



BSA TROOP 53 GUIDEBOOK

Proudly Chartered by
Front Royal Presbyterian Church

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Welcome to Boy Scout Troop 53

As a new member of Troop 53, you are joining a group of boys who share your interests in the outdoors, adventure, and learning. As a Scout, you will get the opportunity to learn, see and do things that other boys may not. You will get the chance to acquire new skills, and you will be recognized and rewarded for what you have accomplished. The leadership, organizational, and other skills learned along the way will be very beneficial to you now and later in life.

One of the most important concepts to understand about Boy Scouting is that the scouts are empowered to drive the troop by being the leaders. While the road may be rocky at times, the scouts learn to take responsibility and achieve goals such as; planning of troop activities and self-advancement. While the meetings / activities may not appear to run smoothly, the scouts are learning and the adult leadership is available to coach and guide the scouts along this journey. Please read the *Parents' and New Leaders Guide to a Boy-Led Troop* available on the Troop 53 website www.bsa-troop53.org for a better understanding of the aims of a boy lead troop.

This "Troop 53 Guidebook" is intended to act as an introduction to Scouting in Troop 53 and to give Scouts and parents / guardians a better understanding about how Troop 53 works. With this guidebook, we hope to provide answers to common questions, give guidelines as to what is expected from the Scouts, Youth leadership, Adult leadership, and parents / guardians, and to outline how the Troop operates. Please take the time to read over this guidebook.

Welcome and thank you for joining Troop 53.

Britton W. Bowman

Scoutmaster, Troop 53



Purpose of Troop 53

The main objective of Troop 53 is to provide a solid program where Scouts can learn, develop, and most importantly, have fun while achieving the “aim and methods of the Scouting program.” These goals are attainable through the presence of a solid Scouting program, one which Troop 53 is pleased to offer.

Aims and Methods of Scouting

The aims of the Scouting program are to build character, foster citizenship, and develop fitness. These aims are achieved through a series of scouting methods that consist of *ideals, patrol method, outdoors, advancement, personal growth, adult association, leadership development* and *uniform*.

The *ideals* of Scouting are found in the Scout Oath, Law Motto, and Slogan. All Scouts are expected to live by these ideals.

The *patrol method* develops leadership and teamwork abilities in a small group setting before it is applied on a larger Troop setting.

The *outdoors* is the key setting where the aims and methods are achieved. The monthly camp-outs establish self-reliance as the Scouts learn to work together from the planning to closing of the camp-out, as well as hone their outdoor skills.

Advancement creates a challenge for all Scouts by providing them with a series of obstacles to overcome. Furthermore, it provides a reward and sense of accomplishment for the Scouts hard work and determination.

Personal growth is developed as Scouts provide service, advance, and develop a plan for the Scouting years. All these activities provide an opportunity for the Scouts to grow as individuals and members of their community and religious organizations.

Adult Association provides role models for the Scouts to observe and also creates a setting where adults and boys work together to achieve common goals and have fun while doing so.

Leadership development is formed as each Scout assumes a Junior Leader position. The development starts with patrol positions on a smaller level, and fully develops as Scouts assume Troop junior leader positions that are essential to the operation of the entire Troop. Remember, your sons are the leaders and run the Troop.

Finally, the *uniform* gives Scouts an identity and sense of belonging to the BSA organization.



Parental / Guardian Responsibilities

As the adult leadership works to provide a Scouting program for your son, there is a lot of hard work and time that goes into planning such a program. As a result, we request that parents accept certain responsibilities.

The first responsibility of all parents / guardian is attendance at all Courts of Honor (CoH) held once a quarter. The Court of Honor is a very important moment in your sons' Scouting career as he is awarded and recognized for his hard work and determination. In addition, important information about the Troop is relayed at these special ceremonies. Please make every effort to attend; you son needs your support.

Secondly, we ask that all scouts and parents / guardians participate in all Troop fund-raisers. A schedule will be published with the allocated participation times for Scouts and parents / guardians. Everyone's involvement is required so that a select few are not over burdened with supporting the troop through the fund-raisers.

Third is meeting deadlines and scheduled times. When we set a deadline on permission slips, money, or any other item it is usually done for the purpose of planning logistics of trips or activities.

The fourth responsibility is providing transportation to and from camping trips. Please remember, adult leaders *do not* get reimbursed for gas, mileage, and wear and tear, therefore it becomes everyone's responsibilities to make sure everyone does their share.

Finally, we ask that *you support* your son as he advances in Scouting. Your involvement is extremely important. Encourage your scout to be involved and let him know you are proud of his involvement in Scouting.

