

Welcome:

Boy Scout Troop 18 is proud to have your son as a new Scout. We look forward to working with him to bring his Scouting experience to the next level.

This booklet is designed to help you to transition from Cub Scouts to Boy Scouts. Many things are done differently but the true spirit of Scouting is the same. Of course, not all situations or questions are answered here but we hope it will help get you started.

Scouting offers many wonderful experiences along with life skills to prepare boys to become responsible citizens in the community. We strive for every Scout to advance through the ranks with the ultimate goal of reaching the rank of Eagle. It takes everyone providing support, experience and time to achieve this prestigious rank.

Parental <u>support</u> and <u>encouragement</u> are very important. We have many adult positions and encourage each parent to help out in some manner as they are able. There are all kinds of ways parents can assist regardless of your experience or available time.

This Troop is here to prepare each Scout to choose to live their lives by the Scout Oath and Law. We are glad you are here and look forward to getting to know you.

Troop 18 Welcome Packet

Welcome from the Troop Committee,

Darin Noel - Committee Chairman

Stacey Cudzilo – Scoutmaster

2019

Troop 18 Welcome Packet

TABLE OF CONTENTS

Organization of Scouting	3
Leadership Positions	4
Our Commitment to you	6
General Information	7
Troop Bylaws	12



Page 3 of 16

THE ORGANIZATION OF SCOUTING

Here is an overview of the organization and positions in Scouting:

- 1. National Council Boy Scouts of America
- 2. Region (Northeast Region Area 3)
- 3. Local Council (Seneca Waterways)
- 4. District (Lighthouse)
- 5. Chartered Organization (Lakeview Community Church)
- 6. Troop Committee
- 7. Troop
 - The Local Council for our Troop is <u>Seneca Waterways Council</u>. This Council administers the Scouting Program in its specific territory assigned.
 - Their duties include:
 - Granting Charters to community organizations
 - Promoting the Scouting program
 - Registration of Units and Council personnel
 - Providing facilities and leadership for year-round programs
 - Offer training for Scouts and Adults
 - The District for our Troop is <u>Lighthouse</u>. This is a geographical area within the local Council. Each District has a District Committee who works through chartered organizations to assure the success of Troops.
 - The Chartered Organization for our Troop is <u>Lakeview Community Church</u>. The Troop is "owned" by the Chartered Organization which receives a national charter annually to use the Scouting program as a part of its youth work.
 - Troop Committee: This Committee works on behalf of the Chartered Organization. The primary responsibility of the Committee is to support the Scoutmaster in delivering a quality Troop program, and handling Troop administration.

Troop Committee:

All adults are encouraged to join our Troop Committee. We meet once a month to discuss programming and needs of the Troop. We need everyone's thoughts and ideas. It is a creative process and the more input we receive the more our boys benefit. You do not have to be a registered leader to be active on the Troop Committee.

Other positions in the troop include the following:

Scoutmaster (SM):

This is an adult leader responsible for the administration of the program for the Troop. The Scoutmaster and Assistant Scoutmasters work directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of guidance will affect every youth and adult involved in the Troop.

Assistant Scoutmaster (ASM) & Junior Assistant Scoutmaster (JASM):

ASMs & JASM's assist the SM with overseeing and managing the Scouting program. The ASM's play a very important roll in the running of the Troop and are always available to the boys for assistance.

Patrols:

The Scout Troop is made up of Patrols. A Patrol is a grouping of six to eight boys who work together and who are probably similar in age, development, and interests. The Patrol method allows Scouts to interact in a small group outside the larger Troop context, working together as a team and sharing the responsibility of making their Patrol a success. A Patrol takes pride in its identity, and the members strive to make their Patrol the best it can be. Patrols will sometimes join with other Patrols to learn skills and complete advancement requirements. At other times they will compete against those same Patrols in Scout skills and athletic competitions.

Patrol size depends upon the Troop's enrollment and the needs of its members, though an ideal patrol size is eight Scouts.

Senior Patrol Leader (SPL):

This Scout is the top junior leader in the troop. He leads the Patrol Leaders' Council and, in consultation with the Scoutmaster, appoints other junior leaders and assigns specific responsibilities as needed. The Senior Patrol Leader is elected by Troop members. He should have also attended NYLT (National Youth Leadership Training) or have plans to do so.

