

Troop 2970 New Parent Orientation Reference Binder

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SECTION 1:

**WELCOME TO
TROOP 2970**

WELCOME TO TROOP 2970!

All of us at Troop 2970 welcome you, the parents of boys who have chosen Troop 2970 as your Scouting home. This moment marks a very important first step on the journey to the rank of Eagle Scout! We look forward to helping you and your son gain a wonderful experience in Scouting and keeping his desire to reach Eagle burning brightly in the next few years as a Scout.

As you've noticed, we are an exceptionally large troop. With our large size come many opportunities for our Scouts that couldn't be offered in smaller troops: numerous camping and high adventure trips, exceptional equipment, deep adult leadership involvement, etc.

However, with a troop of our size, it can be easy for less outgoing or assertive Scouts to feel overwhelmed or lost in the shuffle. The intention of the Troop 2970 Scout and Adult leadership team is to do everything possible to make the Scouting experience rewarding for your sons and to assist them along their journeys of becoming the very best Scouts they can be in their time with us.

This Handbook

The purpose of this handbook is to help you, Scout parents, to navigate the experience of Troop 2970 and the transition into Scouting. It is also a work in progress...we look forward to continually improving and updating it based on your feedback. Please let us know if there are any sections that are confusing to you or things that we should add that will make it even better.

We have divided this handbook into easy-to-reference sections, which we hope will facilitate your experience in navigating through the first year of Scouting. For those of you whose sons crossed over from Cub Scouting, you will notice that there are many new traditions and language that might be foreign to you. For those whose sons are new to Scouting altogether, you might feel like you just landed in a foreign land and have no idea of the language or traditions.

Don't worry...we're a friendly group who look forward to getting to know you and look forward to your participation. In no time you'll understand the lingo and traditions and will feel very much at home!

What Troop 2970 is all about

Our purpose, which we share with the Boy Scouting worldwide, is to teach our boys leadership and values. Unlike Cub Scouting, with which you may already be familiar, Boy Scouting is a **youth-led** organization. The boys learn how to organize and lead the Troop. After training, and with adult supervision, the boys run the show. This can be messy...the hardest part you'll face is to let go and let the process work.

The Scouts of Troop 2970 work towards their First Class and then Eagle ranks. As they travel on the trail to Eagle and beyond, they will not only experience personal accomplishments, they will lead teams of Scouts in challenging situations. Boy Scouting

provides for growth of moral strength and character, teaches citizenship, and enhances the development of physical, mental and emotional fitness. This is all done in the spirit of fun and adventure.

We proudly embrace the values declared in the Scout Oath and the Scout Law. We work to demonstrate these values through our programs and through service to our community.

We emphasize development of youth leadership and look to the great outdoors as a classroom for the skills and values we teach.

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.

Scout Law

A Scout is:
Trustworthy
Loyal
Helpful
Friendly
Courteous
Kind
Obedient
Cheerful
Thrifty
Brave
Clean
and Reverent.

Eligibility

Boys who have earned the Arrow of Light or completed the fifth grade, or are 11 years old and are in the fifth grade or above are eligible to join Troop 2970. Upon reaching his 18th birthday[†], a Scout in good standing may apply for Adult Leader status with the Troop. Scouts are defined as members under age 18. Scouters are defined as registered adult members (i.e., Assistant Scout Masters, Committee Members, other uniform wearing adults.).

[†] *Boy Scouts of America membership rules state that youth membership is limited to boys under 18 years of age.*

Joining Requirements

Boys who meet eligibility requirements must meet with the Scoutmaster or his designee and the parents must have a parent's conference with the Committee Chairman or designee. These conferences assist all parties in the exchange of information and provide a clear understanding of the direction of the Troop.

Once the conferences are completed, the application approved, and fees collected, the boy is considered a part of BSA Troop 2970!

Troop Size

Troop 2970 believes that Scouting should be open to all boys and will welcome any eligible boy, regardless of the number of Scouts on its roster.

Prohibited Activities

The following actions and activities are prohibited:

- Scouts will never use profanity, smoke, drink alcohol, gamble, or use drugs.
- Adults may not smoke and will refrain from alcohol use while supporting any Scout event. Scouts or adults breaking this rule will be asked to leave the activity and face further discipline at the discretion of Troop Committee.
- Adults participating in Troop activities who witness profanity or gambling are expected to follow disciplinary procedures outlined below.

Disciplinary Procedure

The Troop seeks to avoid the need for formal disciplinary procedures by promoting self-discipline, clearly communicating its rules to Scouts and their parents, and consistently enforcing its rules.

Progressive Disciplinary Policy

Progressive disciplinary measures will be followed in cases not involving immediate safety concerns (e.g. - disrespectful or disruptive behavior and violations of procedural rules), violations involving youth protection policies, criminal or other serious misconduct.