The adults who give their time, talent, and support to make Troop 53 a success are volunteers. Parents, grandparents, and guardians can assist Troop 53 by providing transportation to and from monthly outings / activities, serving on a troop committee, becoming a merit badge counselor, becoming an Assistant Scoutmaster, or serving in other leadership positions. Please contact the Scoutmaster or Committee Chairperson for opportunities to improve the scouting program.

We encourage all parents to get involved. Remember, Scouting is a family oriented organization. Periodically, we announce special needs, if you are available and able, please contact us. If you are a parent or guardian of a boy in Troop 53, please take the time to attend a couple of troop meetings. Talk to the Scoutmaster or one of the other Adult Leaders. You may have skills, resources, or contacts that the Troop needs.

Everyone is encouraged to take the Youth Protection Training (YPT) available on-line every 2 years. All registered adults and parents / guardians attending the troop activities must take the YPT every 2 years.



Boy Scout Troop 53

Remember, without the involvement of Scouts and their parents / guardians this Scouting program would not exist.

Joining Troop 53

To join BSA Troop 53, you must do the following (as outlined in “The Boy Scout Handbook”):

- Meet the age requirements – complete the fifth grade or be 11 years old, or earn the Cub Scout Arrow Of Light and age 10 (must be under 18 years old)
- Complete a Boy Scout Application Form and health history, signed by a parent or guardian
- Repeat the Pledge of Allegiance
- Demonstrate the Scout Sign, Salute, and Handshake
- Demonstrate tying the square knot
- Understanding, and agree to live by the Scout Oath or Promise, Law, Motto, and Slogan, and the Outdoor Code
- Describe the Scout Badge
- Complete the “How to Protect Your Children From Child Abuse: A Parent’s Guide” pamphlet from the front of the “Boy Scout Handbook”
- Participate in a Scoutmaster Conference

Troop History

Scouting has been an important part of the ministry of Front Royal Presbyterian Church. Over the years the church has sponsored various Boy Scout Troops and Cub Scout Packs. When Dr. C Thomas Rhyne became Pastor in 1990, no scouting programs were being sponsored by the church. In August 1997, a Scout Committee was formed and Cub Scout Pack 118 was chartered. In October 1999, the Scout committee chartered Boy Scout Troop 53. During this time period there have been several scouts that have reached the rank of Eagle.



Troop Organization

Troop 53 is associated with the Boy Scouts of America, Shenandoah Area Council, Shenrapawa District. The Troop is comprised of adult leaders that make up the Adult Leadership and Troop Committee.

The adult leadership is comprised of the following positions:

Scoutmaster - Oversees the operations of the troop.

- Assistant Scoutmasters – Advisors to assigned Patrols.

Troop Committee Chair – Head of the Troop Committee

- Charter Organization Representative – Liaison between the Troop and Chartering Organization.
- Secretary – Record keeper and takes/maintain committee meeting notes.
- Treasurer – Takes care of all incoming/outgoing money for the troop, maintains financial records and provides monthly financial status to the troop committee.
- Advancement Chair – Administers the troop advancement program, maintains records and prepares advancement reports for the council.
- Fund-raiser Chair – Organizes fund raising projects to meet the troop needs.
- Camping/Outdoor Chair – Works with the Patrol Leader's Council and the Scoutmaster to plan camping trips and outdoor events. Coordinates transportation needs. Obtains any necessary camping permits/reservations and submits tours requests to the Council.
- Quartermaster – Works with the troop and patrol Quartermasters to control and maintain troop and patrol equipment.

Troop Structure

The goal is to have the troop run by the Scouts with guidance and assistance by the Adult leadership. Please refer to the *'Parents' and New Leaders Guide to a Boy-Led Troop'* available on the Troop 53 website www.bsa-troop53.org. Activity, event, & meeting plans are the responsibility of the youth leadership via the monthly Patrol Leader's Council (PLC).

The adult leaders of Troop 53 are advisors to the Patrol Leader's Council. The senior adult leader is the Scoutmaster. Others include Assistant Scoutmasters and Troop Committee Members; refer to the Troop 53 organization chart.

