



Boy Scout Troop 806 Orientation Guide

Troop Organization

It is the goal of the Boy Scouts of America and Troop 806 that the *Scouts* plan and execute their own program to achieve the goals outlined in the Boy Scout Handbook. Parents and adult leaders participate in and support the boys' program. New scouts begin with small jobs under the guidance of more experienced scouts.

As their skills and knowledge improve, new responsibilities are given to them. Each Scout will learn the skills needed to carry out his job in the Troop and will learn how to pass those skills on to other boys.

Boy Scout Troop 806 is part of the King Beaver District of Moraine Trails Council and is chartered to Ellwood City First United Methodist Church. In addition to providing a place for the Troop to meet, the Church has made a commitment to be actively involved in the Troop and to support the unit in all that it does. This is accomplished through the Troop Committee, which is made up of Church members and parents who are interested in helping provide guidance and support to the unit. *Troop 806 Adult Leadership Structure* illustrates the relationships between the charter organization, the Troop Committee, and the Troop.

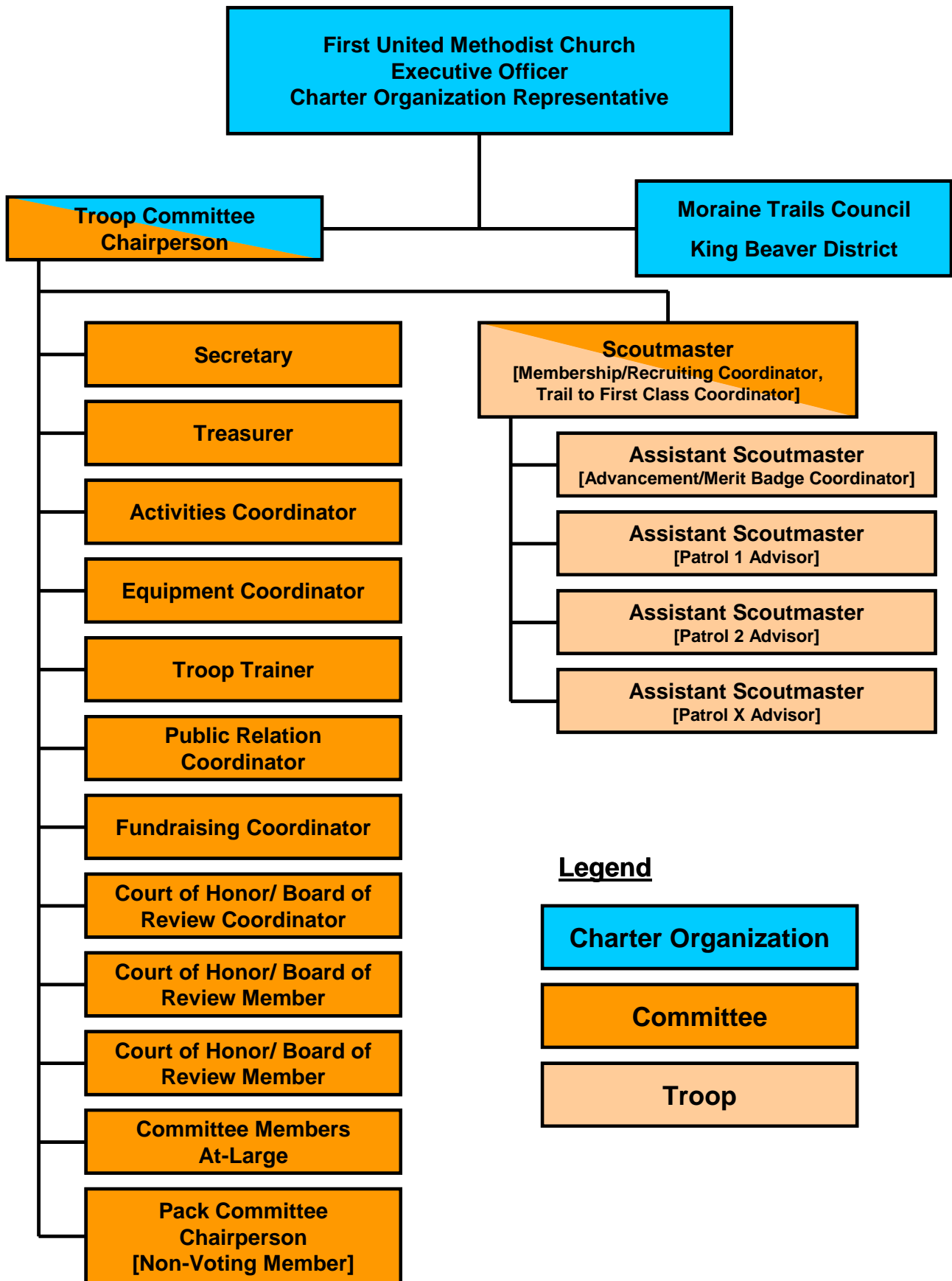
Troop 806 operates under the Patrol Method of Scouting, as developed by Lord Robert Baden-Powell of Great Britain in the early 1900's, which has proven to be a great method for developing leadership and responsibility in young men. A patrol consists of 8-10 Scouts, who elect one member to serve as Patrol Leader and one member to serve as Assistant Patrol Leader. Through their Patrol Leader and the Patrol Leaders' Council¹, Scouts have input into the program of the Troop and are able to get the latest information on upcoming events and activities.

