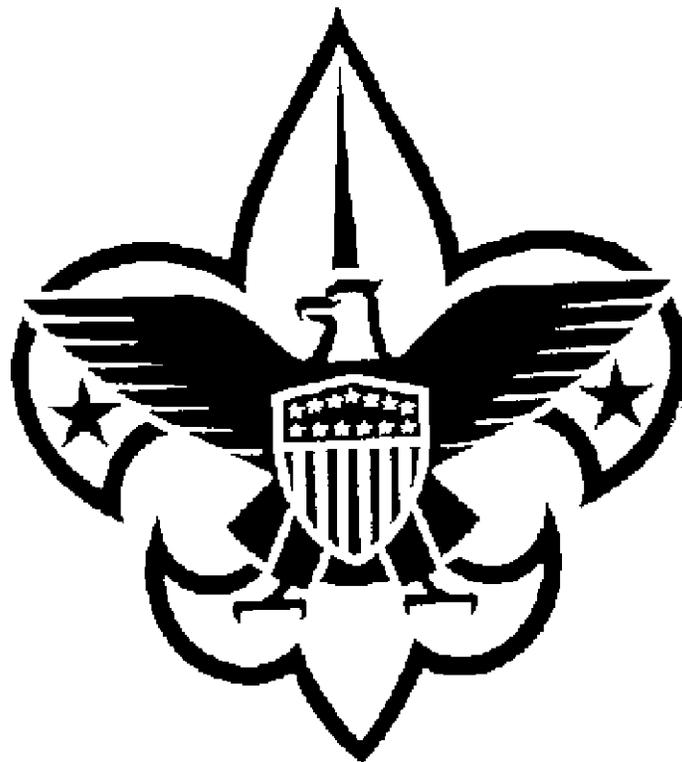


# Boy Scouts of America

## Troop 714

### Handbook

*As of 2/17/2003*



**Bent Tree Bible Fellowship  
4141 International Parkway  
Carrollton, TX 75007**

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## **General Policies**

### **Troop Meetings**

Troop meetings are held at Bent Tree Bible Fellowship Church. Meetings start at 7 PM and end at 8:30 PM. Parents are always welcome to visit and observe meetings. Scouts should be picked up no later than 8:45 PM by their parents or other designated party. Scouts should never be left alone at the Church. The Scoutmaster and another adult must remain until all Scouts have been picked up, so please be timely in picking up your Scout.

### **Attendance**

Regular attendance at Troop meetings and campouts is essential. Any Scout who has unexcused absences from four consecutive Troop meetings or three campouts during the year is considered inactive.

If the scout is unable to attend a Troop meeting or campout, he should notify the Assistant Scoutmaster for his patrol. If a Scout plans to be away from the Troop for an extended period of time, the parents should notify the Scoutmaster to request a leave of absence. Participation in a sport in which events are held on meeting nights is an example of a satisfactory reason for a leave of absence. The Scoutmaster has final discretion on matters of attendance.

In order to ensure a fair opportunity for all active Scouts, a Scout who is inactive or on leave of absence must relinquish any leadership position. In addition, the Scout loses any time accrued toward the leadership requirements for rank advancement, unless an exception is made by the Troop Committee.

### **Visitor Policy**

Visitors are always welcome at all Troop functions. However, no visitor may attend a camping trip or other activity without first attending a Troop meeting and having permission from the Scoutmaster. A boy who is a candidate for membership may attend one camping trip as a visitor, but may not attend another one until he becomes a member.

### **Initiation**

There is not an initiation into Scouting and no form of hazing is permitted. An investiture ceremony is conducted for each new Scout.

### **New Members**

A new boy is classified as a visitor until he passes the joining requirements in the Scout Handbook, turns in the membership forms, pays the membership fees, and his parents attend a Troop meeting. Until that time, he should not purchase a uniform since he may not wear it until he becomes a member of the Troop. Families who feel that the cost of a uniform and camping equipment are too much for them should talk to the Scoutmaster about the problem before deciding that their son should not join the Troop.

**Scouting: A Special Place**

Troop 714 provides and maintains the policy of a “Safe Haven”. Anyone who does not abide by this policy shall be counseled in accordance to the discipline policy.

**“Safe Haven”**

Scouting is a safe haven, a place where everyone should feel physically and emotionally secure. We do this by:

- Setting the example for others and ourselves by living the Scout Oath and Law each moment of each day, to the best of our abilities.
- Refusing to tolerate any kind of inappropriate put-downs, name-calling, or physical aggression.
- Communicating our acceptance of each Scout and Scouter through expressions of concern and by showing our appreciation whenever possible.
- Creating an environment based on learning and fun. We seek the best from each Scout, and we do our best to help each person achieve it.

## Uniform

### Standard Uniform

The standard uniform of the Boy Scouts of America consists of the following:

- ◆ **Shirt:** Standard BSA short or long sleeve shirt with red shoulder loops and the following patches sewn on according to the BSA insignia guide:
  - World Crest
  - Circle 10 Council patch
  - Troop number
  - American flag
  - Patrol patch
  - Rank patch
  - Other awards that are designated for display on the shirt.Do not wear patches that are not included in the insignia guide.
- ◆ **Neckerchief:** BSA green with red embroidery. An Eagle Scout may wear the neckerchief of rank. Adults may wear neckerchiefs of achievements earned.
- ◆ **Slide:** BSA or Scout-made neckerchief slide.
- ◆ **Pants:** BSA green pants. Shorts are optional for summer wear.
- ◆ **Belt:** BSA green web belt or BSA leather belt with BSA buckle.
- ◆ **Socks:** BSA green socks with red tops. If wool or other hiking socks are worn they should be turned down so that the Scout socks are exposed.
- ◆ **Hat:** Troop hat or other BSA hat approved by the Scoutmaster.
- ◆ **Handbook:** The Boy Scout Handbook.