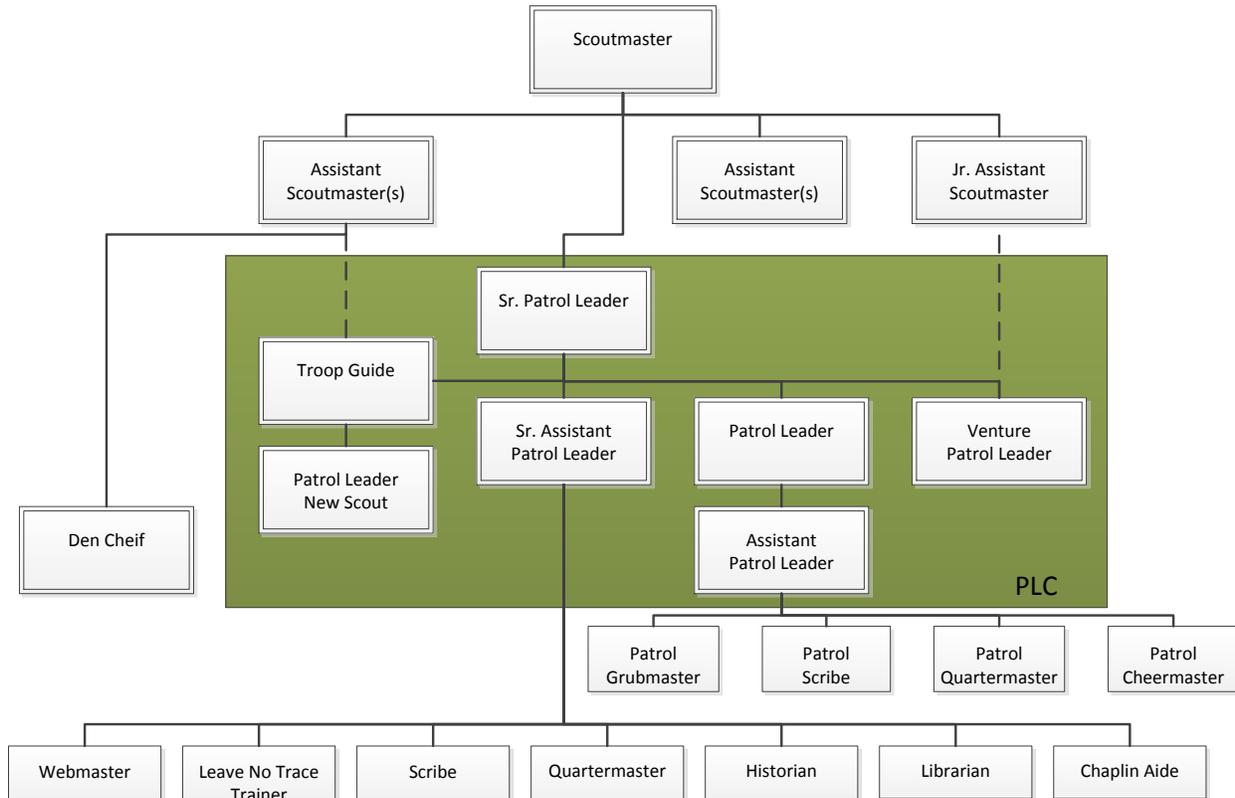
Troop 53 is divided into several small groups called patrols. A patrol is a group of 6-10 boys of similar age and experience who camp together and participate in troop activities together. If the number of boys in a patrol changes due to growth or attrition; the Scoutmaster may form new patrols or combine existing patrols as needed. A Scout may make a request to change patrols. This request must be submitted to the Senior Patrol Leader and the Scoutmaster, who will then decide if the change is justified.

Each patrol is led by a Patrol Leader who will appoint his staff; comprised of Assistant Patrol Leader, Scribe, and Quartermaster.



Boy Scout Troop 53

The position of Senior Patrol Leader is a position of responsibility open to First Class scouts and above. The Senior Patrol Leader is the head of the youth leadership for the troop.



Troop 53 Organization Chart

Troop & Patrol Positions of Responsibilities

Troop Positions

Senior Patrol Leader (SPL)

- Elected by the troop for a year term¹
- Holds a rank of First Class – Eagle Scout¹
- Preside over all troop gatherings and annual program planning conference.
- Chair the patrol leaders' council
- Appoint the youth leadership with the advice and consent of the Scoutmaster
- Assign duties and responsibilities to other patrol leaders
- Work with the Scoutmaster in training junior leaders

Assistant Senior Patrol Leader (ASPL)

- Appointed by the SPL for a year term with SM approval¹
- Serves as the assistant to the Senior Patrol Leader
- Assume SPL's duties when the SPL is unavailable.
- Provide direction & training to the other positions (e.g. Quartermaster, Scribe, etc)



Boy Scout Troop 53

Scribe

- Appointed by the SPL for a year term with SM approval¹
- Serves as the troop's secretary
- Attends the PLC, but is not a voting member
- Records due payments and troop advancement records

Quartermaster (QM)

- Appointed by the SPL for a year term with SM approval¹
- Responsible for inventory and status of troop equipment.
- Works with the committee for repair / replacement of troop equipment, as needed

Historian

- Appointed by the SPL for a year term with SM approval¹
- Collects and preserves troop stories, photos, trophies, flags, etc

Troop Guide (TG)

- Is appointed by the SPL for a year term with SM approval¹
- Holds a rank of First Class – Eagle Scout¹
- Serves as a leader and mentor to the members of a new patrol

Chaplin Aide

- Appointed by the SPL for a year term with SM approval¹
- Assists the troop Chaplin from the Front Royal Presbyterian Church
- Prepares graces for meal blessings

Librarian

- Appointed by the SPL for a year term with SM approval¹
- Oversees the care and use of troop printed materials.