To ensure consistency in the disciplinary process, disciplinary issues must be called to the attention of the Scoutmaster (or, in his absence, the ASM Organizer responsible for an event). Two-deep adult leader procedures (consistent with Boy Scouts of America (BSA) Youth Protection Guidelines) must be followed throughout the disciplinary process.

Progressive disciplinary steps include:

1. Counseling the Scout about the behavior (Scoutmaster or, in his absence, ASM Organizer for the event)
2. Meet with Scout and Parents about the behavior (Scoutmaster)
3. Suspension (Scoutmaster)
4. Expulsion (Troop Committee)

For criminal or other serious misconduct or violations not specifically covered in this section, the Troop Committee reserves the right at its sole discretion, to apply any of these disciplinary measures up to and including expulsion.

Youth Protection

The Troop strongly endorses BSA's Youth Protection policies that are intended to provide a safe, harassment-free environment for Scouts.

- The Two-Deep adult leadership requirement of the BSA's Youth Protection policy is strictly enforced at Troop functions.
- Current Youth Protection Training certification is required for all registered
- Scouters affiliated with the Troop and of all adults participating in High
- Adventure activities or other troop sanctioned events.
- Adults seeking to become Registered Scouters with the Troop are screened by the Troop Committee and must undergo a BSA background check as part the BSA Adult Leader application process.
- Adults seeking BSA Youth Protection Training should contact the Scoutmaster or a member of the Troop Committee. The troop will offer BSA Youth Protection Training for Registered Scouters and other interested adults at least twice a year. Online versions of the course will be acceptable when available.

Safety First Rule

Adults participating in Troop activities are expected to enforce safety rules, intervening whenever unsafe conditions are observed. Violations of safety rules must be reported to the Scoutmaster or designated Trip Organizer when conditions permit. Repeated or willful violation of safety rules may, at the discretion of the Scoutmaster or designated ASM Organizer, result in the Scout being sent home at his parent's expense.

Examples:

- If a Scout is observed removing his life jacket (Personal Flotation Device) while on a troop sponsored canoe trip, adults participating in the event are expected to tell the Scout to put the PFD back on, immediately, or he will be sent home at his parent's expense. The incident should be reported to the Scoutmaster or ASM Organizer when condition allow.
- If a group of Scouts is observed around a campfire without a water-filled fire bucket, adults participating in the event are expected to tell the Scouts to either get a water-filled fire bucket –immediately – or the fire will be put out. The incident should be reported to the Scoutmaster or ASM Organizer when conditions allow.

Safety Policies

Troop 2970 places special emphasis on BSA safety guidelines and policies. The most important of these are listed below. A complete listing is to be found in the BSA publication Guide to Safe Scouting, available on BSA's official website:

<http://www.Scouting.org/pubs/gss/>

Safe Swim

Boy Scouts of America (BSA) requires units planning swimming activities to demonstrate that these activities will be supervised by trained adults and conducted in compliance with BSA Safe Swim requirements. The Troop endorses and enforces these requirements.

- *BSA Safe Swim Training* certification is recommended for all registered Scouters affiliated with the Troop and all adults participating in water-related activities.
- The Troop Committee may require Safe Swim certification for registered Scouters and parents participating in water-related High Adventure activities or other troop sanctioned water related activities.
- Registered Scouters and parents interested in training and certification should take the free on-line training course prepared by BSA, available at: <http://www.Scouting.org/pubs/aquatics>.

Safety Afloat

BSA requires units planning on-water activities such as canoeing, kayaking, sailing and boating to demonstrate that these activities will be supervised by trained adults and conducted in compliance with BSA Safety Afloat requirements. The Troop endorses and enforces these requirements.

- *BSA Safety Afloat Training* certification is recommended for all registered
- Scouters affiliated with the Troop and all adults participating in water-related activities.
- The Troop Committee may require Safety Afloat certification for registered Scouters and parents participating in water-related High Adventure activities or other troop sanctioned water related activities.
- Registered Scouters and parents interested in training and certification should take the on-line training course prepared by BSA, available at: <http://www.Scouting.org/pubs/aquatics>.

Buddy System

Scouts will use the “buddy system” on all outdoor activities. This means the Scouts will always be with at least one other designated Scout and not wander off on their own. Scouts are responsible for telling designated leaders where they are going and when they will be back before they leave the Troop campsite or location. This also applies at the meeting site.

Wilderness Camping and Travel

BSA requires units planning wilderness camping and travel activities to demonstrate that these activities will be supervised by trained adults and conducted in compliance with wilderness camping and travel requirements. The Troop endorses and enforces these requirements.

- American Red Cross First Aid CPR training and/or American Heart Association CPR certification is strongly recommended for all registered Scouters affiliated with the Troop as well as parents participating in wilderness camping and travel activities.