Assistant Senior Patrol Leader (ASPL):

This Scout fills in for the Senior Patrol Leader in his absence. He also is responsible for training and giving direction to the Quartermaster, Scribe, Order of the Arrow Troop Representative, Troop Historian, Librarian, and Instructors.

The following is a list and description of the other Scout positions held within the Troop:

<u>Patrol Leader (PL)</u> – gives leadership to members of his Patrol and represents them on the Patrol Leader's Council. Each Patrol has a Patrol Leader.

<u>Assistant Patrol Leader (APL)</u> – fills in for the Patrol Leader in his absence. Each patrol also has this position.

<u>Troop Historian (TH)</u> – collects and maintains Troop memorabilia and information on former Troop members.

<u>Librarian</u> – keeps the Troop's books, pamphlets, magazines, audiovisuals, and merit badge counselor list available for use by Troop members.

Instructor – teaches one or more advancement skills to Troop members.

Chaplain's Aide – assists in Troop religious services and promotes religious emblem programs.

Junior Assistant Scoutmaster (JASM) – A Scout 16 or older who supervises and supports other boy leaders as assigned.

<u>Quartermaster (QM)</u> – responsible for Troop supplies and equipment. Troop 18 has a Troop QM and each Patrol has their own QM

Den Chief – works with a Cub Scout den as a guide.

Scribe – the Troop secretary.

Troop Guide – adviser and guide to the new-Scout Patrol.

<u>Webmaster</u> – responsible for maintaining the Troop's website. He should make sure that information posted on the website is correct and up to date and that members' and leaders' privacy is protected. A member of the Troop Committee may assist him with his work.

The Patrol Leader's Council (PLC) – This Council is made up of the Troop's boy leadership. This Council is responsible for planning and conducting the Troop's activities. At its monthly meeting the boys organize and assigns activity responsibilities for the weekly Troop meetings.

Our Commitment to You:

Troop 18 is committed to creating and nurturing a positive and fun environment where the Scouts can be challenged, learn, and grow in their skills, in their knowledge, and in their character. We believe in a boy led Troop and encourage the boys to take responsibility for and to provide leadership to the Troop. We promote the principles outlined in the **Scout Oath** and the **Scout Law**.

Scout Oath (or Promise)

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.

Scout Law

A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

Welcome to the Scouting Family:

Again, we want to welcome you to our scouting family. Troop 18 has a very active adult membership. We ask that at least one parent be active with the Troop in one way or another. The Troop is boy led, but it takes an active Troop Committee to be sure that the activities scheduled for the year can be realized. We encourage involvement from all family members in any form or fashion. We have small jobs for busy parents and larger jobs for the parent that has time to give. We all want to encourage our boys and this is a perfect way to give to the Troop.

GENERAL INFORMATION

Registration:

Every Scout is required to complete a registration form (application) and a Medical Health Form. Each Scout is required to pay annual dues to the troop. Once a year we re-charter all members, both youth and adult.

All adults who participate in Scouting functions must register with the Troop, complete a Medical Health Form and background check, and complete Youth Protection Training as required.

Medical Health Forms:

For daily needs a Class 1 health form must be completed and on file with the Troop with a copy of a current medical insurance card and immunization record. When attending summer camps, a Class 2 health form is required with a physical by a physician. These forms must be updated on an annual basis.

Adults are required to have a Class 3 form for daily functions but the physical section is required by a physician for summer camp or high adventure functions. A medical insurance card should also be provided. These forms must be updated on an annual basis.

Dues:

Annual dues are determined by the Troop Committee and charged to each Scout. The dues pay for a portion of the general Troop expenses of ranks and merit badges and for Troop supplies and equipment. These costs are off-set with fundraisers. The annual dues also include a subscription to Boy's Life Magazine when wanted. Dues for families with multiple Scouts in the Troop are reduced for subsequent siblings. Dues do not cover the costs of campouts or summer camp.

Website:

The Troop maintains a website to aid in the management of the Troop. The Troop Webmaster maintains the Troop website so that everyone can access information such as Scouting links, merit badge info, forms, and pictures of activities at https://www.greecetroop18.org/. For those members of the Troop that use Facebook we have a Facebook page Greece Boy Scout Troop 18.