A general election by the entire Troop will be conducted for Senior Patrol Leader and Assistant Senior Patrol Leader in September and February of each year. The outgoing Senior Patrol Leader will preside over the election, accepting nominations and supervising the collection of ballots. Voting will be conducted by secret ballot. The Scoutmaster or an Assistant Scoutmaster and the outgoing Senior Patrol Leader will count and verify the votes. The candidate receiving a simple majority of the members present will be declared winner. If more than two boys are running for a position and no-one receives the majority of the votes, a revote will be taken between the two candidates until one candidate receives a majority of the votes.

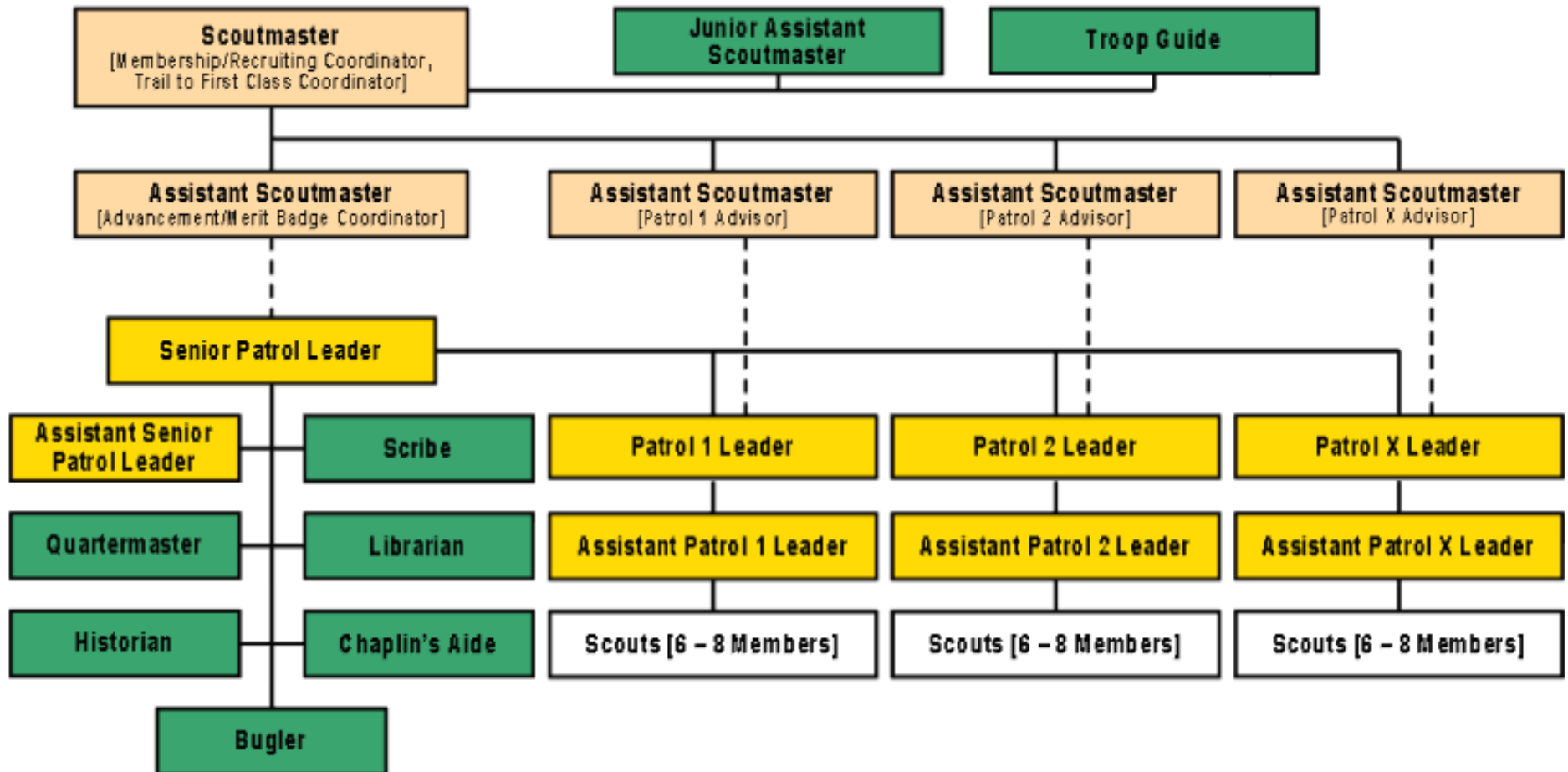
Troop 806 Leadership Structure illustrates the youth and adult leadership structure of the Troop.

¹ The Patrol Leaders' Council (PLC) consists of the Senior Patrol Leader, the Assistant Senior Patrol Leader, the Patrol Leaders and the Scribe. The PLC meets at the request of the SPL to discuss problems and to make recommendations on improving Troop operations. The PLC meets under the supervision of the Scoutmaster and/or Assistant Scoutmaster(s).

Troop 806 Adult Leadership Structure



Troop 806 Leadership Structure



Legend



Youth Leadership Positions

