

**TROOP 209 BOY SCOUTS OF AMERICA
CATALINA COUNCIL
KNIGHTS OF COLUMBUS #8077**

TROOP HANDBOOK



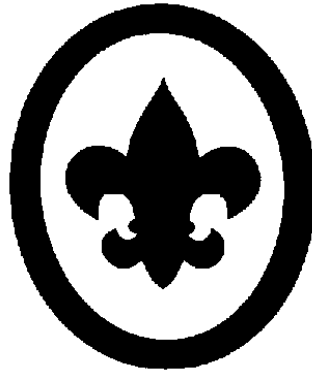
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1 Introduction

1.1 Welcome

Welcome to the Boy Scouts of America and to Troop 209. Our Troop is chartered by the Knights of Columbus – Roy Champeau Chapter #8077, and is a member of Old Pueblo District, Catalina Council. We are excited to have you join us and become a part of the Brotherhood of Scouting.

This handbook is intended to provide you with specific information on Troop 209 and will answer basic questions about our policies, uniforms, equipment, camping trips, advancement and participation. Please familiarize yourselves with its contents. As a member of Troop 209, you will be responsible for abiding by these policies.

This handbook is intended to consolidate the BSA guidelines into a single location for convenience purposes only. There is no intent by the troop committee or adult leadership to exceed or contradict any National BSA policy. BSA policy is updated on a regular basis and therefore official BSA publications should be referenced for the latest BSA guidelines and policy. Any areas where the handbook differs from the official BSA guidelines and policies should be brought to the attention of Troop 209 Committee Chairman.

This handbook briefly outlines the overall structure of the BSA and identifies its goals and objectives. It is further intended to serve as a working document to assist scouts and their parents in understanding and working within our program.

One of the major factors in the success of Troop 209 is the active cooperation and participation of Scouts and their parents. When a boy joins our troop, his parents are encouraged to take an active involvement as well. Experience has taught us that your son's interest and accomplishments will be in direct proportion to the parent's participation. The time spent in Scouting is quality time between parent and son. Parent participation can come in the form of a leadership position or a support role. Attending the Committee meeting is a great way to keep abreast of what is going on in the Troop, District and Council.

Good communication is critical to avoiding any uncertainty. Should the scouts or parents have any questions concerning our policies or program, please contact the Scoutmaster or Committee Chairman. The communication is particularly important if problems arise

which can affect a scout's relationship within his patrol or future improvement with the Troop. Remember: we cannot fix a problem if we are not aware of it.

Again, welcome to Troop 209!

1.2 History

The World Scouting Movement was started with a simple pamphlet about scouting intended for soldiers. When the pamphlet became popular with young boys in England, its author, Lieutenant General Sir Lord Robert Stephenson Smyth Baden-Powell, wrote a new pamphlet titled "Scouting for Boys", in 1908. Baden-Powell is regarded as the founder of Scouting and was later named the first and only Chief Scout of the World.

Scouting came to America in 1910. William D. Boyce, an American businessman, was in London on a business trip when he became lost in a heavy fog. A boy of about twelve approached and offered to escort him to his meeting. Upon arriving, Boyce tried to tip the lad. The lad explained to him that he could not accept the tip, as he was a Scout and would not accept payment for a good turn. Boyce was so intrigued; he had the boy lead him to the British Scouting office where he acquired Scouting manuals.

Boyce incorporated the Boy Scouts of America on February 8, 1910. It was chartered by Congress on June 15, 1915 with the express purpose "...to promote, through organization and cooperation with other agencies, the ability of boys to do things for themselves and others, to train them in Scoutcraft, and to teach them patriotism, courage, self-reliance, and kindred virtues.

Consider the global impact of a simple good turn performed by a boy forever known as "the Unknown Scout".

Catalina Council Troop 209 was established in late 1995 when it chartered with five boys. Troop 209's superior program quickly made it a success and the Troop's membership doubled in each of its first three years. Troop 209 has peaked at 60 boys but has a sustained membership of between 40-50 boys.



2 Guiding Programs

2.1 The Scouting Program

The purpose of Scouting is, "...to prepare young people to make ethical choices over their lifetime by instilling in them the values of the Scout Oath and Law."

The Scouting program has four specific objectives, commonly referred to as the 'Aims of Scouting', which include character development, citizenship training, leadership training, and personal fitness. The eight methods by which these goals are achieved are listed on the next two pages in random order to emphasize the equal importance of each.

- Ideals** The Ideals of Boy Scouting are spelled out in the Scout Oath, the Scout Law, the Scout Motto, and in the Scout Slogan. The Boy Scout measures himself against these ideals and continually strives to improve. The goals are high, and as he reaches for them he has some control over what and who he becomes.
- Patrols** The Patrol Method gives the Boy Scouts an experience in group living and participating in citizenship. It places responsibility on young shoulders and teaches a boy how to accept it. The Patrol Method allows Scouts to interact in small groups where members can easily relate to each other. These small groups determine troop activities through elected representatives.
- Outdoor Programs** Boy Scouting is designed to take place outdoors. It is the outdoor setting that Scouts share responsibilities and learn to live with one another. In the outdoors, the skills and activities practiced at troop meetings come alive with purpose. Being close to nature helps Boy Scouts gain an appreciation for the beauty of the world around us. The outdoors is the laboratory in which Boy Scouts learn ecology and practice conservation of nature's resources.
- Advancement** Boy Scouting provides a series of surmountable obstacles and steps in overcoming them through the advancement method. The Boy Scout plans his advancement and progresses at his own pace as he meets each challenge. The Boy Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help a Boy Scout grow in self-reliance and in the ability to help others.
- Associations with Adults** Boys learn a great deal by watching how adults conduct themselves. Scout leaders can be positive role models for the members of the troop. In many cases a Scoutmaster who is willing to listen to boys, encourage them, and take a sincere interest in them can make a profound difference in their lives.

Personal Growth	As Boy Scouts plan their activities and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Boy Scouting. Boys grow as they participate in community service projects and do good turns for others. Probably no device is as successful in developing a basis for personal growth as the daily good turn. The religious emblems program is also a large part of the personal growth method. Frequent personal conferences with his Scoutmaster help each Boy Scout to determine his growth toward Scouting's aims.
Leadership Development	The Boy Scout program encourages boys to learn and practice leadership skills. Every boy has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership role of others and guides him toward the citizenship aim of Scouting.
Uniform	The uniform makes the Boy Scout Troop visible as a force for good and creates a positive image in the community. Boy Scouting is an action program, and wearing the uniform is an action that shows each Boy Scout's commitment to the aims and purpose of scouting. The uniform gives the Boy Scout identity in a world brotherhood of youth who believe in the same ideals. The uniform is practical attire for what they have accomplished.

The Scouting program offered by Troop 209 accomplishes its aims and goals through:

- Emphasis on the Ideals of Scouting
- Use of Outdoor Experience
- Organization of the Troop
- The Advancement Program

The ideals of Scouting are stated in the Scout Oath, Law, Slogan, and Motto. Each Scout in the troop is encouraged to strive for these ideals, and must understand and agree to live by them to begin his advancement on the "Trail to Eagle".

2.2 The Advancement Program

The advancement program of the Troop is designed to present a series of increasingly difficult challenges for the Scout to master. The advancement program rewards individual effort and accomplishment, while at the same time the patrol method is teaching group skills and rewarding successful group effort. Benefits of the program include:

- Increased self-confidence and self-reliance
- Improved goal setting skills and better planning techniques

Rank advancement criteria are set forth by the National Boy Scout organization. For each rank and merit badge, a Scout must appear before a trained adult and present his work. Parents, except for unusual cases, are encouraged not to approve advancement of their son. This simple rule ensures that every Scout has an equal opportunity to work with an interested adult other than his parent. While advancement is not mandatory in Troop 209,

it is strongly encouraged. Scouts who do not advance fall behind their peers and lose interest. They usually drop out.

Boards of Review will be held regularly as scheduled on the troop calendar for those Scouts advancing. Formal presentation of Badges of Rank, Merit Badges, and other awards will be at Courts of Honor scheduled three times a year.

Parents are requested to encourage the Scout to be self-reliant as he progresses through the Scout ranks. A Scout's progress will be monitored by the Scoutmaster and Assistant Scoutmasters of the Troop.

3 Troop Goals, Organization, and Operation

3.1 Troop Goals

The Committee, Scoutmaster, and Assistant Scoutmasters of Troop 209 are committed to provide a rich Scouting experience to each Scout who participates in the program. Our goals are to:

1. Operate Troop 209 true to the purpose of Scouting
2. Have a boy-run and boy-led Troop program with appropriate adult guidance.
3. Provide a Scouting program that is fun and challenging through:
 - Weekly meetings that are interesting, skill and activity oriented
 - Monthly outdoor activities that stimulate challenge and educate every Scout in the Troop. The outdoor program will include about 30 nights camping each year.
 - An annual, one-week summer camp that is adequately staffed by adult leader.
4. Offer an advancement program for all Troop members and recognition through regular Courts of Honor.
5. Create a leadership development program to provide personal growth for each Scout and to ensure continuity of leadership for the Troop.
6. Strive for 100% Scout involvement in the entire Troop Program.