Communication:

Keeping everyone informed is a vital part to every organization and no different for our Troop. When you join the Troop we ask that you provide an e-mail address that you will access frequently. The Scoutmaster/Webmaster provides updates to events, if the weather will affect upcoming events, along with reservation confirmations and much more. The adult leaders must also have an emergency contact phone number and back-up for your Scout. The Troop also utilizes the Scoutbook application for managing our roster, events and other communications.

Rank Advancement:

Boy Scout advancement is a four step process.

- 1. <u>A Boy Scout Learns</u>: A Scout learns by doing. As he learns, he grows in ability to do his part as a member of the Patrol and the Troop. As he develops knowledge and skill, he is asked to teach others. In this way, he begins to develop leadership.
- 2. <u>A Boy Scout is Tested</u>: A Scout may be tested on requirements by his Patrol Leader, Scoutmaster, Assistant Scoutmaster, a Troop Committee member, or a member of his Troop. The Scoutmaster maintains a list of those qualified to give tests and to pass candidates.
- <u>A Boy Scout is Reviewed</u>: After a Scout has completed all requirements for a rank, he has a Board of Review. For Tenderfoot, Second Class, First Class, Star, Life and Eagle Palms, the review is conducted by parents/members of the Troop Committee. The Eagle Board of Review is conducted in accordance with local Council procedures.
- 4. <u>A Boy Scout is Recognized</u>: When the Board of Review has certified a boy's advancement, he deserves to receive recognition as soon as possible. This is typically done at the next Troop meeting. He will also be recognized at the next Court of Honor.

So how does this work? The Troop provides programs to promote rank advancement with each Scout. Each rank advancement is outlined in the Scout Handbook. Within each rank is a list of requirements. Each requirement must be signed off and dated by the Scoutmaster, Assistant Scoutmasters, or Troop Instructor who can validate the accomplishment. Many of the ranks require merit badge work. Each merit badge also has a list of requirements.

Merit Badges: Merit badges are monitored by merit badge counselors who could be the Scoutmaster, Assistant Scoutmasters, Troop Committee members or Parents with knowledge in the merit badge subject. Merit Badge counselors must complete a council application for every subject experienced to teach. These are turned into the advancement coordinator to submit to Council; they maintain that person's name on a roster so we know who is certified for each badge.

Paperwork: Before a Scout pursues a merit badge, the Scout must request and receive a signed Blue Card from the Scoutmaster. The Blue Card is used by the merit badge counselor to track the Scouts accomplishments towards the merit badge. The Troop has merit badge books which are controlled by the Librarian. Merit badges have workbooks that can be completed by the Scouts while working on the badges. These can be printed from the internet. When a Scout feels he has completed the requirements for a merit badge he must contact the counselor for that badge and arrange a time and place to meet to go over his work. (Always be sure that there is 2-deep leadership when a boy does a merit badge; he should NEVER be 1 on 1 with an adult). Once completed, the Scout must submit the Blue Card to the Advancement Coordinator. The merit badge will then be awarded at the next Court of Honor. IT IS THE SCOUT'S responsibility to call the counselor, NOT the parent.



Rank Advancement: As stated above, the Scout books have a list of requirements for each rank. Each requirement is signed and dated as completed by the Scoutmaster, Assistant Scoutmasters, or Troop Instructor who can verify completion of the task. Parents are not allowed to sign off on these requirements. Once all items are completed, the next step is a Scoutmaster conference then Board of Review.

The Scoutmaster Conference: Participation in a Scoutmaster Conference is a requirement for every rank. The purpose is to ensure that the Scout has completed all of the requirements and is proficient or knowledgeable in them. It also creates a bond between the Scout and Scoutmaster to help set goals for further roles in the Troop and also ensure the Scout is achieving the requirements of each rank. The Scout is responsible for setting up a time to meet with the Scoutmaster, NOT the parent.

Boards of Review: Following the Scoutmaster Conference, the Scout must complete a Board of Review. The Board of Review is a panel of at least three parents who will discuss with the Scout what they've learned in their rank advancement experience. They will also discuss with the Scout their thoughts on the Troop and their goals in Scouting.

Conference Requests: The Scout must request a Scoutmaster Conference and the subsequent Board of Review.