- The Troop Committee may require First Aid and CPR certification for registered Scouters and parents participating in High Adventure wilderness activities.
- Registered Scouters and parents interested in training and certification should contact the Scoutmaster or Committee Chairman.

Knife, Axe and Tool Use by Scouts

- Scouts must earn and maintain Tote'n Chip rating (awarded after completion of a basic safety course taught by an Assistant Scoutmaster) before they may carry or use edged hand tools at Troop-sponsored events.
- Sheath knives, machetes, throwing knives, and folding knives with blades longer than 4 inches may not be carried by Scouts at Troop-sponsored events.
- BSA policy prohibits the use of power tools by Scouts.
- Contact the Senior Patrol Leader or Scoutmaster for information on Tote'n Chip training.

Fire Safety

- Scouts must complete a basic fire safety course taught by an Assistant Scoutmaster before they may carry matches and light fires or stoves at Troop sponsored events.
- Fire buckets filled with water must be placed within easy reach of all open fires at Troop sponsored events.
- Open flames of any kind are prohibited inside tents. Flammable liquids, including stove fuel, may not be stored in tents.
- Scouts who have not received basic fire safety training may light propane and liquid fuel camp stoves only under adult supervision.
- The Troop complies with all local fire regulations on all outings.
- Unsafe use of matches, lighters and liquid fuels is prohibited.
- Contact the Senior Patrol Leader or Scoutmaster for information on basic fire safety training.

SECTION 2:

FAST START

FAST START CHECKLIST

At Troop 2970, we encourage new Scouts to strive to earn their Eagle rank. But there is much to do and learn before your Scout can attain this highly coveted accomplishment. As the saying goes, the only way to eat an elephant is one bite at a time.

The first year in Scouting is an especially important time in a Scout's career. Boys are still full of energy and usually not saddled with mountains of homework and other school obligations. It's a perfect time to set a goal of earning their First Class rank, or what we also refer to as a Complete Scout. Studies have shown that a boy who achieves the First Class rank within approximately the first twelve months with the Troop will have the greatest long-term success in the BSA program and ultimately earning their Eagle Rank.

Here is a handy checklist you can use that will help you make sure you've done everything you can to get your son up and acclimated quickly to Troop 2970.

Checklist Items

Uniform:

Troop 2970 supplies the following to our new Scouts:

- _____ • Neckerchief
- _____ • Neckerchief Slide
- _____ • Troop Number Patch
- _____ • Epaulets
- _____ • Class "B" T-Shirt

The Scout is responsible for the following:

- _____ • Scout Class "A" Uniform Shirt
- _____ • Shirt Patches (except for Troop number and optional Patrol patch)
- _____ • BSA Pants
- _____ • BSA Socks

Note: No hat is required for our troop.

_____ **Scout Handbook**

_____ **Register with Troop 2970**

_____ **Pay Dues**

_____ **Attend Troop Meetings**

_____ **Get Patrol Leader's Contact Information:**

Name _____

Email Address _____

Cell Phone Number _____

Home Phone Number _____

SECTION 3:

TROOP ORGANIZATION

TROOP ORGANIZATION

As with every organization, Troop 2970 has a lot of pieces that fit together. These pieces work together to ensure the Troop functions and works as expected. When coming into the Troop, though, it isn't always easy to understand what the parts are, much less understanding how they fit together!

This section of the guide is geared toward educating a new parent on the different parts of Troop 2970. These parts naturally include the Scout but also involve the parents, the supporting mechanism for the Troop. This section discusses many of the "day to day" parts of the Troop, including the Scout uniform, Troop meetings, Troop structure, Leadership roles, our sponsoring organization, and rank advancement.

Expectations

It is important to know upfront Troop 2970's expectations of both you (as guardians/parents) and your son (as a Scout) as members of Troop 2970.

All Scouts and Scout parents are responsible for making themselves aware of all troop activities and associated details, such as deadlines, requirements, and recommendations regarding but not limited to permission slips, money, non-refundable fees, food, clothing, gear, medicine, emergency contacts and medical forms.

Expectations of Parents

Our success in delivering the promise of Scouting to the boys of our troop is due to the involvement of parents. The Troop expects the parents of its members to be involved in some way in making the troop work. This may be membership on the committee, volunteering as a uniformed adult leader (assistant Scoutmaster), providing transportation from time to time or something else. Without your assistance the troop and, therefore, your son will not be as successful as can be.

We realize there are considerable demands on your time. However, one cannot make a better investment of this time than into the operation of your son's troop and the greater community it serves.

Just some of the ways you can help:

- Be a merit badge counselor in your job discipline, hobby subject or other interest.
- Provide rides to or from campouts and other activities.
- Provide transportation for equipment to or from a campout.
- Be the extra adult on a campout or other activity.
- Help organize refreshments for Courts of Honor.
- Be a guest speaker on an advancement related subject at a troop meeting or other event.

