



Troop 325

Family Handbook

Service, Leadership, Advancement

Scouts BSA Silicon Valley-Monterey Bay Council

www.troop325.com

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Table of Contents

Introduction	6
Welcome to Troop 325!	6
Troop 325 Overview	7
Troop 325's Website www.troop325.com	8
Purpose	8
Ideals	8
Methods	9
Junior Leaders	17
Scouts Section	19
Joining Troop 325	19
What Is Scouting?	19
Requirements to Join	19
How to Join	19
Are There Other Costs Besides Dues?	20
When and Where Does the Troop Meet?	20
Who Belongs to Troop 325?	21
Commitment and Responsibility	21
The Scout's Commitment	21
Rules of Conduct	22
Uniforms	22
Costs and Fund-Raising Activities	25
Costs	26
Equipment	28
Scout Accounts	29

Scout Advancement	29
Advancement Information	29
Rank Advancement Binder	30
Ranks in Scouting	32
Scoutmaster Conference	33
Board of Review	33
The Merit Badge Process	35
The Blue Card	38
Scoutbook	40
Parents	40
Scouts	45
Scout Leadership Positions	47
Scout Troop Organization	47
Youth Leadership Position Descriptions	48
Adult Section	57
The Parents' Commitment	57
Troop 325 Adult Organization	59
Discipline	60
Adult Leadership Position Descriptions	60
Troop Committee	60
Advancement Committee	68
Service Committee	71
Fundraising Committee	72
Adult Planning for Overnight Outings	75
Advancement in Camp	76
Camp Hi-Sierra	78

Check Lists	82
Onboarding Tasks for New Scouts	83
Onboarding Tasks for Parents of New Scouts	84
The Ten Essentials for Backpacking	85

Introduction

Welcome to Troop 325!

As a new member of our troop, you will be welcomed into the troop in a special ceremony, either at your Cub Scout Pack meeting, or at one of your first troop meetings. At that time, you will receive your troop neckerchief, neckerchief slide, troop number patch, and your *Scouts BSA Handbook*.

You will join a patrol of from eight to ten other new Scouts like yourself. In this patrol, you will work with an older scout who will be your troop guide and an adult advisor to elect leaders, develop a patrol name, flag and yell. You will also begin learning the skills necessary for taking care of yourself in the outdoors. These include: hiking, camping, backpacking, fire making, menu planning, outdoor cooking, use of knife and axe, map and compass, first aid, environmental awareness, and good citizenship. You will learn these skills by practicing them at meetings and on outings. As you learn them, you will advance in rank from Tenderfoot, to Second Class, to First Class. For most Scouts, advancement to First Class takes about one year.

Once you reach First Class, you will advance to one of the patrols made up of more experienced Scouts. Scouts in these patrols are able to operate with minimum supervision, planning and carrying out most activities on their own. First Class Scouts continue to work on advancement on the trail to Eagle, the highest rank in Scouting. They earn merit badges, complete service projects and hold positions of leadership while advancing from First Class, to Star, to Life, to Eagle.

Scouting is about having fun in the outdoors. It is also about learning to “Be Prepared,” to take care of yourself in a variety of situations, and caring for others.

There are thousands of incidents every year where individuals save their own life or the life of others because of the skills they learned in Scouting. Many famous Americans were Scouts, including presidents John Kennedy, Gerald Ford, George Bush and Bill Clinton, many Senators and Congressmen and several of America's corporate leaders and university presidents. Astronaut Dr. Gregory Chamitoff is an Eagle Scout from our very own troop!

Now it's your turn. Welcome to Scouting. Good luck! Let's have some fun!

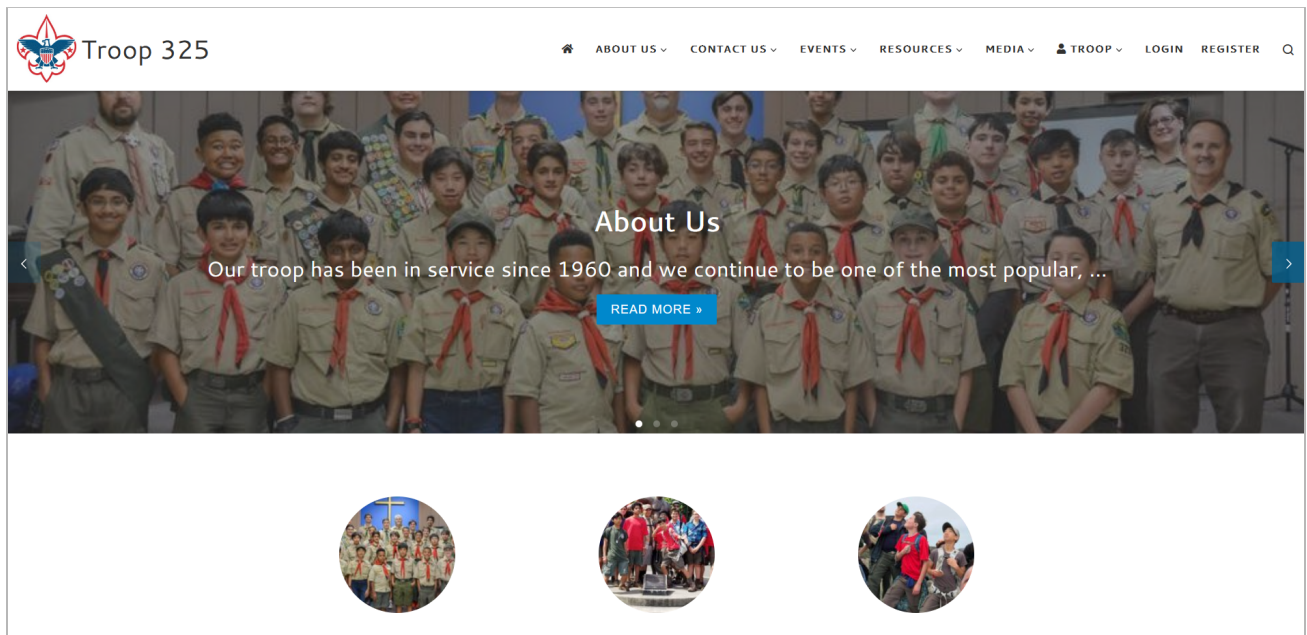
Troop 325 Overview

Troop 325 is a member of the Pioneer District of the Silicon Valley Monterey Bay Council of the Boy Scouts of America. The troop is sponsored by and chartered to The Parents of Troop 325. Troop 325 was formed in 1959 and was formally chartered February 1, 1960. It was originally chartered to Country Lane Home & School Club, however, we have moved and are now at Prince of Peace Lutheran Church. Out of some 122 scouting units in the Silicon Valley Monterey Bay Council, Troop 325 is the seventeenth oldest in continuous existence.

Over the past 58 years, over a thousand young men have passed through Troop 325, including over a hundred who have achieved scouting's highest honor, Eagle Scout. Nationally, fewer than 4% of Scouts earn the rank of Eagle. Within Troop 325, that number is closer to 8%! Our success in this area is not because we make it easier. We adhere to the rules and regulations of scouting very carefully. Rather, we believe it is because our troop has a good, strong, youth-run program that keeps Scouts participating longer. They also have an opportunity to see many of their fellow Scouts in the troop achieve Eagle, encouraging and inspiring them to pursue it for themselves.

Troop 325's Website www.troop325.com

Check out our website for the latest information, calendar and pictures. There is a password for certain confidential information and pictures. Information supplements to this handbook are under Resources > Documents. Please contact the webmaster for more information.



Purpose

The aims of Scouting are to build character, foster citizenship, and develop physical fitness in Scout-age youth. These aims are achieved through the eight methods of Scouting.

Ideals

These are the values of scouting. They engender personal responsibility, leadership, and service to others, and they foster the acquisition of skills that enable them to put into practice these values.

The Motto

“Be Prepared”

The Slogan

“Do a good turn daily”

The Scout Oath

“On my honor, I will do my best, To do my duty to God and my country and To obey the Scout law; To help other people at all times; To keep myself physically strong, Mentally awake, and morally straight.”

The Scout Law

“A Scout is: Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Cheerful, Thrifty, Brave, Clean, and Reverent”

The Outdoor Code

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

Methods

Patrols

Every Scout Troop is composed of patrols, groups of three to eight Scouts who work together as members of a team. Small groups give everyone a chance to voice their ideas and to participate.

Outdoors

In the outdoors, perhaps for the first time, a youth can meet the natural world face-to-face and begin to develop a keener sensitivity toward our wildlife, forests, rivers, mountains, and open space – and the growing environmental dangers that threaten them. In the process of planning, preparing for, and participating for this “meeting,” he also begins to come face-to-face with himself and his own strengths and weaknesses.

Advancement

The Scout advancement program provides a ladder of skills that a scout climbs, each at his own pace. As he acquires specific skills, he moves up through a series of ranks for which he is recognized and awarded badges. Awards are presented, and the Scout is recognized at the next troop meeting following his earning of them (or as close as possible) so that he may be recognized as soon as possible. He is then recognized a second time, at the quarterly Court of Honor in front of his family and the families of the other members of the troop. The first badge earned is called Scout. It is awarded for completing the joining requirements when the young man first enters the troop. The advancement ranks are: Tenderfoot, Second Class, First Class, Star, Life and Eagle.

Personal Growth

All of Scouting's methods help a youth grow. In striving to achieve Scouting's goals, we have seen that striving itself often becomes ingrained. Working first in a New Scout Patrol with other young men of similar age and experience, he works closely under the guidance of an older Scout called a Troop Guide. When he achieves First Class, he graduates and advances into a more advanced patrol. Here there is no Troop Guide. Rather, the Scouts work together under their own elected patrol leader to accomplish their goals. Within the patrol, the Scouts elect their own leaders. Each Scout has an opportunity to be elected to positions of leadership within the troop. As the Scout reaches age 14, he is invited to join an older Scout patrol. These Scouts take an even greater hand in developing their own program. They also often act as instructors for the other members of the troop. Through this process, the Scouts learn through watching, they learn through doing, and finally, they learn through teaching. Along the way, they grow into remarkable young men.

Adult Association

Scouts learn from the example set by their adult leaders. Troop leaders may be male or female. Association with adults of good character is important at this stage of a young person's development.

Leadership Development

Providing opportunities for leadership is one of the most valuable experiences scouting provides. Leadership opportunities exist at the troop and patrol levels, as well as in higher levels of scouting. Short-term responsibilities, such as leading an opening ceremony or demonstrating a skill at a scout meeting help prepare the scout for greater responsibility later, such as holding the position of patrol or troop leader, or even higher positions at the district, council or regional level.

The Uniform

The uniform is an outward sign that the scout believes in certain values and is willing to be recognized for them. It gives him a reason to take pride in the way he looks, and in the badges and awards he displays that testify to his achievements, both in skills acquired and leadership. Lastly, it reminds him that he belongs, not only to his patrol and troop, but to a worldwide organization with 20 million others whose beliefs and ideals he shares.

Troop Meeting

Troop Meetings are normally held each Tuesday night in the Fellowship Hall of Prince of Peace Lutheran Church (at the corner of Saratoga and Cox – check the website for a map). June 1 through September 15, the troop meets at Moreland Woods, adjacent to Easterbrook Discovery School. At the troop meetings, Scouts meet to plan and prepare for their upcoming outings, work on advancement and play and compete in related activities. There is a theme for each month, such as Aquatics, Backpacking, Canoeing, Citizenship, Emergency Preparedness, First Aid, Hiking, Leadership, Pioneering, Winter Camping, and Wilderness Survival.

There are seven parts to the weekly meeting:

1. Pre-opening
Consists of set-up and a pre-opening Activity. The set-up includes unloading any materials being brought for the night's meeting. The pre-opening activity can be anything from permission slips and sign-up sheets lined up on a table, to a display of materials to be used later in the meeting to a game.
2. Opening
Usually includes an opening ceremony, song or yell, recognition of guests and new members, and once a month, uniform inspection. One of the reasons we have a PLC and patrol meetings is so the patrol leaders can get their assignments and carry them back to the patrol and plan ahead, so they have a ceremony or song already selected and prepared when it is their turn to lead.
3. Skills instruction
Might be a presentation to the overall troop, or it might be by patrol (each patrol teaching itself using instructors and the handbook as required). As much as possible, the skills should be learned and practiced at the patrol level.
4. Patrol meetings
Preparing for upcoming opening ceremonies, songs, leading inter-patrol activity, menu and outing planning, making flags, decorating patrol equipment like the patrol box (which should be encouraged), and so forth.
5. Inter-patrol activity (game)
Ideally alternates between a free-form game like Steal the Bacon one week, and a competition using the skills that were recently learned at the next week (for example, work on knots - have a knot relay).
6. Closing
Recognition/advancement, announcements, closing ceremony, and Scoutmaster Minute.

7. Post-closing

Cleaning up the room and carrying everything back to the cars they came in, and a short PLC in which the SPL and PLs review how the meeting went, what worked, what could have gone better, and how can we improve the next one. How well it is carried out is dependent on how well the SPL leads the meeting. When he takes it all seriously and conducts it conscientiously and enthusiastically, it shows more so than when he is more casual about it. And that's a matter of personality, training, and experience.

Typically, the troop has an outside speaker make a presentation pertaining to our monthly theme the first meeting of each month. Past speakers have included a County Supervisor, an undercover narcotics agent, a forest ranger, the head of the bicycling department at REI, the owner of Antelope Backpacking Shop, the manager of the Ski Renter, and an officer in the Green Berets.

The youth themselves do most of the work of the troop. The adults primarily act as advisors to the Junior Leaders, who in turn run the meetings and activities.