In addition to the basic goals, the youth leadership of the Troop, i.e., the Patrol Leaders Council, with the support and guidance of the adult Uniformed Leaders, will establish specific goals each year. This takes place at the Troop Planning Workshop held each Fall.

3.2 Troop Organization

3.2.1 Chartered Organization

The organization of any Boy Scout Troop begins with a chartering organization. Troop 209 is chartered by the Knights of Columbus, Roy Champeau Chapter #8077. The Knights support the Troop by providing space for the Troop to meet. They are represented in the Troop organization by the Charter Organization Representative (COR) who serves on the Troop Committee.

3.2.2 Troop Committee

Boy Scouting is a boy-led organization. However, the quality of any unit is dependent upon the involvement of its parents. There are many opportunities for parents to help. Many require modest amounts of time and most are actually fun! The Troop encourages each family to contribute to its program in some way.

The Troop Committee is comprised of registered adults who wish to make a contribution to the Troop program. Troop Committee Meetings are held once a month at 7:00 p.m. at St. Elizabeth Ann Seton Church (SEAS).

While the Troop Committee is nominally appointed by the Chartering Organization, in reality, it is formed by parents of Scouts in the Troop or other adult volunteers. The Scoutmaster and Assistant Scoutmasters sometimes perform functions of the committee, but are not members of the committee and, as such, have no formal voting privileges.

The Troop Committee's purpose is to administer the affairs of the Troop and to assist and support the Scoutmaster and Assistant Scoutmasters (ASM) in the operation of the Troop. The committee, however, does not usually get directly involved with the actual day-to-day operation of the Troop. That is the responsibility of the Scoutmaster, Assistant Scoutmasters (ASM) and Troop Patrol Leaders Council (PLC).

Each registered member of the committee has a vote in any committee action. The Committee Chairman presides over the Committee Meetings and any special meetings. The Chairman also delegates committee tasks and coordinates the different committee functions. A quorum of the Troop Committee requires the presence of at least three (3) voting members. Troop Committee Meetings are open to all parents, in fact, attendance is encouraged.

Other committee positions can include: Treasurer, Secretary, Outdoor/Activity Chairman, Chaplain, Advancement Chairman, Fund Raising Chairman, Transportation Chairman, Training Chairman, Equipment Chairman, Newsletter Chairman, and Recruitment Chairman.

Other Troop Committee responsibilities include:

1. Ensure the safety of the Scouts.
2. Ensure that quality adult leadership is recruited and trained.
3. Carry out the policies and regulations of the BSA.
4. Provide the ways and means to run a quality program.
5. Obtain and maintain the Troop's equipment.
6. Support and provide for an outdoor program.
7. Assist in raising funds for the Troop.
8. Provide transportation for the Troop.

3.2.3 Uniformed Leaders

While all registered adults are encouraged to wear the official uniform at Troop functions, in Troop 209 the term "Uniformed Leaders" refers to the Scoutmaster and the Assistant Scoutmasters (ASMs). The Scoutmaster, or unit leader, is the adult leader responsible for all actions, activities and programs of the Troop. His/her job is summed up in the following responsibilities:

1. Use the methods of Scouting to achieve the aims of Scouting
2. Provide orientation to new members
3. Provide training and guidance to boy leaders
4. Work with the committee to bring Scouting to the boys
5. Assist with planning and coordinating Troop activities
6. Regularly attend Troop, PLC, committee meetings and activities
7. Conduct Scoutmaster Conferences for all rank advancement
8. Oversee Troop elections
9. Conduct all activities under safe conditions
10. Assist in the development of the annual calendar

Assistant Scoutmasters report to and work directly with the Scoutmaster, providing two-deep leadership and support in the Scoutmasters absence. They perform functions such as

Patrol Advisors and Merit Badge Counseling They work directly with the scouts and support the committee.

3.2.4 “Old Goat Patrol”

Any registered adults who actively participate in 50% of the yearly campouts or participates in summer camp or high adventure outings is eligible for the “Old Goat Patrol”.

3.2.5 Patrol Leaders Council

The Patrol Leaders Council (PLC) is charged with the responsibility of deciding what the Troop wants to do, planning it, and carrying it out. Thus, every Scout, through his Patrol Leader, has a voice in planning and running the Troop’s activities. The PLC is composed of all Patrol Leaders, Assistant Senior Patrol Leaders, Troop Guides, and the Senior Patrol Leader who presides over the council. The Quartermaster, Scribe and Scoutmaster attend PLC meetings, but have no vote. The Scoutmaster does, however, have the power of veto.

The PLC meets at least monthly to plan meetings and campouts and to discuss any discipline problems that may be interfering with the execution of the Scouting program. The PLC also conducts the annual Troop Planning Workshop each Fall. Youth leadership positions may be assigned in the following specific roles; however, assignments are flexible depending on the roster size of the Troop.

SPL	The Senior Patrol Leader is the senior boy leader in the Troop. He supervises the Assistant Senior Patrol Leaders (ASPL) and chairs the PLC. This is an elected position.
ASPL	Assistant Senior Patrol Leaders assist the Senior Patrol Leader during the weekly Troop meetings. They fill in for the SPL in his absence. They are appointed by the SPL.
Patrol Leader	Patrols are the basic units of a Scout Troup and the Patrol Leaders have the responsibility for making the patrol method work. They are the backbone of all successful troops. This is an elected position.
Troop Guide	Troop Guides work with new Scouts to teach them skills, sign off requirements and serve as role models and advisors.
Instructor	Instructors serve as a resource for teaching Scouting skills, conducting training, presenting weekly program segments and the like. The Chief Instructor handles instructor requirements.
Scribe	The Scribe is responsible for recording attendance at Troop meetings and keeping minutes at PLC meetings.
Historian	The Historian maintains the Troop history and takes pictures at Troop activities.
Librarian	The Librarian maintains and issues Troop owned merit badge books and other literature.

Den Chief	Den Chiefs assist Cub Scout Den Leaders to train Cub Scouts in skills and helps provide supervision.
Chaplain's Aide	The Chaplain's Aide prepares and presents devotionals at Troop outings. He encourages Scouts to earn their religious awards.
Bugler	The Bugler plays reveille and taps during outings.
JASM	The Junior Assistant Scoutmaster is an older Scout who advises the PLC and guides the Troop. He is usually given special responsibilities by the Scoutmaster.

Most Leadership Positions have no rank requirements, but some do as listed in Table 1. A scout must have maintained a 75% meeting attendance and 50% outing attendance during the previous six months in order to be eligible to hold a leadership position.

Table 1 Youth Leadership Rank and Age Minimum Requirements

POSITION	MINIMUM REQUIREMENTS
SPL	Star rank or higher, elected position
ASPL	First Class rank or higher
Troop Guide	First Class rank or higher
Instructor	First Class rank or higher
Den Chief	for a Cub Den = Second Class rank or higher; for a Webelos Den = First Class rank or higher
JASM	Star rank or higher and 16 years of age or older
Patrol Leader	First Class rank or higher, elected position
Assistant Patrol Leader	Second Class rank or higher

3.2.6 Patrol Organization

Troop 209 follows the patrol method whenever possible. There are four reasons for using the patrol method:

1. With the smaller size of the patrol, each boy gets involved because he's really needed.
2. In a small group, everyone gets the chance to learn and practice responsibility.
3. Boy leaders free adults for their special responsibilities.
4. Patrols provide real experience in the democratic process.

Number of patrols, number of scouts per patrol, and names of the patrols will be determined by the Scoutmaster and ASMs.

3.3 Troop Operations

3.3.1 Meetings

Troop 209 meets every Monday evening, from 7:00 to 8:30 at St. Elizabeth Ann Seton Church (SEAS). Throughout the year, there will be special meetings as well. These include Courts of Honor and committee meetings. The annual Troop calendar will identify when special meetings will take place as well as identifying “non-Troop meeting Mondays”.

3.3.2 Planning

The Boy Scouts of America is a program for boys and, as such, is governed and operated by boys with guidance and assistance from adults. The boys plan and run their Troop activities whenever and to whatever extent possible. Planning consists of long-term and short-term efforts.

