

# TROOP 21

## GUIDEBOOK



**BOY SCOUTS OF AMERICA**

**2010**

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Troop 21

Peace United Methodist Church  
Fredericksburg, VA 22407

801 Maple Grove Drive  
540-786-8585

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# Welcome to Troop 21

This Guide Book was developed to provide the parents and Scouts with information about our troop. Boy Scout Troop 21 is sponsored by Peace United Methodist Church and the United Methodist Men's Group. The church is located at 801 Maple Grove Drive, Fredericksburg, VA 22407. "Pastor David" Erickson is the minister, and can be reached at the church phone: (540) 786-8585.

Troop 21 is in the Mattaponi District in the National Capital Area Council, Boy Scouts of America.

Membership in the troop is open to any boy regardless of where he lives or his church affiliation. The requirements for a boy to join Boy Scouts are:

that he be eleven (11) years old,  
or completed fifth grade,  
or earned the Arrow of Light award in Cub Scouts.

A completed BSA registration form must be signed by a parent or guardian. All Scouts and parents are required to complete the attached Guide book acknowledgment and information sheet.

## Boy Scout Mission

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

### Scout Law

A Scout is:

Trustworthy, Loyal, Helpful, Friendly,  
Courteous, Kind, Obedient, Cheerful,  
Thrifty, Brave, Clean, and Reverent.

### 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.

# Mission of Boy Scout Troop 21

The scouting program is part of the church mission to the surrounding community. The purpose of scouting is to provide an informal educational program designed to train boys in the responsibilities of participating in citizenship, to provide growth in moral strength and character, and to enhance the development of physical, mental, and emotional fitness. Our quality program will prepare the boys to become useful and stable individuals who are aware of their own worth. The program will provide support and opportunity for obtaining the highest Scout rank of Eagle Scout. Helping a boy to learn the value of his own worth is the greatest gift we can give him. The Troop embraces the Principles of Leave No Trace and the Outdoor Code. The Outdoor Code of the Boy Scouts of America reminds Scouts of the importance of caring for the environment. The code's ideals have a special meaning whenever you are camping, hiking, or taking part in other outdoor events:

## Outdoor Code

As an American, I will do my best to-  
Be clean in my outdoor manners,  
Be careful with fire,  
Be considerate in the outdoors,  
and Be conservation-minded.

## Principles of Leave No Trace

Plan Ahead and Prepare  
Travel and Camp on Durable Surfaces  
Dispose of Waste Properly  
Leave What You Find  
Minimize Campfire Impacts  
Respect Wildlife  
Be Considerate of Other Visitors

## Responsibilities

The troop is responsible for delivering a quality year-round program of activities in the troop, and in individual patrols, which meet the goals and objectives of the sponsor, Boy Scouts of America, and the needs of the boys.

Troop 21 does follow the official policies of the Boy Scouts of America.

# Troop Organization

The troop is organized into the following groups of people:

- 1) Troop Committee  
The Troop and Scoutmasters are supported by a ***Troop Committee***, all volunteers. There is a **Troop Committee Chairman, Secretary, Treasurer, Quartermaster, Outdoor Activities Coordinator, Advancement Coordinator, Training Coordinator, and Chaplain**. Most troop committees consist of family members and members of the troop's chartered organization. The chartered organization is granted a charter by the Boy Scouts of America to use the Scouting program. This chartered organization can be a school, service club, religious group, or other group interested in youth. The chartered organization approves the leadership of the troop, provides a meeting place, and operates the troop within the guidelines and policies of that organization and the BSA.
- 2) Adult Staff  
Scoutmaster and Assistant Scoutmaster(s)
- 3) Board of Review  
Parents selected by Troop Committee
- 4) Troop Leadership Council  
Senior Patrol Leader, Asst. Senior Patrol Leader, Patrol Leaders, and Assistant Patrol Leaders
- 5) Troop Staff  
Troop Guide, Quartermaster, Scribe, Order of the Arrow Troop Rep, Historian, Librarian, Instructor, Chaplain Aide, and Den Chief.
- 6) Patrols  
Groups of 5 - 9 Scouts

## **Troop Meetings**

The troop holds regular troop meetings in Burgess Hall at Peace United Methodist Church. The meetings are held Monday nights from 7:00 p.m. to 8:30 p.m. unless announced otherwise.