### Utility Uniform

The Utility uniform consists of casual “Jean” style pants or shorts, an official Troop 714 t-shirt and an official Troop 714 hat. During campouts, a Scout may wear a BSA or other casual shirt with printing appropriate for Scouting or no printing at all. No offensive prints or slogans are allowed.

### When to Wear the Uniform

The standard uniform of the Boy Scouts of America is worn at the following activities:

- ◆ All Troop Meetings (hat, neckerchief, slide optional)
- ◆ All Boards of Review
- ◆ All Courts of Honor
- ◆ Camping Trip departure and return (hat, neckerchief, slide optional)
- ◆ Popcorn and Scout Show ticket sales activities
- ◆ Any other activity where the Scoutmaster or Troop Leaders Council feels the uniform is appropriate.

The standard uniform is NOT worn for any fund raising activity except popcorn or Scout Show ticket sales.

## Advancement

### Advancement Guidelines

Advancement is a basic part of Scouting and is essential to continued participation in the program. To be most beneficial to the Scout, it should be neither too rapid nor too slow. Our goal is for each boy to complete his First Class rank within a year of joining. Boys who reach First Class within a year usually stay, while those who do not usually drop out in their second year.

A Scout may work concurrently on Tenderfoot, 2<sup>nd</sup> Class, and 1<sup>st</sup> Class requirements. However, the ranks are awarded only in Boy Scout advancement order.

### Merit Badges

Scouts are eligible to work on merit badges immediately. A Scout who is ready to begin work on a merit badge must ask the Scoutmaster or Assistant Scoutmaster for a merit badge application. This form is taken to a Great Plains approved merit badge counselor for his signature.

A step by step description of the standard process for earning a merit badge is included in *Appendix D, Merit Badge Procedures*. These procedures are meant to be a general guideline, so exceptions may occur for special cases such as Summer Camp or Merit Badge College. Appendix D also includes a set of BSA rules and guidelines that must be followed.

Troop 714 maintains a list of approved merit badge counselors. Contact the Advancement Chairman or Scoutmaster for a copy of the list. If a counselor is not available within the Troop, a Great Plains District or Circle 10 Council approved counselor may be used. Only an approved merit badge counselor may sign off a Scout for a merit badge.

To avoid the appearance of favoritism, parents may not act as the Merit Badge Counselor for their own son. Exceptions may be granted if there is no other Merit Badge Counselor available, or in a group situation such as Summer Camp or Merit Badge College. All exceptions must be approved by the Scoutmaster.

### Scoutmaster Conference

Every rank, Tenderfoot through Eagle, requires that the Scout have a conference with the Scoutmaster or the Assistant Scoutmaster of the Patrol. The objective of the conference is to determine if he has demonstrated Scout Spirit, understands the ideals of Scouting and lives up to them in his daily living, to counsel him on areas of personal behavior in which he needs to improve, and to encourage his advancement in Scouting. This conference should be held as soon as the Scout has completed all other requirements for the rank he is working on and before the Troop Board of Review.

For the ranks of Tenderfoot, 2<sup>nd</sup> Class and 1<sup>st</sup> Class, the Assistant Scoutmaster of the patrol ensures that all requirements are signed off in the Scout's Handbook, and performs the Scoutmaster Conference. The Scout then notifies the Board of Review Coordinator who schedules the Board of Review.

For the ranks of Star and Life, the Assistant Scoutmaster of the patrol ensures that all requirements are signed off in the Scout's Handbook. The Scout then notifies the Scoutmaster Conference Coordinator who schedules a Scoutmaster Conference (with the Scoutmaster) and the Board of Review.

For the rank of Eagle, the Scout works with the Eagle Coordinator, who verifies that all Merit Badges have been completed, the Eagle Project is completed and documented, and other requirements are signed off. He then notifies the Scoutmaster Conference Coordinator who schedules a Scoutmaster Conference (with the Scoutmaster). The Scoutmaster schedules the Eagle Board of Review.

### **Board of Review**

Each rank requires that the Scout have a Board of Review before final approval of his advancement. Here he is examined on his skills and Scout spirit to determine that he has met all of the requirements. The Scout must bring his Handbook, completely filled out and signed, with him to the Board of Review, and be in full uniform. If the Scout is not ready for advancement, he is asked to do certain things that enable him to correct his deficiencies. See *Appendix A, Board of Review Checklist* for more details.

A Board of Review is the final step in a Scout's advancement toward a rank. The Board of Review is an opportunity to review the Scout's attitudes, accomplishments and his acceptance of Scouting's ideals. The Board of Review is not a retest; the Scout has already been tested on the skills and activities required for the rank. However, the chairman of the Board of Review should ensure that all the requirements have been "signed off" in the Scout's handbook. Additionally, the chairman should ensure that leadership and merit badge records are consistent with the requirements for the rank.

For all ranks (except Eagle) and Eagle palms, the Board of Review consists of three to six members of the Troop Committee. The Board of Review Coordinator typically acts as the chairperson of the Board of Review. Relatives or guardians may not serve as members of a Scout's Board of Review. Troop leaders who have direct responsibility for a Scout should not participate in his Board of Review.

For the rank of Eagle, the Board of Review consists of three to six members drawn from Scouting and the community, 21 years of age or older. These members do not have to be registered in Scouting, but they must have an understanding of the importance and purpose of the Eagle board of review. At least one district or council advancement representative shall be a member of the Eagle board of review.

The date of the Board of Review is the official date that the rank is awarded. For rank advancements that have a minimum service time, the Board of Review cannot be held until after the Scout has served the required time. The date of a Board of Review will not be pre- or post-dated.