Den Chief

- Approved by SM upon request
- Works with the den of Cub Scouts and their adult leader.
- Serves as a role model for younger boys and encourages advancement

Jr. Assistant Scoutmaster

- Appointed by the SPL for a year term with SM approval¹
- At least 16 years of age and who has outstanding leadership skills
- Providing support and supervision to other boy leaders in the troop
- Upon 18th birthday he will be eligible to become an Assistant Scoutmaster

Leave No Trace Trainer

- Appointed by the SPL for a year term with SM approval¹
- Completed the Leave No Trace Trainer training course
- Teach and promotes the Leave No Trace principles to the Troop and others

OA Representative

- Appointed by the SPL for a year term with SM approval¹
- Brother of the OA Lodge Shenshawpotoo, Chapter #276
- Serves as a liaison between the OA lodge and the Troop.
- Assists with leadership skills for fellow Arrowmen and troop members

Webmaster

- Appointed by the SPL for a year term with SM approval¹
- Responsible for maintaining the troop website <http://www.bsa-troop53.org>



Patrol Positions for each Patrol

Patrol Leader (PL)

- Elected by each patrol in the troop for a 6 month term¹
- Take the leading role in planning and conducting patrol activities
- Encourage patrol members to complete advancement requirements
- Represent the patrol at the PLC

Assistant Patrol Leader (APL)

- Appointed by the PL for a 6 month term with SPL and/or SM approval¹
- Steps in to serve when the PL is unavailable
- Carry out special assignments given by the PL

Patrol Scribe

- Appointed by the PL for a 6 month term with SPL and/or SM approval¹
- Serves as the patrol's secretary
- Checks attendance, collects and records patrol dues and fees

Patrol Quartermaster

- Appointed by the PL for a 6 month term with SPL and/or SM approval¹
- Maintains an inventory of the patrol's equipment
- Ensures that the equipment is clean and maintained properly

Patrol Grubmaster

- Appointed by the PL for a 6 month term with SPL and/or SM approval¹
- In charge of all food related arrangements for patrol / troop outings.

Patrol Cheermaster

- Appointed by the PL for a 6 month term with SPL and/or SM approval¹
- Leads the patrol in songs, yells, and stunts during meetings and outings.

¹ Term and/or rank requirement can be revised at the Scoutmaster's discretion for any future election period.

Troop Elections

The Senior Patrol Leader and Patrol Leader are the only two positions open to election within the Troop. In order for a Scout to be eligible for elected or appointed positions; the Scout must attend 75% of the yearly meetings and other Scout related activities, be present at the election, and meet the rank requirements. Candidates will be nominated by their peers and given an opportunity give a campaign speech to the members of Troop 53. All votes in Troop elections are cast by silent ballot; the individual with the majority of votes is the winner. In the event of a tie, a run-off will be held that same evening to determine the winner.

If an elected Scout misses more than 8 consecutive meetings/activities, that Scout may forgo his elected/appointed position. In these cases, a special election will be initiated for the open SPL or PL position. New appointments will be made by the SPL or PL for all other open positions.

The Senior Patrol Leader position may be held by First Class to Eagle scouts. This position is held for a period of one year and is determined by a troop election to be scheduled each August. All registered Troop 53 scouts are allowed to cast one vote towards the Senior Patrol Leader position. The term and/or rank requirement can be revised at the Scoutmaster's discretion for any election period.



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The Senior Patrol Leader will appoint his staff with the approval of the Scoutmaster. His staff consists of an Assistant Senior Patrol Leader, Troop Guide, Scribe, Quartermaster, Historian, Librarian, Chaplain Aide & Jr Assistant Scoutmaster.

The Patrol Leader position may be held by any registered scout within the given patrol and is held for a period of 6 months and is determined by patrol elections to be scheduled in late February and August of each year. All registered patrol members are allowed to cast one vote towards the Patrol Leader of his patrol. The term can be revised at the Scoutmaster's discretion for any future election period.

The patrol leader will appoint his Staff with the Senior Patrol Leader and/or Scoutmaster approval. His staff consists of Assistant Patrol Leader, Patrol Scribe, Patrol Grubmaster, Patrol Quartermaster, and Patrol Cheermaster.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Troop Level Positions								E/T	Start			
								End				

Troop Level Positions held for 1 year term

Patrol level 1st Half		E/T	Start					End				
Patrol level 2nd Half								E/T	Start			
		End										

Patrol level positions held for 6 month term

E/T : Election & Training

Troop Calendar

Troop 53 publishes a calendar of events listing the troop activities and events. This is posted on the Boy Scout Bulletin Board located in the Fellowship Hall and online at www.bsa-troop53.org.

