

# Troop 1833's Handbook

**Bull Run District**

**National Capital Area Council**

*Evergreen Volunteer Fire & Rescue  
Station 515  
3510 James Madison Hwy  
Haymarket, Virginia*

**2014 - 2015**



[www.troop1833.org](http://www.troop1833.org)

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## **General Information**

### **Meetings:**

Tuesdays 6:45PM Gathering; 7:00 PM - 8:30 PM Meeting

### **Location:**

Evergreen Volunteer Fire and Rescue, Station 515  
3510 James Madison Hwy  
Haymarket, VA 20169

### **Website:**

[www.Troop1833.org](http://www.Troop1833.org)

### **Schedule:**

Troop meetings will generally follow the school year; meeting from September through July on Tuesdays starting after Labor Day until the Tuesday before summer camp with time off for school vacations and holidays. See website for [Troop calendar](#).

### **Dress**

Scouts should be in full uniform and bring their Scout handbook, a small paper notebook, and a pen.

### **Meeting Objective**

Troop 1833 is boy-led, adult mentored by the [Patrol Method](#). The Boy Scouts with guidance and leadership from the Scoutmaster and Assistant Scoutmasters will run Troop 1833. The meetings are planned to be fun and provide a learning experience and advancement for the Scouts.

## **Troop 1833 Expectations**

For all Scouts and their families to have a good Scouting experience, all participants: the troop, the parents, and the Scout are required to help-out. Each one of us agrees to do the following:

### **Troop**

- Provide a safe and fun learning environment.
- Provide a supportive framework to enable each Scout to achieve and advance with recognition up the ladder at the Scouts own pace.
- Provide opportunities for outdoor activities on a monthly basis.
- Provide the opportunity for every Scout to participate in leadership experiences.
- Recognize personal achievements.
- Respectful of other Scouts, Troop Leaders and adult Leaders
- Provide motivation and focused assistance for new Scouts with the objective of helping them achieve their First Class rank within one year of joining.

## **Parents**

- Provide support to their Scout by making it possible for them to attend weekly troop meetings and outdoor activities (when possible – we recognize other activities and sports occur and encourage the boys to be well rounded).
- Provide financial assistance for their Scout including annual dues and other program costs (scholarships may be available).
- Participate in outdoor activities such as campouts and service projects as needed to help make these activities a success.
- Assist their Scout in obtaining a Boy Scout uniform(s).
- Assist their Scout in completing medical and other forms.
- Assist their Scout with fundraising following the Boy Scout Guidelines.
- Participate at the Troop Committee level to help provide the Troop with the support needed to function well.

## **Scouts**

- Participate in weekly meetings and outdoor activities.
- Work toward their rank and merit badge advancements.
- Wear the proper and complete uniform at weekly meetings.
- Treat the Scoutmasters, fellow Scouts, and Adult Leaders with respect, and to follow the Scout Law and Oath at all times.

# **Troop Committee**

Parents comprise the Troop Committee. The primary responsibility of the Troop Committee is to support the Scoutmaster in delivering a quality troop program by handling troop administration. Troop Committee members meet monthly to discuss Troop business. This meeting is open to all parents and registered adult members of the Troop.

## **Troop Committee Responsibilities**

- Selects the Scoutmaster and Assistant Scoutmasters
- Advises the Scoutmaster of any changes in Boy Scout policies
- Determines the annual dues
- Participates and monitors the Scouts' Advancements
- Coordinates with the Chartered Organization Representative.
- Assists in supporting the program by coordinating drivers, trip organizers, and other adult support as needed.
- Coordinates the finances of the Troop and approves all major purchases.
- Approves all Eagle Projects and other official Boy Scout functions.
- Approves the PLC's yearly program plan

## **Troop Committee Positions**

- Activities/Outdoor Coordinator
- Advancement Coordinator
- Assistant Scoutmasters

- Chartered Organization Representative
- Committee Chairperson
- Communication Coordinator
- Fundraising Coordinator
- Life to Eagle Coordinator
- Membership Coordinator
- Merit Badge Coordinator
- Quartermaster
- Refreshment Coordinator
- Secretary
- Scoutmaster
- Summer Camp Coordinator
- Training Coordinator
- Treasurer
- Wagon Master
- Webmaster

### **Activities/Outdoors Coordinator**

- Supervises and helps procure camp equipment.
- Works with the Scoutmaster or Assistant and the Troop
- Works with the Quartermaster to help assure the inventory, storage, and proper maintenance of the troop's equipment.
- Secures reservations/permission for the use of camping sites.
- Ensures activity forms and/or tour permits are submitted to counsel.
- Applies to Council for tour permits, as needed
- Works with troop leadership in preparation for activities, camping trips, camp-o-rees and high adventure programs.
- Is responsible to the Troop Committee.