### **Eagle Rank Service Project**

Eagle Scout is the highest rank in Scouting. It has been earned nationally by barely 3% of all boys who have ever been Scouts. Only very outstanding boys ever become Eagle Scouts.

After a Scout has earned the Life badge, and has completed most of the requirements for all 21 merit badges, he should contact the Eagle Coordinator to discuss an Eagle service project. The project must be a service to the community, involve leading others, and must be planned and developed by the Scout. The Scout must be the leader. If someone else does the planning, the Scout is merely a follower not a leader. The project must be approved in advance by the organization receiving the benefit of the project, the Scoutmaster, and the Great Plains District Advancement Chairman.

### **Other Awards**

There are other awards that the Scout may earn that are not directly related to his advancement.

### **Religious Emblems**

"A Scout is Reverent." All Scouts show this by being faithful in their duty to God. Some go further and give special service. This may qualify them for a religious emblem. Such an emblem is not a Scouting award. His religious leader confers it on the Scout. Each faith has its own requirements for earning its emblem. Refer to your Scout Handbook and your religious leader.

### **Order of the Arrow**

The order of the Arrow is a national organization of Honor Scout campers. Its purpose is to recognize Scouts who best exemplify the Scout Oath and Law, to promote good camping practices, and to crystallize the Scout habit of helpfulness into a life purpose of leadership and cheerful service to others.

Scouts are elected to membership by the Troop in accordance with OA policy. Requirements for membership are:

- ◆ First Class Rank.
- ◆ At least 15 days and nights of camping as a Scout, including one long-term camp in the two years prior to election.
- ◆ Approval by the adult leaders of the Troop.
- ◆ Receiving over one half of the votes of Troop members present at the election.

## **Patrols**

### **Patrol Members**

Each patrol consists of 6 to 10 boys, who elect a Patrol Leader. The Patrol Leader appoints his patrol's Assistant Patrol Leader.

New Scouts are assigned to a New Scout Patrol. The Scoutmaster appoints the initial Patrol Leader and Assistant for each New Scout Patrol

Scouts may not transfer from one patrol to another without permission from both Patrol Leaders and the Scoutmaster. Periodically the Scoutmaster may reassign Scouts to new patrols, to give additional leadership responsibilities, to place Scouts with others of similar rank and experience, to rebalance Patrol sizes, or to avoid personality conflicts.

Final discretion on the make up of patrols rests with the Scoutmaster.

### **Senior Patrol Leader**

The Scoutmaster, Assistant Scoutmasters, and Committee Chairman appoint the Senior Patrol Leader (SPL). The Senior Patrol Leader reports to the Scoutmaster. The duties of the Senior Patrol Leader include:

- ◆ Running all Troop meetings, events, activities, and the annual program planning conference.
- ◆ Running the Patrol Leaders Council meeting.
- ◆ Assigning duties and responsibilities to junior leaders.
- ◆ Assisting the Scoutmaster with junior leader training.
- ◆ Setting a good example.
- ◆ Enthusiastically wearing the Scout uniform correctly.
- ◆ Living by the Scout Oath and Law.
- ◆ Showing Scout Spirit.

The Troop leaders also appoint one or more Assistant Senior Patrol Leaders (ASPL) who assist the Senior Patrol Leader and serve in his place when he is not present. The Senior Patrol Leader may delegate certain responsibilities to the Assistant Senior Patrol Leaders.

The Senior Patrol Leader is appointed for a one-year term, starting in March. The Assistant Senior Patrol Leader may serve up to two years at the discretion of the Scoutmaster.

### **Patrol Leader**

Patrol Leader elections are held in March and October. A patrol may also hold an election whenever a majority of the members feels that one is needed or when there is a significant change to the Patrol membership. A Patrol Leader may serve only two consecutive terms. However, after one full term out of office, he may then be elected Patrol Leader again.

### **Patrol Meetings**

Regular meetings are encouraged so that patrol activities and Troop meetings can be planned. Also, patrol meetings can be a time for passing rank requirements or making plans for a patrol campout. Troop 714 reserves time for Patrol Meetings during each Troop meeting.

### **Patrol Activities**

Troop 714 strongly encourages patrol hikes and camps. Occasionally, the Troop does not schedule a camping trip or an outing during a month. Patrols can take that opportunity to go hiking or camping on

their own. If a patrol plans their own activity, they must complete an official Tour Permit and two adults must stay with the patrol at all times. Troop camping equipment may be checked out for patrol campouts.

### **Patrol Leader Council**

The Patrol Leader Council plans the activities of the Troop, its meetings, campouts, special projects, and assigns responsibility of carrying out the plans to patrol and Troop leaders. It is also the clearinghouse for special problems that arise.

The Council meets at least once a month, on the meeting night following a campout, when a regular Troop meeting is not scheduled. This Council is composed of the following members:

- ◆ Senior Patrol Leader (who serves as chairman)
- ◆ Assistant Senior Patrol Leader(s)
- ◆ Patrol Leader from each patrol
- ◆ Troop Scribe, and
- ◆ Scoutmaster or his designee.

The boy leaders have a voting privilege and the Scoutmaster serves as advisor. The Scribe publishes the minutes from each PLC meeting, but does not have voting privileges. If a Patrol Leader is unable to participate, it is his responsibility to ensure that his assistant or another patrol member attends to represent his patrol.

Adult leaders may attend the Patrol Leader Council meeting as guests, but they should remember that this is a boy-lead activity. They should participate only if requested by one of the Scouts, and allow the Senior Patrol Leader to manage the meeting.

## Camping Trips

### Schedule

Troop 714 plans a monthly campout for every month except July and August, including a long-term Winter Camp in December and a long-term Summer Camp in June. The campout is usually held on the third weekend of the month.