1. Long-Term: The PLC and Uniformed Leaders attend an outing in the Fall for the annual Troop Planning Workshop (TPW) to plan the coming year’s events. The previous year is also reviewed to identify opportunities for improving the program.
2. Short-Term: The PLC is charged with the responsibility of planning and carrying out the annual program. Every Scout, through his Patrol Leader, has a voice in the planning and running of the Troop’s activities. The PLC is composed of:
 - Patrol Leaders
 - Senior Patrol Leader
 - Assistant Senior Patrol Leaders
 - Scribe
 - Troop Guides

The SPL chairs the PLC. The PLC meets monthly as determined by the SPL. Additional meetings may be needed to refine and confirm long-term plans.

3.3.3 Courts of Honor

Troop Courts of Honor (COH) recognize achievements and advancements. They are held three times a year in April, August, and December. Refreshments are usually served to provide an opportunity to socialize.

3.3.4 Communications

The Troop Committee email, website (www.aztroop209.org) and Troop meetings are the primary means of communication. **Please ensure that your email address is kept current.** In a boy-run unit, it is also the responsibility of the boys to pass information on to their parents. In a perfect world this would be true, but not with 11 – and 12 – year old boys (or 16 year olds, for that matter). So, parents should attend Troop Committee meetings, provide an email address for the newsletter and frequently ask their boys “what’s going on with the Troop?”

The most important communication is handled by the Scouts. Patrol Leaders are responsible for keeping the Scouts in their Patrol informed of upcoming events and commitments. Scouts are encouraged to call their Patrol Leaders or other senior Scouts with questions. After that, he can call a Uniformed Leader. Parents are also invited to call a Uniformed Scout Leader with questions.

3.3.5 Merit Badges

Troop Merit Badge Counselors regularly offer merit badge classes. These classes are typically held at 6:30pm on Mondays, prior to regular Troop meetings.

3.4 Troop Outings

Exciting outings provide the environment that Scouts need to develop their self-reliance and leadership skills. In many cases, a young Scout may never before have had to depend on himself and his peers for his food, shelter, and recreation. Troop 209 has an ambitious outdoor program to stimulate and challenge all Scouts.

The Troop tries to plan at least one overnight outing each month. Additionally, there is a one-week summer camp. There are also opportunities during the summer for older, more experienced boys. These include National Youth Leadership Training, high adventure activities, and camp staff opportunities.

Variety is the key to outings. We do our best to ensure the Troop has a broad exposure to different outdoor situations. We have our favorite places to camp, but we also try to visit new places each year.

3.4.1 Parents on Outings

Parents are encouraged to attend Troop outings to share in the Scouting experience and to observe and experience the patrol method at work. Adults always camp separate from the Troop, and are responsible for their own cooking and equipment, or they may eat with the “Old Goat Patrol”. The adult role is to be close enough to observe, but far enough away to not interfere with the Troop’s functioning.

Parents will not help their sons cook meals or set up camping equipment at any time. That is the job of the Patrol Leader and Troop Guide..

Parents will need to provide their own tent and personal gear including utensils, sleeping bag, cup, etc. Typical adult patrol food expenses are \$10-12 per person.

3.4.2 Menu Planning and Cooking

Each Patrol is responsible for planning its menu, purchasing its food, and cooking its meals. For each outing, one Scout is assigned as the Patrol Leader’s Grubmaster; he is responsible for purchasing the food. The Patrol plans the menu two weeks prior to a campout. Once a well-balanced menu has been planned and approved by an ASM, the Grubmaster can collect money to buy the food for the Patrol. The Troop leaves for most campouts on Friday evening, so the Scout will need to eat dinner prior to leaving or bring a sack dinner with him.

At the discretion of the SPL, Troop Cooking may be considered for a particular outing. In this case, the Troop is responsible for establishing the menu and purchasing the food.

3.4.3 Sign up

The Troop asks that Scouts confirm participation one week prior to a campout. This is done to help in the planning and purchasing of food, as well as transportation. If for some reason a Scout is unable to attend the outing, and he has committed but not paid, he will still owe the Patrol for food. Likewise, once food has been purchased, there can be no refunds.

3.4.4 Transportation

Although a Troop is a boy-run program, the Troop Committee makes the travel arrangements. If you volunteer to drive, we ask that you arrive on time, gassed, and ready to go. The Troop will depart and arrive from the church parking lot as a group. We will follow the same route, but will not “convoy”, in compliance with BSA policy. After the outing, all Scouts will return to the church until dismissed by the Scoutmaster or an ASM. Parents who find it necessary to deviate from any part of this policy are responsible for obtaining advanced permission from the Scoutmaster or ASM for Outings. Frequently, it is the same parents and leaders who drive the majority of the time. It is always a nice gesture to offer a bit of gas money to these parents/leaders.

3.4.5 Late Arrivals, Early Departures

Under normal circumstances, Scouts are expected to arrive with the Troop and leave with the Troop. Scouts will not be allowed to arrive late, or leave early without scheduling through obtaining the express permission of the Scoutmaster or ASM Outings. Please understand that on any particular outing, we have a program to follow. Scouts who come late or leave early can adversely affect the program.

3.4.6 Permission Slips

A copy of a permission slip is online at www.aztroop209.org. Parents are asked to photocopy these slips and send a completed copy with their Scout to hand to the Scoutmaster or ASM Outings. Scouts with a parent attending the entire outing do not require a permission slip.

3.4.7 Adventure Policy/ Prerequisites

Prior to any outing more strenuous than the Troop’s common car camping trips or local day hikes, the Uniformed Leaders will screen participants using the following criteria. This screening is targeted at what might be called ‘medium’ adventure trips and is not intended to replace the BSA guidelines for High Adventure. The criteria below can be waived only on a case-by-case basis by approval of the Scoutmaster or 2 Uniformed Leaders and the SPL.

- Each Scout must have previously participated with the Troop in a similar event or a low impact test event (test hike, test paddle)
- Each Scout must be of rank Second Class or higher
- Each Scout must have successfully passed a scheduled equipment check prior to the event
- No visiting Webelos on adventure trips

3.5 Boy Scout Uniform

Wearing the Scout uniform is a major part of being a Boy Scout. It signifies that a boy is a member of the largest and most worthwhile youth movement in the world. At certain events the full “Class A” uniform is required, and at others the Troop wears only the “Class B” uniform.

The “Class A” uniform is required at Troop meetings, Boards of Review, Courts of Honor (COH), travel to and from campouts, and some camp activities. The “Class A” uniform consists of the following:

- Uniform shirt (short or long sleeved)
- Scout shorts or trousers if 1st Class Scout or above
- Scout socks (if shorts are worn)
- Green Scout web belt
- Shoulder loops
- Troop neckerchief - \$15.00
- Merit badge sash (at COH)
- Order of the Arrow (OA) sash at OA events

The “Class B” uniform is for most camp activities or during game time at meetings. It consists of a Scout related T-shirt

A Boy Scout Handbook is also required, Correct placement of uniform insignia can be found in the Boy Scout Handbook, the BSA Insignia Guide (33066), and on-line at <http://www.scouting.org/scoutsources/Media/InsigniaGuide/06.aspx>.

For members of the Order of the Arrow, the sash is only worn at OA functions. It is not worn with the merit badge sash nor is it worn folded over the belt.

Wearing of military clothing, camouflage and the imitation of United States Military uniforms at any Scouting activity is a violation of National BSA policy (BSA Rules and Regulations, Article 10, Section 4, Clause 4b) and will not be permitted.

The following additional rules apply to clothing worn at campouts or other events when a “Class A or B” uniform is not required.

- Clothing items including head gear that display or advertise drugs, illegal controlled substances, alcohol, tobacco, suggestive wording, profanity or gangs, or which advocate violence are never permitted.
- Grooming or attire that disrupts Scouting activities is not appropriate and therefore is prohibited. This includes clothing preferred by gangs (chains, bandanas, etc.) or clothing that represent a safety hazard (such as excessively baggy pants, or oversize pants).
- Hats are to be worn facing forward only.
- The interpretation of these policies falls to the Scoutmaster or other Uniformed Leaders in the Scoutmaster’s absence.

Uniforms don’t have to be new as long as they are in good repair. Garage sales and thrift shops are good sources for many uniform items. Remember, a good Scout is thrifty! The Troop understands the expense that equipping a Scout can entail, and new Scouts are given time to fully equip themselves. A Scout is not required to possess pants/shorts until he is ready to meet the Board of Review for Star. This is usually when a Scout has been in the Troop for at least a year. We feel that this is ample time to secure pants or shorts.

3.6 Equipment

Equipment falls into two categories. There is Troop-owned equipment and personal gear provided by each Scout.

3.6.1 Troop Equipment

The Troop maintains an inventory of equipment of a general nature, e.g., dining flies, Dutch ovens, stoves, lanterns, axes, ice chests, pots, and food storage boxes. Scouts are responsible for any damage they cause to Troop equipment.