A normal troop meeting consists of:

- 1) Gathering
- 2) Opening
- 3) Announcements
- 4) Skill Instructions
- 5) Patrol Meeting
- 6) Skill Competition
- 7) Final Announcements
- 8) Scoutmaster Minute
- 9) Closing

The meetings are run by various Scouts in the troop under the leadership of the Senior Patrol Leader.

## **Church Facilities**

Requests for use of church classrooms/meeting rooms outside of normal troop meeting nights must be requested through Troop Scoutmaster or Committee Chairman, who will forward this information to the chartered organization.

Care must be taken not to misuse or abuse the church property or facilities and all will abide by the current church policies.

All trash from special events/activities must be removed since the church currently has limited trash services and our trash is not the responsibility of janitorial staff.

# The Patrol Method

Troop 21 operates under the Patrol Method of Scouting as developed by Sir Robert Baden-Powell in England. This method was developed on Brownsea Island in the early 1900's. Baden-Powell found that a group of eight people was the most efficient method of developing leadership and accomplishing goals. Today, a patrol consists of 5-9 boys under the leadership of a Patrol Leader. The Patrol Leader is elected by the boys of the patrol. His primary responsibilities are coordinating those in his patrol and to represent and make known the wishes of his patrol at the Troop Leadership Council (TLC). The Patrol Leader is also responsible for relaying information from the TLC to the patrol; ensuring people are assigned to required tasks and the conduct of patrol members. Patrol members participate in all activities as a team. Part of learning to lead is by first learning to follow. It is important to understand that the boys are responsible for troop activities. The adult leaders provide guidance. The Patrol is the key and the Patrol Leader is the key man. We may use patrols on campouts that differ from the regular patrols depending on the number of Scouts going on a campout.

## Advancement

(The Trail to Eagle Scout)

Advancement from Scout to Eagle is an important part of the Scouting experience and is completely explained in the Scout Handbook. Troop 21 has two adult leaders to help and advise the boys on advancement. One leader is an Assistant Scoutmaster who has been assigned to train and guide newer Scouts in the skills and requirements needed to obtain the ranks of Scout, Tenderfoot, Second Class and First Class. The other individual is the Advancement Chairman and is responsible for maintaining advancement records, scheduling boards of review, assisting with information for Courts of Honor, and ordering patches. **Scouts are responsible for completing advancement requirements on their own and for maintaining a complete record of their own advancement.** Opportunities for completing advancement requirements will be provided to the Scouts; it is the Scout's responsibility to take advantage of those opportunities. The troop has five basic rules about advancement.

- 1) Parents cannot sign-off advancement or merit badge requirements for their son unless they are working with a group of boys.
- 2) Merit Badge Counselors must be Trained and BSA Registered and approved by the Merit Badge Coordinator prior to any work being completed on the merit badge. The Merit Badge Coordinator reserves the right to disallow any advancement or merit badge signed-off by an unapproved individual.
- 3) Scouts must obtain a merit badge card from the Scoutmaster prior to starting a merit badge. The Merit Badge Counselor will hold the card until completion. The Scout will be given credit for completing a merit badge when the Merit Badge Counselor returns the completed card to the Advancement Chairman.

- 4) Scouts advance at their own pace. Boys will be encouraged to advance but will not be pushed to advance. Troop leaders are responsible for providing advancement opportunities, but are not responsible for ensuring a Scout advances in rank.
- 5) Even though the Advancement Chairman maintains records of each Scout's advancement, **it is each Scout's responsibility to maintain written proof of his advancement.** Scout Handbooks provide places to have requirements signed-off and Scouts will be given a signed card for each merit badge or rank advancement. Possession of a patch is not considered proof. Eagle rank will not be granted without documented proof that all requirements have been completed. The purpose of the advancement program, of course, is to spur a Scout to learn, to achieve, and to mature.