Unless otherwise announced, the Troop always meets at the church at 8 AM on Saturday morning for departure. Scouts should arrive about 15 minutes early to help with loading the trailers. Scouts arriving fifteen minutes late may find the Troop already gone. The return time is always 3 PM on Sunday unless otherwise arranged.

Drivers are asked to fill gas tanks and buy ice before coming to the church so that the whole Troop can leave the church and arrive at the campsite together. On the Sunday return trip, no car should leave the campsite prior to the announced time of departure. Scouts and adult leaders who attend the campouts should plan to stay for the entire campout. They must obtain permission from the Scoutmaster to depart early.

### Adverse Weather

One of the objectives of Scouting is to teach each boy to take care of himself under unfavorable conditions. For this reason, campouts are scheduled right through the winter for training in cold weather camping. The Troop plans to go camping no matter what the weather. If the weather makes the intended campsite undesirable or inaccessible, an alternate campsite may be arranged. If the weather is bad on Saturday morning, each Scout should dress for it. The Scoutmaster or Acting Scoutmaster in charge of the camping event makes the final determination if a campout should be canceled because of adverse weather.

### Safety

Safety is mainly using common sense. Troop 714's campout rules are:

- ◆ No flames in tents
- ◆ No running through camp
- ◆ No bare feet outside tents
- ◆ No sheath or combat knives, slingshots, or firearms
- ◆ Strict wood tool safety
- ◆ Strict fire safety
- ◆ No unsupervised swimming or boating
- ◆ No leaving camp without permission, or without a buddy.

### Medical Authorization

Each Scout must have a "Release and Authorization for Medical Treatment" form on file with Troop 714 before participating in any campout. A new, notarized form must be submitted each year, before the September campout. A copy of the form is included at the end of this document.

### Consent to Participate

Each Scout must have a "Consent to Participate" form on file with Troop 714 before participating in any campout. A new form must be submitted each year, before the September campout. A copy of the form is included at the end of this document.

### **Transportation**

The Troop depends on parents to provide transportation to and from campouts and all other activities. If none of the parents of a patrol are able to provide transportation for the patrol to and from an activity, it may not be possible for that patrol to attend the activity.

Scouts who have a driver's license and wish to bring a car to activities may do so, but no one else may ride with them except members of their own family. The car must be parked at the campsite and not driven during the weekend.

### **Knife and Ax**

No Scout is allowed to use a knife or ax until he has shown that he knows how to use them properly and safely by earning the Totin' Chip.

### **Fireman's Chit**

No Scout is allowed to build a fire on his own until he has demonstrated how to build one in accordance to the Outdoor Code and has earned the Fireman's Chit.

### **Items Not Permitted**

The following items are not permitted on campouts since they detract from the atmosphere and activity of Scout camping, are a primary source of litter, or are dangerous:

- ◆ Comic books or magazines.
- ◆ Video games, radios, television sets, or tape/CD/MP3 players.
- ◆ Tobacco products, alcohol, or drugs.
- ◆ Gum, candy, or carbonated drinks.
- ◆ Sheath knives, slingshots, firearms, or fireworks.
- ◆ Styrofoam items.
- ◆ Roller blades, scooters, skate boards, or bicycles.
- ◆ Clothing that imitates the uniforms of the United States Army, Navy or Marine Corps.
- ◆ Cell phones (only adults may carry cell phones).

These and other non-Scout items may be confiscated during the trip and returned to the Scout's parents.

### **Worship Services**

The Boy Scouts of America are pledged to encourage reverence and faithfulness to God. When camping trips or other activities prevent attendance at church, the Troop schedules a non-denominational Christian worship service at the campsite.

### **Camp Procedure**

Each patrol camps together. Within the patrol campsites, the Patrol Leader is in charge and responsible for his patrol. Patrol members may not leave camp without the permission of their Patrol Leader, who should not grant it until the necessary work is done. The Assistant Scoutmaster or other adult leaders for the patrol should also camp in the same area, and eat with their patrol.

### **Dishwashing**

Every patrol is responsible for its own clean up. The Troop policy is to use a three-pot system. The first pot is for soapy hot water for washing dishes. The second pot is a hot water rinse. The third pot is a boiling water rinse. This is essential for good health. It is the Patrol Leader's job to see that this rule is followed. Any patrol not meeting this requirement must remain in the campsite until their dishes are properly washed.

### **Garbage Disposal**

Troop policy is to burn garbage and paper products where allowed. If Scouts bring Styrofoam (against Troop policy) or other synthetic packaging they must pack it out. All trash that cannot be burned must be placed in sacks and brought back to Dallas. Nothing is to be buried. Remember that if you pack it in, you pack it out! Each patrol must bring trash bags with them.

### **Individual Camping Equipment**

Appendix B, *Camping Equipment Checklist*, contains a list of camping equipment that a Scout should take with him on an overnight campout. As a Scout gains experience in camping, he may expand or contract this list, depending on weather and the type of camping he is doing. Other excellent lists of camping equipment can be found in the Scout Handbook and Scout Fieldbook, as well as general books on camping.

When you go to buy a sleeping bag and other camping necessities, do not be tempted to buy the other camping equipment you see in the store. Most of it is unnecessary for the kind of camping our Troop does. Scouts are encouraged to provide their own tents. Camping equipment is expensive. Buy it when you find you need it, after you have had experience that tells you what the best buy is.

The Scout must be able to carry (not drag) his own gear to the campsite. Do not carry gear in plastic bags as it may get confused with trash.

### **Tents**

Scouts do not share tents with adults, except when approved by the Scoutmaster - in such case, a Scout may tent with his parent but not with any other adult. A Scout may share a tent with another boy in his patrol, or he may camp alone. Only two Scouts are permitted in a tent. Your tent is your home; do not enter another's tent without permission from its Scout owner.

