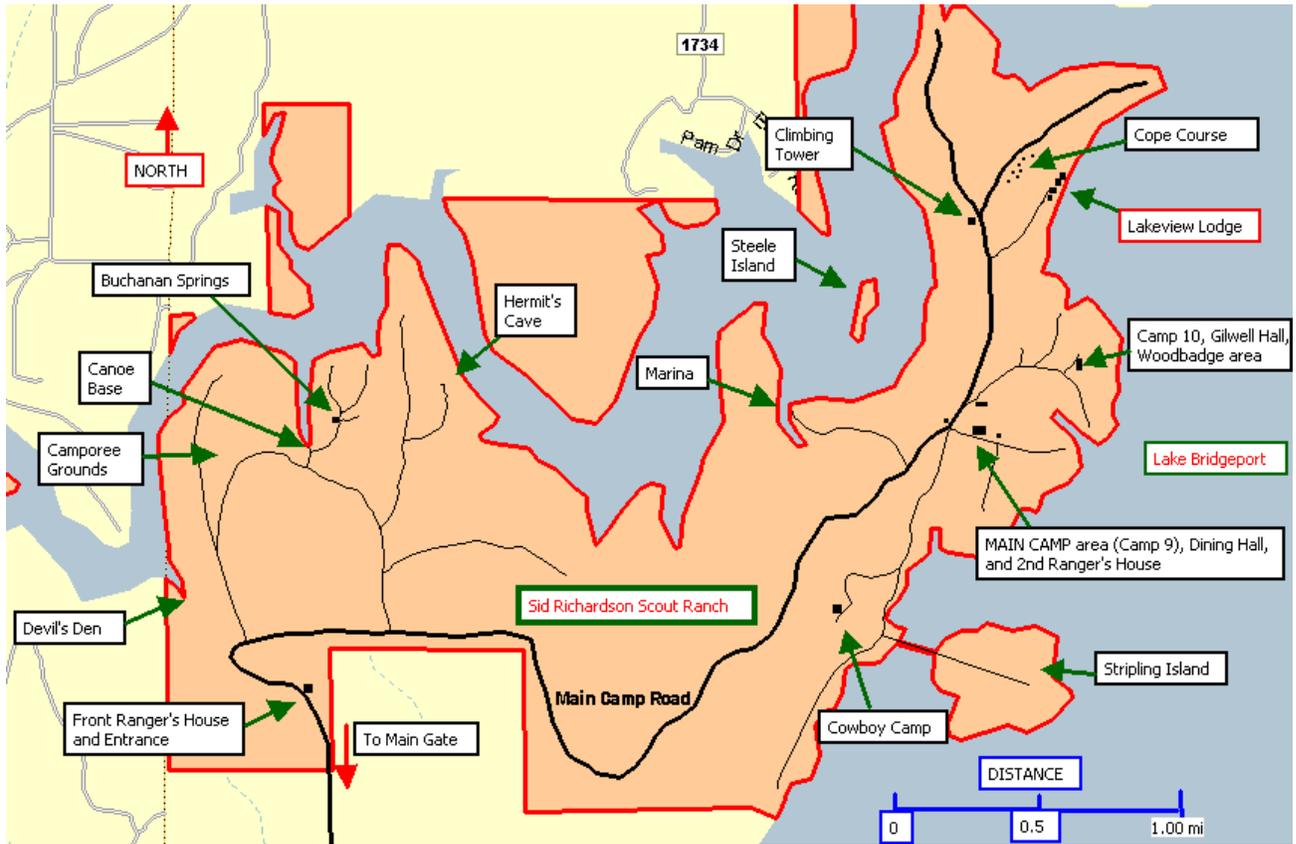
- Maintains inventory of the patrol's equipment and makes sure it is clean and ready for the patrol to use.
- Check out and turn in patrol equipment.