Patrol Meetings

Patrol Meetings are held during regular troop meeting as well as outside the troop meeting. Patrol meetings should be held a minimum of twice monthly. In the patrol meetings, Scouts plan for their areas of responsibilities within the troop, for example, an opening ceremony, a song, or running a training session or activity. Scouts might plan their menu for an upcoming outing. Or they might get together to re-decorate their patrol flag, or re-paint and decorate their Patrol Box. Discussions of individual scout advancement and signing off advancement requirements by older scouts also take place during the patrol meetings. (Scouts First Class and above can test and sign off requirements for scouts still working toward First Class.)

Patrol Leaders Council (PLC) Meetings

Patrol Leaders Council (PLC) consists of the Senior Patrol Leader, Assistant Senior Patrol Leader, Troop Quartermaster, Troop Scribe, Chaplain's Aide, Patrol Leaders, Troop Guides, and Scoutmaster. Junior Assistant Scoutmasters and Assistant Scoutmasters are encouraged to attend, but are not required to. The PLC meets the first Tuesday of the month. The week before is when the Pioneer District's Adult Leaders' Roundtable meets, which is an open forum for sharing ideas, discussion, and networking by and for adult leaders within the Pioneer District (one of six districts within the Silicon Valley Monterey Bay Council).

Troop Committee Meetings

All parents are members of the troop committee and are invited and encouraged to attend. Troop committee meetings are held every month in conjunction with the troop meeting, normally on the third Tuesday of the month, 7:00 pm – 8:30 pm. Check the troop calendar for exact dates. At the committee meetings, budget, resources (such as drivers and chaperones for upcoming activities), service projects, and fund-raisers are discussed, policy established, and problems worked out. The Scout program is intended to be planned and run by the Scouts themselves, with minimal adult supervision. Nonetheless, family participation is an important ingredient that helps ensure the Scout's and Scouting's success. Whether it is as an adult leader, an active member of the Troop Committee, attending outings, providing transportation, attending Troop Courts of Honor where scouts receive recognition for their achievements, or in simply encouraging their son in his Scouting endeavors, a parent's enthusiastic participation will go far in making our program a success and in helping your son succeed.

Active Status

Regular attendance is encouraged and is essential if the Scout is going to bond with the other members of his patrol, learn, advance, and assume positions of leadership within the Troop. The following information from the Boy Scouts of

America gives us a guideline for what's considered "active". The guidelines use Star, Life and Eagle requirements as an example, but the same guidelines apply to all ranks.

The purpose of Star, Life, and Eagle Scout requirements calling for Scouts to be active for a period of months involves impact. Use the following three sequential tests to determine whether the requirement has been met.

- The Scout is registered.
The youth is registered in his unit for at least the time period indicated in the requirement, and he has indicated in some way, through word or action, that he considers himself a member. If a youth was supposed to have been registered, but for whatever reason was not, discuss with the local council registrar the possibility of back-registering him.
- The Scout is in good standing.
A Scout is considered in "good standing" with his unit as long as he has not been dismissed for disciplinary reasons. He must also be in good standing with the local council and the Boy Scouts of America. (In the rare case he is not, communications will have been delivered.)
- The Scout meets the unit's reasonable expectations.
Or, if not, a lesser level of activity is explained as determined by a board of review. Since we prepare young people to go forth, and essentially, make a positive difference in our American society, we judge that a member is "active" when his level of activity in Scouting, whether high or minimal, has had a sufficiently positive influence toward this end. If, for the time period required, a Scout or qualifying Venturer or Sea Scout meets those aspects of his unit's pre-established expectations that refer to a level of activity, then he is considered active and the requirement is met. Time counted as "active" need not be consecutive. A Scout may piece together any times he/she has been active and still qualify.

Outings

Activities within Troop 325 include weekly troop meetings, monthly outings, service projects four times annually, and fund-raising events four times annually. We also spend a week at camp each summer. Outings include backpacking, bicycling, body surfing, camping, canoeing, snow camping, cross country skiing, day hikes, downhill skiing and snowboarding, rock climbing, rifle and shotgun shooting, skim boarding, snow camping, water skiing, whale watching, whitewater rafting, and anything else the Scouts come up with which ties in with the monthly themes and aims of Scouting.

Troop outings are held monthly and relate to the monthly themes selected by the scouts during their annual planning. They are the culmination of the month's planning and training. Permission slips with payment are required to be turned in at the meeting preceding the outing.

We emphasize low-impact camping and respect for nature and the natural environment in all of our activities. Our relationship to the environment and to natural resources is a stewardship. We believe we have a responsibility to use our resources wisely, to conserve and preserve them for future generations to enjoy.

If a Scout is unable to or decides not to go on an outing after the food has been purchased, he is still responsible for the cost of his share. Similarly, if reservations have been confirmed, he is responsible for his share of the fee. If a Scout decides to go after the food has been purchased, he should do the following:

1. Notify his patrol leader that he will be attending
2. Get or make a copy of the patrol menu and go shopping to buy his share of food
3. Inform the Scoutmaster
4. Pay the required fee for the outing

Service to Others

Scouting emphasizes service to others. Part of being a responsible citizen includes making a contribution back to our community. We usually schedule four (or more) service projects annually. Service projects are typically for a few hours to one day in duration. (Eagle projects are significantly larger, possibly taking hundreds of hours to complete). Previous projects have included providing trail maintenance and tree planting services for Los Gatos Youth Park, planting trees along the Campbell-Los Gatos Creek Trail, removing non-native species of plants from Angel Island and Ano Nuevo State Parks, spreading hay over a burn area on Mt. Tamalpais to help control erosion, providing recycling for the Saratoga Rotary's West Valley Art Show, helping to restore the Moreland Woods Open Space adjacent to Easterbrook Discovery School into a natural preserve, collecting food for the Second Harvest Food Bank, and much more.

Junior Leaders

Scouting is to be "youth run." In Troop 325, we emphasize this, with the Scoutmaster and assistants acting primarily as trainers and advisors. The junior leaders plan the programs and activities and then lead them.

Junior leaders meeting age and experience criteria, are elected by the troop to serve for six month terms of office. Generally, Senior Patrol Leaders must be fourteen years of age and at least Life Scout. Senior Patrol Leader candidates are also encouraged to attend Bristlecone Junior Leader Training, a one-week training program presented by the Silicon Valley Monterey Bay Council each summer at Camp Chesebrough in the Santa Cruz Mountains. Assistant Senior Patrol Leaders must be thirteen and at least Star Scout. Patrol Leaders and Assistant Patrol Leaders must be at least twelve and First Class Scout, with the exception of leaders in the New Scout Patrol.

The New Scout Patrol is for new scouts, and accordingly, leaders in the new scout patrol do not have rank requirements. Scouts remain in the New Scout Patrol until they achieve First Class. When a scout earns First Class, he has learned and been tested in all of the basic skills he will need to know to be a “first class scout.” At this point, he graduates into one of the Experienced Scout Patrols.

Other elected positions include Troop Quartermaster (responsible for inventory and repair of all troop gear) and Troop Scribe (responsible for maintaining attendance and advancement records for meetings and outings). Appointed positions include: Instructors, Troop Guides, Troop Historian, Troop Librarian, Troop Newsletter Editor and Assistant Editors, Troop Cheermaster, Troop Chaplain’s Aide, Troop Bugler, Troop Photographer, and Patrol Quartermasters and Scribes.

Junior Assistant Scoutmasters must be at least sixteen and are appointed by the Scoutmaster. They must have held junior leadership positions of at least patrol leader level within the troop. They work as Patrol Advisors at troop meetings and on outings.

Scouts Section

Joining Troop 325

What Is Scouting?

Scouting is an organization for young men, ages 11 through 17, which emphasizes camping and outdoor adventure. Scouts also learn outdoor skills, such as proper use of knife, axe and saw, fire building, first aid, knots and lashings. Scouting also encourages good citizenship, individual responsibility, team participation, leadership, and community service. The process is developed through a mostly youth-run program of weekly meetings and monthly outdoor adventures. Scouts also participate in community service projects, and they hold fund-raising activities that help the Scouts pay their own way.

Requirements to Join

To join Scouting, a young man must be 11 years old, or 10 years old and have completed Arrow of Light in Cub Scouts, or 10 years old and completed fifth grade.

How to Join

Ultimately, scouting is not for every youth, and within scouting, every troop is not for every scout. We encourage all new scouts to attend three troop meetings and one outing as our guest before joining. We hope the new scout will like what he finds, have a good time, and choose to join us. However, if he does not, we understand.

To join Troop 325, you must submit a completed Scout Application (available from the Scoutmaster) and a check for the first year dues. The dues include registration

in the Boy Scouts of America, subscription to *Scout Life*, and they go to cover the cost of providing patches to the Scouts and other miscellaneous costs throughout the year.

Are There Other Costs Besides Dues?

Uniform and the cost of outings are in addition to the dues. The complete uniform costs about \$75-\$100. The troop committee also maintains a pre-owned uniform exchange. As Scouts outgrow their uniform, they are asked to contribute them back to the troop. Please contact one of the troop's adult leaders for more information. For more information on costs, refer to the "Costs" section.

Important: If cost might prevent a youth from becoming a Scout, please see the Scoutmaster or Committee Chair, as scholarships may be available if troop finances allow.

When and Where Does the Troop Meet?

The troop meets every Tuesday evening, 7:00 pm – 8:30 pm in one of two locations. From September 16 through May 31, we meet in the Fellowship Hall of Prince of Peace Lutheran Church (at the corner of Saratoga and Cox – check the website for a map). June 1 through September 15, the troop meets at Moreland Woods, adjacent to Easterbrook Discovery School. (4835 Doyle Road, San Jose, California 95129)

The first meeting of each month is a Patrol Leaders Council meeting. For this meeting, we expect all holders of troop level leadership positions to attend. (See section on Troop Organization.) Attendance is optional for other Scouts. This means that most Scouts will attend 3 meetings per month and leaders will attend every Tuesday.

Who Belongs to Troop 325?

Troop 325 primarily serves youth living in the Westgate Area/Moreland School District as well as Campbell Union School district. Members of the troop live in Campbell, Cupertino, San Jose, Santa Clara and Saratoga. They attend Country Lane, Rolling Hills, Payne, Easterbrook Discovery School, Moreland, Monroe, Redwood, Harker, Prospect, Lynbrook, Del Mar, Westmont, Mitty and Bellarmine (among others).

Commitment and Responsibility

The Scout's Commitment

The Boy Scouts of America is open to any youth age 11 through 17 (age 10 with Arrow of Light award from Cub Scouts and approval of the Scoutmaster). Being a Boy Scout carries with it certain responsibilities: to the troop, its leaders, and the other scouts within the troop, and to himself. When you are a Scout, you are a member of a team. Several teams actually: the patrol, the troop, the Boy Scouts of America, and World Brotherhood of Scouting. A team cannot function and succeed unless each member is there, supporting his team and doing his best.

The troop committee agrees to provide trained adult leaders, an active program of weekly meetings, monthly outings, and advancement program, fundraising events, and leadership opportunity.

As a member of Troop 325, you are expected to be active in meetings, outings and activities. You are expected to contact your patrol leader in advance if you know you cannot make a meeting or activity. You are expected to wear the Scout uniform correctly to all troop functions and to bring your *Scouts BSA Handbook* and a pen or pencil to each meeting.

Finally, the youth within the troop have established their own rules of conduct, which all scouts in the troop are expected to be familiar with them and abide by. If you consistently don't follow the rules of conduct, you'll be asked to have a conversation first with youth leadership.

Rules of Conduct

1. Attend meetings and activities, participate and do your best.
2. Respect others. Treat others the way you would like to be treated.
3. No hazing or putting down of others.
4. Keep your hands to yourself.
5. Pay attention to what is going on in the meeting.
6. No talking while leaders (junior or adult) are talking.
7. Follow instructions.
8. Think before acting.
9. Be serious during ceremonies.
10. No eating or chewing gum during meetings unless it is part of the program.
11. Wear your uniform correctly and show respect for it.
12. Learn and follow the Rules of Conduct.

Uniforms

All Scouts are expected to be in complete prescribed uniform at all troop activities.

Scouts wear the uniform as a visual demonstration of their membership and to show their pride in being a Scout and the values it stands for. The complete

uniform consists of Scout shirt with correct insignia, Scout neckerchief, Scout pants, Scout belt, and Scout socks. The neckerchief (ours is distinct to our troop) and the Boy Scout Handbook are provided by the troop. The troop t-shirt is available through the troop. These are selected and ordered by our troop each summer prior to summer camp.

The uniform in scouting serves several purposes: one, it identifies the member as a Scout, a member of an organization known the world over for its values. It is not the purpose of the scout uniform to hide the differences between Scouts, but to make them feel they are all equal. Scouts come from all racial, ethnic, religious, and economic backgrounds. They have their own religious beliefs and family traditions. Scouting wishes youth to take pride in these differences, rather than to hide them.

There is one way in which all scouts are alike, however. Whenever a scout sees another person in a scout uniform, he knows he is like that person because both have committed themselves to the principles of the Scout Promise and the Scout Law. This is important in a world where there are so many things that work to divide people from each other. The Scout Promise and Scout Law bind all scouts of the world together in a common purpose. Membership in the Boy Scouts of America is something to be proud of. The uniform communicates that pride to others.

Uniform Policy

The scout uniform should be worn as follows:

Class A Dress Uniform

To be worn at all Courts of Honor, Annual Banquets, District and Council Dinners, and similar functions.