Note: The proper Class A uniform must be worn for both the Scoutmaster Conference and the Board of Review.

Court of Honor Ceremonies:

These ceremonies are held to give recognition to the scouts for Rank and Merit badge accomplishments. We request at least one family member attend with their Scout. There are refreshments provided to make this a celebration. Class A uniform with neckerchief and sash is always required.

Fundraising:

The Troop has many activities and these cost money. To cover these costs, we provide fundraising opportunities, such as Popcorn sales and the Troop's Annual Spaghetti Dinner. Each Scout is asked to participate. Profits from the sale of Popcorn go directly to support the Scout's expenses for Summer Camp. Profits from the Spaghetti Dinner go towards general Troop expenses.

Camping:

The Troop works hard to camp once a month. This helps build leadership, accomplish requirements for rank advancement and merit badges and creates a bond between all members and adults. The Troop has a storage area above the church garage for gear. The Troop has the following available for campouts: tents, cooking utensils, tables, water jugs, lanterns and tarps which can be checked out through the QM. The Scout is responsible for his personal gear. We have a sample list on the Troop website. Expensive gear is not required-- just useful gear.

Each campout is planned at the Troop meetings. The Patrol Leader will help his Patrol plan the meals, assign duties, designate tent-mates, and delegate post-camping activities as needed. On each campout a grub master will be assigned for each first year patrol. This Scout is responsible for purchasing the food for his Patrol. This is a rotated responsibility based on attendance. Each Scout is required to reimburse the grubmaster.

If a parent is a leader with the Troop and attends an activity with their son, the Scout is required to sleep with the other Scouts. The adults are not to sleep in the same tents as the boys.

Campouts may be a two day (Saturday & Sunday) or a three day (Friday evening through Sunday) event. Scouts are expected to come in acceptable attire (Class B and closed toed shoes). Depending on the campout, the Scout may need money to purchase food while traveling or bring a snack. Return is typically Sunday before lunchtime unless going to a far destination. The Scoutmaster will always communicate this to the Scouts during the planning process.

Signup for these campouts start two to three weeks in advance. Parents are also needed to provide transportation. Once a Scout signs up, they must then pay for the event.

Activities:

The Troop is an extension of our families. Adults must be involved to assist with leadership and supervision. Outings and campouts plus meetings are planned at the PLC meeting and will be updated on the Troop calendar. If something changes an email will be sent out to all.

Transportation:

The Troop travels by vehicles to the majority of activities. These are driven by the registered adults active with the troop.

Scout Uniforms:

Our Troop has both Class A uniform (with and without neckerchief) requirements and Class B uniform requirements. The Class A uniform consists of the Scout uniform shirt with appropriate patches, clean and neat pants. The neckerchief is worn with the Class A uniform for formal events such as the Court of Honor. The Class B uniform is a T-Shirt with our Troop logo and this uniform is used for more casual gatherings such as camping. Our Troop requires Class A dress for Troop meetings and Eagle Courts of Honor. Each boy will need to purchase and bring a Boy Scout handbook to every meeting. The rank advancement will be tracked in this book and it is the boy's responsibility to keep accomplishments recorded and current. Our Troop has adults and older scouts to assist the new scouts with their record keeping.

Year at a Glance:

Many wonder what type of activities our Troop takes part in. We try hard to camp each month but at times this is not easily done. We participate in the CTC (Challenge Trophy Camporee) at Camp Babcock Hovey, The Lighthouse District Fall Camporee, Klondike Derby, our winter campout, our Annual lean-to camp out at Babcock Hovey plus summer camp at Massawepie or elsewhere. Nothing is written in stone and changes can and sometime will be made on the fly. Please stay tuned in to your email for updates and changes.

Patrol Meetings:

Patrol meetings may be held at any time and place. The Troop sets aside a portion of each Troop meeting for its Patrols to gather. The frequency of Patrol meetings is determined by upcoming events and activities that require planning and discussion.

Patrol Spirit:

Patrol spirit is the glue that holds the Patrol together and keeps it going. Building Patrol spirit takes time, because it is shaped by a Patrol's experiences—good and bad. Often misadventures or overcoming challenges the Scouts thought they couldn't endure will contribute much in pulling a Patrol together. Many other elements will also help build Patrol spirit. Creating a Patrol identity and traditions will help build each Patrol member's sense of belonging.