### **Guests on Campouts**

Parents or Guardians are always welcome on campouts, provided they remember that they are guests and not Patrol Leaders. The boys can best learn the Scout skills by doing them rather than by watching someone else do them. Guests may eat as a guest of their son's patrol, or with the staff. If a guest becomes a frequent camper they are encouraged to become a registered Scouter.

### **Liquor and Tobacco Policy**

No alcoholic beverages or tobacco products of any kind are permitted at any Scout function.

### **Summer Camp**

Each year Troop 714 attends a weeklong summer camp and/or a "high adventure" camp. This is a great opportunity to earn merit badges and just to have fun. The camp staff is well qualified and supervision is provided by at least two Troop 714 adults in camp at all times. The announcement of summer camp dates is usually made in December.

A complete physical examination is required prior to camp. A Council camp requires the exam to be current within two years for the boys. A BSA High Adventure camp required a exam to be current in the year the boy is to attend the camp. Adults follow the same rule until age 40, when an exam is required in the year of the camp. Exam forms are provided accordingly.

### **Winter Camp**

Troop 714 also plans a Winter Camp each December. The Troop may plan its own campout or participate in a Winter camp operated by Circle Ten Council. Information on Winter Camp is available from the Scoutmaster.

## Troop Finances

### Dues

Troop dues are \$70.00 per year, payable in September. If necessary, arrangements can be made to pay \$35.00 in September and the remaining \$35.00 in February. The dues cover registration fees, Troop expenses, and awards earned. The Troop reviews the budget on an annual basis and adjustments may be made as necessary.

### Joining Fee

Troop 714 charges a one-time \$50.00 joining fee to all new Scouts. This fee partially covers the cost of Troop-owned camping equipment for a new Patrol.

### Fund-Raising

It is the intent of the Troop to provide fund-raising projects to benefit the Troop for operational and equipment needs and to assist the Scout with funds for Scouting projects. The profits from such fundraisers are normally split 50% to the Scout and 50% to the Troop. On occasion, the Troop Committee may change the percentage of profit going to the Troop and the Scout. The Scout's funds are held on account in the Troop Treasury. Participation in fund raising is mandatory for all Scouts. Each Scout is expected to contribute at least \$40.00 in fund raising efforts to benefit the Troop. If a Scout or his family chooses, he may opt out of the selling by writing a check or giving the cash to the Troop. If a Scout is unable to raise \$40.00 for the Troop in his selling efforts, he will be expected to make up the difference himself.

### Scout Account

The Scout's share of funds from fund-raising events is held in the Scout Account. These funds are to be used for Troop 714 Boy Scout activities. Funds in the Scout Account may be used for any of the following purposes:

1. Boy Scout camp fees (summer camp, Philmont, Jamboree).
2. Boy Scout training fees (Junior Leader, GA, or NJLT).
3. Eagle project materials.
4. Scout registration fees and dues.
5. Personal camping equipment from the recommended equipment list.
6. Annual dues

Disbursement of funds is made with prior approval of the Scoutmaster or Troop Committee and must be according to the uses listed above. The Troop makes payments directly to the Boy Scout office for dues, fees, and training expenses. For other expenses, the Troop makes a check out to the Scout's parents when they present a copy of the receipt.

If a boy moves to another Troop, the funds are transferred to that Unit. If a boy drops out of Scouting, the funds remain with Troop 714. A Scout may elect to carry over his Scout Account from year to year to save for a large item or event.

## Committees

### Troop Committee

The Troop Committee is composed of parents whose sons are active members of the Troop, plus other interested adults. Members of the Committee help with boards of review and special events, act as merit badge counselors, and provide guidance and supervision of Troop operations. A list of the various Troop Sub-Committees is shown below. The Troop Committee meets on the Monday evening following a campout, or on a schedule determined by the Committee Chairman.

The Committee contacts parents of new members about joining. Our Troop cannot function properly, and we cannot provide a quality program, without the active assistance of our parents. If a parent feels he/she cannot become a Committee member, he/she may still be called on to provide transportation and possibly some other forms of assistance.

### Finance Committee

The Finance Committee administers and operates the fiscal program for the Scout Troop. They assist the Treasurer in establishing the annual Troop Budget and securing the funds necessary for operation of the Scout Troop. In addition to helping develop and oversee fundraising activities by parents and Scouts, they also coordinate liaison with Great Plains District "Friends of Scouting" program. The Troop Treasurer oversees the Finance Committee.

### Other Adult Positions

In addition to the above committees, the Troop Committee may appoint adult volunteers for the following positions:

- ◆ **Webelos Coordinator.** The Webelos Coordinator coordinates visits by Webelos groups to Troop meetings and outings. If necessary, they also seek out prospects from local Cub Scout Packs for Troop membership. The Webelos Coordinator also oversees the selection of Scouts as Den Chiefs for local Cub Scout Packs.
- ◆ **Eagle Coordinator.** The Eagle Coordinator assists Life Scouts who are working on their Eagle rank. He advises Scouts in the selection and planning of an Eagle project and reviews the written materials for the Eagle project to ensure they meet Troop and District standards. He works with the Scout to ensure all Merit Badges and other requirements are complete. He works with the Scoutmaster to schedule the District representative to approve the project and sit on the Board of Review.
- ◆ **Advancement Chairperson.** The Advancement Chairperson works with the Assistant Scoutmasters to ensure that all requirements are properly signed off. He recruits eligible adults to sit on the Boards of Review.
- ◆ **Troop Quartermaster.** The Troop Quartermaster works with the Scout Quartermaster in procuring and maintaining Troop-owned camping gear. He also oversees the maintenance of the Troop Trailer and other items used in Troop Activities.
- ◆ **Scoutmaster Conference Coordinator.** The Scoutmaster Conference Coordinator schedules Conferences with the Scoutmaster for Scouts attaining the rank of Star, Life and Eagle.
- ◆ **Board of Review Coordinator.** The Board of Review Coordinator schedules Boards of Review.
- ◆ Other adult volunteer opportunities are available through the Committee Chairperson.