### **Advancement Coordinator**

- Is responsible for awards, advancements, and any other preparations necessary for Scout advancements.
- Monitors Scouts' advancements in rank to ensure they are making adequate progress.
- Arranges Board of Reviews. Conducts the First Class - Eagle Board of Reviews. Advisor for Tenderfoot and Second Class Board of Reviews.
- Conducts the Court of Honor (4 per year; addition COHs are scheduled as deemed necessary).
- Secures badges and certificates for the Troop.
- Works with the Scoutmaster and the Troop Scribe to maintain all Scout Advancement records.
- Is responsible to the Troop Committee.

### **Assistant Scoutmasters**

- Serve as the Troop Leader in the absence of the Scoutmaster.

- Handle specific program responsibilities, such as the new Scout patrol.
- Are responsible to the Scoutmaster for the program and activities of the troop.
- Mentors Assistant Senior Patrol Leader.
- The Scoutmaster, with assistance from the Troop Committee, will recruit assistants to provide the necessary “two deep” leadership required by the Boy Scouts.

Troop 1833 has a number of Assistant Scoutmasters. All interested parents are encouraged to attend one of the semi-annual training programs offered through the District or online.

If you are interested in learning more about becoming an Assistant Scoutmaster, contact the Scoutmaster or Troop Committee Chairperson.

### **Chartered Organization Representative**

- A member of the Charter Organization.
- Serves as the liaison between the troop and the charter institution, and keeps the institution informed of all unit progress.
- Assists in recruiting troop leadership.
- Serves as the troop’s only voting member to the National Capital Area Council.
- Is responsible to the Charter Organization.
- Assists with unit re-chartering.

### **Committee Chairperson**

- Calls, presides, and promotes attendance at monthly troop committee meetings and any special meeting that may be called.
- Organizes the committee to see that all functions are delegated, coordinated, and completed.
- Prepares an agenda for the troop committee meeting.
- Arranges for charter review and annually re-charters the troop.
- Ensure training opportunities are made available for leadership and committee members.
- Is responsible to the Troop Committee.
- Assists in conducting Board of Reviews.
- Recruits the best persons available for Committee positions, Scoutmaster, and assistants.

### **Communication Coordinator**

- Responsible for all troop communication to troop families and the outside communities keeping everyone informed of upcoming events.
- Maintains a current e-mail list for troop communications.
- Submits a brief troop event summary to the Chartered Organization once a month keeping them informed of the troop’s activities.

### **Fundraising Coordinator**

- Responsible for coordinating or finding a volunteer to coordinate troop fundraising activities
- Maintains a record how the fundraising activities are run for future use



- Maintain a record of who participates in the fundraising activities and how effective the fundraising events are.
- Submits reports to the Troop Committee on fundraising activities in the troop.

### **Life to Eagle Coordinator**

- Educates Life Scouts and their parents to understand the requirements to complete the Eagle Scout Rank.
- Provide dates and times of the Life to Eagle Conference for the Scout and his parents.
- Guides the Life Scout in choosing an Eagle Project and in preparing their presentation for the Troop Committee, while maintaining the District and National Guidelines.
- Guides the Life Scout through the completion of their Eagle Scout Project Book.
- Guides the Life Scout in the completion of their Eagle Scout Application.
- Ensures that National and Council Guidelines are met.
- Arranges the Eagle Scout Board of Review.
- Helps the new Eagle Scout and their families in the preparation for their Eagle Court of Honor.

### **Membership Coordinator**

- Participates in the orientation meeting.
- Selects, trains, and enrolls the needed personnel to conduct the troop's enrollment.
- Attends District kick-off meetings.
- Provides membership reports at Troop Committee Meetings.
- Works closely with Communication Coordinator to increase membership.
- Prepares the re-charter documents and submits to the Committee Chairperson.

### **Merit Badge Coordinator**

- Recruits Merit Badge Counselors from within the troop leadership and parents.
- Ensures that all counselors have a completed a registration form and that they complete Youth Protection Training.
- Maintains a list of Merit Badge Counselors within the troop.

### **Quartermaster**

- Supervises and procures the troops' camping equipment.
- Maintains inventory, proper storage, and the maintenance of all equipment.
- Makes periodic safety checks on all troop/patrol camping gear, and encourages/teaches safe use of all outdoor equipment.
- Provides an inventory list of the troops' equipment to the Troop Committee bi-annually and requests new inventory at the annual Troop Budget Meeting.

### **Refreshment Coordinator**

- Coordinates and/or provides refreshments, supplies, and cake for Troop events including but not limited to the Court of Honor, holiday parties, and start or end of the year party.