Troop Meetings

Troop 53 meets every Wednesday evening from 7:00 to 8:30 at the Front Royal Presbyterian Church in Front Royal, unless planned / notified otherwise. It is expected that the troop meeting will be chaired by the youth leadership, with only adult leadership providing guidance and assistance as needed.

The troop meetings will also be a time to hold Merit Badge sessions, activity planning, Scoutmaster Conferences, Board of Reviews and other events planned by the Patrol Leader's Council (PLC).

As a general rule we will follow the school closings for inclement weather, unless notified otherwise.



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The Patrol Leader's Council typically meets the fourth Wednesday of each month at Front Royal Presbyterian Church (unless planned otherwise). Attendance is required by the following leadership:

- All Patrol Leaders & Assistant Patrol Leaders
- Senior Patrol Leader & Assistant Senior Patrol Leader
- Jr. Assistant Scoutmaster
- Scoutmaster and Assistant Scoutmasters

The PLC works with the Scoutmaster and the other Adult Leaders to plan upcoming troop activities.

The Troop Committee members typically meet every two months. All Committee members and Scoutmaster are expected to attend each meeting. Interested parents are encouraged to attend. See the troop calendar for the date, time, and location of the committee meeting.

The Troop Adult Leaders typically meet every two months. The Scoutmaster and all Assistant Scoutmasters are expected to attend each meeting. See the troop calendar for the date, time, and location of the leaders meeting.

A District Round Table Meeting is held on the first Thursday of each month. A registered adult member of the Troop is expected to attend this meeting.

Many of our Scouts are involved in school activities and sports, which may create scheduling conflicts. This is understood by the Troop, and events are planned as much as possible around Warren County school calendar and sports schedule, not all conflicts can be avoided. Scouts who miss a Troop meeting are expected to contact other members of their patrol to get information presented at the Troop meeting.

Scouts who miss eight consecutive meetings without notifying the Scoutmaster will be considered "Inactive". Every year in January, the Troop must re-charter and pay the registration, *Boy's Life* and scout insurance. Any scout who has been "inactive" will not be re-chartered.

Troop 53 will supply any merit badges, patrol insignia, and patches earned by a troop member. Any duplicate badges/patches (lost or duplicates for additional uniforms) will be paid for by the scouts.

Scout Handbook

Each scout is expected to obtain and keep a copy of the current (at the time of joining or replacement) *"The Boy Scout Handbook"*. This book should be brought to the troop activities and campouts, unless directed otherwise. A protective cover is highly recommended.



Troop Uniform

The Boy Scouts of America is a uniformed organization. Wearing the Boy Scout uniform provides a sense of belonging and pride in the Scouting movement. All members of Troop 53 are strongly encouraged to wear the approved uniform and insignia to all troop meetings and activities. Adult leaders should set an example and wear the proper adult uniform.

BSA Troop 53 has approved the following uniforms for scout related activities:

Field Uniform (Class 'A') Uniform

To be worn for all official BSA activities (e.g. Court of Honor, Scoutmaster Conferences, Board of Reviews, Summer Camp dinners, Reveille, OA Ceremonies, etc) or as ordered by the PLC.

The Field Uniform consists of:

- Official BSA Khaki long or short sleeved shirt with appropriate Troop 53, Shenandoah Council, World Crest, patrol emblem, shoulder loops, and rank insignia (See BSA Handbook for patch placement details)
- BSA Kerchief and BSA slide (as determined by the PLC)
- BSA uniform pants for Council events (e.g. Recognition Ceremonies, Summer Camp Staff Eagle BoR, etc)
- Clean and presentable blue jeans (pants/shorts) are acceptable for local troop activities.
- Green BSA belt
- Any official BSA scouting hat (optional)
- Merit Badge sash is required for Court of Honors, Eagle BoR, Recognition Ceremonies and other special events (as determined by PLC & SM)
- Order of the Arrow (OA) sashes may be worn at OA functions and Court of Honor ceremonies only (For CoH wear either the Merit Badge or OA sash, not both)

Activity Uniform (Class 'B') Uniform

To be worn on campouts and for other designated Troop activities

The Activity Uniform consists of:

- Short Sleeve T-shirt with Troop 53 insignia (see Scoutmaster for details).
- Clean and presentable blue jeans (pants/shorts) are acceptable.
- Green BSA belt
- Any official BSA scouting hat (optional)

It is expected that all scouts will present themselves in a clean and appropriate manner for all scout functions. It is desired that all scouts attending a scout activity present themselves in the same uniform appropriate for the activity as decided by the PLC.