A Patrol flag is the Patrol's trademark. The flag is mounted on a pole, which also can be decorated. Remember, the Patrol flag should go wherever the Patrol goes.



Troop 18 Bylaws: Troop Organization and Responsibilities

General Overview: The organization of Scouting is described in the Troop Committee Guidebook.

1. Chartered Organization

- Lakeview Community Church, Rochester, NY, the "Chartered Organization", sponsors Troop 18. The Troop is rechartered each year.
- The Chartered Organization Representative is the liaison between Troop 18 and the Chartered Organization.

2. Troop Committee

- Troop Committee consists of volunteer adults who are members of Troop 18. The duties and responsibilities of the Troop Committee are set forth in the Troop Committee Guidebook.
- The Troop Committee Chairman is responsible for organizing the Troop Committee to see that all functions of the committee are delegated, coordinated and completed. The Troop Committee may be composed of, but is not limited to, the appointment of the following individuals: Troop Committee Chairman, Secretary, Treasurer, Advancement Chairman, Scouting Activities Chairman, Special Events Chairman, Fundraising Chairman, High Adventure Chairman, Communications and Membership Chairman, Chaplain, and two additional members appointed by the Troop Committee Chairman. These members comprise the voting membership of the Troop Committee, except that the Scoutmaster serves without vote. A quorum for the purpose of conducting business shall be a majority of the Troop Committee Membership.
- Troop committee meetings are held monthly at Lakeview Community Church during the program year. Troop Committee meetings are open to any registered adult member of Troop 18 or parent/guardian of a youth in Troop 18.
- Special meetings may be called by the Troop Committee Chairperson to respond to circumstances that in the chairperson's judgment require a special meeting or to respond to a special request from the Scoutmaster.

3. Adult Leadership

- The Scoutmaster is the adult leader responsible for the image and program of the troop. The Scoutmaster is
 appointed by the head of the Chartered Organization with the advice and assistance of the Troop Committee. S/he is
 responsible to the Troop Committee and the Chartered Organization for overall supervision of and operation of the
 Troop. S/he selects and is assisted by adult Assistant Scoutmasters and appoints all youth Junior Assistant
 Scoutmasters. All registered adult leaders are authorized and encouraged to wear the official uniform. The
 Scoutmaster and Assistant Scoutmasters are expected to wear the official uniform to all Scouting functions.
- The Troop will conduct youth leadership training after Troop elections. All Troop leaders are expected to attend.
- All adults involved in Troop activities must comply with the training policies of the Boy Scouts of America.
- Adult Troop leaders are expected to attend Troop meetings. A minimum of two adult leaders must be in attendance at all Troop meetings to provide safe supervision of the Scouts.

• THERE WILL BE NO ALCOHOL, ILLEGAL DRUGS OR SMOKING BY ANYONE

- An important way adult leaders can model healthy living is by following the policies on alcohol, tobacco and drugs. Leaders should support the attitude that they, as well as youths, are better off without tobacco in any form and may not allow the use of tobacco products at any BSA activity involving youth participants. This includes the use of electronic cigarettes, personal vaporizers, or electronic nicotine delivery systems that simulate tobacco smoking.
- All Scouting functions, meetings and activities should be conducted on a smoke-free basis, with smoking areas located away from all participants. (Reference: Troop Leader Guidebook)

Troop 18 Welcome Packet

- As outlined in the Scouter Code of Conduct, Scouting activities are not a place to possess, distribute, transport, consume, or use any of the following items prohibited by law or in violation of any Scouting rules, regulations and policies: alcoholic beverages or controlled substances including marijuana.
- In addition, the Code of Conduct specifies that if you are taking prescription medications with the potential of impairing any functioning or judgement, you will not engage in activities that would put Scouts at risk, including driving or operating equipment.