Senior Patrol Leader: The Senior Patrol Leader (SPL) is the boy leader of the Troop. The SPL is elected for a six-month period. He sets the agenda and presides at all Patrol Leaders Council meetings, runs the weekly Troop meetings and appoints other boy leaders, assigning specific responsibilities as needed. The Senior Patrol Leader is under the direction of the Scoutmaster and Assistant Scoutmaster(s). The SPL must be at least 15 years old, have achieved the rank of First Class and be a Scout in Good Standing.

Assistant Senior Patrol Leader: The Assistant Senior Patrol Leader (ASPL), also elected by the Troop for a six-month period, assists the Senior Patrol Leader in conducting meetings. He acts as the Senior Patrol Leader in the Senior Patrol Leader's absence. The ASPL works with the SPL learning leadership qualities and stepping in when the SPL is unavailable. The ASPL must be at least 15 years old, at least a First Class and be a Scout in Good Standing.

Patrol Leader: Patrol Leaders (PL) are responsible for their individual patrols at all times. They preside at patrol meetings, as well as directing their patrols during Troop functions. They represent their patrol at Patrol Leaders Council meetings and report to the SPL for all matters concerning their patrol. PL are elected by their patrols for a six-month period. The PL must be at least a First Class Scout and be a Scout in Good Standing.