- Scout shirt with correct troop insignia
- Scout trousers (short in summer, long or short in the winter)
- Troop neckerchief with slide
- Dark shoes (black or brown)
- Merit badge sash
- Scout belt with Scout buckle
- Scout socks

Class A Field Uniform

Same as above, but without merit badge sash.

- Athletic shoes with scout socks or hiking shoes or boots with scout socks.

Class B Activity Uniform

- Troop or other Scout T-shirt (all members of patrol should match)
- Scout shorts
- Athletic shoes
- Scout belt
- Scout socks

The collar of the scout shirt is to be worn out and over the neckerchief when the neckerchief is worn.

The Venture Patrol (older Scout patrol, 14 and older) follows the same troop uniform code. However, they may elect their own Scout hat style and neckerchief enhancement. They may also create their own T-shirt.

OFFICIAL PLACEMENT OF INSIGNIA BOY SCOUT UNIFORM



Merit Badge Sash: If worn, merit badges are attached to front (and back, if needed) of sash. Venture/Varsity letter is attached at bottom front corner. Temporary insignia may be worn on back.

Shoulder Epaulets: Red shoulder loops identify Boy Scouting (all members of a troop). Blaze (orange) loops identify Varsity Scouting.

Right Sleeve: U. S. flag. Only the most recently earned Quality Unit Award may be worn below patrol emblem or below National Honor Patrol star. Musician badge, if in band or drum corps, is worn 1/2 inch below patrol emblem. Up to six merit badges may be worn on the long-sleeve shirt in two columns of three starting 3 inches above the bottom edge of the cuff.

Left Sleeve: Council patches, unit numeral, and badge of office are worn as shown snug up, and touching each other. Badge of office is centered below and touches unit numeral. The veteran unit bar (25, 50, 55, 60, 65, 70, 75, or 80 years) is positioned above and touching troop numeral and in turn touching council patch. Den chief cord is worn over the left shoulder and under epaulet.

Right Pocket: Jamboree insignia (only one) worn above BSA or interpreter strip. Order of the Arrow lodge insignia worn on pocket flap. Temporary insignia worn centered on the pocket. Flap buttoned. The Varsity or Venture strip is worn above the BSA strip or above the interpreter strip. Nameplate, if worn, is centered above the BSA strip, interpreter strip, and Venture or Varsity strip.

Left Pocket: Service stars above the pocket. If a medal or embroidered knot for youth members is worn, service stars are raised. Embroidered square knots are worn centered above the pocket in rows of three. Not more than five medals may be worn, pinned centered immediately above the pocket (extending over knots if both are worn). The wearing sequence for knots or medals is at the wearer's discretion and lead color is to the wearer's right. Badges of rank are worn centered on the pocket above the Arrow of Light Award. Flap buttoned. The World Crest is worn centered horizontally over the left pocket and vertically between the left shoulder seam and the top of the pocket.



Costs and Fund-Raising Activities

The troop has several fundraisers throughout the year including selling popcorn, selling Scout-O-Rama cards, working the concession stand at Stanford stadium (football and other sports games) and holding Goodwill Drives. All of these fundraiser proceeds are split between the troop and the Scout.

The troop participates in the annual council wide popcorn sales in the fall. Popcorn sale proceeds are split between the troop and the individual Scout's account. The

scout will receive a portion of their own gross sales so the more they sell the more they earn. Proceeds may be split, or may all go to the individual Scout accounts

The troop participates in the annual council wide Scout-O-Rama card sales each spring. Scout-O-Rama is the largest Scouting event of the year that showcases what Scouting has to offer. Scout-O-Rama cards are sold that includes a family pass to Scout-O-Rama as well as coupons to local retail and restaurants. The card sale proceeds are split between the troop and the individual Scout's account. The Scout will receive a portion of their own gross sales so the more they sell the more they earn

The troop works a concession stand at Stanford stadium (football and other sporting events) in the summer, fall, and winter. Money earned is split between the troop and the individual scout's account based on the average proceeds from all the games calculated at the end of the season. Troop 325 receives 15% of a day's concession gross sales which is then split 50% to the troop and 50% to the Scouts according to the number of games they worked throughout the season.

Parents/friends who work will have their earnings go to their child's Scout account

The Troop holds a Goodwill Drive at The Prince of Peace Church twice a year (once in the fall and once in the spring). Money earned is split 50/50 between the troop and each individual Scout's account based on number of hours they worked

Costs

Registration with the Troop is \$150 per year. This includes Council and National registration, subscription to *Scout Life* magazine, the *Scouts BSA Handbook*, and the troop neckerchief (you get the *Scouts BSA Handbook* and neckerchief once when you first join). The typical monthly overnight outing is \$35 to \$40. Certain outings, such as the annual ski trip are more. Day hikes and training classes vary. Summer camp is around \$450-\$500 per Scout.

There are two methods to deal with meal costs in overnight outings.

The first is having a daily per diem for meals that is factored in the cost of the outing for all the participants. The daily per diem for Breakfast is \$3, Lunch is \$5 and Dinner is \$8. Each member who attends the outing along with the Parent leader will be covered under this plan. For example, if a Patrol of 5 Scouts and 2 Adult Leaders go on a weekend camping trip, and plan to cook 2 breakfasts, one lunch and one dinner, the maximum food reimbursement they can get back is \$130. The Grubmaster in charge of shopping for the food will have to calculate the maximum per diem their group is eligible for and shop to ensure that they do not exceed the budget. This applies to the individual patrols or any number of Scouts who want to cook and eat together. As such, the meal per diem should be factored into the outing fee in the Troop Event Signup. Food reimbursements will be limited to the maximum per diem collected per attendee.

The second method is that each Scout or Patrol brings their own food on overnight outings and will not be bound by the meal per diem. They can choose to bring their own food to cook and share with the other Scouts on the outing. There will be no food costs factored into the outing fee in this instance.

If a Scout participates in every activity including summer camp over the course of a year (and many do), total costs might range from \$700 to \$900. So that no youth has to be left out, the troop holds several fundraising activities during the year. Scout popcorn sales, working the concession stand at Stanford Stadium, and others are typical ways the Scouts in the troop earn money. Typically, a Scout earns \$40 to \$45 each Stanford Concession shift they work, though some have earned up to \$50 or more per event. Sales are dependent on effort, and we have had a couple of Scouts earn over \$1,000 selling Scout popcorn.

For most fundraising activities, the profits are split between the troop and the Scout who work the event. The money thus earned by the troop is used to pay for

the troop's equipment, supplement the outings, and to pay for patches, badges, training materials, etc.

There is a third purpose for the Scouts carrying out their own fundraising activities. When you have to work to help pay your way, no matter how little you actually contribute, you rightfully take greater pride and ownership in the troop and its program. Included within the Values of Scouting are personal responsibility, service to others, and something sometimes referred to as the American work ethic.

Should a youth desire to become a member of Troop 325 but finds the costs out of reach, his parents should contact the Scoutmaster or Committee Chair. Depending on Troop finances, scholarships may be available.

Equipment

While there are certain equipment needs, such as backpack, sleeping bag, sleeping pad, ground cloth, cook kit, and so on, we discourage new Scouts from accumulating too much too quickly. It is better that a new Scout go on one or two outings, see what the other Scouts are using, and get a feel for what equipment will work best for you. Also, you want to make sure Scouting is something that appeals to you before making too large of an investment. The Troop has some items available to loan, there are stores that rent equipment, and there are a lot of considerations we can advise you on.

Ultimately, you will need a Scout type folding pocket knife, a compass, a water bottle, a duffel bag or large sports bag, a backpack, a ground cloth, a sleeping bag, and eating utensils practical for camping and backpacking. But don't rush!

Scout Accounts

Scout Accounts are individual accounts for each active member of Troop 325. You can use the money in these accounts to pay for Scout activities such as summer camp.

Deposits

After you work at a troop fundraiser, the Troop treasurer will determine your share and enter funds into your account. Funds may also be deposited, with the approval of your parents, if the Troop owes you a refund for overpayment.

Withdrawals

You can withdraw money from your account by filling out a Scout account withdrawal slip and submitting it to the Troop treasurer. You may only withdraw funds for Scout-related activities or equipment. This would include outings, summer camp, uniforms, camping equipment, backpacks, sleeping bags, hiking boots, or any special gear needed for an outing or merit badge.

Inactive Accounts

Funds remaining in a Scout account after that Scout becomes inactive and leaves Troop 325 will be entered into the Troop's Campership Fund. This fund helps sponsor a deserving Scout who otherwise would be unable to attend summer camp.

Scout Advancement

Advancement Information

A Scout learns by doing

You learn Scout skills in patrol and troop meetings. You learn outdoor skills by hiking and camping. You learn to teach by teaching other Scouts. And you learn to lead by assuming increasing levels of responsibility, first within the patrol, and

later within the troop. You learn with the help of your Patrol Leader, other patrol members, Leadership Corps members, merit badge counselors, Assistant Scoutmasters, Scoutmaster, and outside instructors.

Advancement

As a new Scout participates in weekly meetings, monthly outings, and summer camp, you learn the basic skills he needs to know in Scouting. As you learn these skills and demonstrates them, you are recognized through a system of ranks: Tenderfoot, Second Class, First Class, Star, Life, and Eagle. The rank of Eagle is the highest attainable rank in scouting.

Rank Advancement Binder

What is the Advancement Binder? A place to organize and keep your personal Scouting information. The items in the Advancement Binder may include:

- General troop information
- Rank Cards, Merit Badge Blue Cards
- Award Cards
- A log of Troop activities attended

Why is this important? As you move through the Scouting ranks, you will need to discuss your achievements, troop participation, leadership roles and experience, as well as other activities and achievements. It is a common practice during Boards of Review for the reviewers to ask you specific questions regarding your experience in the Troop. Keeping a detailed record of your Scouting activities will make responding to these questions much easier.

In future years you will look back with pride and fondness on your experiences in Scouting. You will recall activities, adventures and the people that you shared them

with and want a reminder of those times. The Advancement Binder will help you remember the experiences and friends that you made as a Scout.

This personal scout notebook is designed to help you keep your personal scouting information organized.

Supplies Needed:

- 3 ringed binder
- Plastic letter sized sports card holder (available at Target, Wal-Mart, Amazon or sport shops)
- Clear 8 1/2" sized pocket pages for pictures and honor certificates
- Notebook paper
- Pocket pages to keep information on badges in progress

You can divide your binder into different sections. Below are some suggestions.

1. General Information: This section can include the Troop roster, important phone numbers, and names of other scouts you feel comfortable asking for help.
2. Rank Cards, Merit Badge Blue Cards and Award Cards: This is a very important section, as all scouts are required to keep their own record of rank advancement. This is a good use for the sport cardholder pages.
3. Activities Section: This section can include a log of activities you attended, such as camps, service outing etc. This is where you should keep a record of your troop participation and activities.

Ranks in Scouting

Scout

The rank of Scout covers basic requirements the Scout needs to review with the Scoutmaster (or one of the Assistant Scoutmasters) during the first thirty (30) days following joining the troop. When the Scout has completed this requirement, his book is signed off by the Scoutmaster and he will be rewarded the Scout Badge at the next Troop meeting. Completion of the Arrow of Light Award in the Webelos Cub Scout Program meets most of the joining requirements. The requirement sign-offs for this rank are on p. 441 of the *Scouts BSA Handbook* (2019 edition).

Trail to First Class

These first three ranks—Tenderfoot, Second Class, and First Class—recognize the scout for learning the basic skills required to be a “first-class scout.” As you participate in the troop meetings, outings, and summer camp, you will have the opportunity to learn, practice, demonstrate and put into practical use the skills or knowledge needed to advance in these three basic ranks. The advancement requirements may be signed off in the Scout’s handbook by any Scout who has already achieved First Class, or by any adult leader. There is a list in the handbook for each rank, which you may use to check off requirements that you have completed. In the back of the book is a second list of the requirements, which is where each requirement must be signed off as it is completed. The requirement sign-offs for these three ranks are on pp. 442, 444, and 447 of the *Scouts BSA Handbook* (2019 edition).

Trail to Eagle

The upper ranks, or “Trail-To-Eagle” ranks, are Star, Life and Eagle. These ranks are earned through the learning of more advanced skills through attaining merit badges in specialized areas of study. Each rank has a certain number of required merit badges and electives. Only the Scoutmaster or Assistant Scoutmaster may

sign off requirements for these ranks. The requirement sign-offs for these three ranks are on pp. 450, 451, and 452 of the *Scouts BSA Handbook* (2019 edition).

Scoutmaster Conference

When you have completed all requirements for a new rank, you should make an appointment through your Patrol Leader with the Scoutmaster (or an Assistant Scoutmaster) for a Scoutmaster conference. Scoutmaster conferences can be held any time, either at meetings or outside. The scout should present himself in full uniform, with his advancement binder and the *Scouts BSA Handbook*, with all required achievements signed off. Generally, the Scoutmaster conference is to check and see that all requirements are completed, and also to discuss your progress; how you feel about the program, the troop, its activities; and your place within it. It also prepares you for your Board of Review.

Board of Review

The final step in qualifying for advancement is the Board of Review. Once you have completed your Scoutmaster conference, you should contact the Advancement Chair and schedule a Board of Review. This should be done by the Scout himself, not a parent. The Advancement Committee conducts the Board of Review for Tenderfoot through Life. The review board is made up of parents from the troop other than the Scoutmaster and Assistant Scoutmasters. The Troop Advancement Committee conducts the progress review for Eagle with a member of the District Advancement Committee in attendance. Again, the Scout should present himself in full uniform with his Advancement Binder and *Scouts BSA Handbook*. The Board of Review is the final step for completion of the rank. The date the Board of Review is completed, and the rank signed off is the date of completion for that rank. The Board of Review Chair should all sign and date the entry for completion in the Scout's handbook (all members may initial it).