## **Court of Honor**

Every effort will be made to present Scouts with a merit badge or rank patch at the next scheduled Court of Honor after requirements have been completed. Additionally, the troop schedules three Courts of Honor each year. A Court of Honor is a special troop meeting where all family members are invited. The meeting is held for the purpose of providing extra recognition to those Scouts that have earned rank advancement, merit badges or other accomplishments. The whole family is encouraged to attend even if a Scout has not earned any special recognition because the meetings are also used to discuss the troop's accomplishments and future activities. **It is also requested that all attendees remain until the end of the ceremony. Young recipients near the end of the program do** not understand why their achievement is less worthy of attendance than awards in the early part of the program. Courts of Honor are generally scheduled on Monday nights in months containing a fifth Monday (see a troop calendar for exact dates).

## **Active Participation**

All members of Troop 21 are expected to participate in all phases of the troop program. We have one of the best programs and the best Scouts and unless each person is willing to do his share, the troop as a whole will be affected. This means regular attendance at troop meetings, monthly activities, service projects and fund raisers. Important planning takes place at the weekly troop meetings and it is vital that Scouts attend to help with that planning. We realize that there will be times when Scouts cannot attend due to illness, family problems or school functions. **However, it is encouraged that Scouts participate in at least 75% of all troop activities in order to fulfill the active** Scouting requirement of rank advancement. We would request the Scout contact his Patrol Leader or Scoutmaster when he cannot attend an activity.

# Parental Support

A key element in maintaining and improving the quality of Troop 21 is by having active parental support. To be successful, Scouting must be a family activity. Parental support does not consist of just driving your son to a troop meeting and picking him up. Good parent support consists of the following:

- 1) Make sure your son attends all troop activities and is prepared for them.
- 2) Encourage your son in his Scout advancements.
- 3) Take an active interest in his Scouting activities.
- 4) Attend parent meetings, Courts of Honor and other family activities.
- 5) Join the Troop Committee. The committee is made up of parents and meets once a month to set troop policy.
- 6) Become a Merit Badge Counselor for the troop. You don't have to be an expert in the area. There are 120 merit badges, so there should be some areas of interest for you.
- 7) Support fund-raising projects. This is how we earn money for troop equipment and the Scouts can earn money for activities.

# Troop Activities

Most major troop activities are planned at least six months in advance and the times and dates are published in the Troop Calendar. Please keep track of these dates and help us avoid conflicts. The troop depends on parent support to see to it that their son attends as many troop activities as possible.

Schedule changes and additions will be communicated by special notices, frequently by e-mail. Detailed information about monthly activities is usually handed out at troop meetings. **We encourage all parties to watch the calendar and we especially encourage all parents to ask their sons about any handout they may have received at the troop meetings (many parents don't see any papers until they pick the soggy mess out of the washing machine).** A monthly newsletter is being planned.

# Equipment

Troop 21 has been fortunate enough to have a number of individuals that have been willing to work hard at fund raisers during the last couple of years in order to purchase quite a bit of troop equipment. The troop currently has a new trailer, stoves, lanterns, cooking equipment, tarpaulins, rain flies, tents, and other gear worth thousands of dollars. **Scouts are expected to treat this equipment with respect and will pay for anything damaged or lost through carelessness.** Personal equipment is something every Scout will need. The Scout Handbook contains a list of items that every Scout is expected to have at each camp out. Sleeping bags and good rain gear are a must. Other items such as boots, backpacks and sleeping pad are items Scouts may eventually want. There are a number of experienced campers among the adult staff who can help you select the most appropriate equipment and who can direct you in where to purchase the items.

## Recommended Basic Equipment List

Pack, (3,000-5,000 cubic inches)  
Boots  
Sleeping bag (rated min 20°F)  
Sleeping pad  
two-person tent/tarp - Troop Provided

### Eating and Drinking

2 one-liter water bottles  
water purification tablets  
waterproof matches  
cup/mug, insulated  
lightweight bowl and spoon  
Multi-tool or utility knife  
stove

### Accessories

personal first-aid kit  
hand sanitizer  
toothbrush and paste  
2 trash bags  
several quart and gallon plastic bags  
brim hat  
sun screen/lip balm  
sunglasses  
journal & pen  
camera, film  
duct tape  
watch  
whistle