Troop equipment must be returned in a clean, dry and serviceable condition. If it is not, the Patrol Leader is responsible for assigning Scouts to take the equipment home for cleaning.

3.6.2 Personal Gear

The Scout provides all of his personal gear. The Scout Handbook provides a good equipment list for all types of outings. Some Scouts get by with homemade or borrowed gear, thus keeping their expenses down to a minimum. Others will spend hundreds of dollars on high-tech gear. There is no reason to spend beyond your budget. Any Uniformed Leader will be glad to assist and advise you in properly equipping you Scout. As a rule, we recommend a minimum investment for a new Scout.

Better equipment can be purchased over time as the Scout's knowledge and preferences grow and as gift giving occasions occur.

3.7 Advancement

The BSA uses the advancement program as a vehicle for teaching the skills and values of Scouting in an increasingly difficult rank progression. Boys learn to progress from dependence to self-reliance, to contributing Troop members, and finally to leadership positions in the Troop. Neither BSA, nor Troop 209 teaches that becoming an Eagle Scout is the only mark of success. A successful Scouting career is one in which the boy learns the values of the program, develops a sense of self-reliance, acquires life competencies, and walks away with many fond memories.

All Scouts are encouraged to reach the rank of First Class, as this is generally considered to be a fully-trained Scout. With regular attendance at meetings and campouts, this is easily attainable within a year of joining the program. For Scouts aspiring to higher ranks, the Troop and council offer a robust program fully capable of taking a Scout to Eagle and beyond.

3.7.1 Leadership

The Committee members work closely with the Scoutmaster and Assistant Scoutmasters, the PLC, and Advancement Chairman to ensure an active advancement program for the Troop. Their responsibilities include:

- Maintain accurate and up-to-date Individual History Reports for each Scout through Troopmaster.
- Ensure that all records are turned in to the Council office.
- Maintain a current District and Troop merit badge counselor's list.
- Coordinate with the Uniformed Leaders to tie advancement opportunities to Troop programs and outings.
- Organize regular and special Boards of Review.
- Plan and assist with Courts of Honor.

3.7.2 General Rules

All Scouts who hold office are expected to carry out their duties to the best of their ability. **Merely wearing the leader patch does not mean Scouts will be signed off for rank advancement.** Those Scouts who do not participate or perform their job in a satisfactory, responsible manner may in fact be removed from office to allow another Scout the opportunity to fill his leadership requirements.

Scouts will hold their office for six months. Maturity, job performance, participation, character, Scout spirit, and demonstrated abilities, as well as openings, all affect leadership changes

Scouts who complete the position of responsibility for one rank are not guaranteed an immediate position for their next rank. Our advancement effort has been so successful that there are many Scouts competing for relatively few positions. We will try to meet every Scout's advancement needs without showing favoritism, but there may be a wait for an office.

All parents and Scouts should understand that waiting for an office is not meant to hamper or penalize a Scout's progress toward Eagle Scout in any way. We want every Scout to have an opportunity to advance as far as they wish. However, advancement involves more than racing through requirements and merit badges. Strong communication, leadership, and interpersonal skills, along with qualities such as self-confidence, character, integrity, and maturity, are integral to achieving higher ranks, but may take time to develop. Therefore, if a Scout is "slowed down" by waiting for Troop office, he should not be discouraged.

3.7.3 Advancement Requirements

Because learning and demonstrating real leadership and interpersonal skills is such an important part of the Scouting program and is so critical in later life, Troop 209 strives to give every Scout the opportunity to lead in some aspect of the Troop operation. To achieve rank advancement, a Scout must complete the following requirements.

Active Participation

A Scout will be considered "active" in his unit if he is

1. Registered in his unit (registration fees are current)
2. Not dismissed from his unit for disciplinary reasons
3. Engaged by his unit leadership on a regular basis (informed of unit activities through Scoutmaster Conference or personal contact, etc.
4. In communication with the unit leader on a quarterly basis.

If the Scout does not initiate communication, the unit leader is to contact the Scout and ask if the youth wishes to remain in Scouting. If the answer is negative, then the unit leader should no longer communicate with the Scout. If the answer is affirmative, the unit leader should provide the unit calendar. After six months of nonparticipation, the unit leader may cease to contact with the youth and drop the Scout from the unit at recharter time.

The Scout may return to the unit at any time while on the unit charter. At any time a Scout is dropped from a charter, the youth may re-apply to a unit for readmission; the acceptance of the application is at the discretion of the unit. The youth would be reinstated at the rank and level that can be documented by either the Scout or the unit.

Scout Spirit

Each Scout should live by the Scout Oath and Law, and his words and actions should reflect these ideals.

Skill Level

Each Scout should learn specific skills, then have them signed off by an authorized Scout (Troop Guide, PLC member, or First Class Scout) or Uniformed Leader, and earn merit badges. The ranks of Tenderfoot, Second Class, and First Class are designed to recognize a Scout's knowledge and mastery of basic Scoutcraft, community awareness and citizenship, first aid and safety, woods tools and how the Scouting organization works. Individual skills are grouped by subject and are increasingly difficult for each rank.

Rank Order

Scouts may work on any of the requirements in any order and are encouraged to take advantage of every opportunity to do so. The ranks however, must be earned in order.

- Merit Badges** Merit badges recognize mastery in many varied subjects and skills. Merit badges may be earned by Scouts of any rank but are required only for the higher ranks, i.e. Star, Life and Eagle. Merit badges have more difficult requirements, and a Scout can earn a merit badge only by demonstrating his mastery of the merit badge requirements to an approved merit badge counselor. Counselors are adults in the community who have expertise on a given subject and have volunteered to spend time working with Scouts on that subject. The process for earning a merit badge is described in the Scout Handbook.
- Troop 209 has the following policies concerning merit badges: (a) For continuity, the Scout and Merit Badge Counselor should establish a relationship and it is recommended that the Scout completes the badge within one year. (b) No 'double-dipping'. Requirements completed for one merit badge cannot be used to satisfy requirements on any other merit badge.
- Service** Each Scout must perform service hours or complete a service project as required. Service hours are required for Second Class (one hour) and Star and Life (6 hours each). The Troop provides opportunities throughout the year for Scouts to provide service to our Chartering Organization, as well as to the community. Providing service is an important part of Scouting. A service project is required for Eagle also.
- Leadership** Each Scout must serve in a leadership position (required for Star, Life, and Eagle). One of the most important parts of the Scouting program is developing a Scout's leadership skills and confidence in managing others to complete a task or meet a goal. As a Scout progresses, jobs of increasing responsibility are given to him. Training programs are available to help him handle increasingly complex tasks. Catalina Council offers a week long National Youth Leadership Training course.
- Scoutmaster's Conference** Each Scout must participate in a SMC with the Scoutmaster or delegated Assistant Scoutmaster. The Scoutmaster Conference is the opportunity for the Scoutmaster and Scout to review accomplishments, set goals, and deal with concerns and problems that the Scout may have. There is no set time for a SMC, but is the responsibility of the Scout to request a SMC.

Board of Review

Boards of Review (BOR) are scheduled on the calendar taking place during Troop meetings. Scouts must contact the Advancement Chairman in advance to schedule a BOR. BORs are conducted by a minimum of three committee members (not Uniformed Leaders) and usually last 10-15 minutes. A BOR is not a test of rank requirements, but a review of the Scout's experience in the Troop, a discussion of his concerns and a check that the rank requirements have been met. A Scout must have his Scout Handbook in order to meet a BOR. Star and Life BORs are conducted in the same way but are more formal and last longer, usually 15-30 minutes. Our Troop also conducts an Eagle BOR prior to turning in the Eagle application, primarily to ensure all is in order. The actual Eagle BOR is conducted by the Old Pueblo District Advancement Committee.

Note: One aspect of advancement that is different in Boy Scouting versus Cub Scouting is that much more emphasis is placed on the Scout assuming responsibility for his own progress. Parents are not to sign-off on rank requirements for their own son. Parents who are merit badge counselors may work with their sons in a class format. It is a good idea for a Scout to periodically request an Individual History Report from the Advancement Chairman.

3.7.4 Recognition

Recognizing a Scout's accomplishments is an integral part of the Scouting program. Courts of Honor (COH) are held three times a year for formal recognition of rank, merit badges, and special awards. Parent attendance is strongly encouraged at the COH. Note: Badges of Rank are awarded soon after they are earned; the COHs are formal recognition of these achievements.

3.7.5 Religious Awards

Troop 209 participates in the various religious awards offered by BSA. Specific information on these awards can be obtained by contacting the Council office.