## **Scoutmaster**

The Scoutmaster is the adult leader responsible for the day-to-day supervision of the Troop and its' program. The Scoutmaster and his Assistant Scoutmasters mentors and works directly with the Scouts. The Scoutmaster may be male or female, but must be at least 21 years old. The Scoutmaster's duties and responsibilities include but are not limited to:

- Training, guiding and mentoring boys to become leaders.
- Working with other responsible adults to coordinate the delivery of the Scouting program.
- Using the Scouting guidelines to achieve the aims of Scouting.
- Meeting regularly with the patrol leaders' council for training and coordination in planning troop activities (at least one week in advance of all activities).
- Working to help make it possible for each Scout to experience at least 10 days and nights of camping each year
- Working to insure that all activities are carried out under qualified leadership, safe conditions, and the policies of the Boy Scouts of America.

## **Secretary**

- Keeps the minutes of the monthly Troop Committee meetings.
- Announces the dates of the monthly Troop Committee meetings.
- Assists with annual membership inventory and inspection program.
- Is responsible to the Troop Committee.

## **Summer Camp Coordinator**

- Organizes the Troop's annual summer camp.
- Attends planning meetings for summer camp.
- Assists the Troop Committee members in setting a budget and fees for summer camp.
- Works with the Scoutmaster to secure a troop site for summer camp.
- Recruits adult leaders to attend summer camp.
- Secures all necessary paperwork; including any special medical information required etc. as necessary.
- Organizes all logistics; equipment, supplies etc.
- Arranges the Scouts' daily schedules at camp to help the Scouts earn their merit badges.
- Handles all necessary follow-ups.
- Coordinates with the Scoutmaster and Troop Committee on all summer camp policies. and procedures

## **Training Coordinator**

- Encourages troop leaders to attend ongoing training, such as Roundtable, University of Scouting, outdoor training, Youth Protection training, and Wood Badge.
- Remains current with training materials and program updates.
- Keeps track of troop training records and submits "Updated Trained Leader Reports" to the district and council.

## **Treasurer**

- Handles all troop funds.
- Pays the bills based on the recommendation of Scoutmaster and with authorization from the Troop Committee.
- Maintains the checking and/or savings accounts.
- Prepares the troop budget plan and maintains proper records.
- Supervises the Scout savings plans for summer camp and high adventure trips.
- Maintains all Individual Scout Accounts (ISA).
- Supervises all financial transactions conducted by the troop including fund raisers and the proper authorization for these projects.
- Reports to the Troop Committee at the monthly meetings.
- Is responsible to the Troop Committee.

## **Wagon Master**

- Assists the Scoutmaster with all off-site trips including campouts; recruits adults to transport the Scouts on the campout or summer camp.

## **Webmaster**

- Responsible for maintaining the Troop website is the principle means of communication for troop members and their families.
- Follows the "Advice for Personal and Unit Web Sites" published by the BSA in regards to posting of personal information on the troop website.
- In conjunction with the troop Scribe, will post pictures and notes from Scout activities to the troop website.

# **Youth Leaders**

Troop 1833 follows the Patrol Method. The Scouts plan the program, conduct troop meetings, and provide leadership among their peers.

## **Patrol Leader's Council (PLC)**

The Patrol Leader's Council is responsible for planning and conducting the troop's activities. The Senior Patrol Leader (SPL), Assistant SPL, Scribe, Patrol Leaders (or Assistant Patrol Leader in the absence of the Patrol Leader), Troop Guide, Scoutmaster and Assistant Scoutmasters attend. The PLC meeting time and location is coordinated and scheduled by the SPL and the Scoutmaster.

The PLC, with guidance from the Scoutmaster and the approval of the Troop Committee, will map out the overall Troop program each year. The PLC will put together the plan either after summer camp or early August before the scouting year begins.

Activities are planned at the patrol level and distributed to Scout Master, Troop Committee and Scouts before each activity by SPL and/or Patrol Leaders. The following is a partial list of youth leadership positions;

## **Youth Leadership Positions**

- Assistant Patrol Leader (APL)
- Assistant Senior Patrol Leader (ASPL)
- Junior Assistant Scoutmaster (JASM)
- Order of the Arrow Troop Representative
- Patrol Leader (PL)
- Quartermaster (QM)
- Scribe
- Senior Patrol Leader (SPL)
- Troop Guide

### **Assistant Patrol Leader**

- The Assistant Patrol Leader and is appointed by the Patrol Leader
- Assist Patrol Leader in planning each Troop meeting and activity, in writing and submit a copy of plans to Senior Patrol Leader, Scoutmaster, and assigned Assistant Scoutmaster at least one week in advance of activities. Once approved by SPL and SM, APL will distribute, in advance of the activity plans, to Patrol
- Assist Patrol Leader in contacting Scouts in your Patrol in advance of all meetings/activities to remind Scouts of meeting and meetings/activity plans.
- Leads the patrol in the Patrol Leader's absence.