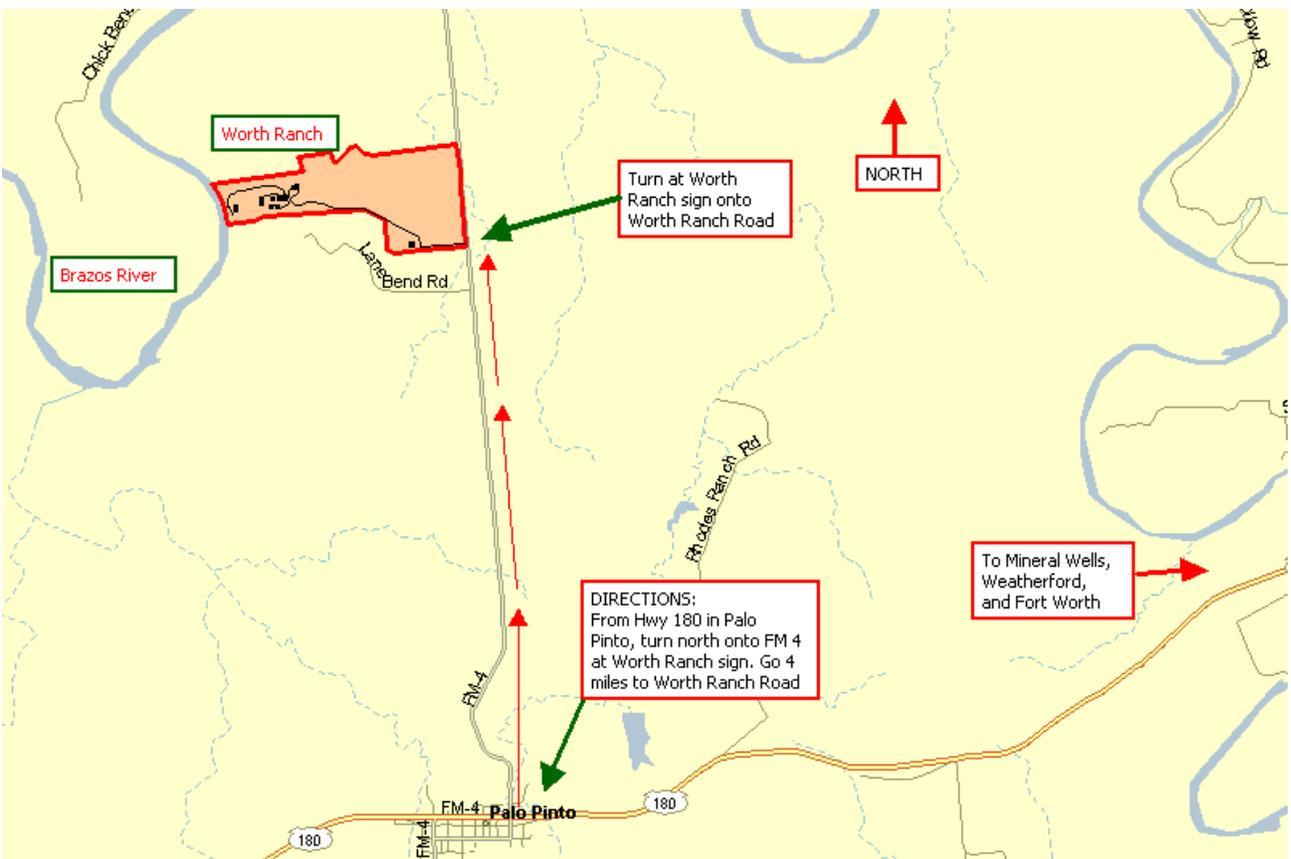
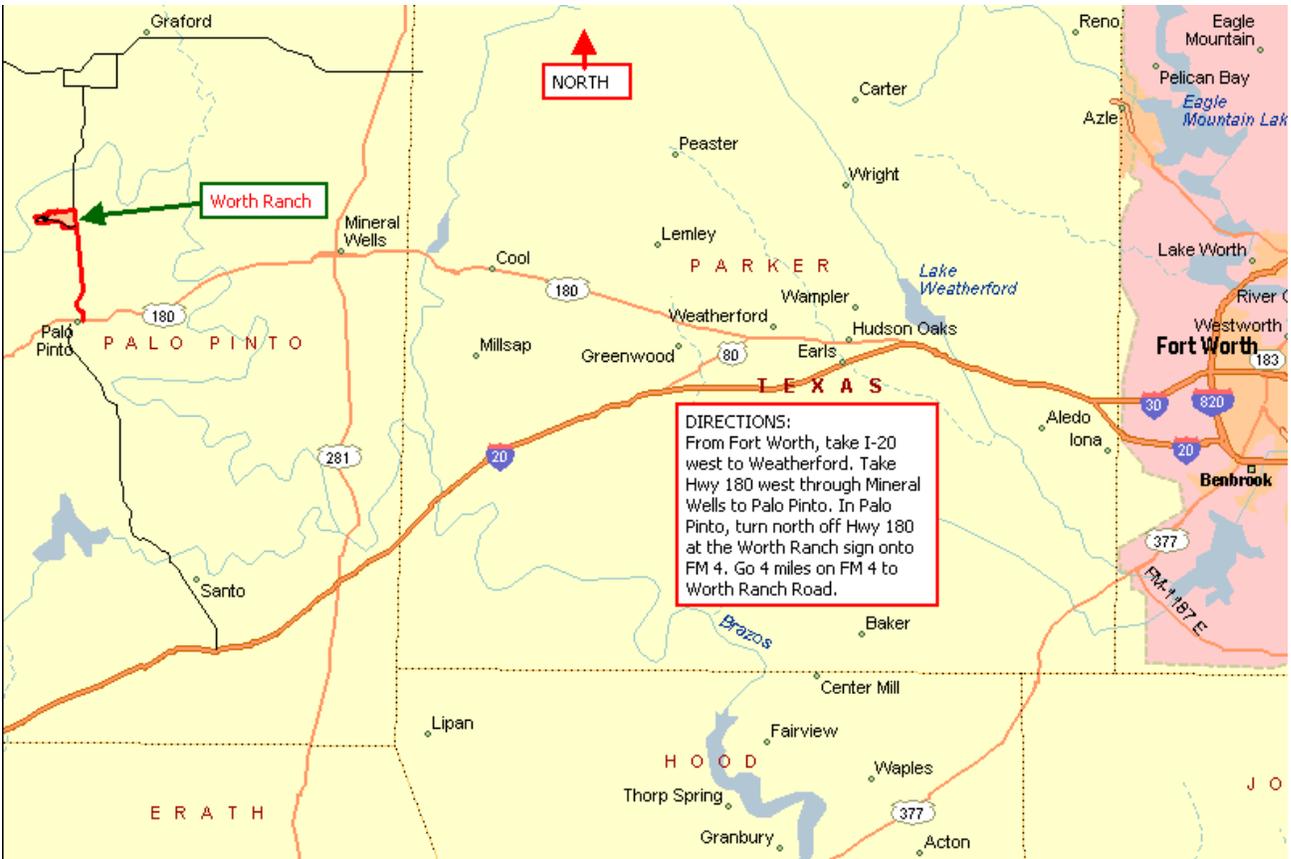
Patrol Grubmaster