3.7.6 Record Retention

Each Scout is responsible for retaining a record of all merit badges, rank advancement, and participation in Scouting events. The Troop will attempt to retain this information also, but all original proof of advancement and merit badges are provided to the Scout. A notebook with baseball card protectors and document protectors is a useful device to retain this information.

3.7.7 Troop 209 Unique Awards

The Troop presents two categories of awards that are unique to our unit: Nights Camping and Achievement Plaques.

The Troop presents medals for nights camping at each Court of Honor. Camping nights must all be documented (in Troopmaster) but may include nights from Scout trips other than those with Troop 209 (no family camping). Nights camping are cumulative. Each Scout is awarded only one medal of each color at the Court of Honor following each milestone. See Table 2 for medal color and inscription.

Table 2 Nights Camping Medals

COLOR	NUMBER OF NIGHTS	INSCRIPTION
Bronze	50	“Troop 209 50-Nights Camping”
Silver	75	“Troop 209 75-Nights Camping”
Gold	100	“Troop 209 100-Nights Camping”

The Troop presents three achievement plaques each year, one at each Court of Honor. The plaques are randomly picked from the available 6 x 8 inch, Baden-Powell/ Norman Rockwell generic award plaques at the Scout Shop. The plaque is customized with an inscription engraved per Table 3.

Table 3 Troop 209 Achievement Plaques

COH MONTH	AWARD	INSCRIPTION	CRITERIA WHO PICKS
April	Trailblazer	Troop 209 Trailblazer <i>Scout's Name</i>	Awarded to first year Scout with most spirit. PLC + Scoutmaster
August	Scout of the Year	Troop 209 Scout of the Year <i>Scout's Name</i>	Awarded to overall most accomplished Scout. Scoutmaster
December	Youth Leadership	Troop 209 Youth Leadership <i>Scout's Name</i>	Awarded to best youth leader in their position. Scoutmaster and ASMs

3.8 Health and Safety

Health and safety concerns are the first priority with the BSA and Troop 209. The Troop conducts its activities in a safe and prudent manner and in accordance with the policies and procedures of the Boy Scouts of America as set forth in the Guide to Safe Scouting and the Rules and Regulations of the Boy Scouts of America.

3.8.1 Youth Protection

The requirements in this section apply to adult leadership on all trips and outings.

Two registered adult leaders or one adult and a parent of a participating Scout, one of whom must be 21 years of age or older, are required for all trips and outings. Another is required for each 10 boys i.e., 3 adults for 20 boys, 4 for 30 boys, and so on.

No fewer than four individuals (always with a minimum of two adults) may go on any back country expedition or campout.

Male and female leaders require separate sleeping facilities. Married couples may share the same quarters.

When staying in tents, no youth will stay in the tent of an adult leader other than his parent or guardian.

Boy Scouts of America offers a training program for adults that provide essential information to members and their families on the issue of child abuse. All adults associated with the Troop, including merit badge counselors are required to either attend this training or accomplish it online through the www.scouting.org website. In addition, all Uniformed Adult leaders, committee members, and Adults who attend Troop campouts are required to be registered and trained through the Tucson Diocese of the Catholic Church.

3.8.2 Medical Information

It is recommended that all members of the BSA have periodic medical evaluations by a physician. The BSA established minimum standards for providing medical information prior to participating in various activities. They are classified as follows:

Parts A and B:

To be completed at least **annually by participants in all Scouting events**. This health history, parental/guardian informed consent and hold harmless/release agreement, and talent release statement is to be completed by the participant and parents/guardians.

Part C:

This is the **physical exam that is required for participants in any event that exceeds 72 consecutive hours**, for all high-adventure base participants, or when the nature of the activity is strenuous and demanding. Service projects or work weekends may fit this description. It is to be completed and signed by a certified and licensed health-care provider—physician (MD or DO), nurse practitioner, or physician assistant. It is important to note that the height/weight limits must be strictly adhered to when the event will take the unit more than 30 minutes away from an emergency vehicle-accessible roadway, or when the program requires it, such as backpacking trips, high-adventure activities, and conservation projects in remote areas.

Part D:

This is required to be reviewed by all participants of a high-adventure program at one of the national high adventure bases and shared with the examining health-care provider before completing Part C.

- **Philmont Scout Ranch.** Participants and guests for Philmont activities that are conducted with limited access to the backcountry, including most Philmont Training Center conferences and family programs, will not require completion of Part C. However, participants should review Part D to understand potential risks inherent at 6,700 feet in elevation in a dry Southwest environment. Please review specific registration information for the activity or event.
- **Northern Tier National High Adventure Base.**

- **Florida National High Adventure Sea Base.** The PADI medical form is also required if scuba diving at this base.

Medical forms can be found at the BSA website:
http://www.scouting.org/filestore/pdf/34605_Letter.pdf/

3.8.3 Emergency Telephone Numbers

Parents planning to be out of town or away from home during a Scouting activity are required to notify the Troop of how and where they can be reached. Parents must furnish the Troop with telephone numbers and names of individuals to be contacted in the event of an emergency if the parent or guardian cannot be contacted.

3.8.4 Food Allergy and Dietary Restrictions

Please inform your Scout's Patrol Leader and the Scoutmaster if you or your Scout have food allergies or dietary restrictions.

3.8.5 Medications

Personal medications which require administration during Troop campouts or Scouting activities are required to be turned in to the Scoutmaster or Tour Leader prior to departure. The medication must be in an original prescription bottle with the prescribing physician's name and dosage.

3.8.6 Privacy Standards

Adult leaders must respect the privacy of youth members in situations such as changing clothes and taking showers, and must intrude only to the extent necessary as health and safety require. Adults must also protect their own privacy in similar situations. Where separate shower and latrine facilities are not available, a male/female, occupied/unoccupied sign and/or door latch shall be used.

3.8.7 Buddy System

The buddy system is used to provide safety and support. Scouts are required to have another person or "buddy" with them while swimming, meeting with merit badge counselors and at all times during outings.

3.8.8 Water Safety

All water activities in Troop 209 are conducted in accordance with the BSA Safe Swim Defense and Safety Afloat water safety programs

3.8.9 Drugs, Alcohol, Controlled Substances, and Tobacco

The BSA prohibits the use of alcoholic beverages and controlled substances. BSA recommends that leaders maintain the attitude that young adults are much better off without tobacco. Leaders are encouraged to be discreet in the use of tobacco products. Boy use of tobacco products in any form during Scouting activities is prohibited.

3.8.10 First Aid and CPR

BSA recommends first aid and CPR training for its adult leaders, as well as maintenance of Troop first aid kits. A well-stocked first aid kit accompanies the Troop on all campouts.

3.8.11 Fuels and Fire Prevention

Adult supervision is required when liquid fuels are being used for lighting and cooking. Fuel is to be stored in approved containers and under adult supervision. Fueling, igniting,

or operating a stove, heater, gas lantern, candle, match, or other source of flame or spark in a tent is strictly prohibited. All fire laws, ordinances and regulations will be obeyed.

3.8.12 Fireworks and Firearms

The securing, use and display of fireworks in conjunction with Scouting programs and activities is prohibited. Except for law enforcement officers, firearms shall not be brought on camping, hiking, backpacking, or other Scouting activities except those specifically planned for target shooting under the supervision of certified BSA or National Rifle Association firearms instructors.

3.8.13 Knives

Every Scout in the Troop is required to pass the Totin' Chip course before he is allowed to carry a knife or use an axe or saw. The Webelos Whitlin' Chip does not negate this requirement. The Totin' Chip course is designed to teach respect and methods of handling a knife and other woods tools. Each boy is issued a Totin' Chip card upon completion of the course. Scouts are required to have the card in their possession at all times they are carrying a knife. If a Scout cannot produce his card upon request, then his knife handling privileges may be suspended until such time as he can produce the card or retake the course (optionally, the Scoutmaster may require that he teach a course). Any Scout who engages in unsafe handling of a knife will have his knife confiscated immediately. Conditions for return of the knife and /or repeat of the course will be at the discretion of the Scoutmaster or his assistants.

Sheath knives are not approved for use by Scouts. Sheath knives are discouraged for use by adults. Acceptable knives are pocket knives or lock-back knives with a blade not exceeding 4 inches in length. You cannot go wrong with an official Boy Scout knife.

3.8.14 Footwear

Closed toe, sturdy shoes are required at all Scout meetings and activities. **Thongs, slides, flip-flops, or sandals are only to be worn at the pool, waterfront, or shower, but not between these places and anywhere else.**

3.8.15 Unauthorized and Restricted Activities

- All-terrain vehicles (ATVs) are banned from program use.
- Boxing and any type of martial arts are not authorized activities
- Chain saws and mechanical splitters may be authorized for use only by trained, properly protected individuals over the age of 18
- Exploration of abandoned mines is an unauthorized activity
- Flight training (power aircraft in flight) and hang gliding, microlite, and ultralight flying, experimental aircraft flying, parachuting and hot-air ballooning are unauthorized activities.
- Motorized speed events with potential hazards for participants, including motorcycles, boats, drag racing, demolition derbies, and related events are not authorized.
- Participation in any rodeo events is not authorized.
- The activity commonly known as "War Games" – in which individuals shoot paint, dye or lasers at one another, is not authorized
- Hunting of any type is not an authorized Boy Scout activity
- Motorized personal watercraft such as jet skis are not authorized for use.