## Discipline Policy

### Discipline

Discipline should not be a problem in a Scout Troop if each Scout is doing his best to live up to the Scout Oath and Law. Every Scout must remember that people think highly of the Scouting program. He should never do anything that would lower their opinion of him, Troop 714, or of Scouting. The Scout and his parent should sign the *Discipline Policy Sign-Off* from Appendix C.

### First Offense

For a first offense, the Scoutmaster or Assistant Scoutmaster gives the Scout a verbal reprimand. Offenses are reported to the Scoutmaster by the Assistant Scoutmaster so a record of the warning can be made. Depending on the situation, another adult, Scoutmaster, or Assistant Scoutmaster should be present as a witness during the reprimand.

### Second Offense

A second offense results in counseling by the Scoutmaster with another adult present. The Scout is given a written counseling statement that is signed by the Scout. A copy of the counseling statement is given to Scout's parents. The Scoutmaster has the option of limiting the Scout's participation in Troop activities.

### Third Offense

A Scout charged with a third offense is called before Troop Discipline Committee (TDC) made up of the Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leaders, Troop Committee Chairman or Assistant Chairman, and an Assistant Scoutmaster from a patrol other than the offending Scout's. The Senior Patrol Leader, mentored by the Troop Committee Chairman, is in charge of the proceedings. Parents are allowed to observe only. The offending Scout's Assistant Scoutmaster may attend but not participate in judgments made by the Troop Discipline Committee. The TDC retires to a separate room to consider a judgment. A 75% majority vote by the Committee is required to carry out a judgment against the Scout.

### Fourth Offense

After a fourth offense, the Scout is asked to leave the area immediately. Two adults and a junior leader escort the Scout to an area where he can wait to be taken home by his parents. The Scoutmaster immediately notifies the Scout's parents. A meeting with the Scoutmaster, the offending Scout, and his parents takes place (if possible) within 48 hours of the offense. The Scout is not allowed to participate in any further Troop activities. He is given a list of other Scout Troops in the area that might accept his transfer.

### Appeal of a First Offense

A first offense may be withdrawn if a Scout genuinely demonstrates "Scout Spirit" in attitude and actions after a period of time (typically six weeks). The Scoutmaster gives the Scout written notice acknowledging that the first offense has been dropped, and a note regarding such action is placed in the Scout's Troop Record. If there is another offense it is handled as a First Offense.

## Handbook Approvals

The following signatures indicate that this Handbook and its attachments have been reviewed and approved. When all signatures are complete, this document becomes the official handbook of Troop 714.

Senior Patrol Leader \_\_\_\_\_ Date: \_\_\_\_\_

Scoutmaster \_\_\_\_\_ Date: \_\_\_\_\_

Committee Chairman \_\_\_\_\_ Date: \_\_\_\_\_

### **Revision Policy**

Revisions to the Troop 714 Handbook must be approved by the Troop Committee.

### **Distribution Policy**

Once approved, a copy of this handbook is distributed to each registered Scout and Scouter of Troop 714. Revisions and changes are also distributed to each member of the Troop.

### **Conflicts with BSA Policy**

This handbook was written with the intent to follow BSA policy. If there is a contradiction to BSA policy it will be corrected by executive authority.

### **Revision History**

1. Updated the section on "Fund Raising". Scout funds disbursement expanded to include training fees and Eagle project materials. Updated January 18, 1999.
2. Added *Appendix D, Merit Badge Procedures*, and modified Page 3 section "Merit Badges" to reflect the new section. Updated April 12, 1999.
3. Standardized the formatting, fonts, headings, etc. Reorganized some sections to simplify the document structure. Reworded in various places to improve readability. Updated the section "Troop Finances" to clarify Scout Accounts and add the Joining Fee. Updated August 15, 1999.
4. Modified and clarified the attendance policy. Scouts who are inactive or on leave of absence may not hold leadership positions or accrue time toward rank requirements. Updated October 25, 1999.
5. Made extensive modifications to bring the Handbook current with current Troop 714 policy and procedures. Updated February 17, 2003.

## **Appendix A. Board of Review Checklist**

Each Scout should BE PREPARED for the following Board of Review topics:

### **I Appearance**

- A. Uniform: The Scout must be in full uniform with all patches properly placed. See the inside covers of the Scout Handbook for the proper placement of patches.
- B. Handbook: The scout must have his Boy Scout Handbook, with a sign-off for all items of the rank he is being reviewed for.

### **II. Scout Spirit**

- A. Know:
  - 1. Scout Oath
  - 2. Scout Law
  - 3. Scout Motto and Slogan
  - 4. Outdoor Code
- B. Be Prepared to Discuss:
  - 1. Have you lived the Scout Oath and Law? How?
  - 2. Have you been at the Troop meetings? Campouts?
  - 3. How do you feel about the Troop's spirit?
  - 4. What can you do to improve the Troop's Scout spirit? Your Patrol's?
  - 5. What do you think about Scouting's ideals as related to your life?

### **III. Leadership**

- A. Since your last Board of Review:
  - 1. What leadership have you provided the Troop?
  - 2. Give an example of a leadership skill you have learned.
  - 3. Why should you be interested in leadership?
  - 4. What leadership job would you like to do?