Each Scout will advance at his own rate. Scouting discourages pursuing advancement for the sake of advancement. Advancement should naturally follow active participation in the program. Generally, Scouts will advance on average:

- 1 month to Scout
- 3 to 6 months to Tenderfoot
- 6 to 9 months to Second Class
- 9 to 18 months to First Class
- 18 months to two years to Star
- Two to three years to Life
- Four to six years to Eagle

Again, this timetable should be regarded as a general guide only. Each Scout progresses at his own pace. If you participate in the troop meetings and activities regularly, however, you will advance almost automatically, as much of the troop program mirrors the advancement requirements, and vice versa. At the same time, it is often helpful for a parent to sit down with their Scout and discuss the requirements and his progress from time-to-time. Often, newer Scouts forget to note their achievements. Parent support in this way can help get them off to a better start.

Merit badges and advancement awards will normally be presented to the scout at the first troop meeting (or as soon thereafter as possible) following the date of his Board of Review so that recognition is as immediate as possible. Numerous studies have found that the more immediate the recognition, more impact it has in encouraging the behavior being awarded. The acknowledgement card is presented at the next Court of Honor with the parents present. Courts of Honor are held four times annually: February, May, August, and November on the fourth Tuesday of the month. The Court of Honor provides a chance to recognize and honor the scouts who have advanced and earned merit badges or other honors over the preceding three months. Parents and family are encouraged to attend the Courts of

Honor, especially if their scout is receiving recognition. Usually, the troop holds its annual banquet in February and a barbecue in August. Desserts are typically served at the others.

The Merit Badge Process

Merit badges are awarded to scouts for completion of specific programs of study, for example: First Aid, Swimming, Emergency Preparedness, and Citizenship in the Nation. There are over 130 merit badges in all. Achieving upper ranks in scouting (Star, Life, and Eagle) depends on the Scout completing a certain number of merit badges, some required, some elective.

You may work on merit badges at any time, with the Scoutmaster's approval, though generally you would focus on them after achieving the rank of First Class.

When you wish to work on a merit badge, you are responsible for getting approval from his Scoutmaster or Assistant Scoutmaster prior to starting a merit badge, by obtaining a "blue card" from an adult leader, filling it out, and having his Scoutmaster sign it. You should also add the merit badge in Scoutbook and obtain the merit badge pamphlets and review the requirements in advance. Pamphlets may be purchased for a nominal fee at the Scout Shop on West Julian Street or a digital version on Amazon. The Troop also has its own library of pamphlets available for scouts to check out. See the Troop Librarian.

Once you obtain a blue card and review the pamphlet, obtain a list of three merit badge counselors for the appropriate badge who have the same zip code as the Scout (not a requirement, simply for convenience), as the first counselor is not always available. MBCs are available on the troop website; if none are available, the Scoutmaster or Assistant Scoutmaster can provide additional contacts. It is then up to you to contact the counselor by phone or email, set up meeting dates, and meet with him or her to complete the badge. Scouts should always call with a parent (e.g., on speakerphone) or cc a parent's email when contacting a counselor.

Scouts should work on merit badges in groups of two or more (usually not more than five). Merit Badge Counselors are registered with Scouting and therefore are screened, and Scouting has incorporated strict guidelines to ensure youth safety. One of those guidelines is that a single youth may not be left alone with one adult at any time. If a Scout must work on a badge alone, his parent should remain within visual contact at all times (for example, in an adjacent room with the door open) while the Scout is working with his counselor. Because of COVID, Scouts often work with counselors by email or videoconference (Zoom, Facetime, etc.). A parent should always be present during these meetings.

When you meet with your merit badge counselor, you should be in complete uniform, and have your blue card and merit badge pamphlet with you.

The blue card is a three-part card. When the Scout has completed his merit badge, the counselor will sign the blue card, and keep one part for his or her records. The Scout keeps one part for his permanent record, and the third section is signed by the scoutmaster then turned in to the advancement chair so that it can be recorded within the troop and at the council office and the merit badge and acknowledgement purchased.

It is very important that the Scout's copy of the completed blue card be retained. When he completes all of his requirements for Eagle, the Eagle Board of Review and the Council representative will need to see them for verification. There are "back-up" records, but the ultimate authority is the completed, signed blue card.

Scouts who have completed a merit badge and wish to make their pamphlets available to other scouts should turn them over to the Troop Librarian for lending.

Merit badge counselors are always needed by the troop to assist Scouts in earning these awards. Parents who have some knowledge or enthusiasm in given subjects due to previous training, job, career, hobby or interest are urged to become counselors. Troop 325 asks that every Scout have at least one parent sign up to be a

merit badge counselor! Being a Merit Badge Counselor is a great way to connect with the scouts, and does not require a huge time commitment. Merit badge counselors' classes (about 90 minutes) are offered by the district at least six times annually and online.

The Scout must:

1. Obtain a blue card signed by the Scoutmaster after conferencing with the Scoutmaster or Advancement Chairperson (the Scoutmaster or Advancement Chairperson can suggest the name of counselors and provide contact information).
2. Contact a counselor BEFORE work is begun on requirements.
3. Obtain and use a CURRENT merit Badge book.
4. Wear uniform to appointments with counselor.

The Counselor Must:

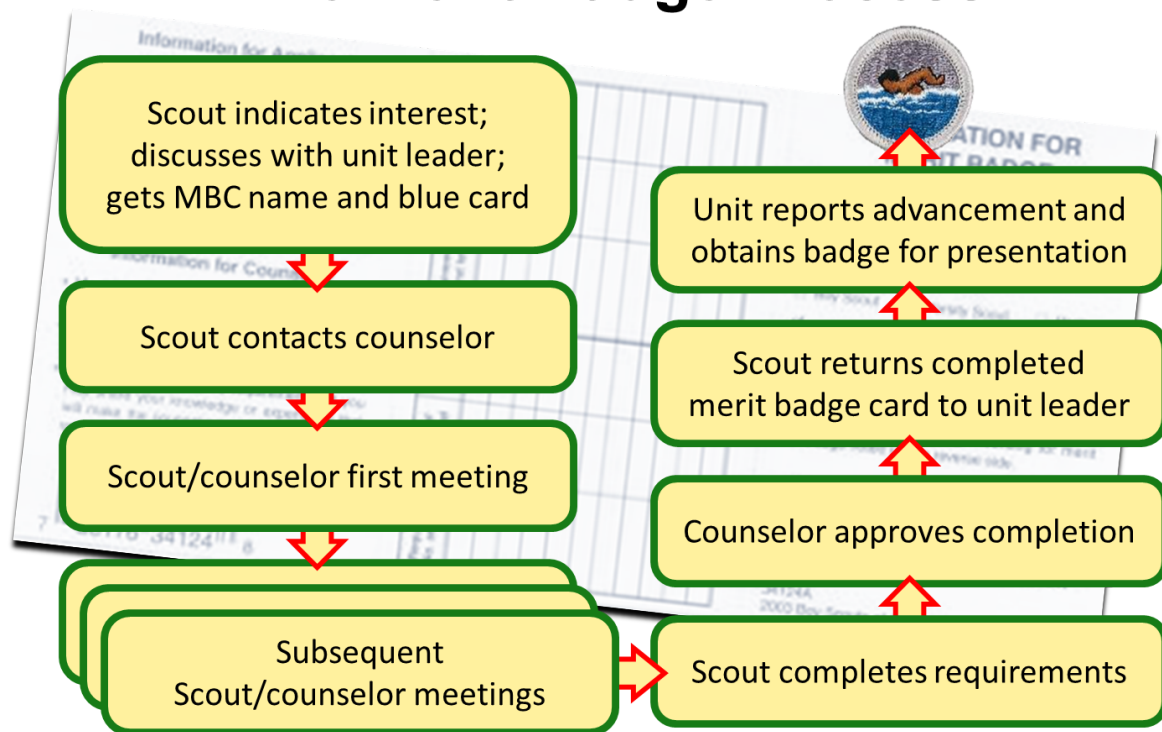
1. Ask to see Scouts blue card at first meeting.
2. Because of the recent fears of child abuse accusation, ALWAYS meet with two or more scouts to be sure your meetings are proctored in some manner.
3. Review all requirements of the badge with scout to eliminate misunderstanding or confusion concerning his responsibilities.
4. Sign the Blue Card ONLY after the scout has fulfilled ALL requirements AS WRITTEN. NO MORE...NO LESS.
5. Must respond to the scout and provide follow-up
6. Keep counselor's part of Blue Card as record.

Completion:

1. Scout takes sign Blue Card to Scoutmaster
2. Scoutmaster sign 2nd half of card and returns it to scout.
3. Scout takes both sections to Advancement Chairperson.
4. Advancement Chairperson retains first part of the card for troop records and obtaining actual Merit Badge for presentation.
5. Scoutmaster or Advancement Chairperson MUST turn in record on an ADVANCEMENT REPORT to the COUNCIL.

Scout keeps third section as record of completion and places in Scout Binder.

The Merit Badge Process



The unit leader signature:

- ♣ Required for Scouts to work with counselors
- ♣ Does not indicate unit leader “approval”
- ♣ Evidence of discussion between unit leader and Scout
- ♣ Indicates registered counselor has been recommended
- ♣ Not required for Scout to get started on requirements

“I have discussed this merit badge with this Scout and recommended at least one merit badge counselor.”

APPLICATION FOR MERIT BADGE

Name _____
 Address _____
 City _____

is a registered
 Boy Scout Varsity Scout Venturer
 of _____ No. _____
(loop, team, crew, ship)

District _____
 Council _____

I have discussed this merit badge with this Scout and recommended at least one merit badge counselor.

Date _____ Signature of unit leader _____

BOY SCOUTS OF AMERICA
 34124

Information for Applicant

- A merit badge application can be approved only by a registered merit badge counselor.
- You **must** have a buddy with you (Scout buddy system) at each meeting with the merit badge counselor.
- Turn in your approved application to your unit leader. You will be awarded the merit badge emblem and certificate at a suitable occasion.

Information for Counselor

- Merit badge applications must be signed in advance by the applicant's unit leader.
- The Scout must have his buddy (Scout buddy system) in attendance at all instructional sessions.
- You may not change any requirement, but you may share your knowledge or experience that will make the counseling more interesting and valuable.

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APPLICATION FOR MERIT BADGE

Name _____
 Address _____
 City _____

is a registered
 Boy Scout Varsity Scout Venturer
 of _____ No. _____
(loop, team, crew, ship)

District _____
 Council _____

I have discussed this merit badge with this Scout and recommended at least one merit badge counselor.

Date _____ Signature of unit leader _____

BOY SCOUTS OF AMERICA
 34124

← Scout's information

↑

Record of completed requirements

Counselor's information →

Counselor signs in two places once all requirements are complete →

COUNSELOR'S RECORD	APPLICANT'S RECORD	COUNSELOR'S RECORD
<p>The applicant has personally appeared before me and demonstrated to my satisfaction that he has met all requirements for the (please print)</p> <p>Merit badge _____</p> <p>Name of counselor _____</p> <p>Address of counselor _____</p> <p>City _____ Zip code _____</p> <p>Telephone No. of counselor _____</p> <p>Signature of counselor _____ / _____ Date _____</p> <p>Checked and recorded: _____</p> <p>Date _____ Initials _____</p> <p>Certificate and badge presented _____ Date _____</p> <p>Applicant will turn in this portion to his unit leader for record posting.</p>	<p>Name _____</p> <p>has given me his completed application for the _____</p> <p>Merit badge _____</p> <p>Completed on _____ / _____ / _____ by _____</p> <p>Signature of counselor _____</p> <p>Signature of unit leader _____</p> <p>NOTE TO BOY SCOUT, VARSITY SCOUT, OR VENTURER: Retain this copy for your permanent records.</p>	<p>Applicant _____</p> <p><input type="checkbox"/> Troop <input type="checkbox"/> Team <input type="checkbox"/> Crew Unit No. _____</p> <p>Merit badge _____</p> <p>Date completed _____ / _____ / _____</p> <p>Remarks: _____</p> <p>It is suggested that the counselor keep this record in case any question is raised later in regard to this award.</p>

Unit leader's second signature ←

1/3 goes to the unit as application for the badge

1/3 goes to Scout for their record

1/3 goes to the counselor's records

Scoutbook

What is Scoutbook? Scoutbook is a way to track advancements and milestones online. It does not replace the Scout handbook or blue merit badge cards, but it is a useful tracking tool (and a great backup!). The troop also uses Scoutbook to communicate, maintain a roster and keep a troop calendar.

There is a mobile app for Scoutbook, but it does not have all the functionality of the website (including the ability to log advancements, see below).

Parents

Logging into Scoutbook for the first time

Parents will be connected to their Scouts and invited to participate in Scoutbook by the troop's Scoutbook administrator, Scoutmaster or Assistant Scoutmaster. This may have happened automatically. If you have a my.scouting.org login and password, go to <http://scoutbook.com> and login using your my.scouting.org credentials. You should see your Scout on your dashboard.

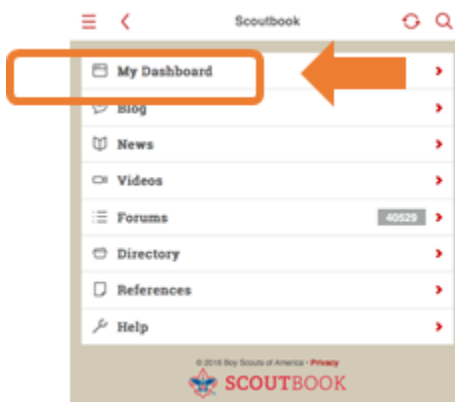
If you have never logged into my.scouting before, go to <http://my.scouting.org> and create an account. Then use the credentials (userID and password) you create there to login to <http://scoutbook.com>.