### **Assistant Senior Patrol Leader (ASPL)**

- Works closely with the SPL to help the troop move forward and serves as acting SPL when the SPL is absent
- Trains and provides direction to the troop Quartermaster, Scribe, Historian, Librarian, Instructors, and Order of the Arrow representative
- Assists SPL planning and distributing plans to the Troop, SM and Committee.

### **Junior Assistant Scoutmaster (JASM)**

- JASMs are appointed by the Scoutmaster
- Assist the Scoutmaster in delivering the Scout program to the boys.

### **Order of the Arrow Troop Representative**

- Serves as a youth liaison serving between the local OA lodge or chapter and his troop
- Serves as a communication and programmatic link to the Arrowman and adult leaders and who are not presently members of the Order
- Strengthens the mission of the lodge and purpose of the Order.
- Sets a good example and enhances the image of the Order as a service arm to his troop.

### **Patrol Leader**

- Elected by members of the patrol, or appointed by the Scoutmaster
- Responsible for coordinating the activities of his patrol during the meetings, activities and campouts
- Conduct Scout uniform inspection a minimum of once a month.

- Plans each Patrol meeting and activity, in writing and submits a copy of plans to Senior Patrol Leader, Scoutmaster, and assigned Assistant Scoutmaster at least one week in advance of activities.
- Contacts Scouts in your Patrol in advance a minimum of twenty four hours of all meetings/activities to remind Scouts of meetings/activity plans.
- Distributes meeting/activity plans, in advance, to Scouts in his Patrol
- When planning Scout meetings and activities, ensure a portion of the activity is dedicated to assisting Scouts in meeting rank advancement requirements.
- Help the members of the patrol advance in skill and rank
- Sets an example for the younger Scouts
- Get direction primarily from the Senior Patrol Leader
- Responsible for distributing information down to his Patrol
- Contacts/meets individually with members of his Patrol at a minimum of once a month to discuss Scouts experience in Troop and activities to assist Scout in advancing in troop
- A member of the Patrol Leader Council
- Communicates any issues that Scout's may have to Senior Patrol Leader and Scout Master

***Note - If you miss a meeting, contact your patrol leader with questions about the next meeting or upcoming activities.***

#### **Quartermaster**

- Keeps an inventory of troop equipment and sees that the gear is in good condition.
- Works with patrol quartermasters as they check out equipment and return it
- At meetings of the patrol leaders' council reports on the status of equipment in need of replacement or repair. In carrying out his responsibilities, he may have the guidance of a member of the troop committee.

#### **Scribe**

- The scribe is the troop's secretary. Though not a voting member, attends meetings of the patrol leaders' council and keeps a record of the discussions.
- Keeps the troop records
- Tracks Scouts' attendance at troop meetings
- Records the activities of the Patrol Leaders' Council

#### **Senior Patrol Leader (SPL)**

- Serves as the Scout leader of the troop
- Responsible for the troop's overall operation
- With guidance from the Scoutmaster, takes charge of troop meetings/activities, of the Patrol Leaders' Council, and of all troop activities, and he does everything he can to help each patrol be successful
- Leads the Patrol Leaders' Council and works closely with each patrol leader to plan troop meetings and make arrangements for troop activities

- Appoints other junior leaders and assigns specific responsibilities based on those Scouts who need Leadership for rank advance first, then to other Scouts and with consultation from the Scoutmaster. Upon election as SPL the following schedule should be applied:
  - by week 1 receive requests by all boys wanting to be considered for leadership positions and communicates with each perspective leader
  - by week 2 assign individuals to all senior leadership positions ensuring as much as possible that as many boys who need the positions for rank advancement have a position
  - by week 3 meet with ASPLs and patrol leads to map out in writing general plan for the six month period. The plan should include general thoughts on camping activities, how boys will advance and train younger scouts, any troop merit badge projects, etc. A general overall theme would be a good place to start and give a strategic focus on what SPL wants to do during his time.
  - by week three ensure each Scout Leader understands their role, responsibilities and the expectations the SPL has of each of them.
  - by takeover -1week have plan developed with incoming leadership team that defines the first month's troop activity and communicates same to all members
- The SPL duties should conclude with what is expected of him to train and prepare his replacement to take over. He should help guide the next SPL so that he is ready to be a success when he takes over.
- Elected by the Scouts, or appointed by the Scoutmaster
- Frequent and effective communications with SM, Troop, ASPL, Patrol Leaders, and Committee.
- Plan, in writing, all meetings, campouts and other Troop activities a minimum of two weeks in advance. Distribute plans to all Leaders and Scouts in writing a minimum of one week prior of all activities.
- SPL is to arrive 5 minutes in advance (or assign ASPL) for every Scout meeting or activity.
- Assign an ASPL as Troop Guide and review at each meeting what Scouts need for advancement and dedicate a portion of each meeting to activities to assist Scouts advance
- Conduct Scout uniform inspection a minimum of once a month.
- Responsible for annual program planning conferences and assists the Scoutmaster in conducting troop leadership training. All plans must be in writing and communicated to the Troop and Troop Leadership (SM, ASM, and Committee) no later than one week after development.