### Clothing

synthetic long-underwear, bottoms and ops  
synthetic shorts or convertible pants  
underwear  
synthetic t-shirts  
bandanna  
rain/wind jacket and pants/poncho  
wool/fleece gloves  
wool or fleece jacket or vest  
wool or fleece hat  
stocking cap

## **Scout Uniform**

The standard uniform of Troop 21 consists of long Scout pants or pants that are green (this is due to the Scouts growing so fast and trying to keep up with sizes and the cost of Scout pants) and short sleeve Scout shirt. The shirt will require minimum patches consisting of: American flag patch, council shoulder patch and troop numbers. Rank, patrol, and leadership patches are also expected to be put on the shirt. We are a full uniform unit and will strongly encourage boys to buy and wear the above uniform as a minimum. The above uniform is considered Class A. Since 1910, the Boy Scout uniform has been a recognized part of the American scene. Wearing the uniform helps boys develop a sense of belonging to their patrol and troop. It reinforces the fact that all members of the BSA are equal to one another. People seeing a boy in a Scout uniform expect someone of good character who is prepared to the best of his ability to help those around him. Likewise, Scoutmasters in full uniform set a good example for members of their troops and are also seen as community leaders fulfilling a very important role. Class A uniforms are required to be worn at all troop meetings, while traveling to and from activities and during other special functions. When uniforms are worn, they will be worn in the proper manner, buttons buttoned and shirt tails tucked in. Uniforms are expected to be kept in a clean and neat condition. An acceptable Class B uniform consists of any combination of Scout T-shirt or Troop 21 T-shirt or Troop 21 knit shirt, and green pants or shorts.

The Troop Committee understands that many Scouts have activities and commitments other than Scouting. However, scouting must be an equal commitment. If you are participating in a Scout function or meeting, dress as a Scout. If, for instance, you showed up at the soccer game in your Scout uniform, you would not be allowed on the field. The proper Scout uniform is considered an important part of Scout spirit, demonstration of which is required for rank advancement.

The troop has established a uniform exchange to serve the families of growing Scouts. Consider donating your outgrown uniforms to this worthy cause.

## **Scout Handbook**

It is required that each Scout have a copy of the Scout Handbook. These books can be purchased at the Scout Shops in Bethesda, MD, Springfield or Richmond, VA or ordered on the Internet at: <http://scoutstuff.org>. Information in the book is very useful to Scouts and parents and should be read very carefully. Scouts not having books will find it almost impossible to work on advancements. Handbooks should be brought to each troop meeting and to most activities. It is also recommended that each Scout have a copy of the Field Book.

## Dues and Fees

Currently, activity fees are \$60.00 a year. This amount is subject to change by the Troop Committee. The dues cover registration fee, insurance, advancement awards, charter fees to National, and operating expenses. Dues can be paid directly or can be deducted from fund-raiser earnings (See Fund Raisers). The full \$60.00 is collected between November 15 and December 15. Scouts who have not paid their dues in full by December 15 will either have the amount deducted from their fund raiser earnings account or not receive any advancement items. Scouts will not be re-registered until dues are paid.

Food cost for campouts has been set at \$12.00 per Scout, per weekend outing. Food costs are paid by each Scout to the designated Troop Leader, prior to the outing. Costs for camp-outs and other activities are paid prior to those activities and are divided up among those participating.

Patrol dues are at the discretion of the patrol members, but must be approved by the Troop Committee. Collection is the responsibility of the Patrol Leader. However, if patrol dues are collected, a detailed accounting must be provided to the Troop Committee by the June committee meeting.

If a Scout or parent commits to an event and does not show up, you are liable for any expenses the troop has paid on your behalf.

## Fundraisers

Troop 21 depends on various fundraisers to gain operating funds for the year. In the past, Troop 21 has participated in such activities as popcorn sales, food concession sales, and mulch sales. The Committee determines what percentage of the net profits goes into the "Troop General Fund" and into the "Scout Account Fund" for each fundraiser.

The follow guideline will determine how the profits will be allocated to the Scouts that participate:

- 1) Each Scout in the troop is offered the opportunity to work every fundraiser.
- 2) A record is kept of all boys that participate and how many hours they each worked.
- 3) The "total Scout hours worked" are divided into the total net profits allocated to the Scout Account Fund for the fundraiser by the Committee, and this generates a Scout hourly rate for the fundraiser.  
(Scout Account Fund share of net profits / total Scout hours = Scout hourly rate)
- 4) This hourly rate is then multiplied by the number of hours a Scout works and those funds are credited to the Scout's personal account.