If you do not have a my.scouting.org login and password or are unable to login into Scoutbook, please contact your unit.

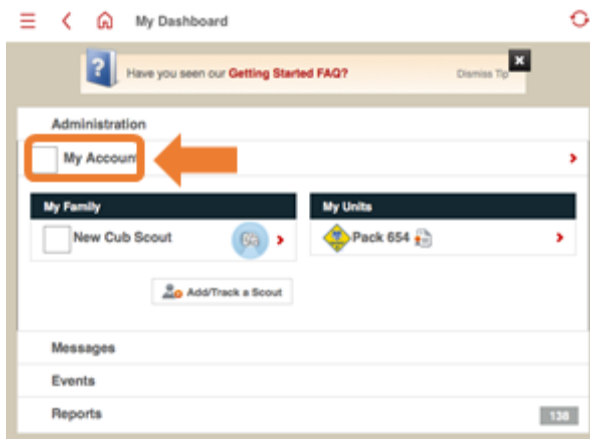
If you have a Scoutbook account or a my.scouting account but you are not yet connected to your Scout, you can connect on Scoutbook. Log into Scoutbook at <http://scoutbook.com>, with your Scoutbook or my.scouting.org account credentials, then navigate to My Dashboard -> Administration -> My Account -> My Connections and click the new “Connect to your Scout” link. The search requires the Scout’s BSA Member ID, last name, zip code (as recorded in Scoutbook) and date of birth. Once the Scout is found and confirmed, you will be connected to your Scout. Your unit leaders can give you the member ID for your Scout.

After Logging In

After logging in, click “My Dashboard.” Note - almost everything you do in Scoutbook will be accessed through My Dashboard.



You will then see these options:



Viewing/Editing Your Child's Profile

- Now click your child's name. This will open the scout's Scoutbook page, which shows the scout's rank, advancements, and awards.
- Click the person outline to upload a photo of your scout.
- As the scout's parent, you have full control and can edit the scout's profile. Please click on Edit Profile and verify the information is correct.
- PLEASE do NOT change First / Middle / Last name or BSA ID number. These must match what you wrote on the official scout application. You are welcome to add a Nickname.
- Changes here will not be reflected in your Scout's official registration. To make changes there, contact your local council.

Viewing Advancements and Marking Requirements Complete

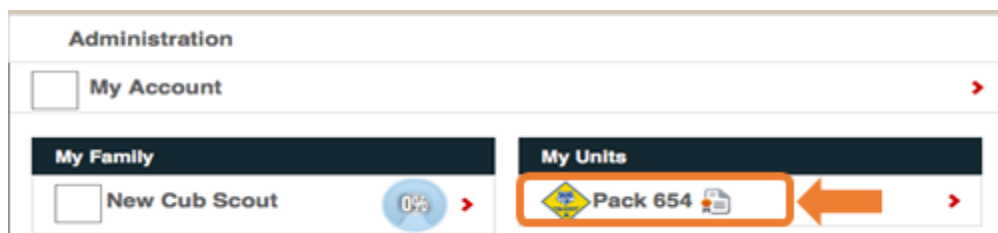
You can view the progress your child is making to rank in real time at any time you wish by logging into Scoutbook. Scoutbook is set-up so that as a Scout matures, the Scout can be tracking their own Scouting experience.

As a Scout completes requirements, they are marked "complete." Requirements will be signed off in the Scout's handbook (for rank requirements) or blue card (for merit badges), and once signed off, your Scout should check off the requirement in Scoutbook. Then the appropriate leader (merit badge counselor, etc.) marks the requirement as "approved." (Discuss approval/advancement practices with the

Scoutmaster before approving requirements for your child.) More information on who signs off on different requirements is located in the Scout handbooks.

Viewing Pack or Troop Information

Click your unit link



On this page you will see unit information, upcoming events and a list of Dens or Patrols.

Click Upcoming Events to access the full calendar.

In the Calendar, you can click the gear icon to set which den or patrol calendars are shown.

Other Features of Scoutbook

Pack or Troop Roster: The Pack or Troop Roster will let you see the names of the Leaders and Committee members as well as a list of all the scouts in the unit (first names only).

Pack or Troop Forum: Private forum for unit discussions. There are also global forums where you can ask for advice from other scout parents and leaders not in your unit.

Send Message: Send Message will let you send an email or text to any leader or parent in the unit. (To send text messages, make sure you have verified your cell phone inside your profile page.)

Setting up an Account Your Scout Can Use

If you wish to have your child have the scout's own account you log in and click on your Scout. Then click on Edit Profile. At the bottom of the page there is the link to add the Scout. The Parent enters the Scout's email address and invite's the Scout. The Scout gets an email with account info. The Scout accepts the invite and can now log in. Scouts who have done this will show up on the Messaging list.

Here are the steps:

1. Log into your own account on Scoutbook.
2. Open "My Dashboard."
3. Click the "Child" under My Family.
4. Click on your child's "Edit Profile."
5. Go to the bottom and click "Invite [child] to Connect."
6. Enter your child's email address.
7. Have your Scout log into their email account and accept your invitation and choose a password.

The Leaders will never have access to the Scout's email address or cell phone numbers. Additionally, the parents/guardians will be copied automatically on any messages or texts to the Scouts.

Text activation is done by a Scout himself once he has an account. Text activation is in the Edit Profile just like it is for an Adult.

More questions? Check out the help site at: <https://help.scoutbook.scouting.org/>.

Scouts

Logging into Scoutbook for the first time

If your parents or guardians invite you to join Scoutbook, you will receive an invitation by email. Login to <http://scoutbook.com> with the email address your parent/guardian provided, and choose a password.

After Logging In

After logging in, click “My Dashboard.” Note - almost everything you do in Scoutbook will be accessed through My Dashboard.

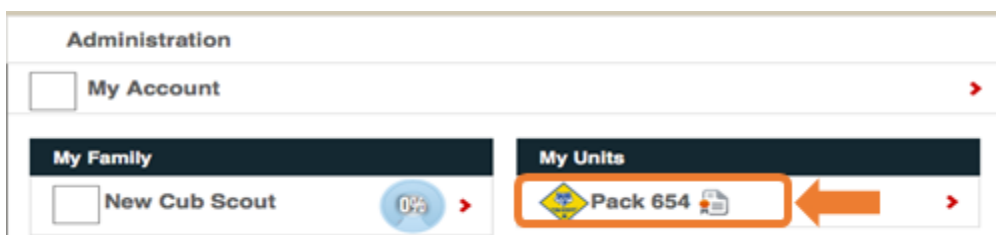
Viewing Advancements and Marking Requirements Complete

You can view your progress to rank in real time at any time you wish by logging into Scoutbook.

As you complete requirements, they are marked “complete.” Requirements will be signed off in your handbook (for rank requirements) or blue card (for merit badges), and once signed off, you should check off the requirement in Scoutbook. This goes for any requirements, such as logging community service hours. Then the appropriate leader marks the requirement as “approved.” More information on who signs off on different requirements is located in the Scout handbooks.

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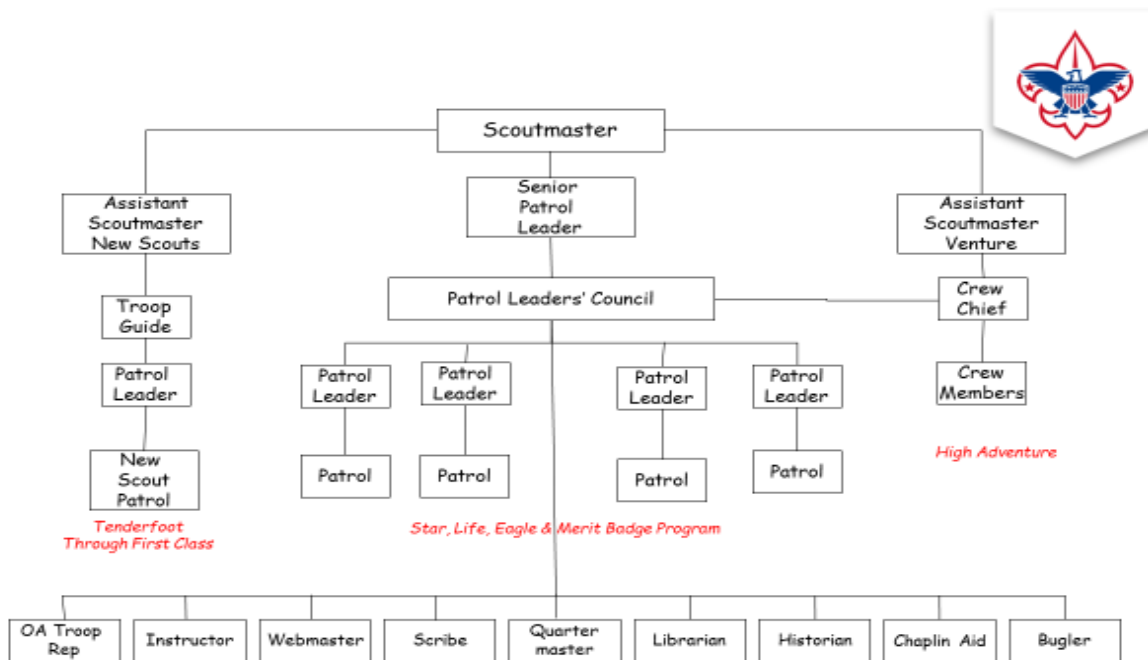
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Send Message: Send Message will let you send an email or text to any leader or parent in the unit. (To send text messages, make sure you have verified your cell phone inside your profile page.)

More questions? Check out the help site at: <https://help.scoutbook.scouting.org/>.

Scout Leadership Positions

Scout Troop Organization



The above is the troop's organization structure. The new Scout patrol is under the leadership of an assistant Scoutmaster for new Scouts who have not yet entered the seventh grade. An older Scout called the Troop guide assists the assistant Scoutmaster for new Scouts.

The new Scout patrol will elect a patrol leader who will serve only a short time to enable all the new scouts to have a leadership opportunity.

The troop guide will help the new Scouts through early troop activities and assist them in feeling comfortable in the troop and in the outdoors. He also works with the new Scouts to ensure they meet advancement requirements through First Class during their first year in the troop.

Two older Scout programs called Venture (high adventure) and Varsity (sports) should be made available to youth 13 years of age and older. These programs are under the leadership of an assistant Scoutmaster (Venture and Varsity). They are assisted by a leader called a crew chief (Venture) and a team captain (Varsity).

Youth Leadership Position Descriptions

All youth leaders must do the following:

- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Senior Patrol Leader

Responsible to: Scoutmaster

Specific Duties:

- Presides at all troop meetings, events, activities, and annual program
- Chairs the patrol leaders' council
- Appoints leaders with advice and consent of Scoutmaster.
- Assigns duties and responsibilities to other leaders.
- Works with Scoutmaster in training junior leaders.



Assistant Senior Patrol Leader

Responsible to: Senior Patrol Leader

Specific Duties:

- Trains and gives direct leadership to the following appointed junior leaders: scribe, librarian, troop historian, quartermaster, and chaplain aide.
- Helps with leader meetings and activities as called upon by the senior patrol leader.



- Takes over troop leadership in the absence of the senior patrol leader.
- Performs tasks assigned by the patrol leaders' council.

Patrol Leader

Responsible to: Senior Patrol Leader

Specific Duties:

- Plans and leads patrol meetings and activities.
- Keeps patrol members informed.
- Assigns each patrol member a job and help them succeed.
- Represents the patrol at all patrol leaders' council meetings and at the annual program planning conference.
- Prepares the patrol to take part in all troop activities.
- Develops patrol spirit.
- Works with other troop leaders to make the troop run well.
- Knows what patrol members and other leaders can do.



Assistant Patrol Leader

Responsible to: Patrol Leader

Specific Duties:

- Assists the patrol leader in
 - planning and leading patrol meetings and activities.
 - keeping patrol members informed.
 - preparing your patrol to take part in all troop activities.
- Takes charge of the patrol in the absence of the patrol leader.
- Represents the patrol at all patrol leaders' council meetings in the absence of the patrol leader.
- Helps develop patrol spirit.
- Works with other troop leaders to make the troop run well.



Patrol Leader / New Scout Patrol

Responsible to: Senior Patrol Leader and Troop Guide

Specific Duties:

- With the assistance of the troop guide
 - plans and leads patrol meetings and activities
 - prepares patrol to take part in all troop activities.
 - develops patrol spirit.
 - keeps patrol members informed.
- Assigns each patrol member a job.
- Represents the patrol at all patrol leaders' council meetings during your term of office.
- Knows what patrol members and other leaders can do.



Troop Guide

Responsible to: Assistant Scoutmaster, New Scout Patrol

Specific Duties:

- Helps Scouts meet advancement requirements through First Class.
- Advises patrol leader on his duties and responsibilities at patrol leaders' council meetings.
- Attends patrol leaders' council meetings with the new Scout patrol leader.
- Prevents harassment of new Scouts by older Scouts.
- Helps assistant Scoutmaster train new patrol leader when he is elected.
- Guides new Scouts through early experiences to help them become comfortable in the troop and the outdoors.