### **Troop Guide**

- Works with new Scouts to help them become more comfortable in their new environment
- Guides the new Scouts toward earning their First Class rank in their first year

### **Bugler**

- The bugler plays the bugle (or a similar interest) to mark key moments during the day on troop outings, such as reveille and lights out.
- He must know the required bugle calls and should ideally have earned the Bugling merit badge.

### **Chaplain Aide**

- The chaplain aide assists the troop chaplain (usually an adult from the troop committee or the chartered organization) in serving the religious needs of the troop. He ensures that religious holidays are considered during the troop's program planning process and promotes the BSA's religious emblems program.

### **Historian**

- The historian collects and preserves troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia and makes materials available for Scouting activities, the media, and troop history projects.

### **Instructor**

- Each instructor is an older troop member proficient in a Scouting skill. He must also have the ability to teach that skill to others. An instructor typically teaches subjects that Scouts are eager to learn—especially those such as first aid, camping, and backpacking—that are required for outdoor activities and rank advancement. A troop can have more than one instructor.

### **Leave No Trace Trainer**

- The Leave No Trace Trainer specializes in teaching Leave No Trace principles and ensuring that the troop follows these principles on outings.
- Helps Scouts earn the Leave No Trace award.
- He should have a thorough understanding of and commitment to Leave No Trace. He should have completed Leave No Trace training and earned the Camping and Environmental Science merit badges.

### **Librarian**

- The troop librarian oversees the care and use of troop books, pamphlets, magazines, audiovisuals, and merit badge counselor lists.
- Checks out materials to Scouts and leaders and maintains records to ensure that everything is returned. He may also suggest the acquisition of new literature and report the need to repair or replace any current holdings.

### **Den Chief**

- The den chief works with a den of Cub Scouts and with their adult leaders.
- Takes part in den meetings, encourages Cub Scout advancement, and is a role model for younger boys. Serving as den chief can be a great first leadership experience for a Scout.

### **Webelos Den Chief**

- A Webelos den chief can help plan and assist with the leadership of Webelos den meetings and field activities.
- Can lead songs and stunts, and encourage Webelos Scouts to progress into the Boy Scout troop.

### **Order of the Arrow Troop Representative**

- The Order of the Arrow representative serves as a communication link between the troop and the local Order of the Arrow lodge. By enhancing the image of the Order as a service arm to the troop, he promotes the Order, encourages Scouts to take part in all sorts of camping opportunities, and helps pave the way for older Scouts to become involved in high-adventure programs.
- The OA troop representative assists with leadership skills training.
- He reports to the assistant senior patrol leader.

### **Troop Webmaster**

- The troop webmaster is responsible for maintaining the troop's website.
- He should make sure that information posted on the website is correct and up to date and that

*NOTE: members' and leaders' privacy is protected. A member of the troop committee may assist him with his work.*

### **Junior Assistant Scoutmaster**

- A Scout at least 16 years of age who has shown outstanding leadership skills may be appointed by the senior patrol leader, with the advice and consent of the Scoutmaster, to serve as a junior assistant Scoutmaster.
- These young men (a troop may have more than one junior assistant Scoutmaster) follow the guidance of the Scoutmaster in providing support and supervision to other boy leaders in the troop.
- Upon his 18th birthday, a junior assistant Scoutmaster will be eligible to become an assistant Scoutmaster.

## **Annual Planning**

The troop's activities for the coming year are selected and planned at the annual program meeting in the late summer and will be adjusted as needed at the PLC meeting. The annual plan is submitted to the Troop Committee for approval and then posted on the troop website. At least two adult leaders are needed to support and attend each camp activity on the annual schedule.

## **Advancement**

Troop 1833's goal is to have all Scouts reach First Class rank within their first year in Scouting, earn the rank of Life during the ninth grade, and then progress consistently through the ranks in Scouting. A Scout should be ready to start the requirements for his Eagle no later than his 16<sup>th</sup> birthday and they need to be completed no later than 17.5 years of age.