- Parasailing, or any activity in which a person is carried aloft by a parachute, parasail, kite or other device towed by a boat or other means, is unauthorized.
- All activities related to bungee cord jumping are unauthorized.

3.9 Order of the Arrow

The Order of the Arrow (OA) originated in 1915. It is a national brotherhood of Scout honor campers formed to strengthen and encourage outdoor experiences. Troop members must be First Class or higher to be eligible for nomination. They must also have accumulated fifteen nights, including a six day long-term camp during the two-year period prior to election. They must also have the approval of the Scoutmaster. A Scout is elected by a majority of the fellow Scouts in the Troop.

Troop 209 holds elections once a year under the supervision of Papago Lodge 494. All registered Scouts under the age of eighteen may vote for as many candidates as they believe represent the OA spirit and ideals. The Scout is then required to attend a Call-Out Ceremony (Tapout) at a specified date and participate in a series of challenges known as an Ordeal to officially join the Lodge.

Adults can be elected to the OA. The number of adults elected is based on registered youth in the troop.



4 Handbook Appendices

4.1 Appendix I: Equipment Information for Troop 209

4.1.1 Recommended Individual Equipment

On typical camp outings, the Troop will provide tents, stoves, cooking utensils and eating utensils. Other personal equipment that Scouts need to obtain is listed in the Boy Scout Handbook. Each Scout should have his name on each piece of clothing and personal equipment in indelible ink or by other permanent means.

4.2 Appendix II: Troop 209 Code of Conduct

The following rules have been adopted for purposes of safety, health, and behavioral conduct.

4.2.1 General Conduct

1. The Scoutmaster or Leader in charge is responsible for each boy's safety and will be obeyed to the fullest extent.
2. Scout conduct will be in accordance with the Scout Oath and Law.
3. No Scout should leave the activity and/or designated area without the Scoutmaster's or Assistant Scoutmaster's express permission to do so. Likewise, no Scout shall go to areas other than those for which permission has been granted, nor shall he enter property marked "No Trespassing".
4. The "buddy system" will be used to provide support and safety at all times. Scouts will be required to have another person or buddy with them always.
5. Scoutmaster permission and adult supervision is required when exploring physical hazards (i.e. lakes, creeks, streams, cliffs, caves, underground areas, boats, abandoned structures, etc.).
6. There will be no unauthorized or unsupervised water activities. All water activities will be conducted in accordance with BSA Safe Swim Defense and Safety Afloat water safety guidelines.
7. The intentional destruction of or damage to natural or man-made areas, as well as to personal or Troop property, is forbidden.
8. The Scoutmaster, with his Assistants, reserves the right to determine other forms of unacceptable behavior as they occur.

4.2.2 Behavior

9. NO HAZING. This includes initiation rites, ten dropping, "snipe hunting", and any other form of mental or physical abuse.
10. Unruly, disrespectful or disobedient behavior will not be tolerated.
11. Lights out will be respected.
12. No swearing or use of unfit language at any Scout function
13. Raiding or destroying campsites is strictly forbidden.
14. Throwing of rocks or other objects is forbidden.
15. Horseplay and fighting will not be tolerated.
16. No borrowing of any person's or the Troop's equipment or property without prior consent.
17. The possession of inappropriate literature is prohibited.

18. Gambling is not allowed
19. No radios, tape, CD, or MP3 players, or video games are allowed on any outings. These electronic devices may be used while traveling to and from the outing, but must be left in the vehicle and not used at any time while at the outing site. Included in this restriction are cellular phones (adults may have them for emergency purposes). Two-way communication devices are allowed with the approval of the Scoutmaster.

4.2.3 Safety

20. No fires are permitted inside tents or within 10 feet of a tent or dining fly. (This includes gas operated lanterns, heaters and stoves)
21. Aerosol spray products are prohibited (with the exception of authorized medicines).
22. No bare feet in camp outside of tents.
23. No sandals or open toed shoes will be allowed in camp unless for use at a pool, waterfront or shower.
24. No Scout will carry or use a knife, ax or saw until he has had the proper training and is in possession of a Totin' Chip card.
25. Fires are for cooking, illumination and warmth. Any unauthorized use is strictly forbidden. Anyone poking at the fire with the purpose other than maintenance will be asked to leave the campfire.
26. Cooking and campfires are to be attended at all times and completely extinguished before leaving camp, going to bed or breaking camp.

4.2.4 Outdoors

27. Trees, living or dead will not be downed or struck without the Scoutmaster's permission.
28. Living ground cover will not be removed or destroyed.
29. Campsites will be policed, leaving them cleaner than they were found.

4.2.5 Discipline Policy

The behavior required of a Scout is set forth in the Scout Oath, Scout Law, BSA, and Troop 209's Safety Guidelines ("Code of Conduct"). It is our desire that each Scout understand the meaning of the Oath and Law and to apply those ideals to his daily life. All Scouts are expected to abide by the Code of Conduct. If a Scout cannot or will not abide by the Code of Conduct, he shall be subject to the discipline policy of Troop 209.

There are times when it is necessary to discipline a Scout for abusing the Code of Conduct. Discipline problems will normally be handled within the Troop by adults not related to the Scout being disciplined. It is the responsibility of the Scoutmaster or Leader in charge to discuss the particular inappropriate behavior. The Scoutmaster or Leader in Charge may, at his/her discretion, find it necessary to inform the Troop Committee of the infraction and seek their advice. The severity and number of incidents will determine the course of action. The following may occur:

1. The Scout will be issued a verbal warning by two adults; BSA Youth Protection Guidelines will be followed.

2. In the violation is more severe, or if the Scout's actions are continually distracting or disruptive to the operation of the Troop, or are beyond the control of the Patrol Leader, Senior Patrol Leader, or Uniformed Leaders, the Scout will be asked to leave the activity. In this event, the Scout's parents will be notified and will be asked to pick the Scout up. If a parent cannot be contacted, the Scout will sit out of the activities under the supervision of an adult until such time as the parent can be contacted and the Scout sent home.
3. The Scoutmaster has the authority to suspend a Scout for up to and including thirty (30) days. Beyond thirty days requires Committee approval.
4. If the situation is not resolved, the Scout may be asked to leave the Troop.
5. Any expenses that are incurred due to discipline problems will be the responsibility of the scout's parent(s).

4.2.6 Follow-up Procedures with Parents

On the occurrence of the first violation of the Code of Conduct, the Scoutmaster, Assistant Scoutmaster or members of the Troop Committee may convene to discuss the details of the offense. A Troop designee will be appointed to notify the parents or guardians of the Scout involved and any actions taken. This will serve as a warning to the Scout and his parents or guardians.

On the occurrence of the second violation of the Code of Conduct, or dependent on the severity of the violation, the Scoutmaster, Assistant Scoutmasters, and members for the Troop Committee may convene to discuss details of the offense. A Troop designee will be appointed to notify the parents or guardians of the Scout involved as soon as possible. The parents or guardians and the Scout must appear before the Troop Committee or selective representatives to discuss the problem and corrective action to be taken.

Following the third violation of the Code of Conduct or dependent on the severity of the violation (generally occurring within a six month period) the parents or guardians will be notified that a hearing with the Troop Committee will be convened to determine the Scout's eligibility to remain a member of Troop 209.

Possible actions by the Committee include suspension, probation, sanctions and dismissal from the Troop.

4.2.7 Scout Spirit

For advancement to each rank, a Scout has to show "Scout Spirit". This is often considered to be the most important requirement a Scout must meet in order to attain his Eagle Rank. Scout Spirit is the temperament and attitude of a Scout that defines his ability to lead and to be led. Scout Spirit is a feeling of pride in belonging to and carrying on the traditions of Scouting. This pride shows itself in the actions exhibited by a Scout, both as an individual and as part of a group. Scout Spirit is demonstrated through deeds and actions and pride in being a Boy Scout.

There are certain things Troop 209 expects a Scout to do to show that he has Scout Spirit.