Troop Scribe

Responsible to: Assistant Senior Patrol Leader (and works with the other troop committee member responsible for records and finance)



Specific Duties:

- Attends and keep a log of patrol leaders council meetings.
- Records attendance.
- Works with appropriate troop committee members responsible for finance, records, and advancement.

Troop Librarian

Responsible to: Assistant senior patrol leader

Specific Duties:

- Establishes and maintains a troop library.
- Keeps records on literature owned by the troop.
- Adds new or replacement items needed.
- Has literature available for borrowing at troop meetings.
- Keeps system to check literature in and out.
- Follows up on late returns.



Troop Historian

Responsible to: Assistant senior patrol leader

Specific Duties:

- Gathers pictures and facts about past activities of the troop and keep them in scrapbooks, wall displays, or information files.
- Takes care of troop trophies and keepsakes.
- Keeps information about troop alumni.



Troop Quartermaster

Responsible to: Assistant senior patrol leader (and works with the troop committee member responsible for equipment)

Specific Duties:



- Keeps records of patrol and troop equipment.
- Keeps equipment in good repair.
- Issues equipment and see that it is returned in good order.
- Suggests new or replacement items.
- Works with troop committee member responsible for equipment.

Chaplain Aide

Responsible to: Assistant senior patrol leader (and works with the chaplain)



Specific Duties:

- Keeps troop leaders appraised of religious holidays when planning activities.
- Assists chaplain or religious coordinator in meeting the religious needs of troop members while on activities.
- Encourages saying grace at meals while camping or on activities.
- Tells troop members about religious emblem program of their faith.

Den Chief

Responsible to: Den Leader



Specific Duties:

- Serves as the activities assistant at den meetings.
- Meets regularly with the den leader to review the den and pack meeting plans.
- If serving as a Webelos den chief, prepares Scouts to join Scouts BSA.

Junior Assistant Scoutmaster

Responsible to: Scoutmaster



Specific Duties:

- Functions as an assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 and 21 years of age or older).
- Accomplishes any duties assigned by the Scoutmaster.

OA Troop Representative

Responsible to: OA Chapter Vice Chief

Specific Duties: The Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and his troop. In his troop he serves as a communication and programmatic link to the Arrowman and adult leaders and who are not presently members of the Order. He does this in a fashion that strengthens the mission of the lodge and purpose of the Order. By setting a good example, he enhances the image of the Order as a service arm to his troop.



- Serves as a communication link between the lodge or chapter and the troop.
- Encourages year-round and resident camping in the troop.
- Encourages older Scout participation in high adventure programs.
- Encourages Scouts to actively participate in community service projects.
- Assists with leadership skills training in the troop.
- Encourages Arrowmen to assume leadership positions in the troop.
- Encourages Arrowmen in the troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.

Instructor

Responsible to: Assistant Senior Patrol Leader

The instructor teaches Scouting skills.

Specific Duties:



- Teaches basic Scouting skills in troop and patrols.

Patrol Quartermaster

Responsible to: Assistant Patrol Leader

Specific Duties:

- Keeps patrol equipment.
- Keeps patrol equipment in good repair.
- Issues equipment and see that it is returned in good order.
- Suggests new or replacement items to troop quartermaster.
- Works with troop quartermaster.

Patrol Scribe

Responsible to: Assistant Patrol Leader

Specific Duties:

- Records attendance.
- Records advancement in patrol records.
- Works with troop scribe.

Newsletter Editor

Responsible to: Committee member responsible for overseeing the Troop newsletter

Specific Duties:

- Gathers information from troop and patrol leaders, Scoutmaster etc.
- Writes articles on the Troop's trips, events, or special occasions.
- Consults with committee member on editing articles
- Publishes monthly newsletter
- Distributes monthly newsletter

Assistant Editor

Responsible to: Editor and Committee member responsible for overseeing the Troop newsletter

Specific Duties:

- Assists the editor in the collection of information
- Writes articles based on the collected information
- Consults editor and committee member on editing articles
- Assists in the publishing of the monthly newsletter
- Assists with the distribution of the newsletter
- Takes charge of the newsletter in the absence of the editor

Bugler

Responsible to: Assistant Scoutmaster responsible for troop program

Specific Duties:

- Plays Taps at close of weekly meetings
- Plays Reveille in AM and Taps in PM while on outings and at camp
- Plays at local District wide activities when asked

Cheer Master

Responsible to: Senior Patrol Leader and Patrol Leaders Council

Specific Duties:

- Plans and lead Troop in a song etc. at weekly meetings
- Plans campfire activities for Troop outings and camp

Webmaster

Responsible to: Senior Patrol Leader and Patrol Leaders Council

Specific Duties:

- Maintains and update the troop website as needed.
- Looks for ideas to enhance the troop's website and make it better; presents these ideas to the Website Advisor for feasibility, and to the troop PLC for approval.
- Implements new ideas that have been approved

Adult Section

The Parents' Commitment

Scouting values emphasize family and family commitment. Troop 325 cannot function without parental support. We need your commitment in three areas:

- Supporting your scout by getting him to meetings and helping him along the scouting journey.
- Volunteering with a variety of needs that the Troop has to continue to support a strong program.
- Raising funds – to run a program both at the troop as well as the greater scouting organization requires funding. We are not just asking for money; there are a variety of opportunities to assist in fundraising for the troop and the program.

Specifically, the troop expects parents to do the following:

- Hold a committee or leadership position for at least one term (for more information, see [Adult Leadership Position Descriptions](#)).
- Be a Merit Badge Counselor throughout the scout's tenure (over 137 topics to choose from).
- Attend 80% of monthly parent meetings.
- Coordinate one outing per year.

Parents are needed in leadership positions, in support positions as members of the Troop Committee, in providing transportation and/or participating on camping trips or other outings, as merit badge counselors, by helping to ensure that your son attends meetings regularly, by attending quarterly Courts of Honor with him,

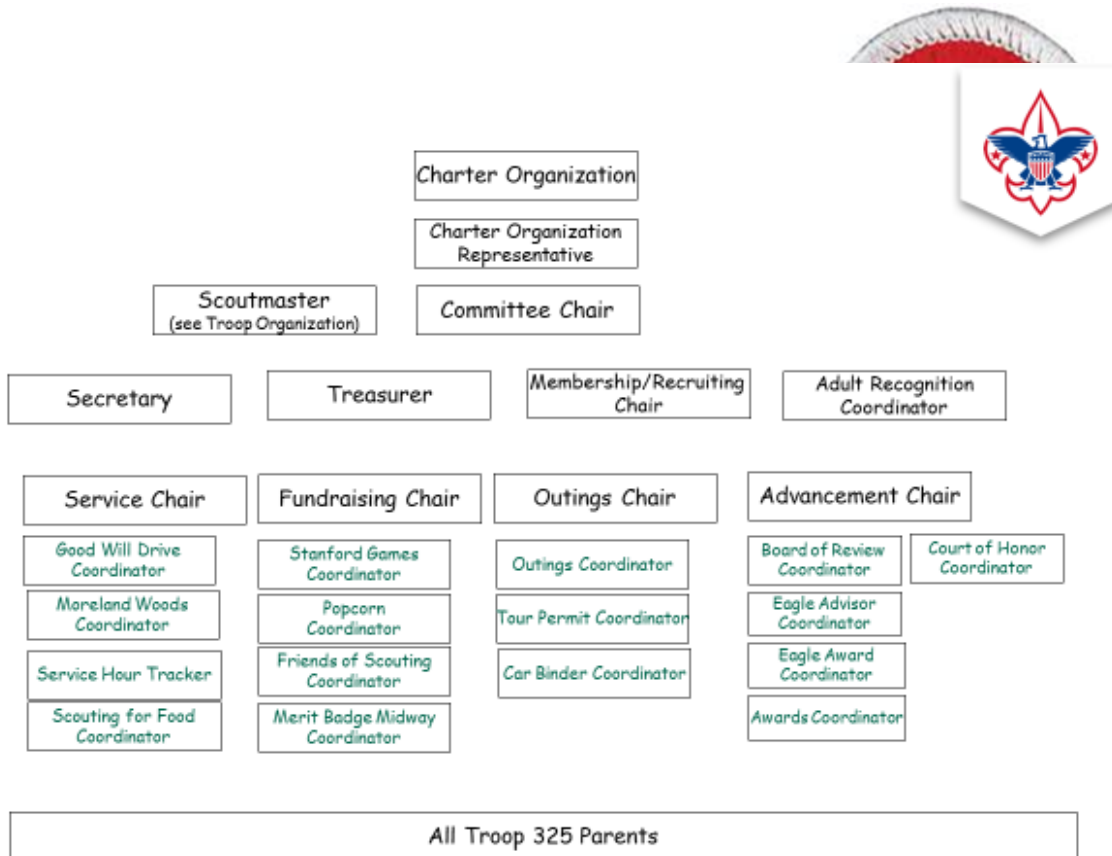
and by supporting and encouraging him in all of his scouting endeavors. It is expected that each family provide a minimum of 20 hours of parental support to the troop each year. An organization chart is provided on p. 24 of the *Scouts BSA Handbook* (2019 edition). Description of these positions can be found on the pages following the organization chart. The Troop cannot run effectively without the support of all the parents.

Moreover, we need to have parent volunteers to work the Stanford Concession stand in the summer, fall, and winter. We usually have 6 to 7 home football games in the fall and winter and there can be other sports games like soccer in the summer. Typically, 15 workers are required for each game to work a 8 to 9 hour shift at Stanford Stadium. Scouts can only work these games if they are 16 years or older. With the limited amount of scouts that can work the games, we need parents to help work these shifts during the entire season. Thus, each family regardless of how many scouts are in the troop must work a minimum of 2 shifts during the season. Either the family members or their friends (age 16 years or older) can work the shift. If the family does not have the time to work these shifts, they must pay a buyout fee of \$100 for the entire season so that our troop can hire personnel to help us cover the concession stand. The Stanford concession stand is Troop 325's biggest fundraiser and represents an excellent opportunity for both parents and scouts to make money that goes directly into the scout's individual account to fund his scouting activities.

Ultimately, scouting is not for every youth, and within scouting, every troop is not for every scout. We encourage all new scouts to attend three troop meetings and one outing as our guest before joining. We hope the new scout will like what he finds, have a good time, and choose to join us. However, if he does not, we understand.

If you do decide to make this commitment, we expect the scout to abide by our policies and procedures, and to conduct himself according to the Values of Scouting. He will also have 30 days from that point to complete his uniform.

Troop 325 Adult Organization



Discipline

Disciplinary measures are progressive in nature. Youth of Scout age may have relatively short attention spans, become bored easily and like to show off, often resulting in minor violations of the Code of Conduct. Holding up the Scout Sign, reminding Scouts of what they are supposed to be doing, and being told they are out of line by junior or adult leaders are the first steps in this process.

Where inappropriate behavior persists, or becomes particularly disruptive, a Patrol Leaders Conference might be in order. This is usually a discussion initiated by the scout's patrol leader of what behavior of the scout is a problem, why it is a problem, and how they can resolve it together.

When the behavior persists following the Patrol Leaders Conference, a conference with several members of the Patrol Leaders Council might be appropriate.

If the disruptive behavior persists, and the Patrol Leaders Council requests it, the Scout's parents will be called and be asked to sit down with the Scout, a member of the PLC, and the Scoutmaster so that the problem can be discussed together in an effort to reach a solution.

Adult Leadership Position Descriptions

Troop Committee

All parents of the Scouts in Troop 325 and all registered adult leaders within the troop (including the Scoutmaster and Assistant Scoutmasters) are members of the Troop Committee. All adult leaders are encouraged to attend monthly committee meetings. This is the place where much of the behind-the-scenes planning for meetings, training seminars, and outings takes place. Problems from past activities are discussed and final details for upcoming events reviewed. The

Committee reports to the Charter Organization, Parents of Troop 325, and in turn, appoints a Scoutmaster to lead the troop. All adult leaders within the troop may wear the Scout uniform. The Scoutmaster and Assistant Scoutmaster should be in full uniform at all meetings and activities as examples to the Scouts. The Scoutmaster and Assistant Scoutmasters may perform Scoutmaster Conferences for Scouts advancing in rank and sign off Merit Badge Blue Cards as “Scoutmaster”. They may not participate in Boards of Review for Scouts advancing in Rank.

Committee Chair

As committee Chair, you are responsible for the administrative workings of the troop. The committee Chair should be well organized, adaptable, familiar with the workings of the troop and BSA as a whole, and capable of doing many tasks. This job involves several hours working closely with the Scoutmaster, committee members, and outside interests.

Specific Duties:

- Call, preside over, and promote attendance at the monthly committee meetings.
- Work closely with the Scoutmaster in preparing troop committee meeting agendas.
- Work with the committee and Scoutmaster and reviews and approves the annual calendar, oversee the Troop operations, and approve the Troop budget and expenditures.
- Working with the Troop committee, approve the appointment of the Scoutmaster and with 2/3 votes can remove the Scoutmaster.
- Appoint or approve the appointment of volunteer leaders.
- Organize a parent committee seeing that all functions are delegated, coordinated and completed.

- Maintain a close relationship with scoutmaster charter organization representative and charter organization.
- See that troop leaders and committee members know of available training.
- Ensure troop representation at monthly roundtable's.
- Send out memos relating to troop business.
- Collect annual dues, medical forms, and car insurance forms.
- Re-charter the troop annually.
- Interpret national and local policies to the Troop.
- With committee approval, establish new committees, policies, etc. as necessary.
- Stand in the absence of other committee members.
- Assist in delivering awards at Court of Honors.
- Sit on Eagle and regular Board of Reviews.
- Coordinate New Family Orientation annually or more frequently as needed. Ensure that each new scout family has a *Troop 325 Family Handbook* and meet with them to discuss the troop as well as their responsibilities in it.
- Recruit and coordinate volunteers and ensure that all families carry out their responsibility to the Troop. Each family is asked to contribute to the Troop fundraising as well as assist with the running of the Troop. The volunteer coordinator ensures that all families sign up for their designated responsibilities.