### **Frequently Asked Questions about Advancement**



***What are the ranks?***

The ranks include Scout, Tenderfoot, Second Class, First Class, Star, Life, and Eagle.

***What is advancement?***

Once all requirements for a rank are complete (See the Scout handbook for the detailed requirements for each rank), the Scout is eligible for a Board of Review to determine if he is ready for advancement to the next rank. Achievements are steps that need to be completed to reach advancement.

***Who can sign-off on the requirements leading to advancement?***

Achievements for Tenderfoot, Second Class, and First Class, can be signed-off by the Scoutmaster, an Assistant Scoutmaster, the Patrol Leader, SPL, ASPL, or Merit Badge Counselor.

***When are advancements awarded?***

Following successful completion of all requirements including a Scoutmaster Conference and a Board of Review for any advancement prior to Eagle, Scouts receive their new rank patch immediately. Pins for advancement and advancement cards are awarded at the Court of Honor.

It is vitally important that Scouts keep their advancement cards, as well as blue merit badge cards, and formal merit badge cards all together and organized; i.e., in plastic “baseball” protector pages (Troop has extra’s if you need some) in a three ring notebook. These cards are needed for their Eagle notebook and Board of Review.

***What is the Court of Honor?***

The Court of Honor is a ceremony at which advancements and merit badges are presented. The dates are posted on the troop website. It is very important to the Scouts that their parents attend the Courts of Honor to see them being recognized for their achievements.

***What is an Eagle Court of Honor?***

An Eagle Court of Honor is a special ceremony to honor a Scout who has reached the rank of Eagle, the highest Scout rank. Upon earning Eagle rank, each Eagle Scout and his family will plan a ceremony and host a reception honoring the Scout’s achievement. The ceremony is individualized according to the desires of each Eagle Scout and his family. Help in planning the ceremony is available from the Troop Eagle Coordinator. Scouts may use any funds in their “Scout account” to defray their personal expenses for the Eagle Ceremony.

***What is the Scoutmaster’s Conference?***

Upon completion of the requirements for a rank, the Scout requests a Scoutmaster’s Conference. At this conference the Scoutmaster reviews a Scout’s achievements toward advancement. Following the Scoutmaster Conference the Advancement Chair coordinates a Board of Review.

***What is the Board of Review?***

After the Scoutmaster Conference, the Scout participates in a Board of Review. The Scout must request a Board of Review when he has completed his Scoutmaster Conference. On the Troop website is a link to request a Board of Review. A minimum of three adult committee members or

registered adults, excluding Scoutmasters and assistant Scoutmasters, comprise the board. The Scout is interviewed by the board members and answers questions posed by them about the achievements the Scout has completed for his advancement. Scouts must to present themselves in full uniform and have their Scout Handbook to sit for a Board of Review.

### ***How does a Scout select and complete service hours?***

Service hours are often part of the requirements for advancement. Service projects must be pre-approved by the Scoutmaster or an Assistant Scoutmaster, and should be meaningful service not normally expected as part of the Scout's school, religious, or community activities, and cannot directly benefit Troop 1833.

### ***Does summer count for time in rank?***

Summer months count as time rank if the Scout is active in troop activities such as summer camp, or works on a service project approved by the Scoutmaster.

### **Steps of How Advancement Works**

- Requirements are earned by the Scout and signed off by the Scoutmaster, Assistant Scoutmaster, or the Patrol Leader, Senior Patrol Leader, Asst. Senior Patrol Leaders, or JASM.
- Participation in a Scoutmaster Conference.
- Participation in a Board of Review.
- A Rank patch may be immediately awarded and the Scout can begin working on requirements toward the next rank.
- Attendance at the next Court of Honor.
- Pins and advancement cards awarded for Ranks earned, and these are distributed at the Court of Honor.

## **Merit Badges**

Scouts need to earn merit badges to advance in rank from Star, to Life, and to Eagle. Merit badges also provide an opportunity for Scouts to learn more about specific areas of interest. A full list of merit badges is found in the Boy Scout Handbook. Merit badges may be earned prior to the rank of Star. Some merit badges are required for each rank, while others are of the Scout's choosing.