# Personal Scout Accounts

Troop 21 keeps track of an account (non-interest bearing) for all Scouts registered in the troop.

This account holds money earned from troop fundraisers.

Money may be withdrawn under the following conditions:

**All withdrawals over \$100 must have the signature approval of a parent or guardian.**

- 1) Funds in personal accounts can be used to pay for any scouting related expense such as:

Troop activities and Outings, Summer camp, Camping equipment, Personal Scout equipment, Scout Uniform, and Troop clothing

- 2) Funds can be used to purchase items needed for merit badges such as:

- a) Computer (desk top, laptop or PDA) - Computer merit badge

- b) Camera - Photography merit badge

- c) Computer software (EXCLUDING GAMES)

- d) GPS unit - Orienteering merit badge

- e) ETC. Other items not listed here should be submitted in writing to the committee before purchasing. The committee will inform the Scout of their decision no later than the next Scout meeting after the committee meets for the month. The committee believes that the "Scout Merit Badge Program" promotes worthwhile activities that should be encouraged even after the Scout finishes his merit badge and time in scouting. Because this account is targeted at the Scout himself, the Scout must be old enough to legally own the item he is purchasing. Therefore, something like a gun would not be allowed.

Until Boy Scouts offer merit badges in Video Gaming, Text Messaging and Music Critiquing the following items will not be allowed to be purchased with your Scout account: Video games, Cell phones, or MP3 players ( I Pod) devices, and other such electronic devices.

- 3) Funds can be used to fund a Scout's eagle project. The amount needed must be included in the Eagle Project write-up, and must be approved by the Life to Eagle Coordinator.
- 4) Funds can be used to fund all expenses of a Scout's Eagle Ceremony.
- 5) If a Scout quits the troop or turns 18, all funds in his account revert to the "General Troop Fund." If a Scout transfers to another troop, a written request from the gaining troop is required to have that Scout's funds transferred to his new troop.

RECEIPTS ARE NEEDED FOR EVERYTHING NO MATTER WHAT YOU USE THE ACCOUNT FOR. THE ONLY EXCEPTIONS TO RECEIPTS BEFORE WITHDRAWAL ARE FOR SCOUT EVENTS THAT REQUIRE A FEE BEFORE THE EVENT. THE EVENT COORDINATOR WILL VERIFY AND AUTHORIZE THE AMOUNTS IN THIS CASE WITH A TRANSFER FORM.

No money can be given to a Scout because this could be considered income wages and be subject to taxation.

## **Communications**

In any organization, communication is essential. We currently have a Troop Calendar that is put out every six months and a monthly newsletter is being planned. Most information is passed out at the weekly troop meeting, and is the reason regular attendance is important. For short notice communications, adult leaders will contact other adult leaders. The Senior Patrol Leader will contact the individual Patrol Leaders who will, in turn, contact members of their patrol. This is an example of the Troop Phone Tree. This Phone Tree will be initiated when returning from outings during change of times, or when information needs to be relayed quickly throughout the Troop. Good communication between leaders and families is essential to maintain a quality troop. Additionally, we frequently utilize e-mail to communicate to the Troop. Therefore, it is important that Scouts notify the Advancement Coordinator if their e-mails change so the Troopmaster list can be updated. To add your e-mail address to the distribution list, you can send an e-mail to [troop21@troop21.com](mailto:troop21@troop21.com) and type Subscribe in the subject line.

## **Change to Policies**

Suggestions for new troop policies should be brought to the attention of the Troop Committee. Approval of changes or amendments to existing policies must be approved by a majority of the Troop Committee.

## **Discipline**

Scouting activities are meant to be learning experiences in an atmosphere that is fun for everyone involved. Scouting and Troop 21 have rules that must be followed in order for everyone to enjoy themselves. Scouts should show courtesy and respect for other troop members, leaders and the meeting place. The rules of Scouting can be found in the Scout Oath and the Scout Law. Troop specific rules are listed in Attachment 1 of this handbook.