Scoutmaster

Reports to the Troop Committee. Advisor to Senior Patrol Leader (SPL).

Specific Duties:

- Meets with Senior Patrol Leader monthly prior to Patrol Leader's Council (PLC) meeting to review the upcoming month's events and plan what needs to be accomplished at the PLC.
- Meets with SPL annually to prepare for troop Annual Planning.
- Responsible for Troop Junior Leader Training (JLT) twice annually.
- Overall responsibility for the quality of Troop meeting and outings.

Assistant Scoutmasters, New Scout Patrol

Reports to the Scoutmaster. Advisor to Troop Guide.

Specific Duties:

- Working with syllabus "One Year Program to First Class," meets with Troop Guide monthly prior to PLC to review and fine-tune Trail to First Class training schedule in relation to upcoming month's theme and planned activities. Ultimately responsible for seeing that new Scouts have training required to achieve rank of First Class within the first year of joining.
- Responsible for assuring that Troop Guides has materials and other resources needed for training at each meeting and on outing.
- Advises Troop Den Leaders. Works with Scouts who are qualified and would like to be Den Chiefs to place them in Cub Scout Dens. Follow up periodically with Den Chief and Den Leaders to ensure that the match is working. Responsible for Troop Den Chief Training once each year. Responsible for promoting Council Den Chief Training within the troop each year.

Assistant Scoutmasters, Venture Crew

Reports to the Scoutmaster. Advisor to Venture Crew Chief.

Specific Duties:

- Meets with Crew Chief monthly prior to PLC to review Venture program and fine tune in relation to upcoming month's theme and planned activities. There is no syllabus, as there is for New Scouts. Using Venture and Varsity Scout program supplements (Hiking, Backpacking, Canoeing, Rock Climbing, etc.), the Venture Crew develops its own program around the troop's program. Typically, it might include four high adventure outings or activities during the year (in addition to the regular troop outing), responsible for four to six skill training sessions during the year, and responsible for the programs for one to two troop outings during the year.
- Ultimately responsible for seeing that a full Venture Program is developed and carried out.

Assistant Scoutmaster of Programs

Reports to the Scoutmaster.

Specific Duties:

- Ensures that all material is available for the meetings.

Assistant Scoutmaster of Administration

Reports to the Scoutmaster. Works with the troop scribe and troop quartermaster.

Specific Duties:

- Assists with attendance.

Assistant Scoutmaster of New Scout Advisor

Reports to the Scoutmaster. Works with the New Patrol Advisors and the Troop Guides.

Specific Duties:

- Attends all of the PLCs to plan activities.

Assistant Scoutmaster, Patrol Advisors

Reports to the Scoutmaster.

Specific Duties:

- Attends meetings and activities as available to help provide adult supervision and ensure safety.
- Works with assigned patrol to keep them on task during meetings and activities (especially during patrol meeting)
- Ensures menus are complete and chopping coordinated.
- Encourages meetings outside of regular troop meetings to decorate patrol boxes, design and make patrol flag, etc.

Quartermaster

Reports to Scoutmaster. Advisor to Troop Quartermaster.

Specific Duties:

- Ensures that troop equipment, specifically the patrol boxes and their contents, are accounted for and are clean and in good repair prior to outing.
- Arranges to have all patrol boxes brought to the first troop meeting following outings so that Patrol Quartermaster can inventory, clean, repair and/or send out for repair equipment needing it.

Secretary

Reports to the Committee Chair. Works with the Troop Scribe.

Specific Duties:

- Ensures that the attendance log and the camping log are maintained, and that the Baden-Powell log is being maintained within the patrols.

- Reviews the troop roster with the Troop Scribe and updates it regularly.
- Produces the Annual Calendar Following Annual Planning.
- Takes notes during Committee meetings and produces minutes for that meeting for distribution to all parents.
- Works with Newsletter Editor and Assistants to produce a monthly newsletter. Editor and Assistants produce articles and help select illustrations(s). Responsible for light editing, overseeing and completing production, coping, and distribution.
- Coordinates or develops and produces occasional flyers for our various activities.

Treasurer

Reports to the Committee Chair. Works with the Troop Committee.

Specific Duties:

- Produces an annual budget at the beginning of each year following the completion of the Annual Calendar.
- Oversees the troop accounts (checking and savings), manages payments for Scouting activities via Paypal, ensures all checks are deposited to the Bank, oversees reimbursements to troop members who pay on behalf of the troop as well as scouts who leverage the use of their individual scout accounts.
- Produces a monthly cash flow statement for presentation at the Committee Meeting.
- Maintains a log of Scout fundraising earnings, expenditures, total troop account balance and the individual scout accounts.

Charter Organization Representative

A member of the Charter Organization and is appointed by them. The Committee Chair reports to the Charter Organization through this position.

Specific Duties:

- Attends Charter Organization meetings and Troop Committee meetings, reporting on activities and progress of the troop to the Charter Organization, and any relevant information from the charter organization to the Committee.
- Helps select the right leadership for the Troop, encourages leaders to be trained, and encourages recognition of leaders.

Outing Committee Chair

Reports to Committee Chair.

Specific Duties:

- Maintains familiarity with troop Annual Calendar.
- Makes reservations for campgrounds and with concessionaires and obtains backcountry use permits, sno-park permits, etc. as required for specific trips well in advance of the trips (for many parks, three to six months, for USS Pampanito, eighteen months or longer).
- Coordinates the activities of the individual outing coordinators.
- Provides sign-up sheets for the first meeting following the previous month's outing, together with permission slips/trips plans.
- Works with Troop Scribe to maintain Camping Log.
- Coordinates the activities of the individual outing.
- Ensures PLC is engaged in the planning process of the outing, such as menu planning, shopping for food, and planning the actual activities of the activity.
- Ensures the BSA guidelines are followed for insurance purposes and coordinates/ensures that each outing that requires a Tour Permit, has one, and that it is filed with the Council Office.
- Coordinates and distributes the Car Binders on each outing that requires transportation. The binders are to be updated annually with signed

permission/liability forms as well as scout medical information and emergency contact information.

- Coordinates all of the necessary activities for Summer Camp.

Merit Badge Midway Chair

Specific Duties:

- Plans and develops Merit Badge Midway each year, usually in February. Includes advance publicity (should start with flyers to Roundtable six months in advance), site selection and coordination, recruiting merit badge counselors, registration, coordination of food sales.

Advancement Committee

Advancement Committee Chair

Reports to Committee Chair.

Specific Duties:

- Oversees troop advancement program, including receiving, recording, and maintaining all completed merit badge blue cards.
- Completes and maintains file for all advancement forms.
- Ensures that all advancement forms are filled out correctly and turned into Scout Office and awards purchased.
- Working with shoppers, sees that awards earned are presented in a timely manner at the troop meeting and Courts of Honor as appropriate. Maintains computerized records of individual Scouts and their advancement, as well as a record of their training, tenure, and experience within the troop.

Boards of Review Coordinator

Reports to Advancement Committee Chair.

Specific Duties:

- Works with Advancement Chair to schedule parents and scouts for Boards of Review.
- Assists Review Members with training and typical questions that are rank appropriate.

Awards Coordinator

Reports to the Advancement Chair.

Note: Awards include advancement, merit badges, symbols of office, Trained patches, training certificates, certificates of position, certification of recognition for outgoing officers, attendance pins, special activity awards (such as camping awards, Rimrover patches, Alcatraz, Historic Trails, 50 Miles Afoot/Afloat, summer camp patches, Scout Expo patches, Camporee patches, Deep Freeze/BearPaw patches), Baden-Powell Awards, Den Chief awards, religious awards, Totin' Chips and Firem'n'Chits, neckerchiefs and white woggles upon joining, red woggles upon achieving Tenderfoot, Troop neckerchief patch upon achieving First Class, a Sierra Cup upon achieving 15 days and nights of camping, Old Goat Patrol patch for adult leaders, over-training patches for youth who complete Bristlecone and adults who complete Woodbadge

Specific Duties:

- Works with Advancement Chair, PLC and Troop Committee and Scoutmaster to ensure all awards and tokens of recognition are purchased and signed by the appropriate leaders and
- Arranges for award presentation in advance of the meetings.

Courts of Honor Coordinator

Reports to Advancement Committee Chair.

Specific Duties:

- Works with PLC, Troop Committee, Scoutmaster, and Advancement Chair to plan and carry out four Courts of Honor each year.
- Ensures that a program outline is received from the PLC, that someone, usually a Scout, or Scoutmaster, Assistant Scoutmaster, or Committee Chair is responsible for each part of the program, that an invitation and program are provided (newsletter editors) and that they are sent out to all Scout families, Charter Organization officials, and selected BSA Scout officials.
- Identifies the location of the meeting and gets appropriate permission.
- Using other volunteers coordinates any items that are required for the meeting, including room & table set-up, potluck assignment, and clean-up

Eagle Candidate Advisors

Reports to Advancement Chair.

Specific Duties:

- Acts as advisor to Scouts progressing from Life to Eagle.
- Ensures that Scouts receive Council Eagle Packet when they advance to rank of Life Scout.
- Reviews joining, advancement and merit badge dates to ensure completeness and that time requirements have been met.
- Discusses project requirements with Scout, reviews project and advises prior to presenting to Scoutmaster for review. (Note: Scoutmaster must review and approve prior to presentation to Troop Committee. Allow time to re-write.)
- Advises Scout prior to his presentation to the Troop Committee and the Council Advancement Committee, and through his project and the entire Eagle process.

- Coordinate with Troop Committee and Scout's family the setting of the date for and planning of the Eagle Court of Honor. At the Eagle Court of Honor, the troop is responsible for pins and badges, arranging for speakers and Master of Ceremonies and presentation of an American Flag that has flown over the White House. The family is responsible for refreshments, location (if other than regular troop meeting place, and "special guests" such as family members or former Scoutmaster from out of town. This advisor must work closely with the Scoutmaster, Troop Advancement Chair, and the Courts of Honor Chair.

Service Committee

Service Committee Chair

Reports to the Troop Committee Chair.

- Works with PLC and Troop Committee to plan upcoming Service Activities (typically four per year).
- Provides sign-up sheets and permission slip/trips plans or flyers approximately three weeks in advance of the upcoming activity.
- Works with ASPL to see that it is announced at the three-meeting preceding the activity, and that an adequate number of troop members sign up for it.

Scouting for Food

- Works with PLC and Troop Committee and Council to plan the annual Scouting for Food Service Event.
- Works with Committee Chair to record participants and hours for the activity.

Good Turn

- Works with PLC and Troop Committee and Council to plan the annual Goodwill Good Turn Service Event.
- Works with Committee Chair to record participants and hours for the activity.

Fundraising Committee

Fundraising Committee Chair

Reports to Committee Chair.

- Works with PLC and Troop Committee to plan designated fundraising activity.
- Provides sign-up sheets and permission slips/trip plans or flyers approximately three weeks in advance of the upcoming activity (or earlier if appropriate).
- Works with ASPL to see that it is announced at the three-meeting preceding the activity, and that an adequate number of troop members sign up for it.
- Works with Treasurer to record earnings from activities, which Scouts participated, and time each Scout put in.

Stanford Games Chair

Reports to Fundraising Committee Chair or the Committee Chair.

- Works with PLC and Troop Committee to plan staffing the Stanford Football Concessions.
- Works with Treasurer to record earnings from activities, which Scouts participated, and time each Scout put in.

Popcorn Chair

Reports to Fundraising or Troop Committee Chair.

- Works with PLC and Troop Committee to plan the Annual Popcorn fundraising activity.
- Works with Treasurer to record earnings from activities, which Scouts participated, and time each Scout put in.

Friends of Scouting Chair

Reports to Fundraising or Troop Committee Chair.

- Responsible for coordinating and tracking the Friends of Scouting fundraising effort on behalf of the Council once each year.

Recruiting

Reports to the Committee Chair.

- Maintains membership development program, including gathering names and address of Webelos in neighboring Cub Scout Packs and providing to Newsletter Publisher for inclusion of Newsletter mailing list.
- Maintains and sends out Candidate Letters for scouts (and families) inquiring about join the troop.
- Maintains and sends out Welcome Letters for new Scouts and their families. Ensures that new Scouts get the information they need: Welcome Letter, application, resource survey sheet, emergency medical information form and cost to join.
- Ensures that troops has the correct name, address, phone number, parents names, join date, birthday for new Scouts, and that we collect the completed application and membership fee.
- Ensures that we have an induction ceremony for the new Scout, and that we have a troop neckerchief, white woggles, BSA Scout Handbook, and the Troop Policies and Procedure pamphlet, An Introduction for his induction as soon after joining as possible.
- Follows up with parents of new members about one month after joining to see if they have any questions that need answering.

Adult Recognition Coordinator

Reports to the Committee Chair.

- Works with PLC, Troop Committee, Scoutmaster to develop an awards and recognition program for the adult leaders in the troop, typically to be awarded once each year at the troop Annual Banquet in February.
- Also works with Unit Commissioner to recommend adult leaders from the troop for Training Knots, Troop Scouter of the Year, etc.

Training Coordinator

Reports to Committee Chair.

- Responsible for being aware of adult and youth training opportunities, both within troop and district and council, and publicizing them within troop well in advance of the event.