### **Eagle Required Merit Badges**

To complete their Eagle rank requirements, Scouts must earn 21 merit badges, effective Jan. 1, 2014, they include the following:

1. First Aid
2. Citizenship in the Community
3. Citizenship in the Nation
4. Citizenship in the World
5. Communication
6. Personal Fitness

7. Emergency Preparedness OR Lifesaving
8. Environmental Science OR Sustainability
9. Personal Management
10. Swimming OR Hiking OR Cycling
11. Camping
12. Family Life
13. Cooking

Refer to the following link for additional Eagle requirements;

<http://www.troop1833.org/Advancement/index.html>

### **General Merit Badges**

All other merit badges can be earned based on individual interests. Merit badge booklets may be checked out from the Troop Librarian or may be purchased at the Scout Store. In addition, requirements for all merit badges can be found on the link at the Troop website:

[http://www.troop1833.org/Merit\\_Badges/index.html](http://www.troop1833.org/Merit_Badges/index.html)

### **Attaining a Merit Badge**

After selecting a Merit Badge, request a blue card from the Scoutmaster, a Scout must request an approved counselor from the Scoutmaster or Advancement Chair. The Troop has a list of current merit badge counselors. The Scoutmaster or Advancement Chair is responsible for approving the merit badge counselor and providing that information to the Scout. All merit badge counselors must be registered with the local council. In addition to exposing the Scout to a variety of experiences, the merit badge program encourages Scouts to call and meet with persons they do not know. This is meant to help the Scout gain experience and confidence in new situations. All meetings are to follow Youth Protection guidelines. After completing a Merit Badge, the blue card must be presented to the Scoutmaster for his final signature. To sign up as a merit badge counselor, talk to the Troop's Advancement Coordinator.

## **Eagle Scout Assistance**

### **Life to Eagle Coordinator:**

Once a Scout achieves the rank of Life, Troop 1833 provides an Eagle Coordinator to assist the Scout throughout the process of the Eagle project, the write up, and the application. The Eagle candidate and one or both of his parents are required to attend a Life to Eagle Conference held by the District to learn the basics of the process. Eagle projects require a number of approvals prior to their execution. There is a District Eagle Advisor assigned to each unit and they must approve the project prior to its starting.

### **Current contacts:**

**Troop Eagle Advisor – Mike Blackwell's** email: [mblackwellva@gmail.com](mailto:mblackwellva@gmail.com)  
Phone: 703-743-9958

**Assigned District Advisor – Ray Honore** email: [rayhonore@comcast.net](mailto:rayhonore@comcast.net)  
Phone: 703-967-5823

## **The Troop's Financial Needs**

As in all organizations, Troop 1833 needs funding to operate. Troop funds come from Scout and Adult dues along with Troop fundraising activities.

### **Dues**

Scouts must pay annual dues in January at the start of each year based on the Re-charter schedule. Dues should be paid in full by February 1<sup>st</sup> (or they may be paid incrementally with 50 % due October 1<sup>st</sup> and the remainder due by February 1<sup>st</sup>). Dues are \$70 each year and are set by the Troop Committee.

Dues support Scout functions and expenses, and these may include but are not limited to the National Registration, Boy's Life, Scout insurance, troop equipment, Scout social functions, general administrative costs, troop scholarship fund and advancement items such as awards, badges, and pins.

The budget is put together each year and presented to the Troop Committee for their approval based on the expected expenses, and the number of Scouts and Scouters.

### **Fundraising**

Fundraising is an opportunity for each Scout to raise funds to help alleviate the cost of scout dues and troop activities. The Troop Committee determines, when the budget is approved at the beginning of the scouting year, the amount of the fundraising dollars that will be allocated to the Troop to offset Troop costs. The remaining amount raised by the scout will be credited to the scout's individual scout account.

### **Individual Responsibility**

Each Scout is expected to participate in the Troop fundraising activities.

### **Christmas Wreaths**

Typically starts in early November and ends in early December with the delivery of the Christmas Wreaths. The traditional fundraising venue for our Troop is selling of Christmas Wreaths which are typically provided by the Flower Gallery in Manassas. The Scouts sell the Wreaths for approximately \$20, the boys earn \$5 of that for their Scout account the remaining \$1 funds the troop. The Troop sets the date that orders must be placed by and Wreaths are delivered to the Fire station for distribution to the Scouts.

Each year the Troop sets the number of Wreaths each Scout is expected to sell in order to fund Troop activities. Should the Scout not sell the minimum, the Scout would pay the difference for the amount the Troop requires to fund activities (not the amount of the total wreath). Scouts and their families may choose to opt-out of the Wreath sale and pay the activities fee.

Other fundraising activities, like Troop night at a restaurant or other location, are group activities and the Troop Committee will determine the distribution of funds. That distribution can be for specific events, certain accounts in the troop budget or to scouts.

### **Scholarships**

A scholarship fund has been established in the Troop 1833. Assistance can be provided on a yearly basis for the cost of summer camp. Please contact the Scoutmaster or Committee Chair for more information. Information regarding a scholarship request is held in confidence with the Scoutmaster and Committee Chair. No Scout should be deprived of a summer camp experience due to lack of funding.