Official BSA items, including uniform, can be purchased from the Boy Scout Office located at 107 Youth Development Court, Winchester, Virginia 22602.



Campout/Activities

Troop 53 generally does one Troop campout/activity per month. Dates and places for each campout are announced in advance and will be posted on the troop calendar and on Boy Scout bulletin board in the fellowship hall.

A permission slip is required for all scouts in advance of each campout or activity. This permission slip must be completed and signed by a parent or guardian. The permission slip must be turned in (along with any fees) before the campout.

Whenever possible, an interdenominational religious observance will be held at campouts.

“Two Deep Leadership” will be maintained for all Troop activities and campouts. This means that at a minimum, at least one Adult Leader and one parent are present at all times. All adult attendees must have taken the Youth Protection Training available online.

Equipment

Equipment for scouting is broken down into three categories, Troop, Patrol, and Personal.

The Troop will provide items necessary for group activities, such as gear transportation (troop trailers), and items needed for overall Troop support, such as saws, axes, water buckets, and dining fly, shovels, Dutch ovens, firewood, ropes, etc.

The Troop will provide Patrol items such as a Patrol Box with a basic cooking kit – pots/pans/utensils/cleanup kit.

Tents are provided by the Troop for scouts and Adult Leaders. Personal tents for adults are permissible for local troop activities only.

Personal gear is provided and maintained by each Scout. Don't go overboard as a New Scout by purchasing lots of top-of-the-line equipment that you will rarely if ever use. Before making any expensive purchases, talk to some of the older Scouts and Adult Leader – they will have valuable advice about what to buy and what to avoid. They may also have advice on where to buy items in the area for the least cost. As a Scout becomes more experienced and does more camping/hiking, he may need more advance gear.

Use of electronic devices by scouts is generally not allowed at troop activities unless there is a specific need for them. An exception may be made for the use of electronic devices at some activities, but they must not be a distraction to the troop. These exceptions will be outlined by the Scoutmaster before a trip and the responsibility of these items belongs to the Scout that owns the device. The Troop will carry no responsibility for the loss, damage, or theft for these devices.

The Scoutmaster and Assistant Scoutmasters reserve the right to confiscate any item that is deemed inappropriate. The item in question will be returned to the Scout's parents at the end of the activity.



Camp Food

When camping as a troop, each patrol is usually responsible for planning and cooking its meals. After planning the menu, each patrol members will be responsible for buying the food assigned to him by his patrol's Grubmaster.

For some troop campouts, food will be supplied and prepared by the troop. The food cost will be included in the campout fees. Details will be provided for each campout.

Scout Behavior

All Scouts are expected to behave in an appropriate manner that follows the Scout Law and abides by the Scout Oath.

Any scout not following this policy will be disciplined in accordance with the troop discipline policy. Any expenses incurred as a result of non-scout like behavior will be the responsibility of the scout's parent / guardian.

Troop Discipline Policy

Every Scout is expected to understand & comply with the Scout Law, Oath, Motto, Slogan and Outdoor Code. Any Scout whose behavior at Troop meetings / activities is not in accordance with the Scout Law, Oath, Motto, Slogan and Outdoor Code will be subject to disciplinary action as described in this section.

Minor behavior problems are first to be dealt with by the youth leadership (minimum of two) and should not be done publicly in presence of other scouts. Adults are encouraged to refrain from taking part in this process, unless requested by the youth leadership. Corrective actions may include a warning or additional duties / tasks.

If the minor behavior problems persist, the youth leadership is to report the problems to the adult leadership. At this time the offending scout will be under an adult leader's charge until the leader is satisfied the behavior problem is corrected and the scout understands his obligation to the troop by obeying the Scout Law, Oath, Motto, Slogan and Outdoor Code. Corrective actions may include additional warnings, additional duties / tasks, timeout from the meeting / activity.

Major problems such as property destruction, intentional personal injury, failure to repeatedly follow instructions, lack of respect to others, bullying, abusive behavior, and other highly disruptive behavior will be reported to the adult leadership immediately. The adult leadership will contact the offending scout's parents / guardians and request them to pick up their scout and leave the troop meeting / activity. Further corrective action may include probation, delay of rank advance, and suspension from a number of future meeting / activities, extra projects, written / verbal apologies, or special Scoutmaster Conference as determined by the adult and youth leadership.



Repetitive major, serious problems or flagrant acts of disobedience will be immediately reported to the adult leadership. The adult leadership will immediately contact the offending scout's parents / guardians and request them to pick up their scout and leave the troop meeting / activity. After a conference between the adult and youth leadership in attendance and the troop committee, a special Board of Review will be held to examine the scout's future within the troop. Corrective actions may include delay of rank advancement, suspension from a number of future meetings / activities, or expulsion from the troop.