T-Shirt, Hat & Patching Orders Coordinator

Reports to Committee Chair.

- Publicizes ordering, provides signup sheet, and collects payment where applicable, and orders as required.

Uniform Closet Coordinator

Reports to Committee Chair.

- Coordinates the collection of donated and used uniforms.
- Periodically notifies Scouts and parents of the Closet's existence as well as how to request uniforms from it and how to donate uniforms to it.

Troop Website Coordinator/Advisor

Reports to Committee Chair.

- Works with the Scout Webmaster to facilitate any changes, updates, and maintenance of the troop website.

Adult Planning for Overnight Outings

Troop Guides should run as much of the planning for outings with the patrol leader as possible. Some guides want to (and are capable of) overseeing most of the planning, others will only help a little. Adults have to backfill as necessary.

Ensure the following is provided:

- Permission slips (blank for scouts and parents to fill out prior to outing, troop has template)
- Sign-up Sheet (include youth and adults, cost of outing, troop has template)
- Obtain reservations for outing well in advance (troop outings Chair can handle for you)
- File tour permit prior to going (troop outings Chair can handle for you)

Prepare menus within patrols. Try to insure simple, but well-balanced meals.

Figure a budget of \$2.50 - \$3.00 per scout per meal. Use instant drinks like Tang, Kool-Aid, and Swiss Miss hot chocolate, not soda nor milk. Instant oatmeal (unless time allows for real cooking: eggs, bacon, pancakes, etc.). Sandwiches, instant drinks, fruit and cookies for lunch. Foil pouch meals, or Top Ramon (teach them to enhance with chopped green onions, raw egg broken and poured in slowly, etc.), or spaghetti with sauce, or macaroni & cheese are good first time dinners.

Hamburgers and hot dogs are OK too. Typically, half will eat green salad; Ranch is the most popular dressing. Fruit and cookies for quick dessert. Dutch oven cobblers are fun if you are a little more ambitious. But keep it as simple as possible first time out, until you get the hang of it. Remember condiments, syrup, margarine, oil, paper towels, plastic trash bags, fuel for Coleman stoves (propane canisters), charcoal briquettes, matches, etc. (Note: we have forgotten most of these at one time or another. If you do, don't worry about it. Make due as best you can, no one ever starved to death on an outing.)

- One patrol box for each patrol (8 – 10 youth, 1 – 2 adults per patrol). Arrange with troop quartermaster advisor in advance to pick up patrol boxes. He has a trailer he lets the troop use sometimes too.
- Pick up lanterns, tents, dining flies from Scoutmaster.
- Remember to pack a first aid kit. Typically, half will eat green salad; Ranch is the most popular dressing.
- Scouts can use the “what to wear” and “what to pack” checklists in handbooks.
- Create an agenda. It should be originated by the Scouts but reviewed by an adult leader. Allow plenty of time for meal preparation and clean up. Plan activities for day between breakfast and lunch, and between lunch and dinner. Lots of scouts will probably want to start the fire. I usually let them start it in several spots within the same fire ring. After dinner, a game of their own choosing, or a campfire program or a little of both are a good idea. The game uses up energy. Then they can come back and sit around the fire and snack, sing, tell stories, do skits, or just hang out.

Advancement in Camp

Scout advancement is not an end in itself. Advancement is a means by which Scouting’s objectives are achieved. It is a measure of a scout’s ability to do things, to get results, to pursue a goal, and to give him tangible recognition. It is also a mark of the troop’s success in Scouting. Working toward advancement is a primary reason for going to camp but not the only reason.

Many regular camp activities can be made into advancement opportunities by planning ahead. A Scout has a difficult time advancing regularly if he does not have hiking and camping experiences as a member of his patrol and troop. The camp’s goal is to support and improve the advancement process of every troop desiring

assistance and to help your troop reach its goal of helping each scout attain the rank of First Class.

Star and Life service projects can also be done at Scout camp. However, Eagle Scout service projects must be done on non-Scout property.

A primary focus of your troop's advancement plan should be to help young Scouts complete requirements which help them to achieve the rank of Tenderfoot, Second Class, or First Class while at camp. When Scouts achieve these ranks, they stay in Scouting longer and camp holds new excitement in the following years. The Trail to First Class program supports this progression. A second focus should be to help older Scouts work on merit badges and meet high adventure challenges. Providing older scouts with challenging new programs and experiences keeps them interested in the program and builds a stronger troop.

Typically, Scouts have about thirty hours available during a week in camp for advancement and play. It is appropriate for them to spend ten to twenty hours working on advancement. New Scouts ('Scouts' and 'Tenderfoots') should expect to spend at least half of that time in the Trail to First Class program. Every Scout should have his advancement goals approved in advance by his unit leader. The camp counselors will require that all Scouts present a blue card filled out by the Scoutmaster no later than their second meeting. Although it comes in a conveniently accessible package, the Camp Merit Badge program operates the same way that it does at home. A scout chooses a badge, gets his Scoutmaster's permission, contacts a counselor, and makes appointments with the counselor to meet and complete assignments. Counselors generally schedule appointments so that Scouts can learn the badges together, but the schedules are not "set in stone" in advance. It is appropriate for Scoutmasters to monitor a Scout's success in his advancement activities. Feel free to discuss progress with the counselors at private opportunities.

Here are some suggestions for a successful advancement program:

- Guide first-year Scouts needing Tenderfoot, Second Class, or First Class skills towards the Trail to First Class program. Young Scouts “get their feet wet” by participating in programs designed to teach basic Scout skills and to acquaint them with some of the easier merit badges taught during their week stay.
- Show each Scout how the daily and evening program schedules work. Give some examples of how he can manage his time during the week.
- Unit leaders should counsel each Scout in advance and help him decide which merit badges to take at camp and issue him filled out blue cards. By providing a signed blue card, the unit leader is indicating that he has counseled the Scout and given his permission to take the badge. Camp Counselors do not regulate a Scout's advancement choices.
- Merit badge pamphlets are to be read and understood by the Scout before coming to camp.
- Counsel Scouts on the differences among “Pre-Reqs”, “Reqs Not Offered”, and “By Special Arrangement Only” merit badges.

Camp Hi-Sierra

CAMP HI-SIERRA is the privately owned property of Silicon Valley Monterey Bay Council, Boy Scouts of America, and is located at an elevation of 5000 ft. within the Stanislaus National Forest. The North Fork of the Tuolumne River flows through and provides a waterfront lake of endless enjoyment. The history of the property is a rich heritage of Miwok Indian summer dwellings, early homesteads, and the Cold Springs sawmill site for the Standard Lumber Company. The Council purchased the camp's one hundred acres in 1949 for \$10.00 an acre from Edwin Jenness, who owned more than five thousand acres, and owned and operated the old Mono Toll Road just above camp



along the present Highway 108. The first regular camping season was 1951, and from that summer to the present, Camp Hi-Sierra has proudly passed on the common thread of purpose and method that runs through every part of the Scout camping program to those first campers' sons and their sons.

Today, Scouts can enjoy the many wonders of wildlife, wildflowers, lofty mountain peaks, and beautiful forests. This is why Camp Hi-Sierra is a rich setting for your Scouts to have a real Scouting experience. Their Camp Hi-Sierra experience will remain a "bright light" in their Scouting memory. As Robert Baden-Powell once stated, "loan me your sons and I will help develop self-reliance and resourcefulness by providing a learning experience in which scouts acquire knowledge, skills, and attitudes essential to their well-being."

Camp Hi-Sierra offers a diverse selection of programs to satisfy Scouts and Scouters of all ages.

There are six core programs to accommodate the needs of each camper.

- Trail to First Class: The core program to guide Scouts through their first year at camp.
- Merit Badges: To aid returning campers in their quest for Eagle Scout.
- Open Program Time: Program areas are open for use during non-merit badge times.
- Mountain Adventure Program
- Hi-Sierra Trekking: A weeklong High Adventure program for dedicated older Scouts.
- Adult Leadership: For Scouters seeking training, teaching opportunities, and fun.

The Trail to First Class (TtFC) program offers an excellent opportunity for younger Scouts to advance to the rank of First Class. Aimed primarily at first-year campers, it is open to all Scouts who are intent on traveling the path to Eagle. Whether they

recently became a Scout or have already reached Second Class, the TtFC program teaches the individual skills of the rank requirements. This allows Scouts to work on the requirements which they need while also having time to involve themselves with other camp programs. The TtFC area has open times for practicing skills and working on missed requirements while allowing the Scouts to help each other with the skills.

As Scouts becomes familiar with what Scouting has to offer them, their attention will be drawn to other programs in camp. Camp Hi-Sierra's merit badge program offers the opportunity for a Scout and his leaders to tailor a program that will satisfy his time at camp. A Tenderfoot or Second Class Scout may use both the TtFC and merit badge programs to help him advance to First Class and to begin his journey towards Star, Life, and Eagle. A returning Scout may desire to use his second or third year to work on more challenging badges while participating in other camp activities.

Open program time allows a Scout to participate in the many offerings of camp. Program areas are available throughout the day during non-merit badge times. Scouts can visit the Archery Range, Rifle Range, Waterfront, Foxfire, Handicraft, and more to discover the many program opportunities a Scout can enjoy at Camp Hi-Sierra.

Eventually a Scout matures beyond the desire to just accumulate badges and to advance quickly to the next rank. For this group of older campers, Camp Hi-Sierra offers a week of exciting High Adventure and leadership activities. Called Hi-Sierra Trekking, this program involves a Scout for the entire week and does not have time for dedicated merit badge advancement. Hiking, biking, climbing, navigating, and teambuilding are a few of the adventures awaiting this group.

Finally, Scouters emerge from the Eagles, parents, and volunteers of the Scouting community as they look towards camp to offer insight into their own leadership roles and for opportunities of growth beyond their troops and communities. For

these select few, Camp Hi-Sierra offers training classes; it offers opportunities for aiding in the teaching of their Scouts in the various programs; and it gives them a chance to share with fellow Scouters the joys, knowledge, and dreams that come with leading our next generation. Regardless of which program is chosen, a week at Camp Hi-Sierra is a great experience. With guidance from his adult leadership, any Scout can tailor Camp Hi-Sierra's programs to meet his needs.

Check Lists

1. Onboarding tasks for new Scouts
2. Onboarding tasks for parents of new Scouts
3. The ten essentials for backpacking

Onboarding Tasks for New Scouts

With your parents' help, do the following:

- Join the *troop325-all* list at groups.google.com.
- Register for an account for yourself at www.troop325.com. You will need this for signing up for activities. You will be provided the registration code.
- Register for an account at scoutbook.scouting.org. You will need this for tracking your rank advancement and merit badge completion.
- Have a discussion with your parents about youth protection.
- Get your uniform ready.
- Create an advancement binder as described in the troop handbook.
- Complete requirements for the Scout rank as given in the *Scouts BSA Handbook*.
- Join your patrol at weekly meetings.
- Invite a friend to visit a troop or patrol meeting.
- Have fun, meet people, and learn new things!

Onboarding Tasks for Parents of New Scouts

- Fill out a youth application for your scout at beascout.scouting.org.
- Prepare medical forms parts A and B, available from <https://www.scouting.org/health-and-safety/ahmr/> Plan for part C, which is required for outings over 72 hours and requires a physical exam by a physician.
- Pay fees to the committee chair.

Note: The troop and council do not want finances to be a barrier to participation. Scouterships are available. If registration fees are a hardship, please have a confidential discussion with the committee chair.

- Acquire a uniform for your scout from the Scout Shop at 970 W. Julian St., San Jose, or online at www.scoutshop.org.

Note: If purchasing a uniform is a financial hardship, contact Troop 2/394 at <https://bit.ly/3vIQlSx> for assistance.

- Join the *troop325-all* and *troop325-parents* lists at groups.google.com.
- Register for an account for yourself (separate from your scout's account) at www.troop325.com. You will be provided the registration code.
- Register for an account at scoutbook.scouting.org.
- Discuss youth protection with your scout using the youth protection parents' guide in the *Scouts BSA Handbook*.
- Complete *Youth Protection Training* (YPT) at my.scouting.org.
- Attend a parents' committee meeting.
- Discuss volunteer opportunities with the committee chair.
- Complete Merit Badge Counselor training (in-person or my.scouting.org) and register as a Merit Badge Counselor with the Council.

The Ten Essentials for Backpacking

The Ten Essentials for Backpacking, also called The Ten Essentials for Survival, are more conceptual than they are a specific ten items to take along in the outdoors. Several organizations have their own version, including the Sierra Club, the Appalachian Hiking Club, the Seattle Mountaineers, and REI, to name just a few. They are more like the “basic food groups” of the outdoors. They are the items you want to pack any time you are going camping. They are also the items you want to include in a daypack or emergency pack even when you are going hiking for the day. While you will want to pack lighter, more compact versions of these items in a day pack, you will still want to cover these basics. Following are the ten essentials recommended by the Boy Scouts of America:

1. Pocketknife (with totin' chip)
2. First Aid Kit (including moleskin and insect repellent)
3. Extra Clothing (enough to survive most probable adverse conditions)
4. Rain Gear
5. Canteen or Water Bottle
6. Flashlight with Extra Batteries and Bulb
7. Trail Food
8. Matches with Fire Starters (candle, heat tab, dryer lint, “firebugs”)
9. Sun Protection (sunscreen and sunglasses)
10. Compass and Map of Area

In addition to these Ten Essentials, Scout Troop 325 recommends the following:

- Water Purification Tablets
- Emergency Space Blanket
- 50' for 1/8” Nylon Cord
- Whistle and Signal Mirror
- Notepad with Pencil