The "Spirit of Scouting" dictates high expectations for the behavior of troop members. Self-control and self-discipline are attributes expected from all Scouts in Troop 21. In order to ensure the health and safety of troop members and the effective operation of the troop, disciplinary actions may be necessary. Discipline and control must be treated as an individual matter, realizing that basic discipline is preventive in nature rather than regulatory or restrictive. Scouts will receive positive reinforcement when exhibiting appropriate behavior. Troop adult leaders are ultimately responsible for the behavior of troop members and therefore will be expected to enforce a fair and consistent disciplinary plan. Disciplinary action will consist of four (4) levels. Certain conduct will result in the immediate escalation of the disciplinary level (i.e., use of drugs is an automatic Level 3 action).

Level 1. Personal Conference: Action taken for first offense of less serious rules consists of a counseling session between adult leader(s) and Scout(s).

Level 2. Letter to Parents: Action taken when Level 1 actions are not successful or for breaking certain more serious rules. Consists of writing a letter to the parents with a copy going to the Troop Committee Chair. The letter will contain the following:

1. Description of inappropriate behavior.
2. Description of immediate disciplinary action.
3. Request for parents cooperation in the matter and an offer to counsel with both Scout and parents.
4. Notification to Scout and parents that if improper behavior continues, disciplinary action will be raised to Level 3.

Level 3. Disciplinary Hearing: Action taken when Level 1 & 2 actions have not been successful at correcting the problem or for extremely serious behavioral problems. Consists of a meeting between the adult leadership, Scout(s), parents and the Troop Committee. Disciplinary action may include such items as active probation (Scout continues to participate in activities), inactive probation (Scout does not participate in troop activities for a period of time), a service project, reimbursement for damages, termination from troop, or etc.

Level 4. Termination: If the above actions fail to correct behavioral problems, the Troop Committee will notify the Scout(s) and parents that the Scout(s) are no longer welcome to participate in any troop functions. This action will require the majority vote of all registered adult leaders and committee members.

## **Grievances or Troop / Patrol Problems**

Should Scouts, family members, leaders, or committee members have concerns or problems with troop policies or procedures, please see any of the following individuals:

Patrol Leaders, Troop Scoutmaster, Committee Chairman, Charter Organization Representative, or Executive Officer.

## **Summary**

If Scouts have any questions, call your Patrol Leader or any other member of the junior leader staff. If you need further information, please feel free to contact any adult leader. If you don't know, ask!

This Guide Book was meant to be a brief summary of "need to know" items. If we have forgotten something, feel free to contact any of the adult staff.

## **Attachment 1-Troop Rules of Conduct**

1. Each Scout is expected to know and abide by these rules. Ignorance will not be considered an excuse for breaking the rules. Common sense will prevail in all situations and interpretations of these rules.
2. Each Scout will have a phone number where his parents or a designated individual may be reached in case of an emergency or disciplinary action is required.
3. A Scout may be sent home from any activity if Level 1 disciplinary actions are not successful.
4. Scouts will respect other people's property and will not touch anything that is not their own without permission. Level 1
5. Stealing will not be tolerated. Any Scout caught stealing will be sent home. Minimum Level 2.
6. No running in camp. Level 1
7. No sheath knives, radios, televisions or tape-players allowed at troop activities without prior approval. Items will be confiscated and given back at the end of the activity.
8. Uniforms are expected for each troop activity. The event notice will list the uniform requirements.
9. Leaders are expected to set the example.
10. No littering. Level 1
11. Troop equipment will be respected. Equipment damaged or destroyed through carelessness or horseplay will be repaired or replaced by the offending individual before he is allowed to attend another troop function. Minimum Level 2.
12. No bare feet around campsites. Level 1.
13. The number of people in a tent will not exceed what the tent was designed for. Level 1.
14. Troop members will follow the directions of both adult and junior leaders without argument. Patrol Leaders will not give directions to members of other patrols unless they have been left in charge of the group. Level 1.