- Help supervise walking or bike hikes.
- Supervise a fund raising activity.
- Help build or maintain patrol boxes. (Wood working skills and tools required.)

Each of these tasks and many more are important to the success of the troop. Without them we could not be what we are. Take the time to speak to the Committee Chairman or Scoutmaster about the contribution you can make.

All Parents are expected to provide a phone, postal, and email contact information to the Troop Committee Chairman. Contact information will be used to keep parents informed about upcoming events and for emergency contact purposes. Knowledge of Troop policy regarding meetings, permission slips and event registration, finances, and disciplinary procedures will ensure that your son will have a safe and enjoyable Scouting experience.

Expectations of Scouts

Troop 2970 views the level of attendance and participation as a reflection of Scout spirit. The Scoutmaster, in consultation with ASMs, will consider attendance and participation by Scouts as an important factor in approving rank advancements and appointments to positions of leadership within the troop.

- Scouts are expected to attend troop functions (meetings, outings, etc.) within a given quarter if that Scout expects to advance in rank during that quarter.
- Scouts are expected to attend troop functions related to outings, if Scout is planning on attending the upcoming outing. Special considerations will be made for illness, etc.
- Scouts are expected to attend many Troop functions during the Scout year if they wish to attend Scout Camp or High Adventure Camp.
- On troop outings, each patrol is responsible for transportation to and from the outing for all patrol members.

Additional expectations for leaders and presenters:

- SPL, ASPL, Senior Scout Staff are to be at the meeting place 15 minutes before the meeting is scheduled to start.
- All Scouts and Scouters presenting classes or running programs should be prepared and at the meeting place 30 minutes before the meeting is scheduled to start.
- SPL, ASPL, Senior Scout Staff, Patrol Leaders, Venture Crew Chiefs are to attend all PLC meetings. If unable to attend please arrange for an alternate/substitute and clear it through the Senior Patrol Leader or Scoutmaster.

Uniforms

Troop 2970 is a full uniform Troop. We utilize two Scout uniforms: Class A and Class B.

Dress Uniforms / Class A Uniforms



The full Scout uniform is called the Class A uniform, which includes the shirt (short or long sleeve), pants/shorts, socks, belt, teal green shoulder tabs, any approved National Capital Area Council shoulder patch, troop numerals, American flag, patrol emblem, and either a Troop 2970 neckerchief with a neckerchief slide or a bolo tie.

Scouts and Scouters who have participated in a Troop 2970 High Adventure trip may substitute a High Adventure bolo for the Troop neckerchief and may substitute a High Adventure belt for the regulation Scout web belt.

Please help us by encouraging your son to wear his uniform properly. Hopefully, you will have frequent opportunities to sew the emblems your son earns onto his uniform!

Unless indicated otherwise, the full regulation BSA class-A uniforms are required of all Scouts and Scouters for the following:

- At regular weekly Troop meetings;
- Scoutmaster Conferences and Boards of Review;
- While traveling to or from camping trips, Summer Camp, or High Adventure;
- Trips, particularly where public transportation is required (except as specifically announced in advance by the Scoutmaster);
- Class A Uniforms are *not* expected or required while actually engaged in camping, backpacking, canoeing or other strenuous outdoor activities.

Regarding the placement of patches: there is guidance in the *Scout Handbook* as to where patches and other items are placed. Additional details are found on the BSA Uniform Inspection Sheet found at <http://www.scouting.org/forms.aspx>.

Activity Uniforms / Class B Uniforms

The activity uniform (usually called “Class B”) is a Troop 2970 t-shirt, worn with any type of pants and footgear. The Class B uniform is generally worn mostly while performing service projects, strenuous outdoor activities, and while at Summer Camp and High Adventure trips (except during specific ceremonies and meals, if required).

Meetings

Regular Troop Meetings

The Troop meets at Our Savior's Way Lutheran Church (OSWLC), 43115 Waxpool Road, Ashburn, VA. Troop meetings are generally held in the Church's Fellowship Hall, each Thursday evening from 7:30 -9:00 pm. Meetings occur from September through June, with other special meeting scheduled as needed.

Unless otherwise announced, Assistant Scoutmasters will be available to work with on advancement requirements with Scouts from 7:00 – 7:30 pm before all regular meetings.

Parents are advised:

- Scouts should not be dropped off for meetings before 7:00 pm.
- Scouts must be picked up no later than 9:00 pm (although meetings may run long on occasion).
- Important announcements regarding upcoming events are made approximately 15 minutes before regular weekly meetings close. Parents are encouraged to be present for these announcements.
- A schedule of upcoming events and copies of important required paperwork (such as event permission slips) are posted on the Troop website (www.troop2970.org). Parents are encouraged to frequently check the Troop website.

Unless announced in advance, the Troop does not meet during times when Loudoun County Public Schools have vacation, holiday or teacher work days. When Loudoun County Public School System cancels school due to inclement weather, any scheduled Troop meetings will also be cancelled.