4. Youth Leadership

- The Senior Patrol Leader (SPL) is the elected boy leader of the troop. He is responsible to the Scoutmaster for all Troop scout functions. The Senior Patrol Leader generally must have been a registered member of Troop 18 for at least six months, advanced to the rank of Star, been approved by the Scoutmaster, attended NYLT (National Youth Leadership Training) and been elected to the position of Senior Patrol Leader by a majority vote of boys present at a regularly scheduled Troop election meeting. The Scoutmaster may modify these requirements.
- Other Troop positions of responsibility are Assistant Senior Patrol Leader, Troop Guide, Scribe, Librarian, Historian, Quartermaster, Bugler, Chaplain Aide, Den Chief, Instructor or any other positions described in the current edition of Boy Scout Requirements.
- The Patrol Leader (PL) is the elected boy leader of the Patrol. He is responsible to the Senior Patrol Leader for the overall operation and conduct of his Patrol at all Patrol and Troop functions. The Patrol Leader generally must have been a registered member of Troop 18 for at least six months, advanced to the rank of First Class, been approved by the Scoutmaster, and been elected to the position of Patrol Leader by a majority vote of the boys in his Patrol present at a scheduled Patrol meeting. The Scoutmaster may modify these requirements.
- The Patrol Leader appoints one Assistant Patrol Leader (APL) for that Patrol.
- The Patrol Leaders Council (PLC) is the governing body of the boys of Troop 18. The PLC plans the Troop program, delivers the program, and deals with Troop and Patrol problems. Its voting membership is the Senior Patrol Leader (Chairman), all Patrol Leaders, and the Assistant Senior Patrol Leader. The Scribe attends PLC meetings as a non-voting member. The Scoutmaster, Assistant Scoutmasters, and Junior Assistant Scoutmasters also attend the PLC. Any other scouts in leadership positions may be invited, when appropriate, by the SPL to attend and make contributions to the PLC.
- Patrol Leaders Council Meetings
 - PLC meetings will generally be held at Lakeview Community Church.
 - <u>All</u> members of the PLC are expected to attend <u>all</u> PLC meetings. The Scoutmaster or his/her representative and at least one other adult leader must also be present.

• THERE WILL BE NO ALCOHOL, ILLEGAL DRUGS OR SMOKING BY ANYONE

• This includes the use of electronic cigarettes, personal vaporizers, or electronic nicotine delivery systems that simulate tobacco smoking.

Troop 18 Code of Conduct as written by the youth leadership:

As a member of Troop 18, I promise to live by the scout Oath and Law as well as following the points below:

- No violence of ANY kind
- Self-control
- Respectful of everyone
- Responsible
- Be prepared
- Be on time/punctual

INAPPROPRIATE BEHAVIOR CONSEQUENCES:

Behavior in defiance of the Code of Conduct will be addressed by the following leadership.

LEVEL

- 1. Patrol Leader/Assistant Patrol Leader
- 2. Senior Patrol Leader/Assistant Senior Patrol Leader
- 3. Assistant Scoutmaster/Junior Assistant Scoutmaster
- 4. Scoutmaster
- 5. Troop Committee
- 6. Church Committee

It is expected that two individuals will first attempt to resolve an issue between themselves before anyone else (youth or adult) needs to become involved.

The above levels are the standard order. This order will change depending on the type of activity, such as on a non-Patrol structured activity the Scout in Charge will be Level 1.

If behavior issue or problem is not resolved at lower level, it will then be taken to the next level. Addressing the problem may automatically go to a higher level based on the severity of the behavior or level of Scout/s involved.

Process may include, but is not limited to:

- A. Leader to address inappropriate behavior and identify acceptable resolution.
- B. Meeting of the party/ies involved, the appropriate youth leadership, and two registered adults, to discuss issue and planned resolution.
- C. Meeting of youth leadership, Scoutmaster, and at least one other registered adult, to determine resolution.
- D. Meeting of Scoutmaster and other adult leadership to determine resolution.

Consequences may include, but are not limited to:

- Apology to the offended individual/s.
- Assigned additional tasks.
- Removal from activity or not allow participation in future activity/ies.
- Removal from leadership position.
- Suspension or removal from Troop.
- Other actions as determined by the Scoutmaster, Assistant Scoutmaster, or Registered Committee Member.

I agree to abide by the Troop 18 Bylaws and Code of Conduct.

Name:

_____Date:____

Pearl of Wisdom A Quote from Baden-Powell:

"The spirit is there in every boy; it has to be discovered and brought to light."



Troop 18 Welcome Packet

Page 16 of 16