Assistant Patrol Leader: The Assistant Patrol Leader (APL), also elected by the patrol for a six-month period, assists the PL in his duties. He acts as the Patrol Leader in the PL's absence. The APL works with the PL learning leadership qualities and stepping in when the PL is unavailable. The PL must be at least a First Class Scout and be a Scout in Good Standing.

Quartermaster: The Troop Quartermaster keeps track of Troop equipment and sees that it is properly maintained and in good working order. The Quartermaster is appointed by the SPL.

Scribe: The Scribe keeps the Troop records. He records the activities of the Patrol Leaders Council and keeps a record of dues, advancement, and Scout attendance at Troop meetings and outings. The Scribe is appointed by the SPL.

Chaplain's Aide: The Chaplain's Aide works with the Troop Chaplain to meet the religious needs of Scouts in the Troop. He is responsible for conducting opening and closing prayers at each Troop meeting and outing. He also works to promote the religious emblems program. The Chaplain's Aide is appointed by the SPL.

Librarian: The Librarian takes care of Troop literature including reference materials and the Troop's merit badge library. The Librarian is appointed by the SPL.

Historian: The historian keeps a historical record and scrapbook of Troop activities. The Historian is appointed by the SPL.

Junior Assistant Scoutmaster: The Junior Assistant Scoutmaster (JAS) serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must be at least 16

years old and not yet 18 and at least a Star Scout. The Scoutmaster appoints him because of his leadership ability. He reports to the Scoutmaster.

Troop Guide: The Troop Guide works with new Scouts. He helps them feel comfortable and earn their First Class rank. He must be at least 14 years old and at least a First Class Scout. The Scoutmaster appoints him because of his leadership ability. He reports to the Scoutmaster.

Troop Program

Program Planning Meeting

The Troop holds Program Planning meetings twice a year, generally in late February and in late September, to plan the weekly meeting program as well as monthly activities for the next 6 months.

Weekly Program

The program for the weekly meetings will be planned during the semi-annual Program Planning meetings. Weekly meetings will generally follow one of four formats:

- Advancement Focused Meetings – give Scouts time to work on basic skills like First Aid, Knot Tying, Physical Fitness, and other items needed for advancement.
- Merit Badge Focused Meetings – consist of Scouts breaking up into small groups (based on their interests) and working with various merit badge counselors on whatever merit badges they are currently pursuing.
- Outing Planning/Finalization & Patrol vs. Patrol Games – are held in advance of upcoming outings in order to make final preparations for the outing. These meetings will also include patrol games that build camaraderie within patrols, generate healthy competition between patrols, incorporate physical fitness into the Troop program, and let the Scouts “blow of some steam”.
- Special Meetings – include service projects, Troop elections, and other special events throughout the year.

Courts of Honor

The Troop regularly holds a Court of Honor to recognize the achievement of our Scouts. These courts will be held three times per year (generally in April, August and December). This is a great time to invite family members to honor your Scout’s achievements and to hear presentations from interesting guest speakers.

Council Organized Camporees & Summer Camp

The Troop typically participates in four annual camping opportunities organized by Moraine Trails Council. These activities include the Winter Camporee, Spring Camporee, Fall Camporee, and Summer Camp. Preparations for these activities are incorporated into the weekly program.

Trail to First Class Program

We strongly encourage Scouts to attain the rank of First Class within the first two years of membership in the Troop. This process provides a set of skills that will help the Scout throughout his

Scouting experiences. The Trail to First Class program provides new Scouts with the training, confidence, and camaraderie to continue their activities and advancement with the Troop.

Troop Meetings

Troop meetings are held every Monday night throughout the year from 6:30 to 8:00PM, with the exception of some holiday weeks. Most meetings between September and April will be held in the social hall of First United Methodist Church. From May through August, meetings will be held at Ewing Park. Any change to meeting night, time, or location will be made known at prior meetings and via e-mail. The standard meeting agenda for Troop meetings will be:

6:30PM – Opening (Pledge of Allegiance, Chaplain’s Aide Prayer, Scout Oath, Law & Motto)

6:40PM – Roll Call

6:45PM – Review of Old Business & After Action Reporting

– Patrol Reports (report any patrol activities, accomplishments, recognition, etc.)