Court of Honor

Four times a year the Troop holds a Court of Honor. At these occasions rank advancements and merit badge completion is formally recognized. Parents and family members are strongly encouraged to attend these functions as they are an important way for you to show your support for your son's accomplishments. While most Courts of Honor are held at Our Savior's Way Lutheran Church, they may occasionally be held at an outdoor location such as Camp 2970 or elsewhere, weather permitting.

Leadership Meetings

The Troop Committee, the governing body for Troop 2970, generally meets the second Tuesday of every month from September through June. Meetings are usually held in one of the lower level class rooms of Our Savior's Way Lutheran Church from 7:30 – 9:00 pm. Regular Troop Committee meetings are open to all Scouters and interested parents.

Assistant Scoutmasters of the Troop meet the third Tuesday of each month from September through June. Meetings are held in a lower level classroom at Our Savior's Way Lutheran from 7:30 – 9:00 pm. Regular meetings are open to all Scouters and interested parents.

The Patrol Leaders Council (PLC) meetings will be held once a month. The Senior Patrol Leader is responsible for scheduling, planning, organizing, and chairing PLC meetings. It is imperative that the SPL, ASPL, all Patrol Leaders (or the assistant patrol leader in their absence) and other youth leaders be prepared for and attend the PLC. The youth leaders will represent each patrol and take part in the planning and decision making process for the upcoming events. It is the responsibility of the patrol leaders to communicate pertinent information gathered from the PLC back to their patrol members.

Troop Structure

Troop 2970 operates on the patrol method. The Scoutmaster and Assistant Scoutmasters act as advisors to the Scout Youth Leaders.

Scoutmaster and Assistant Scoutmasters

While Troop 2970 operates on the principle of active youth leadership of the Troop, adults guide, mentor, coach, and perform tasks to support the boys and contribute to their success. This is done through two separate groups of adults:

- The daily direct support of the boys is through the Scoutmaster, the senior adult leader responsible for the youth program, and a number of Assistant Scoutmasters (ASMs).
- The Troop Committee recruits and approves the Scoutmaster and all Assistant Scoutmasters. Final approval of the Scoutmaster and Assistants comes from the Charter Organization (OSWLC).

Training:

The Scoutmaster and Assistant Scoutmasters (ASMs) are required to successfully complete BSA Youth Protection training and maintain BSA Youth Protection certification (see Youth Protection section for details). The Scoutmaster and Assistant Scoutmasters are also required to take both New Leaders Essentials Training and Scout Leader Specific Training for Assistant Scoutmasters and Scoutmasters. They are strongly encouraged to complete the weekend camping and training experience of Introduction to Outdoor Leadership Skills (IOLS) to be fully qualified to guide and teach our youth.

The Scoutmaster and Assistant Scoutmasters are further encouraged to take advanced training in the form of University of Scouting/College of Boy Scouting and Wood Badge training for the 21st Century.

ASMs may specialize according to their interests and talents. First Aid and CPR certification is strongly recommended for all registered volunteers, Scouters and parents participating in wilderness or water-related activities (see Safety Policies, below).

Assistant Scoutmaster (ASM) as Events Organizer

All Troop activities are planned and organized under the supervision of one of our Assistant Scoutmasters (ASMs). The ASM organizer for an event is responsible for gathering event paperwork and payments and is the Parents' principal source of information about any upcoming event. Names and contact information for ASMs can be found in the secure section of the website.

Troop Leadership

Troop 2970 will conduct elections every six to twelve months to elect new Patrol Leaders for each Patrol. Elections for Senior Patrol Leader (SPL) will be held annually. All Scouts in good standing are eligible to vote. Special elections may be held to fill vacancies in either position. Other Troop positions including Assistant Senior Patrol Leaders, Scribe, Quartermaster, Librarian, Historian, Bugler, Calendar Keeper, Den Chief Chief, Patrol Intermediary, Patrol Guides, etc. will be appointed by the Senior Patrol Leader following the general Troop elections.

The Scoutmaster must approve Scouts seeking the position of Senior Patrol Leader and must approve appointments of all youth leadership positions.

Each Spring the Scoutmaster will appoint Patrol Leaders for "New Scout" patrols. These "New Scout" Patrols will, at the discretion of the Scoutmaster, be either absorbed into existing patrols or be constituted as a regular patrol after a period of six months.

All newly elected Senior Patrol Leaders and Patrol Leaders and newly appointed Assistant Senior Patrol Leaders and Assistant Patrol Leaders must attend Junior Leader Training (JLT) for their positions. Failure of a Scout to attend JLT or to perform his duties may constitute reason for removal from his office by the Scoutmaster. If removed from office, the Troop Committee will determine if the Scout's tenure served in office prior to removal is sufficient to be counted toward his rank advancement.