- In charge of assisting the patrol in putting together menus for hikes and campouts.
- He takes the lead in making all food-related arrangements for the patrol's outdoor programs.
- Buy food for campouts.
- Collect the money for the food.

Appendix G – Maps to Longhorn Council Camps







Appendix H - Troop 421 New Member Form

Troop 421
New Member Form

Family Name: _____ Email: _____

Name(s)	Scout #1	Scout #2	Adult #1	Adult #2
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New Scout Fee See Table #1				
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Cross Over Fee See Table #2				
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New Adult Fee See Table #3				
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Transfer Adult Fee See Table #4				
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Hat - \$9.00				
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Scarf - \$6.00				
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T421 Numeral - \$2.50				
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Class B T-shirt - \$9.00				
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Name Tag (optional) - \$6.50				
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Adult Background Check - \$7.50				
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Sub-Total				
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TOTAL

NOTES:

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1. **New Scout Fee** includes registration, insurance, Boy's Life (optional), hat, scarf, 421 numeral and troop dues.
 2. **Cross Over scouts and Transfer scouts** (in council) fee includes \$1 transfer fee, hat, scarf, and troop dues (prorated)
 3. **New Adult Fee** includes registration and insurance fees. All adults pay \$7.50 for background check (mandatory).
 4. **Transfer Adult** is \$1 transfer fee. All adults pay \$7.50 for background check.
 5. Hat/Scarf/Name Tag/ Class B shirt and 421 numeral is optional for Adults.
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NEW SCOUTS