### **IV. Requirements**

- A. Know the requirements for the rank you are being reviewed for:
  - 1. What merit badges and skill awards have you earned since your last review specifically for your new rank?
  - 2. Be prepared for spot checks on your advancement and merit badges; including those earned for previous ranks.
  - 3. What tasks did you perform to earn service project hours?

## Appendix B. Camping Equipment Checklist

Full Scout uniform is required when traveling to camp and returning from camp.

### *RECOMMENDED CAMPING EQUIPMENT*

- ◆ Hat
- ◆ Tent
- ◆ Ground cloth
- ◆ Mattress pad/cot/air mattress
- ◆ Sleeping bag
- ◆ Pillow
- ◆ Sleep wear
- ◆ Handkerchiefs
- ◆ Change of clothing
- ◆ Clothing for the weather
- ◆ Underclothing
- ◆ Extra socks, 1 pair per day +1 pair
- ◆ Extra shoes
- ◆ Flashlight, spare bulb and batteries
- ◆ Mess Kit or plate, bowl, cup
- ◆ Knife, fork, spoon
- ◆ Mesh dunk bag
- ◆ Canteen or water bottle
- ◆ Drinking cup
- ◆ Sunscreen
- ◆ Insect repellent
- ◆ Compass
- ◆ Personal hygiene items
- ◆ Mirror
- ◆ Soap & container
- ◆ Toothbrush, paste
- ◆ Comb/brush
- ◆ Towel
- ◆ Washcloths
- ◆ Personal first aid kit
- ◆ Pocket knife (TOTIN' CHIP required)
- ◆ Watch
- ◆ Rain gear (poncho or rain suit)
- ◆ Personal medication, to be left with Scoutmaster
- ◆ Camp stool or chair
- ◆ Trash bags (2)
- ◆ Notebook
- ◆ Pencil
- ◆ Water Shoes
- ◆ Clothes line
- ◆ Clothes pins
- ◆ Gloves
- ◆ Swim Suit

### *DO NOT BRING*

- ◆ Comic books and magazines.
- ◆ Video games, radios, television sets, CD players or tape players.
- ◆ Tobacco products, alcohol, or drugs.
- ◆ Gum, candy, carbonated drinks.
- ◆ Sheath knives, slingshots, firearms, or fireworks.
- ◆ Styrofoam items.
- ◆ Roller blades, scooters, skate boards or bicycles.
- ◆ Clothing that imitates the uniforms of the United States Army, Navy or Marine Corps.

These and other non-Scout items may be confiscated during the trip and returned to the Scout's parents.

## Appendix C. Discipline Policy Sign-Off

### **Parental Statement of Understanding**

I acknowledge that I have read and understand the Boy Scout Troop 714 Discipline Policy. By signing this document, I affirm that I will cooperate in supporting implementation of discipline policy as Troop 714 leadership carries it out.

I am the parent or guardian of (Scout Name): \_\_\_\_\_

Parent name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Parents and Scouts are encouraged to discuss the contents and ramifications associated with the Troop Discipline Policy. If you have questions or concerns regarding the policy, please contact Troop 714's Scoutmaster.

### **Scout's Statement of Understanding**

I acknowledge that I have read and understand the Boy Scout Troop 714 Discipline Policy. By signing this document, I affirm that I will abide by the discipline policy and agree to be subject to it while participating in Troop and other Scouting activities.

Scout Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Scouts are encouraged to discuss the policy with parents or guardians prior to signing this document.

## Appendix D. Merit Badge Checklist

Merit Badges are an important part of a Scout's advancement. These procedures are designed to make it easy for the Scout, his leaders and the Merit Badge Counselors to track progress and keep an accurate record of the Scout's advancement. They also ensure that the correct paperwork is completed so the merit badges can be awarded as soon as possible and recognized at the next Court of Honor.

The Application for Merit Badge form is called a "blue card" due to its size and color. It is divided into the following three sections: 1) Application for Merit Badge, 2) Applicant's Record 3) Counselor's Record.

### Merit Badge Procedures

1. **Select a merit badge to work on.** Decide which merit badge you are going to work on. You can ask your Scoutmaster or the Merit Badge Coordinator for help. Then, get a copy of the merit badge booklet. You can buy a copy, check it out from the Troop library, or check it out from the public library.
2. **Fill out a blue card.** Get a blue card and fill out your information and the name of the merit badge on all three sections. You can get blank blue cards from the Merit Badge Coordinator, the Scoutmaster or the Merit Badge Counselor.
3. **Get Scoutmaster approval to start.** Ask the Scoutmaster to sign section 1, under "qualified to begin work". The Scoutmaster checks to make sure you are ready to begin work on this badge and that you are starting the merit badges in the correct sequence.
4. **Meet with the Counselor.** Before you start any work on the requirements, contact a Merit Badge Counselor for this merit badge, in person or by phone. Your Assistant Scoutmaster or the Merit Badge Coordinator can provide a list of Counselors for this badge. Discuss the requirements with your Counselor and how you will complete them. The Counselor fills in their name in section 1 and retains section 3 of the blue card. You should keep sections 1 and 2 of the blue card.

*Remember, you must have a buddy (another Scout, relative, or friend) with you for all meetings with the Merit Badge Counselor.*

5. **Work on the merit badge.** Read through the merit badge booklet, and then start work on the requirements. Mark the date on section 2 of your blue card as you complete each requirement. You can schedule additional meetings with your Merit Badge Counselor to get help on the requirements. Ask the Counselor to initial section 2 of your blue card for each requirement you have completed.
6. **Finish work on the merit badge.** After you have completed all the requirements, schedule a final meeting with the Merit Badge Counselor. Ask the Counselor to verify and initial all requirements on section 2 then sign sections 1 and 2 of your blue card. The Counselor should also update the section 3 they kept for their records.
7. **Get final Scoutmaster approval.** Make sure everything is completed on sections 1 and 2 of your blue card. Ask the Scoutmaster to sign section 2. Keep section 2 in a safe place, for your records. If you borrowed the merit badge booklet, remember to return it to the Troop library or the public library. If you bought the booklet, consider donating it to the Troop library or giving it to a friend.
8. **Turn in your paperwork.** Turn in section 1 of the completed blue card to your Assistant Scoutmaster. He updates his records and forwards the card to the Troopmaster Coordinator, who updates the TroopMaster database and prints the advancement report. Finally, the Scoutmaster or Assistant Scoutmaster obtains the badge and presents it to you at the next opportunity. All merit badges are then recognized at the next Court of Honor.