Patrol Leaders

Patrol leaders are responsible for organizing and conducting Patrol meetings, and for leading their Patrols in planned Troop activities. The Patrol Leader communicates information about upcoming deadlines and events to all Patrol members, recruits drivers for patrol and troop activities requiring transportation.

On Troop camping trips, the Patrol leader is responsible for making sure that meal planning, grub master (purchases food and supplies for the patrol), tent setup and takedown, meal cleanup, and (if required) drying wet tents and other patrol gear are rotated in a fair manner among Patrol members, then ensures that tasks assigned to Patrol members are successfully completed. Attends PLC monthly meetings. A Patrol Leader is a Scout's primary source of information. Good communication practices are needed and encouraged.

Performs other duties as assigned by the Scoutmaster and Senior Patrol Leader, appoints (with the approval of the Scoutmaster) an Assistant Patrol Leader to perform required Patrol Leader functions in his absence.

Scouts

An individual Scout must make himself aware of the planned activities (outings and service projects). Individual Scouts work with their patrol leaders to get their questions answered or to express their interest in upcoming events. The individual Scout is responsible for taking information back to his parents so he and his parents can be prepared for full participation.

Patrol Leaders Council (PLC)

The Patrol Leaders Council (PLC) meetings will be held once a month. The Senior Patrol Leader is responsible for scheduling, planning, organizing, and chairing PLC meetings. It is imperative that the SPL, ASPL, all Patrol Leaders (or the assistant patrol leader in their absence) and other youth leaders be prepared for and attend the PLC. The youth leaders will represent each patrol and take part in the planning and decision making process for the upcoming events. It is the responsibility of the patrol leaders to communicate pertinent information gathered from the PLC back to their patrol members.

The Troop Committee

The Troop Committee is the Troop's board of directors and supports the Troop program. The Troop Committee performs the following functions:

- Ensures quality adult leadership is recruited, approved, and trained. In case the Scoutmaster is absent, a qualified Assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is recruited by the Committee.
- In conjunction with the Chartering Organization, provides adequate meeting facilities.
- Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization.
- Carries out the policies and regulations of the Boy Scouts of America.
- Supports leaders in carrying out the program.
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtains, maintains, and properly cares for troop property.
- Provides adequate camping and outdoor program.
- Serves on Boards of Review and supports Courts of Honor.
- Supports the Scoutmaster in working with individual boys and problems that may affect the overall troop program.
- Provides for the special needs and assistance some boys may require
- Helps with the Friends of Scouting campaign.
- Assists the Scoutmaster with handling boy behavior problems.

The Committee Chair serves by approval of the Charter Organization with no fixed term limit, but, as all adult leadership positions, is renewed on an annual basis. The Chair will delegate responsibility for essential services to Committee members as needed.

Permanent positions on the Committee include the Charter Organization Representative, Secretary, Finance Chair, Fund Raising Chairs (Mulch, Popcorn, etc.), Advancement Chair, District Roundtable Representatives, Newsletter Chair, Troop Equipment Chair/Quartermaster, Troop Trainer, Community Service Chairs (Scouting for Food, Good Turn for America, etc.), Membership, Recharter and Webmaster. The Committee may include Members at Large. The Troop Committee Chairman is responsible for maintaining a close relationship with the Charter Organization Representative.

New Committee members are volunteers, and are approved by the Committee Chairman and Charter Representative, with concurrence of the Committee. There is no maximum limit to the number of troop committee members. Parents interested in becoming part of the Committee should speak with the Committee Chair. Committee members must acquire and maintain current BSA Youth Protection Certification (see Youth Protection policy for additional information) and BSA New Leaders Essentials training. It is strongly recommended Committee Members take Scout Leader Specific Training for Committee, and special training recommended by BSA for specific duties. Troop 2970 chooses to pay the annual BSA registration fees for adult leaders, and may selectively sponsor leaders for training scholarships.

Meetings of the Committee are held monthly from September through June on the second Tuesday of each month and are conducted in accordance with Roberts Rules of Order. Meetings of the Committee are generally open to parents and Scouters. Closed executive sessions of the Committee may be called to discuss disciplinary or personnel matters at the discretion of the Chair and Charter Organization Representative. Attendance at executive session meetings of the Committee are limited to officially designated Committee members.

Duties of Scout Officers

Although a new Scout may not immediately be elected to office, for future reference, these are the basic duties of the various offices your son may hold as a Scout. Note: ALL positions require the Scout to set a good example to other Scouts, live by the Scout Oath and Law, and enthusiastically wear the Scout uniform correctly.