### **Scout Accounts**

Scouts can earn money from fundraisers or can make deposits into their Scout Account. These funds can be used at any time to cover or defray costs of scouting activities, scouting equipment or any other scout related expense. The Troop Treasurer keeps track of each Scout's account. At the end of the Scout year, any Scout with a debt will have the funds withdrawn from his Scout Account to cover the balance, the remaining balance, if any, will roll over to next year's Scout account.

### **Friends of Scouting**

This is the Boy Scout Council's annual fundraising campaign. Your donation to Friends of Scouting assists in:

- Providing trained professional staff members who interface between the Council and the district units.
- Assistance with the organization of new Scout units
- Training of leaders, and development of programs.
- Providing summer camp experiences and supplies
- Providing training materials
- Underwrites insurance fees'
- Provides office support to maintain registration and advancement records.

Troop 1833 asks that you consider making a tax-deductible gift to support Friends in Scouting that supports our Scouting programs and its continued success.

## **Complaints for the Management**

All complaints and/or discipline actions will be handled by the Committee Chair or the Scoutmaster. Adults are asked to refer discipline problems to the Scoutmaster or the Committee Chair.

## **Campouts**

Campouts are an important part of Troop 1833's Scouting experience. The troop provides opportunities for Scouts to campout many nights per year (we usually do about 10 per year) see [www.troop1833.org](http://www.troop1833.org)

### **Wagon Master**

The Wagon Master assists the Scoutmaster with campouts, recruiting adults to transport and accompany the Scouts on the campout.

### **Adult Participation in Campouts**

Adults are asked to participate in campouts. Enjoy quality time watching your Scouts experience the camping experience and get to know other parents.

### **Departures**

Typically Scout trips depart and return at the Evergreen Fire Station. Scouts and parents assemble in the back parking lot by the Scout trailer.

### **Minimum Adult Supervision**

At least two trained adults, including the Scoutmaster or an Assistant Scoutmaster, must be at each campout. Adults accompanying the Scouts bring only their personal camping gear. Scoutmaster, Assistant Scoutmasters and other adults form their own cooking group.

Adults assist with supervision when needed to avoid exposing the Scouts to hazards and teach skills when asked by the senior Scout or the SM or ASM in charge.

### **Scouts**

Scouts function in the patrol method on weekend campouts and follow the plan they have devised during their prior planning meetings held before the campout.

### **Menus**

Patrols determine the menu for each campout and designate member(s) to purchase the food. The Scout who purchases the food totals the costs for the menu and divides it by the number of members who indicate they will be attending. Menus may need adjusting for Scouts with individual food allergies.

### **Money**

Scouts are responsible for paying money to the Troop Treasurer for all funds associated with any Scouting activity. The Scout purchasing food (Grub master) will be reimbursed when the Scout turns in the receipts for the items purchased to the Troop Treasurer.

### **Patrol Leader Participation**

If the patrol leader and assistant patrol leader are not attending the campout, it is the patrol leader's responsibility to find other patrols for each member of his Patrol to join in order that all Scouts can participate in the campout.

### **Campout Equipment**

(See the Scout handbook)

## **Ten Essentials for Campouts**

1. Map
2. Flashlight w/extra batteries
3. Candle or fire starter
4. Compass
5. Extra clothing
6. Pocket knife
7. Extra food
8. Sunglasses / sunscreen
9. First Aid kit
10. Matches in waterproof container

Refer to the Scout website [www.troop1833.org](http://www.troop1833.org) or handouts provided before each camping event for additional items.

## **Annual Schedule**

Annual Schedule of events is posted on the troop website.

## **Training**

The following on-line training is available through the Boy Scouts of America website ([www.Scouting.org](http://www.Scouting.org) and [www.myscouting.org](http://www.myscouting.org))

- Fast Start Training
- Youth Protection Training\* ([www.myScouting.org](http://www.myScouting.org))
- Safe Swim Defense
- Safety Afloat
- Troop Committee Challenge
- Leave No Trace

\*(effective June 1, 2010 this training is required for all BSA registered volunteers, regardless of their position.)



## **Scout Vespers**

Softly falls the light of day  
As the campfire fades away  
Silently each Scout should ask  
Have I done my daily task?  
Have I kept my honor bright?  
Can I guiltless sleep tonight?  
Have I done and have I dared  
Everything to be prepared?

Listen Lord, O listen Lord  
As I whisper soft and low.  
Bless my Mom and Bless my Dad,  
These are things that they should know.  
I have kept my honor bright,  
The Oath and Law have been my guide.  
Mom and Dad this you should know,  
Deep in my heart I love you so.