– New Business

7:00PM – Program (Advancement Work, Demonstrations, Training, Merit Badge Work, Planning Objectives, etc.)

7:45PM – Meeting Wrap-up & Clean-up

7:55PM – Closing (Final Announcements, Scoutmaster’s Minute, Chaplain’s Aide Prayer)

Troop Funds & Scout Accounts

Initial Registration Fee

The initial registration fee to sign up for Boy Scout Troop 806 is \$25, which includes the cost of your Scout Handbook. If you are an active member of another Troop and wish to transfer into Troop 806, the registration fee is \$5, which includes the 806 patches for your uniform.



Annual Dues

Dues of \$1/week will also be collected throughout the year (which will total approximately \$46/year given that the Troop does not meet on certain holiday weeks). If a Scout misses a meeting(s), dues must be made current prior to participating in any Scout outings in order to be considered a “Scout in Good Standing”. This money will be applied to the general fund of the Troop. Dues are used to fund the operational expenses of the Troop including administration, National BSA fees, a Boy’s Life subscription per household, and Troop ceremonies and awards. Funds acquired through dues collection will not be applied to Scout outings, summer camp, or other Scout activities.

Fundraising

The Troop uses fundraising to serve two purposes – to fund the Troop and to fund the Scout. Fundraisers will be organized by the Troop Committee and executed by Scouts and their families. The

Committee will determine how fundraising proceeds are apportioned between the Troop and the Scout. One fundraiser that will be conducted **every** year is the annual popcorn sale. All proceeds received from the commission on popcorn sales will go to individual Scout Accounts.

Scout Accounts

The funds raised by the Scout for their own benefit are placed in the Scout's Troop account. The Treasurer will periodically notify the Scouts regarding the balance in their account. Any Scout can also ask the Treasurer at any time for the status of his account. Money placed in the Scout's Troop account may be used for the following purposes:

- Summer Camp fees
- Monthly campouts/outings
- Fees for other BSA/Troop activities
- Approved Scout equipment and uniform items

Some restrictions on money in the troop account include:

- Any scout not re-chartering with BSA will forfeit all funds in his personal Scout account to the general Troop fund.
- Guidelines may vary from event to event and from year to year depending on the financial position of the Troop.
- Scouts transferring to another Troop or unit must request transfer of Scout funds within thirty days of transferring.
- Requests for reimbursement from a Scout Account for an approved expense must be made to the Troop Treasurer and be accompanied by a receipt.

Financial assistance

If for any reason a Scout is unable to afford a Class A shirt or other Scout-related necessities, the Troop will help arrange for financial assistance. A note, signed by the Scout's parents or guardian, stating financial circumstances shall be presented to the Troop Committee Chairperson. Personal details will remain confidential. If you are in need of financial assistance for your son to be involved in Boy Scouting, please approach one of the leaders or the Troop Committee Chairperson. The Troop offers various forms of financial assistance to help Scouts. *No boy will be turned away from a Scouting experience due to financial difficulties.*

Camping/Outing Policy

For all Boy Scouts, camping and the other outdoor experiences are a major part of the Scouting Tradition. As such, the Troop will plan at least one outing per month. These will include campouts, hikes, cycling trips, and a variety of other opportunities. Boy Scouting is very different from Cub Scouting or Webelos with regard to outings! While a group of parents and leaders accompany the Scouts on every outing, the Scouts camp with their patrols and not with their parents. Boy Scout camping activities center on the patrol, where boys learn teamwork, leadership, and camping skills. It is important that adults are not involved in patrol activities such as site selection, tent pitching, meal preparation, and anything else where boys get to practice decision-making. More experienced Scouts will provide assistance to those new to the patrol and will provide guidance on trips. Troop leaders

step in *only* if it is a matter of immediate safety or if the mistake will be immediately costly. All members of the Troop will observe the outdoor code. This will include leaving the campsite in better condition than it was found.