Position	Description
Senior Patrol Leader	<p>The SPL is elected by the Scouts to represent them as the top junior leader in the troop. The SPL reports to the Scoutmaster. Duties include:</p> <ul style="list-style-type: none"> • Runs all troop meetings, events, activities and the annual program planning conference • Runs the PLC meeting • Appoints other troop junior leaders (Assistant SPL, quartermaster, scribe, librarian, chaplain aide) with the advice and counsel of the Scoutmaster • Assigns duties and responsibilities to the junior leaders • Assists the Scoutmaster with junior leader training
Assistant Senior Patrol Leader	<p>The assistant SPL is the second highest-ranking junior leader in the troop. He is appointed by the SPL with the approval of the Scoutmaster. The assistant SPL acts as the SPL in his absence. He also provides leadership to other leaders in the Troop. Duties include:</p> <ul style="list-style-type: none"> • Helps the SPL conduct troop meetings, events, activities Oversees the Troop Quartermasters • Serves as a member of the PLC • Helps train and supervise the other Troop officers • Assists the Scoutmaster with junior leader training

Position	Description
Patrol Leader	<p>The patrol leader is the elected leader of his patrol. He represents his patrol on the PLC. He reports to the SPL. Duties include:</p> <ul style="list-style-type: none"> • Appoints the assistant patrol leader • Represents the patrol on the PLC • Plans and steers patrol meetings • Helps Scouts advance in rank • Acts as a recruiter of new Scouts Keeps patrol members informed • Knows what his patrol members and other leaders can do • Shows Scout Spirit
Assistant Patrol Leader	<p>The assistant patrol leader is appointed by, and reports to, the patrol leader, leading the patrol in his absence. Duties include:</p> <ul style="list-style-type: none"> • Helps the patrol leader plan and steer patrol meetings and activities • Serves as patrol quartermaster if Patrol does not have one • Helps him keep patrol members informed • Helps the patrol get ready for all troop activities • Represents his patrol at PLC meetings when the patrol leader cannot attend • Lends a hand controlling the patrol and building patrol spirit
Quartermaster	<p>The quartermaster keeps track of troop equipment and sees that it is in good working order. He is appointed by the PLC and reports to the ASPL. Duties include:</p> <ul style="list-style-type: none"> • Keeps records on patrol and troop equipment • Makes sure equipment is clean and in good working condition • Issues equipment and makes sure it is returned in good condition • Makes suggestions for new or replacement items • Works with the troop committee member responsible for equipment

Position	Description
Scribe	<p>Appointed by the PLC, the Scribe keeps the troop records. He records the activities of the PLC, records the advancement and scout attendance at troop meetings, and reports to the assistant SPL. Duties include:</p> <ul style="list-style-type: none"> • Attends and keeps a log of PLC meetings • Records attendance • Shows Scout Spirit
Librarian	<p>The librarian takes care of troop literature and keeps an historical record or scrapbook of troop activities. He is appointed by the PLC and reports to the ASPL. Duties include:</p> <ul style="list-style-type: none"> • Sets up and takes care of a troop library of merit badge books and other resource literature • Keeps a system for checking books and pamphlets in and out • Shows Scout Spirit • Some larger troops may also have a Historian
Chaplain Aide	<p>The chaplain aide works with the troop chaplain to meet the religious needs of Scouts in the troop. He also works to promote the religious emblems program. He is appointed by the Scoutmaster and reports to the ASPL. Duties include:</p> <ul style="list-style-type: none"> • Assists the troop chaplain with religious services at troop activities • Tells Scouts about the religious emblem program for their faith • Shows Scout Spirit

Position	Description
Den Chief	<p>The den chief works with Cub Scouts and the Den Leaders in the Cub Scout Pack. Reporting to a Den Leader in the Pack, he:</p> <ul style="list-style-type: none"> • Knows the purposes of Cub Scouting • Helps Cub Scouts advance through ranks • Encourages Cub Scouts to join a boy Scout troop upon graduation • Assists with activities in the Den meetings • Is a friend to the boys in the Den • Helps out at Den meetings and monthly Pack meetings • Sets a good example for the Cub Scouts • Shows Scout Spirit
Guide	<p>The troop guide is responsible for the advancement of the younger Scouts until they reach 1st Class. Duties include:</p> <ul style="list-style-type: none"> • Knows the younger Scouts • Is aware of the advancement progress of the troop • Encourages and actively helps in the fulfillment of requirements • Helps Scouts foster self-motivation in advancement • Shows Scout Spirit
Instructor	<p>The instructor is normally an older Scout, appointed by the Scoutmaster to teach Scouting skills to younger Scouts.</p>

Charter Organization

Our Savior's Way Lutheran Church (OSWLC) has chosen Troop 2970 to be part of its youth ministry in Loudoun County and has agreed to be the charter Organization. In accordance with BSA policy, the Charter Organization provides our meeting place, approves all adult leadership, assures that the Troop is maintaining its program consistent with church policy and missions, approves fund raising opportunities, assures the Troop and its members are registered annually, and has ultimate authority over the ownership of troop assets and equipment.