	Registration	Insurance	Boys Life	Council Totals	Hat/Scarf/ Numerals	Troop Dues	New Scout Fee
JAN	15.00	1.25	12.00	28.25	17.50	24.00	69.75
FEB	14.25	1.25	11.00	26.50	17.50	22.00	66.00
MAR	12.75	1.25	10.00	24.00	17.50	20.00	61.50
APR	11.50	1.25	9.00	21.75	17.50	18.00	57.25
MAY	10.25	1.25	8.00	19.50	17.50	16.00	53.00
JUN	9.00	1.25	7.00	17.25	17.50	14.00	48.75
JUL	7.75	1.25	6.00	15.00	17.50	12.00	44.50
AUG	6.50	1.25	5.00	12.75	17.50	10.00	40.25
SEP	5.25	1.25	4.00	10.50	17.50	8.00	36.00
OCT	4.00	1.25	3.00	8.25	17.50	6.00	31.75
NOV	2.75	1.25	2.00	6.00	17.50	4.00	27.50
DEC	1.25	1.25	0.00	2.50	17.50	2.00	22.00

CROSS OVER SCOUTS

	Cross Over Fee	Insurance	Boys Life	Council Totals	Hat/Scarf/ Numerals	Troop Dues	Cross Scout Fee
JAN	1.00	0.00	0.00	1.00	17.50	24.00	42.50
FEB	1.00	0.00	0.00	1.00	17.50	22.00	40.50
MAR	1.00	0.00	0.00	1.00	17.50	20.00	38.50
APR	1.00	0.00	0.00	1.00	17.50	18.00	36.50
MAY	1.00	0.00	0.00	1.00	17.50	16.00	34.50
JUN	1.00	0.00	0.00	1.00	17.50	14.00	32.50
JUL	1.00	0.00	0.00	1.00	17.50	12.00	30.50
AUG	1.00	0.00	0.00	1.00	17.50	10.00	28.50
SEP	1.00	0.00	0.00	1.00	17.50	8.00	26.50
OCT	1.00	0.00	0.00	1.00	17.50	6.00	24.50
NOV	1.00	0.00	0.00	1.00	17.50	4.00	22.50
DEC	1.00	0.00	0.00	1.00	17.50	2.00	20.50

NEW ADULTS

	Registration	Insurance	Boys Life	Council Totals	Background Check	Troop Dues	New Adult Fee
JAN	15.00	1.25	0.00	16.25	7.50	24.00	47.75
FEB	14.25	1.25	0.00	15.50	7.50	22.00	45.00
MAR	12.75	1.25	0.00	14.00	7.50	20.00	41.50
APR	11.50	1.25	0.00	12.75	7.50	18.00	38.25
MAY	10.25	1.25	0.00	11.50	7.50	16.00	35.00
JUN	9.00	1.25	0.00	10.25	7.50	14.00	31.75
JUL	7.75	1.25	0.00	9.00	7.50	12.00	28.50
AUG	6.50	1.25	0.00	7.75	7.50	10.00	25.25
SEP	5.25	1.25	0.00	6.50	7.50	8.00	22.00
OCT	4.00	1.25	0.00	5.25	7.50	6.00	18.75
NOV	2.75	1.25	0.00	4.00	7.50	4.00	15.50
DEC	1.25	1.25	0.00	2.50	7.50	2.00	12.00

TRANSFER ADULTS

	Cross Over Fee	Insurance	Boys Life	Council Totals	Background Check	Troop Dues	Cross Adult Fee
JAN	1.00	0.00	0.00	1.00	7.50	24.00	32.50
FEB	1.00	0.00	0.00	1.00	7.50	22.00	30.50
MAR	1.00	0.00	0.00	1.00	7.50	20.00	28.50
APR	1.00	0.00	0.00	1.00	7.50	18.00	26.50
MAY	1.00	0.00	0.00	1.00	7.50	16.00	24.50
JUN	1.00	0.00	0.00	1.00	7.50	14.00	22.50
JUL	1.00	0.00	0.00	1.00	7.50	12.00	20.50
AUG	1.00	0.00	0.00	1.00	7.50	10.00	18.50
SEP	1.00	0.00	0.00	1.00	7.50	8.00	16.50
OCT	1.00	0.00	0.00	1.00	7.50	6.00	14.50
NOV	1.00	0.00	0.00	1.00	7.50	4.00	12.50
DEC	1.00	0.00	0.00	1.00	7.50	2.00	10.50

Appendix I – Internet links

Troop 421 Web Site

www.troop421.info



Longhorn Council Web Site

<http://www.longhorncouncil.org/>



Boy Scouts of America Web Site

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



Tejas District Web Site

<http://tejasdistrict.org/>



US Scouting Service Project

<http://www.usscouts.org/>



Scout Stuff (BSA Scout Store) Web Site

<http://www.scoutstuff.org/bsasupply/>