An appeal can be made to the Scoutmaster or Special BOR. Decisions will be made based on the behavior code and Scout philosophy as outlined in the Scout Law, Oath, Motto, Slogan and Outdoor Code.

In the event the Scout who is being disciplined under this policy has a close relative that holds an adult leadership, youth leadership, or troop committee position, that person will be excused from any decision process for disciplinary action.

Any form of physical punishment by any person attending any scout function is strictly prohibited. This includes child and parent / guardian relationships.

Any adult participating in a scout meeting / activity is also expected to set the example and behave in accordance with the Scout Law, Oath, Motto, Slogan and Outdoor Code. Excessive vulgar language, verbal / physical abuse, smoking, consumption of alcohol, intoxication, and any other non-scout like behavior is strictly prohibited and will result in dismissal from the scout activity. If the two-deep leadership is affected, this may result in cancellation of the entire activity.

We hope to never have problems with discipline, however, it is important for all Scouts and parents / guardians to know what courses of action will be taken.

Rank Advancement

The individual requirements for all rank advancements are outlined in the Scout's BSA Handbook. In order to advance to the next rank the rank requirements must be completed by the Scout. After all the requirements are completed and approved the Scout must request and attend a Scoutmaster Conference and Board of Review. Rank advancements will be presented at the Court of Honor.

The individual requirements may be reviewed / approved in accordance with the Acceptable Reviewers/Approvers table. The scout will be asked questions and may be asked to demonstrate the task/abilities for the requirement. If the approving leader does not believe that the appropriate level of competence has been demonstrated, he/she may decline to sign off on the requirement.



Scoutmaster Conferences (SMC)

After completing all individual requirements for a rank advancement, the Scout must request a SM from the Scoutmaster in advance and scheduled for an upcoming troop meeting. Same day or last minute requests must be avoided and may not be granted, except at the Scoutmaster's discretion. A SMC allows the Scoutmaster to evaluate the Scout's accomplishments and set new goals. Once this conference is complete, the Scout is ready for his Board of Review (BoR). If the Scoutmaster does not feel that the Scout has completed the requirements for the rank advancement, he may refuse to grant a request for a BoR.

Board of Review (BoR)

Upon a successfully completed Scoutmaster Conference, the Scout must request a BoR from the Scoutmaster in advance and scheduled for an upcoming troop or committee meeting. Same day or last minute requests must be avoided and may not be granted, except at the Scoutmaster's or committee's discretion. The Board of Review is a periodic review of the Scout's progress and is vital in the evaluation of the effectiveness of the Scouting Program. The review lasts about 15m ~ 1h, depending on rank. The purpose of the Board of Review is as follows:

- Ensures that the Scout has completed all requirement for the Rank advancement
- Asses the quality of the Scout's scouting experience within his Patrol and Troop
- Encourages the Scout to advance to the next level

The board is ideally comprised of Troop 53 committee members but may be supplemented by Assistant Scoutmaster(s) depending on availability and scheduling.

Eagle Advancement

An advancement packet discussing Eagle requirements will be presented to each Scout at the Court of Honor when he receives his Life Scout rank. The packet contains a National BSA Eagle Scout Application and an Eagle Service Project Workbook. The Eagle candidate **MUST** use this workbook and follow all instructions. Additional copies can be obtained from Scout Council Office.



Acceptable Reviewers / Approvers

Rank requirement approvals, meeting requests, Scoutmaster Conferences, and Board of Reviews may be conducted by registered youth and adult leadership in accordance to the following table.

Requirements	Parent / Guardian	Scout	Assistant SPL	SPL	Assistant SM	SM	Committee
Tenderfoot	N	N	Y	Y	Y	Y	N
2 nd Class	N	N	Y	Y	Y	Y	N
1 st Class	N	N	Y	Y	Y	Y	N
Star	N	N	N	N	Y	Y	N
Life	N	N	N	N	Y	Y	N
Eagle	N	N	N	N	Y	Y	N
Request SMC	N	Y	N	N	N	N	N
SMC ¹	N	N	N	N	Y	Y	N
Request BoR	N	Y	N	N	N	N	N
BoR ^{2,3}	N	N	N	N	Y	N	Y

¹ An Assistant SM may perform the SMC if Scoutmaster is unavailable and approved by the Scoutmaster.

² The BoR is ideally comprised of registered committee members, but may be supplemented by Assistant SMs at the discretion of the Scoutmaster

³ The Eagle BoR is conducted in accordance with the requirements of the Shenandoah Area Council and by the council's Eagle Board.