15. No fires in or near tents. Level 1
16. Scouts will not play with the campfire. First warning Level 1, second warning level 2, and Scout will be sent home on third offense.
17. No Scout will engage in any type of water sport without the permission of a registered adult troop member. Scout will be sent home. Minimum Level 2.
18. Obscene language, obscene gestures and subjects deemed inappropriate by adult leaders will not be tolerated. Level 1.
19. Malicious teasing or put-downs will not be tolerated. Level 1.
20. Fighting will not be tolerated for any reason. All parties will be subject to Level 1 or Level 2 discipline, depending on the seriousness of the fight.
21. Scouts will not leave campsites without checking with the person in charge. The Scout will tell the person in charge exactly where he is going and exactly when he will be back. Level 1 or Level 2.
22. Cooking items will be cleaned, sanitized and stored right after meals and prior to starting any other activity.
23. Wild animals will be left alone. Level 1.
24. Vandalism will not be tolerated. Level 2 and financial responsibility for damage.
25. Use of tobacco, alcohol, or drugs is strictly prohibited. Adult leaders, while strongly discouraged from doing so, may use tobacco. Level 2 for tobacco. Level 3 for alcohol and drugs.
26. Possession of firearms or explosive devices will result in the item being confiscated and the Scout being sent home. Minimum Level 2.
27. Scouts are subject to discipline for any behavior that is unbecoming a Boy Scout. These Rules of Conduct are not meant to be all inclusive.
28. Situations will be judged on a case-by-case basis.

# Committee Members 2010

## **Duties of the Committee Chairman – Currently held by Harry Dickinson**

- Organize the committee to see that all functions are delegated, coordinated, and completed.
- Maintain a close relationship with the chartered organization's representative and the Scoutmaster.
- Interpret national and local policies to the troop.
- Prepare troop committee meeting agendas.
- Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called.
- Ensure troop representation at monthly roundtables.
- Secure top-notch, trained individuals for camp leadership.
- Arrange for charter review and re-charter annually.
- Plan the charter presentation.

## **Duties of the Secretary – Currently held by Patti Motheral**

- Keep minutes of meetings and send out committee meeting notices.
- At each meeting, report the minutes of the previous meeting.
- Prepare correspondence as requested by the Committee.

## **Duties of the Treasurer (Finance/Records) – Currently held by Carol Lepp**

- Handle all troop funds. Pay bills on the recommendation of the Scoutmaster and authorization of the troop committee
- Maintain checking and savings accounts
- Keep adequate records of income and expenses in the *Troop/Team Record Book*.
- Supervise the camp savings plan/Scout accounts.
- Lead in the preparation of the annual troop budget.
- Report to the troop at each committee meeting

## **Duties of Outdoor/Activities Coordinator– Currently held by Jack Dills**

- Help in securing permission to use camping sites.
- Serve as transportation coordinator.
- Ensure a monthly outdoor program.
- Promote the National Camping Award.
- Promote, through family meetings, attendance at troop campouts, camporees, and summer camp to reach the goal of one outing per month.
- Secure tour permits for all troop activities.
- Report to the troop committee at each meeting.

### **Duties of Advancement Coordinator– Currently held by John Lackie**

- Encourage Scouts to advance in rank
- Maintain all Scout advancement records.
- Arrange quarterly troop boards of review and courts of honor.
- Make a prompt report on the correct form to the council service center when a troop board of review is held. Secure badges and certificates
- Work with the troop librarian to build and maintain a troop library of merit badge pamphlets.
- Report to the troop committee at each meeting.

### **Duties of Chaplain – Currently Open**

- Provide a spiritual tone for troop meetings and activities.
- Give guidance to the chaplain aide.
- Promote regular participation of each member in the activities of the religious organization of his choice.
- Visit homes of Scouts in time of sickness or need.
- Encourage Boy Scouts to earn their appropriate religious emblems.
- Report to the troop committee at each meeting

### **Duties of Training Coordinator– Currently held by Brenda Newcomer**

- Ensure troop leaders and committee members have opportunities for training.
- Maintain an inventory of up-to-date training materials, videotapes, and other training resources.
- Develop and maintain a merit badge counselor list
- Work with the district training team in scheduling Fast Start training for all new leaders.
- Be responsible for BSA Youth Protection training within the troop.
- Encourage periodic junior leader training within the troop and at the council and national levels.
- Report to the troop committee at each meeting.
- Coordinate training for new Merit Badge Counselors.