A Scout must be in good standing prior to participating in camping or other outings.

Electronic devices other than cameras are not allowed without prior Scoutmaster approval.

Good Standing Policy

It is the policy of the Troop that Scouts must meet the following criteria to be a “Scout in Good Standing”:

1. Meeting Attendance – It is difficult to maintain continuity of Troop operations without a commitment from each Scout to participate in Troop activities. **A Scout should participate in at least 1 Troop meeting per month and at least 50% of the Troop meetings throughout the year.**
2. Outing Participation – **A Scout should participate in at least one outing, service project or other activity every two months.** For the ranks of Tenderfoot, 2nd Class, and 1st Class, the more specific criteria for participation apply. Participation in a summer camp program or equivalent qualifies for the months of June, July and August.
3. Dues – **A Scout must be current in their dues commitment prior to participating in outings and activities other than weekly meetings.**

We understand that Scouts are involved in other activities (which we encourage) and sometimes may not be available for a span of several weeks. That is OK! We understand that sports, band, and other activities may make it difficult to participate with the Troop on a seasonal basis. We have many successful Scouts who fit into this category. Scouts, please make arrangements with your Scoutmaster if you expect an extended absence from Troop activities.

Uniform Policy

Each Scout should have a Class A uniform including a tan Scout shirt (his preference on long sleeve or short sleeve) with the appropriate insignia, green Scout pants/shorts, and a green merit badge sash. Troop members will determine whether the standard Class A uniform for the Troop will include some type of headgear (i.e. hat, beret, etc.) or neckwear (i.e. neckerchief, bolo tie, etc.). The standard uniform for each meeting and/or outing will be determined in advance and will consist of one of the following options:

- **Class A “Full” Uniform** – to include all of the above (for parades, ceremonies, Courts of Honor, and other special occasions)



- **Class A “Working” Uniform** – to include the Class A shirt with either green Scout pants or blue jeans but no merit badge sash (standard attire)
- **Class B Uniform** – simply to include some type of Scout-related t-shirt (for outdoor games and projects/outings where the Class A shirt could get damaged)

Personal Conduct Policy

A Scout should be true to the traditions of Scouting. The three duties of the Scout Oath and the twelve points the Scout Law shall guide a Scout's behavior and shall be the foundation of his self-discipline. Violations of proper personal conduct will be handled as follows:

1. **Warning** – Any violation of the Scout Oath or Law must be corrected by one of the Youth Leaders. Youth Leaders should be careful to make corrections in private and not in front of other Scouts. Adults present are encouraged to refrain from taking part in this process unless requested by the Youth Leader involved. Examples of such violations are failing to obey or disobeying a youth leader or adult, using foul or blasphemous language, and such actions as hitting, kicking, or pushing. The first such violation should consist of a warning, in which the offending Scout is told that his behavior was contrary to the Scout Law and that he should not repeat such behavior.
2. **Time Out** – A Scout committing the same infraction a second time or committing another violation of the Scout Oath or Law at the same meeting may be given a "Time Out". The Youth Leader making the correction will report with the offending Scout to the Scoutmaster (or other adult leader in charge) and explain the situation. The Scoutmaster will ALWAYS be informed of the incident. The Scoutmaster, or adult leader in charge, will keep the offending Scout in his charge until satisfied that he thoroughly understands his violation of the Scout Oath or Law and also understands his obligation to the Troop in obeying the Oath and Law.
3. **Suspension** – For more serious offenses the Scoutmaster may recommend suspension of the offending Scout for at least one meeting. This requires approval by the Troop Committee. Examples of offenses meriting suspension are purposely hurting another Scout, stealing, or willfully destroying another Scout's or Troop property. A letter will be sent to the parents of a Scout who is suspended, explaining the suspension and the reason for it. Suspensions may be authorized only by the Committee Chairperson on recommendation of the Scoutmaster. If a Scout is suspended twice in one calendar month he will not be allowed to attend the Troop's next monthly outing.
4. **Special Board of Review** – If a Scout continues to be a disciplinary problem the Scoutmaster may recommend a Special Board of Review to examine that Scout's future in Scouting.
5. Adult leaders and volunteers are expected to hold themselves to the same principles. The Scoutmaster, Committee Chairman or Charter Representative are authorized to suspend any adult as needed until the review process is initiated and completed. In the case of Scout Safety the adult must be removed from contact until reviewed.