Court of Honor (CoH)

Typically at the end of each quarter, the troop will hold a special meeting called the Court of Honor. At this ceremony, scouts will be recognized for the advancements and achievements they have earned. They will receive the rank advancement patch or merit badges that they have earned. All Scouts are expected to attend in full uniform. A scout must be present at the Court of Honor to receive any rank advancement. OA members may wear either the OA or Merit Badge sash at the Court of Honor, but not both. Family members are expected to attend.

Scout Dues

Troop 53 receives quarterly funds from the Front Royal Presbyterian Church (FRPC) to assist in the operation of the troop; however, these funds do not cover the full operational expenses of the Troop. Therefore yearly dues of \$80 per scout are requested and may be paid in full, monthly or quarterly. The dues are paid to the troop is used to pay for the Scout Registration fees, Boys Life magazine, Scout insurance, merit badges, advancements, and troop sponsored events / activities. Please make every effort to ensure that these dues are paid in a timely manner.

Registered Adult Leaders and Committee Members may need to pay yearly re-charting dues as determined by the Troop Committee.



Merit Badge Counselors will need to fill out a registration form and information sheet once each year. There is no fee required for Merit Badge Counselors.

Campouts and other Troop Activities will require funds in addition to the dues. Details will be provided for each activity.

Fund Raising

Troop 53 will sponsor several fund raising activities at various times of the year. The funds raised will be applied to the overall troop finances for Scout Registration fees, Boys Life magazine, Scout insurance, merit badges, advancements, troop sponsored events / activities and scholarship / financial assistance requests. Participation from all scouts is expected at all fund raisers and preparations.

Financial Assistance

Financial assistance may be available to a Troop 53 scout that may not be able to afford the necessary equipment or fees. Please contact the Scoutmaster / Committee Chair for details. This information may be shared with the Committee and Scoutmaster for determination, but will be kept to a minimum. Every effort will be made to keep these requests confidential.

Service Projects

Troop 53 will participate in several community service projects each year. These projects may include charity clothing/food drives, Adopt-A-Highway cleanup, and other activities that benefit the community. Each scout must keep a log of time spent on these projects in his scout handbook (community service hours are required for some rank advancements).

Summer Camp

Each year (usually the third week of July) Troop 53 will attend a BSA long-term summer camp. This camp is one week in duration and will provide a large variety of outdoor activities such as cooking, boating, shooting, swimming, crafts, and more. Depending on the activities a scout chooses to do; it is possible to earn several merit badges while at camp. Summer camp is also a requirement for those Scouts who are to be selected for the Order of the Arrow.

Order of the Arrow

The Order of the Arrow (OA) is Scouting's national honor society. The OA recognizes youths and adult leaders who exemplify the Scout Oath and Scout Law in their daily lives. OA members must have the rank of First Class or higher, and must have taken part in a minimum of 15 days and nights camping in a two year period, including a 6-day and 5-night camping experience. Eligible Scouts are elected to the OA by a yearly troop election, subject to the approval of the Scoutmaster.



Merit Badges

There are over 100 Merit Badges available with topics ranging from American Business to Woodworking. Some merit badges are fairly easy to obtain, and others are difficult. All Merit Badges are educational and will teach skills that can be used later in the Scout's life. Some are required for achieving Eagle rank and these are outlined in the BSA Handbook.

In order to begin working on any Merit Badge, the Scout must obtain the Scoutmaster's approval. This approval is in the form of a merit badge card (blue card) signed by the Scoutmaster. *This MUST be done BEFORE starting any work on a merit badge!* The scout will then contact the Merit Badge Counselor to discuss the requirements and availability.

Contact the Scoutmaster if you want to work on a merit badge and no local counselor is available – there may be counselors in the council/district that will be available to work with you.

The Merit Badge Counselor is a person with in-depth knowledge of the subject. The Counselor will help teach the subject and ensure that the Scout has completed the requirements for the badge. As each requirement is completed, the appropriate box in the merit badge card must be initialed by the Merit Badge Counselor. When all requirements are completed, the Merit Badge Counselor must also sign the card.

After successfully completing all the merit badge requirements, submit the completed initialed and signed merit badge card to the Advancement Chair. The Advancement Chair will register the completion with the Council and arrange for the badge to be presented to the Scout at the next Court of Honor (CoH) or troop meeting as determined by the Scoutmaster.

As outlined by BSA regulation, any Scout meeting with a merit badge counselor must not do so alone – at least one other Scout, parent, or another adult leader must be present at all times in order to maintain the "Two-Deep Leadership" requirement of YPT.

Merit Badge Counselors must be registered with BSA (no fee required) and take the Youth Protection Training (YPT) course provided online. Any parents / guardians wishing to serve as Merit Badge Counselor for a particular Merit Badge are requested to contact the Scoutmaster and register as a Merit Badge Counselor. Equal opportunity for all registered scouts of Troop 53 is expected from all local Merit Badge Counselors.