### **Duties of the Equipment Coordinator/Quartermaster– Currently held by Andy Lepp**

- Supervise and help the troop procure camping equipment.
- Work with the quartermaster on inventory and proper storage and maintenance of all troop equipment.
- Make periodic safety checks on all troop gear, and train the Scouts in safe use of all outdoor equipment.
- Report to the troop committee at each meeting.

# CONSENT FOR EMERGENCY TREATMENT

Troop 21  
Peace United Methodist Church  
801 Maple Grove Drive  
Fredericksburg, Virginia 22407  
(703) 786-8585

This form, or its copy, gives THE BEARER my permission to authorize treatment in case of an emergency illness or injury until I can be contacted.

Boy's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Parent / Guardian's Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Allergies: \_\_\_\_\_

Current Medications: \_\_\_\_\_

Boy's Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Pertinent Medical History: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Member Number: \_\_\_\_\_

When parents cannot be reached, the following are persons who may be contacted in an emergency:

1. \_\_\_\_\_ 2. \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

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Signature of Parent / Guardian

Date (effective this trip only)

Patrol # \_\_\_\_\_ Patrol Leader: \_\_\_\_\_ Scoutmaster: \_\_\_\_\_

# FIELD TRIP / ACTIVITY PERMISSION SLIP

Troop 21

Peace United Methodist Church

801 Maple Grove Drive

Fredericksburg, Virginia 22407

(703) 786-8585

To be prepared by adult coordinator of activity:

Date of Activity / Trip: \_\_\_\_\_ Cost per Scout: \$ \_\_\_\_\_

Destination: \_\_\_\_\_ Need to Bring: \_\_\_\_\_

Meet for departure at: \_\_\_\_\_ Time: \_\_\_\_\_

Emergency Number at Destination: \_\_\_\_\_

Returning Place: \_\_\_\_\_ Time: \_\_\_\_\_

Purpose of this Trip / Activity: \_\_\_\_\_

Tear off and return to Adult Leader by:

.....

**NO SCOUT WILL BE ALLOWED ON ACTIVITY WITHOUT A PERMISSION SLIP!**

My signature on this form attests to my permission for my son to participate in the field trip/activity described below. The Troop has a current Emergency Treatment Form on file.

Date of Activity / Trip: \_\_\_\_\_

Boy's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Parent / Guardian's Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent / Guardian Date (effective this trip only)

Patrol # \_\_\_\_\_ Fee Pd. \$ \_\_\_\_\_ Patrol Leader: \_\_\_\_\_ Scoutmaster: \_\_\_\_\_

# Statement of Acknowledgment

We, the undersigned, acknowledge receipt of the Troop 21 Guide Book and have read and understand the contents of same. We have also completed the release form on the next page. Please return the last two pages to the Scoutmaster.

**Please print**

**Scout Name:**

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**Parent or Guardian's Name:**

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**Signed**

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**Scout:**

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**Parent or Guardian:**

---

**Date:**

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# Boy Scouts of America Troop 21 - Fredericksburg, VA

## RELEASE FORM TO PUBLISH SCOUT INFORMATION

Troop 21 of Fredericksburg, Virginia publishes a variety of information about our Scouts and their activities to the public through various media, including television, Internet, and print. We may wish to include your child's name and/or photograph. This information might be published in order to recognize achievement, in conjunction with the use of your child's work, in a recruiting brochure, newsletter, or other display. Your signature below acknowledges permission for this information to be published.

My child's name may be published. YES\_\_\_\_ NO\_\_\_\_\_

Photographs of my child, which may be accompanied by his/her name, may be published.  
YES\_\_\_\_ NO\_\_\_\_\_

My child's work may be published. YES\_\_\_\_ NO\_\_\_\_\_

I hereby give the above permissions and release Boy Scouts of America Troop 21 of Fredericksburg, Virginia from liability resulting from or connected with the publication of this information.

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(Child's) FIRST NAME, MI, LAST NAME

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PARENT OR GUARDIAN SIGNATURE

DATE\_\_\_\_/\_\_\_\_/\_\_\_\_