These things include:

- Living by the Scout Oath, Law, Motto, and Slogan
- Wearing the complete Scout uniform, correctly to Scout functions

- Being respectful to others
- Actively participating in Troop and Patrol activities
- Communicating through the appropriate channel when not attending a meeting or event
- Volunteering for activities and opportunities
- Proper use and knowledge of the Boy Scout Handbook
- Proper use of Troop equipment
- Bringing proper equipment to Troop meetings and campouts
- Having a positive attitude and helping where necessary
- Setting a good example for younger, less-experienced Scouts
- Following BSA rules, Troop by-laws, and the Code of Conduct

4.3 Appendix III: Merit Badge Policy

There are currently over 120 merit badges, representing a wide range of subjects and topics. A Scout must earn 21 merit badges to earn his Eagle. 12 of these 21 must come from a required list.

To earn a merit badge, a Scout must first obtain a merit badge card signed by the Scoutmaster or Advancement Chairman and then obtain the name of an approved counselor from the list maintained by the Troop. Ordinarily, the Scout must find another Scout to do the merit badge with (counselors may not meet alone with a Scout) or else make arrangements with a parent to meet his counselor. It is the Scout's responsibility to contact the counselor and establish, with the counselor's guidance, a program for meeting the requirements of the merit badge. This procedure is designed to:

1. Test a Scout's self-motivation.
2. To improve his interpersonal skills with adults; some of whom he may not know.
3. Broaden his knowledge and skills in merit badge subjects.

While it is the Scout's responsibility to initiate, follow through, and complete merit badges, the Troop does offer merit badges at times during the year. We strongly encourage Scouts to take full advantage of these opportunities.

Troop parents are encouraged to participate in the Scouting program by becoming merit badge counselors for badges in which they have expertise. There is a training course available for counselors. Interested parents should contact the Advancement Chairman or the Scoutmaster.

4.4 Appendix IV: Notes and References

4.4.1 References and Applicable Documents

The following reference materials are a valuable source of BSA and Scouting skill information. They form a part of this handbook to the extent referenced herein and/or can be used for general information.

BSA 33211B	Den Chief Handbook
BSA 33009	Scoutmaster's Handbook
BSA 33066	Insignia Control Guide

BSA 33088	Advancement Policies and Procedures Committee Guide
BSA 33105	Boy Scout Handbook
BSA 34765	Boy Scout Requirements
BSA 34416	Guide to Safe Scouting http://www.scouting.org/scoutsource/HealthandSafety/GSS/toc.aspx
BSA 34505	Troop Committee Guide Book
BSA 57-492	Rules and Regulations of the BSA

4.4.2 Online References

The following web sites are referenced from this handbook.

www.scouting.org National Council of the Boy Scouts of America

www.catalinacouncil.org Catalina Council website

www.aztroop209.org Troop 209 website

4.4.3 Acronyms and Abbreviations

ASM	Assistant Scoutmaster	OA	Order of the Arrow
ASPL	Assistant Senior Patrol Leader	PLC	Patrol Leaders Council
BOR	Board of Review	SEAS	Saint Elizabeth Ann Seton
BSA	Boy Scouts of America	SMC	Scoutmaster's Conference
COH	Court of Honor	SPL	Senior Patrol Leader
COR	Charter Organization Representative	TPW	Troop Planning Workshop
JASM	Junior Assistant Scoutmaster	NYLT	National Youth Leadership Training
JLT	Junior Leadership Training		

4.5 Appendix V: Uniform Guides

An Insignia placement Guide is available at
<http://www.scouting.org/scoutsource/Media/InsigniaGuide/06.aspx>

A Uniform inspection guide is available at
<http://www.scoutstuff.org/BSASupply/images/pdfs/34283.pdf>

4.6 Appendix VI: Charter Preamble with Troop Bylaws

This charter applies to all members of Troop 209 including: Scouts, Troop Leaders, Committee Members, Chartered Organizational Representative, parents, and any other individuals who are associated with the Troop, and duly recognized by Troop 209 and the Boy Scouts of America.

Since 1910, the mission of the Boy Scouts of America has been to serve others by helping to instill values in young people, to prepare them to make ethical choices over their lifetime, and achieve their full potential. Scouting works towards three aims: first, growth in *moral, strength and character*. The second aim is *participating citizenship*. The

third aim is development of *physical, mental, and emotional fitness*. The values that Scouting instills are based on the fundamentals found in the Scout Oath and Scout Law.

Each member of Troop 209 is part of the Scouting family, and is entrusted with the responsibility of supporting the mission, the aims, and the fundamentals that make up the Boy Scouts of America.

4.6.1 Article I: Chartering Organization

1. Troop 209's chartering organization is the Knights of Columbus (Roy Champeau Chapter). The meeting place is located at Saint Elizabeth Ann Seton Catholic Church.
2. The Knights of Columbus provide an organization representative, who is the liaison between Troop 209 and our Sponsor. The representative will coordinate the organization's assistance and maintain a mutually satisfactory working relationship with the Chartering Organization.

4.6.2 Article II: Community Service

1. Troop 209 will conduct a community service program of the spirit of the Scout Oath and the Scout Law.
2. Community service is defined as: A service or act that benefits individuals or non-profit organizations in helping to improve the community. The service may benefit one or hundreds of individuals.
3. Scouts can receive credit for community service as long as the Scout or Troop doesn't receive financial compensation for the service or activity.
4. All community service projects must be approved by the Scoutmaster prior to beginning the service project.

4.6.3 Article III: Discipline

1. Scouts violating the Scout Oath and Scout Laws could face suspension, expulsion or probation.
2. The Scoutmaster (or tour leader) may suspend a Scout for up to 30 days, before the Troop Committee conducts a disciplinary hearing.
3. Disciplinary hearing process:
 - a. A special meeting of the Troop Committee will convene.
 - b. Parents of the Scout under disciplinary action have a right to attend, and present their side of the situation to the Committee.
 - c. Only registered Committee members can vote (see Article VII, 4).
 - d. The Committee will determine if Catalina Council will be notified of the Committee's decision regarding the Scout.
 - e. Committee decisions are final... there is no appeal.

4.6.4 Article IV: Dues/Financial Accountability

1. Scout's dues help pay for the operating costs of the Troop. These costs may include publishing and distributing a newsletter, support Court of Honor ceremonies, financial support for an under privileged Scout, financial support of Scouts in Troop 209 for summer camp or such other items as voted by the committee. Dues do not include Boy's Life magazine nor camping meals.

2. Dues will not exceed \$80 per year per Scout (prorated on a monthly basis).
3. Dues will not exceed \$125 per family per year (effective January 2012).
4. Dues may be paid annually or semi-annually.
5. Dues may be deducted from the Scout's personal account, or paid directly to the Committee Treasurer.
6. The status of dues will be reflected in the quarterly statements of the Scout accounts.
7. Scouts who are more than \$10 delinquent are not eligible to receive any awards or patches that they may have earned or be allowed to participate in any activities. Once all dues are paid in full, the Scout will receive all awards and patches that are due him and can begin participating in activities again.
8. The Treasurer operates the Troop Budget.
9. Troop expenditures require a Committee vote.
10. The Scoutmaster will maintain a \$100 discretionary fund.
11. All expenditures require a receipt.
12. The discretionary fund is available for emergency costs during meetings, campouts or activities.
13. The tour leader may use the discretionary fund if the Scoutmaster is absent.
14. The Troop will maintain a sundries account at Catalina Council Boy Scout Store.
15. The fund is available for the Scoutmaster to purchase patches, books or other such items as necessary for the Troop.
16. The Scoutmaster will notify the Treasurer when the sundries account reaches \$50 or less. The Treasurer will issue a check to bring the balance up to a maximum of \$200.
17. The Treasurer will notify the Scoutmaster if a Scout becomes \$10 delinquent in dues.
18. The Treasurer will update the Troop Committee on a monthly basis as to the Troop's financial balance as well as any income, debts or expenditures since the last committee meeting.
19. The Treasurer will provide quarterly statements to each Scout reflecting the status of his account. The statement will include credits (from contributions or fund raising activities). Debits (dues, registration, activity fees, uniform and equipment reimbursements, etc.) and a status of dues.
20. Eagle Scouts pay dues at a 50% rate starting with the next installment after earning Eagle.
21. The Troop Committee will implement and maintain a budget. See Table 4 for a sample budget.
22. Scout accounts for scouters inactive for one year will be transferred to the Troop account if the amount is under \$20.00. If over \$20.00, one attempt will be made to contact the scouter in order to transfer the money to another boy scouting unit. If the attempt is unsuccessful or the money cannot be transferred to another unit, the money will be transferred to the Troop account.