Advancement

Advancement is one of the eight methods used to help achieve the purposes of Scouting. There are many definitions of advancement, but the Scouting definition might well be, simply, "the art of meeting a challenge". For that is exactly what the Boy Scout advancement program asks the boys to do. The Boy Scout advancement program provides a ladder of skills that a Scout climbs **at his own pace**. As he acquires these skills he moves up through a series of ranks, for which he is awarded badges. These ranks include Scout, Tenderfoot, Second Class, First Class, Star, Life, and Eagle. The higher he climbs the more challenging his tasks -- and the more rewarding. The four steps of advancement are:

- The Boy Scout learns.
- The Boy Scout is tested.
- The Boy Scout is reviewed.
- The Boy Scout is recognized.

Achievements include:

- Learning skills that qualify for Scouting's more rugged and exciting outdoor challenges.
- Developing body and mind, growing self-confidence, and helping younger Scouts climb the advancement ladder.
- Discovering how it feels to go further than the ever thought he could go.

Education and fun are functions of the Scouting movement, and they must be the basis of the advancement program. In Scouting, recognition is gained through leadership in the unit; attending and participating in the activities; living the ideals of Scouting; and developing a proficiency in outdoor life, useful skills, and career exploration.

General Advancement Requirements

- **Age Requirement Eligibility:** Badges of rank, merit badges, and Eagle Palms are for boys who are registered Boy Scouts. Any registered Boy Scout may earn these awards until his 18th birthday.
- **Sign-off Authorization:** Advancement requirements may be signed off on by the Scoutmaster, Assistant Scoutmasters, or other registered adult leaders on the Troop Committee. Adult leaders with boys in the Troop should not sign off on their own son's requirements (unless they happen to be a merit badge counselor for a particular subject).
- **Scoutmaster Conference:** A Scoutmaster Conference is a chance for the Scout to have a one-on-one discussion with the Scoutmaster (at times an Assistant Scoutmaster will conduct the SM Conference). The purpose is to develop, over a period of time, an increasing level of understanding and trust between the Scout and leader. For the Scoutmaster, it is an opportunity to get to know each individual Scout in the Troop and to help each one chart his course in Scouting and in life. Although mainly associated with the advancement program, the Scoutmaster Conference is a general counseling tool that can be employed at any



time for a variety of reasons. For the Scout, the Scoutmaster Conference presents a valuable opportunity. It offers him a chance to discuss with the Scoutmaster his involvement with the Troop. He can express what he likes/dislikes about the Troop's program and activities and what he would add/subtract from the same. A review of what he did to earn advancement allows him to evaluate his accomplishments. The Scoutmaster aids the Scout to recognize and overcome his weaknesses while encouraging the use of his strengths. The setting of new goals is the most important outcome of their conversation. The Scoutmaster, in reviewing the requirements for the next rank and outlining what is involved in completing them, encourages further advancement by showing the Scout that the requirements are not as difficult as they appear. As the Scout advances higher in rank, the Scoutmaster will increasingly emphasize what the Scout can do to enhance the Troop through leadership opportunities.