**Merit Badge Rules**

- ◆ The Scout must have another person with him each time he meets with the Merit Badge Counselor. This person can be another Scout, a parent or guardian, a brother or sister, a relative or a friend.
- ◆ The Scout must not start on the requirements before getting approval from the Scoutmaster and meeting with the Merit Badge Counselor. Any work started before the first meeting should be redone, unless approved by the Counselor.
- ◆ The Scout is expected to meet the requirements as they are stated -- no more and no less. He is expected to do exactly what is stated in the requirements. If it says "show or demonstrate," that is what he must do. Just telling about it isn't enough. The same thing holds true for such words as "make," "list," "in the field," and "collect," "identify," and "label."
- ◆ There is no deadline for earning merit badges, except the Scout's 18th Birthday. Once he has started working on a merit badge (that is, obtained a signed blue card from the Scoutmaster, had an initial discussion with a Merit Badge Counselor, and started working on the requirements), he may continue to work on those requirements until he completes the badge or turns 18.
- ◆ In some cases, the merit badge booklet may be out of date. However, the Scout must use the most current requirements in effect when he starts work on the merit badge, as published in the *Boy Scouts Requirements* book for the current year.
- ◆ If the requirements change while a Scout is working on the badge, he may continue to use the old requirements until he completes the work, or he may use the new requirements if he wishes. It is his choice, and his alone.
- ◆ If a merit badge is discontinued, Scouts working on the badge when it is removed from the Boy Scout Requirements booklet may continue to work toward completing the badge, and get credit for earning the badge, until they turn 18. However, it may not be possible to obtain an actual merit badge patch, once the local council's supply is exhausted.
- ◆ If a discontinued merit badge is replaced with one or more other merit badges covering the same or similar topics a Scout that has earned the discontinued badge may also earn the new badge or badges. For example, the Rifle and Shotgun Shooting MB was replaced by the Rifle Shooting MB and the Shotgun Shooting MB. If the badge is simply renamed Scouts may NOT earn the badge again. For example, the Firemanship MB was simply renamed to the Fire Safety MB.
- ◆ A merit badge cannot be taken away once it has been earned, provided the Counselor is a registered counselor for that badge.
- ◆ It is permissible for two or more boys to work on a merit badge together. However, the Merit Badge Counselor should ensure that each boy individually meets all of the requirements. The Counselor should provide individual attention to each boy in the group, so they receive the maximum benefit of the Counselor's guidance.
- ◆ With the Counselor's permission, a boy may utilize a school class or other training class to meet some or all of the requirements for a merit badge. For example, a chemistry class at school could be used to satisfy some of the requirements for the Chemistry Merit Badge, or a dog obedience course could be used to satisfy some of the requirements for the Dog Care Merit Badge.
- ◆ The Scout should keep section 2 of the blue card for all merit badges they have earned. This is their backup documentation if they should move to a new Troop.

**Troop 714** Full Name: \_\_\_\_\_

Circle one: Youth or Adult

**Consent to Participate**

In consideration of the benefits to be derived and in view of the fact that the Boy Scouts of America is an educational institution, membership in which is voluntary, and having full confidence that every reasonable precaution will be taken to insure the safety and well-being of my minor son named above on any activity, I hereby agree to his participation on any field trips that the leaders and officers may deem necessary. Therefore, I waive all claims against any sponsor(s), leaders(s), officer(s), agent(s), or representatives(s) of Bent Tree Bible Fellowship, Troop 714, Boy Scouts of America, Circle Ten and other local councils.

**Release and Authorization for Medical Treatment**

In case of an accident, I give permission to any qualified person(s), physician(s), and/or hospital to render aid and/or surgery, if necessary, to my minor son named above while they are in the care of a sponsor(s), leader(s), officer(s), agent(s) or representative(s) of Bent Tree Bible Fellowship, Troop 714, Boy Scouts of America, Circle Ten and other local councils.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

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

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

Home Phone: Hers: \_\_\_\_\_ His: \_\_\_\_\_

Work Phone: Hers: \_\_\_\_\_ His: \_\_\_\_\_

Mobile Phone: Hers: \_\_\_\_\_ His: \_\_\_\_\_

Age: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Blood type: \_\_\_\_\_ Date of last Tetanus booster: \_\_\_\_\_

State "YES" or "NO" to the following questions. If "YES", attach explanation and/or Personal Health and Medical Record.

- \_\_\_\_\_ Any restriction of activity for medical reasons?\_
- \_\_\_\_\_ Any condition that may require special care, medication or diet?
- \_\_\_\_\_ Any information that should be known by a caregiver?
- \_\_\_\_\_ Any allergies to food, medicines, insects or plants?
- \_\_\_\_\_ Any medications to be taken? Send in prescription bottle with instructions.

Family Doctor: \_\_\_\_\_ Phone # \_\_\_\_\_

Other Doctor: \_\_\_\_\_ Phone # \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Policy # \_\_\_\_\_

Please attach a copy of the front and back of your insurance card.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ the above name appeared.

County of \_\_\_\_\_

State of Texas

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_