Table 4 Sample Budget

Proposed Budget for Troop 209			
Output			
Recognition	900	29.98	
COH Food/stuff	300	57.14	(100 per COH)
Camping Reservations	500	380	White horse lake
Camporee	500		
Equipment	1300	141.65	
Canoe rental	400		
Fees	100		
Outreach	100	25	
Nametage	350		
Website	100		
Total	4550	633.77	
Input			
Dues	3600		45
Sibling Dues	100		5
Eagle Dues	200		5
Popcorn	280		
Total	4180		
Difference	-370		
Other			
Sponsor table	350		2010 Eagle Dinner
Summer patches	400		
Overall Accounts			
Troop Account	10261		
Scholarship Fund	135.5		
Philmont	2200		
Summer Camp	50		
San Diego	4830		
Scout Accounts	6507.46		
Total	23983.96		

4.6.5 Article V: Fundraising

1. Throughout the year, the Troop will conduct fundraising activities. For these efforts to be successful, it will require the participation of all Scouts and parents.
2. The primary purpose of these fundraising events is for the Scouts to accumulate funds for their personal accounts to be used for uniforms, equipment, dues, registration, Scout activities and other Scouting related items.
3. All Scouts who participate in the fundraising activity will receive a pro-rated share of the proceeds, which will go into their personal account.
4. Each Scout receives 90% of their pro-rated share
5. The Troop receives 10%, which is deposited into the general account and supplements the Troop operating fund.
6. A Scout may receive credit for a fundraising activity in two ways: 1. The Scout participates with other Scouts during a scheduled fundraising event in which all Scouts participating receive a share of the proceeds from the event based on their participation, Examples include car washes and bake sales. 2. The Scout participates in addition to the regular scheduled activity and generates additional revenue for the Troop. In this situation, the Scout receives 90% of all additional revenue that he collected for the Troop. An example would be wreath or popcorn sales.
7. Parents may make contributions directly into the Scout's personal account through the Committee Treasurer.
8. From time to time, when the Troop operating fund has an excess of money, and no foreseeable expenditures, the Committee may vote to distribute some of these funds to the individual Scout accounts. In this case, an equal amount will be transferred into the personal account of each Scout who is registered with the Troop at the time of the vote. The individual Scouts' level of participation or effort in fundraising will not affect these disbursements.
9. Each Scout may elect to spend money credited to their own account for the purchase of scouting equipment, uniforms, dues, registration, Boys' Life magazine, summer camp or other Scouting activities.
10. For reimbursement of uniform and equipment purchases, the Scout may bring a receipt to the Scoutmaster showing that he has paid for the Scouting equipment or part of a uniform. The Scoutmaster will turn the receipt over to the Treasurer. The Treasurer will ensure that the Scout has sufficient funds to cover the cost of the receipt. Once sufficient funds are verified, the Treasurer will write a check to the Scout for reimbursement.
11. For payment of registration, dues, Boy's Life magazine or Scouting activities, the Scout need only advise the Scoutmaster or the Treasurer.

4.6.6 Article VI: Meeting Days

1. Troop meetings are held on Mondays, from 7:00-8:30pm.
2. At the discretion of the PLC, there may be meetings on Mondays that fall on state federal holidays.
3. There are no meetings held between Christmas and New Year's.
4. No meeting is scheduled on the first Monday after the week-long summer camp.
5. Committee meetings are held monthly as scheduled per the yearly Troop calendar.

6. Boards of Review are held for advancing Scouts approximately every 3 weeks as scheduled per the yearly Troop calendar. Additional Boards of Review are determined by the Committee Chairman (or acting chairman) and announced as needed throughout the year.

4.6.7 Article VII: Operation of the Troop Committee

1. Committee positions may include: Committee Chairman, Treasurer, Fund Raising Coordinator, Hospitality Coordinator, Outdoor/Activities Coordinator, Advancement Coordinator, Chaplain, Newsletter Coordinator, Public Relations Coordinator, Transportation Coordinator, and Webelos Transition Coordinator (and other positions as approved by the vote of the Committee).
2. Committee meetings may be attended by all parents of registered Scouts.
3. Committee members must be currently registered with the Boy Scouts of America to participate in the Board of Review process.
4. Issues that require a vote of the Committee:
 - a. Require a minimum of 5 registered members before a vote is initiated.
 - b. All voting issues are decided by a simple majority vote.
 - c. In the event of a tie, the Scoutmaster will render the tie-breaking vote.
5. The Troop Committee is responsible for amending the charter and bylaws, and any future changes using the Article VII, 4 processes.

4.6.8 Article VIII: Parent Involvement

1. The success of the Troop and enjoyment of the boys comes through parent participation, involvement and commitment. The Troop needs all parents to help throughout the year.
2. Parents are encouraged to participate with their son(s), which helps to build bonding and improve on the Scouting values.
3. Participation can include: serving in a Committee position, going on campouts, attending meetings, participating in Committee meetings and Boards of Review, participating on fund raising events and assisting in community service.

4.6.9 Article IX: Prohibitions

1. Because of legal considerations and potential danger to participants, the following activities have been declared as unauthorized and restricted by the Boy Scouts of America:
 - a. All-terrain vehicles (ATV's) are banned from program use.
 - b. Boxing, karate, and related martial arts.
 - c. Selling or using fireworks.
 - d. Firearms.
 - e. Flying in hang gliders, ultra lights, experimental-class aircraft, and hot air balloons, or parachuting.
 - f. Motorized go-carts and motorbike activities.
 - g. Participation in amateur and professional rodeo events.
 - h. Activity commonly referred to as "war games" where individuals shoot paint dye at one another.
 - i. All activities related to bungee jumping.

2. The use of alcoholic beverages and controlled substances is not permitted at encampments or activities.
3. Tobacco use is not permitted by any Scouts. Leaders are encouraged not to use tobacco products in any form, nor allow their use at any BSA activity.
4. Hazing and initiations have no place in Scouting and are prohibited.

4.6.10 Article X: Transportation

1. Safety is the number one concern when arranging transportation for troop activities.
2. Troop activities will require numerous vehicles to transport Scouts to and from Scouting activities.
3. Parents and Committee members are encouraged to assist in driving Scouts and/or equipment in their vehicle on campouts or activities.
4. Each vehicle that transports Scouts must meet the minimum insurance requirements for the state of Arizona.
5. In addition to meeting the insurance requirements, all vehicles will:
 - a. Have seat belts for each passenger riding in the vehicle.
 - b. Be mechanically safe and sound.
 - c. Be properly licensed and registered.
6. All drivers on Troop activities must be a minimum of 21 years of ages, and possess a valid driver's license.
7. The Troop will not travel in convoy.
8. The Troop will use tour permits during each separate activity.

4.6.11 Article XI: Uniforms & Dress Code

1. Minimum uniform requirement for all Troop meetings is modified Class A (BSA shirt, long or short pants, BSA belt, shoes and socks (when wearing shorts)). Scouts earning the rank of Star need to obtain the complete Class A uniform, to include official BSA pants.
2. The uniform for activities may vary depending on the type of activity or event. Every activity will begin with the Scout wearing the minimum required uniform, to and from Scout activities. The Scouts can change to an optional uniform (BSA type T-shirt or BSA Polo shirt, or approved other wear) at the discretion of the adult leader.
3. The Scout will wear the uniform to present a clean and orderly appearance. The Scout will wear the uniform with the shirt tucked inside the pants.
4. The Scout represents the Boy Scouts of America, and should present a good image of himself, the Troop and the BSA at all times.
5. No gang related apparel is allowed as part of the Scout uniform (e.g. extra wide and baggy pants, chains hanging from the shirt, pants, belt, or shoes.)
6. No obscene or controversial material is allowed on clothing (e.g. tobacco, drugs, alcohol, profanity, or other material that is judged in bad taste). The Scoutmaster, Assistant Scoutmaster, or tour leader will determine what is in bad taste.

4.7 Appendix VII: Unit and Merit Badge Counselor Roster

Unit and merit badge counselor rosters will be provided separately. Copies can be obtained from the Committee Chairman.

4.8 Appendix VIII: Resource Survey/ Personal Data Forms

Resource survey and personal data forms are used to collect information when needed. These forms will be provided separately.

4.9 Appendix IX: Maps

Maps to Camp Lawton and Double V can be found online at the Catalina Council website <http://www.catalinacouncil.org>

This charter and bylaws were approved by a majority vote of the Troop Committee in the City of Tucson, State of Arizona, on March 2011.

Mike Knutson
Scoutmaster

Jim Tarleton
Committee Chairman

4.10 Appendix X: Statement of Understanding

We have read and understand the contents of the Troop 209 Handbook. We have discussed the contents with our son to ensure he understands the contents of the Troop 209 Handbook. We understand we are responsible for ensuring our son adheres to the rules and policies of the Boy Scouts of America, Catalina Council, and Troop 209.

Printed Scout Name

Signature of Parent or Guardian

Date

Signature of Parent or Guardian

Date

Signature of Scout

Date

This statement is to be signed by a parent and the scout and returned to a Uniformed Leader for proper filing with the Troop.