It is the Scout's responsibility to request a Scoutmaster Conference when he is ready for it. A one-week notice is suggested for scheduling a Scoutmaster Conference. Scoutmaster Conferences will be conducted during the Troop meetings or at some other time agreed upon by the participants. A Scoutmaster Conference must be completed in advance of a Board of Review. The length of the Scoutmaster Conference should be long enough for the Scoutmaster to know three or four more things about the Scout that he didn't know before; and short enough for the Scout to understand the significance of this step toward Eagle. A Scoutmaster Conference should generally run no longer than 15-20 minutes. The Scout is expected to be in Class A uniform and to bring his BSA handbook and advancement documentation (service time records, merit badge cards, etc.) for the conference.

- **Board of Review:** The last requirement a Scout must meet in order to advance in rank is to appear before a Board of Review (BOR) composed of between three and six members of the Troop Committee. This review confirms that the requirements for the rank have been accomplished. It is not an examination or a retest; however, the Board satisfies itself that the Scouting skills have been learned. The Board judges whether the Scout is benefiting from the Troop program. The Scout is asked about what parts of the Troop's program he enjoys and what parts he does not. A determination is made of the Scout's attitude and his acceptance of Scouting Ideals in his daily life. Finally, the Board encourages the Scout to progress toward the next rank. The Scout is expected to be in Class A uniform and bring his BSA handbook and advancement documentation (service time records, merit badge cards, etc.) for the Board of Review.

Service Projects

- **Star and Life:** Work on service projects for credit toward advancement to Star and Life ranks shall be approved by the Scoutmaster or Troop Committee in advance of starting the project. Only adult leaders are authorized to sign-off service project requirements. If there is any doubt as to the validity of the project, the matter will be referred to the Troop Committee for resolution.
- **Eagle:** An Eagle Scout will use the BSA's *Eagle Scout Service Project Workbook* to plan his project. This workbook requires signatures from a Unit Leader, a Unit Committee member, and a representative of the Beneficiary Agency before it can be approved by the District or Council Eagle Board of Review. The Troop Committee asks that the Eagle candidate present the completed proposal section of the workbook and provide a briefing on his project at a

regularly scheduled Committee meeting at which time these signatures can be obtained. The Committee will review the candidate's plan for completeness in planning and ability of the Troop to support the project to completion. The schedule of work should be examined in detail to ensure there are no major conflicts with other planned Troop activities.

Merit Badges

Earning merit badges gives the Scout self-confidence by teaching him to overcome obstacles to achieve a goal. The Scout also learns career skills, develops socially, and may develop physical skills and hobbies that give a lifetime of healthful recreation. To earn merit badges the following procedures need to be followed:

- Find a buddy that is interested in working on the merit badge with you. If you cannot find another Scout interested in working on the merit badge, then you must still arrange for someone (a parent, brother or sister, relative, or friend) to attend each meeting with the merit badge counselor with you.
- Obtain a merit badge application ("blue card") from the Scoutmaster or Assistant Scoutmaster. The Scoutmaster or Assistant Scoutmaster must sign the card to show his/her approval.
- Contact the Merit Badge Counselor (the SM or ASM will give you a Counselor's name) and arrange meetings.
- Complete the merit badge requirements under the guidance of the counselor.
- Have the Merit Badge Counselor sign the card verifying completion of all requirements.
- Return the card to the Scoutmaster or Assistant Scoutmaster and obtain his/her signature to indicate completion of the merit badge requirements.
- Present the completed card to the Troop Committee Chairperson for registration and procurement of the badge.





Boy Scouts of America Troop 806
First United Methodist Church
Ellwood City, Pennsylvania



COMMITMENT FORM

I have read the Boy Scout Troop 806 Orientation Guide and familiarized myself with the policies and procedures of the Troop. By executing this form, it is hereby acknowledged that the Scout, his Parents or Guardians, and the Troop Committee Chairman understand and agree to abide by these policies and procedures.

Further, it is agreed that as a Parent or Guardian of the Scout, we will actively participate and support Troop activities.

Executed this ____ day of _____, 20____

AGREED AND ACKNOWLEDGED:

Scout Name (please print)

Scout – signature

Parent – signature

Troop Committee Chairman