The interests of the church are conveyed to the Troop in the church's selection of the Charter Organization Representative, selected by the church leadership. The Charter Organization Rep is a voting member of the National Capital Area Council and the Loudoun County Branch of NCAC – Goose Creek District.

Consistent with BSA Policy, youth and adult members of the troop are not required to belong to Our Savior's Way Lutheran Church.

Troop 2970 acknowledges its obligation to Our Savior's Way Lutheran Church by actively participating in church cleanup and maintenance work days, service projects to maintain and improve church facilities, and by willingly complying with rules for use of church facilities.

Use of Church Facilities

The Troop's use of Our Savior's Way Lutheran Church (OSWLC) facilities is a privilege we can't afford to lose. As such:

- Eating and drinking is not permitted in the church buildings during Troop meetings except as part of the scheduled program.
- Please remove hats or caps when entering the Church.
- Scouts will not leave the Fellowship Hall Area during Troop activities in the church, except to use the rest room. Scouts will leave the church immediately upon conclusion of Troop activities. At no time will Scouts roam the halls or classroom area without purpose or be left unsupervised on church property.
- Scouts will clean up after themselves. Patrol Leaders and the Senior
- Patrol will ensure that we leave meeting facilities and campsites in better shape than we find them.
- Scouts are not allowed to use the OSWLC playground. This playground is designed for younger children and is inappropriate for youth of our size and weight. Tricycles, games, and other recreational equipment stored in classrooms are intended for day care and Sunday school use and are off limits to Scouts.

Rank Advancements and Merit Badges

Rank Advancement in Scouting

Your Scout will advance through a number of ranks on the trail to Eagle, Scouting’s highest honor. The ranks are a way to recognize the Scout for completing certain tasks and achieving specific goals. The ranks get harder as time goes on.

Studies have shown that Scouts who achieve the First Class rank within approximately the first twelve months with the Troop will have the greatest long-term success in the BSA program. Scouts in Troop 2970 typically complete the requirements for First Class during Summer Camp of their second year in the troop.

Each rank has its own distinctive badge, are awarded in a special ceremony called a “Court of Honor.” It is important for parents to attend the Court of Honor ceremonies to reinforce the public recognition of your son’s achievements in Scouting.

Patch	Rank	Description
	Scout	Awarded upon completing several very basic joining requirements.
	Tenderfoot	A first introduction to basic Scout skills, such as camping, knots, first aid.
	Second Class	Continued proficiency in these areas.
	First Class	The boy serves in a leadership position in the troop, completes six merit badges, performs community service projects.
	Star	The boy serves in a leadership position in the troop, completes six merit badges, performs community service projects.
	Life	More merit badges, more leadership, more community service.
	Eagle	A total of 21 merit badges have been completed. The Scout has until age 18 to complete his Eagle rank. Following Eagle, Palm Branches can be earned for merit badges awarded beyond the minimum requirements.

Receiving ASM “Sign Off” for Rank Requirements

The steps for earning each rank are tracked within the Scout’s Boy Scout handbook. As a Scout completes a step towards a rank, they should have the handbook initialed by an Assistant Scoutmaster (ASM) (unofficially known as a “sign off”). Some steps require a demonstration of a skill or proof of knowledge. Please note that Troop policy dictates that parents or guardians who serve as ASMs should not initial the books of their Scout. In addition, it is recommended for Scouts to have the steps in the ranks initialed by at least three different ASMs in order for the Scout to become accustomed to speaking with Adults.

Scoutmaster Conference

Upon completion of the requirements for a rank advancement, and prior to the Board of Review, the Scout participates in a Scoutmaster’s Conference. It should be an enjoyable experience during which the Scout can discuss with his Scoutmaster his accomplishments and set new goals for himself. During the conference the Scout will obtain approval from the Scoutmaster that he is ready for the Board of Review. After the conference, the Scout is responsible for contacting the Troop Committee’s Advancement Chairman, who will schedule a Board of Review. Naturally, either the Scout or the Scoutmaster may ask for a conference at other times.

Board of Review

When your Scout has completed all of the requirements for a rank, he appears before a Board of Review composed of at least three, and not more than six, Troop Committee members. All parents are qualified and invited to volunteer to sit on Boards of Review. No special training is required, although parents who are new to the process will be paired with experienced parents.

The purpose of the board of review is to:

- Make sure that the work has been learned and completed;
- Find out what kind of experience the boy is having in his patrol and troop;
- Encourage the Scout to progress further.

Special efforts are made to create a friendly and relaxed atmosphere for the Scout. He should not feel threatened by the Review. It will not be an examination or a time to retest the Scout, but to determine the Scout’s attitude and his acceptance of Scouting ideals.

Boards of Review are to be held during the first two Troop meetings of each month. Each meeting includes time for four 20-minute Reviews sessions, the first beginning at 7:40 and the final beginning at 8:40. On the second meeting of a month containing the Court of Honor, the Committee will be prepared to hold 2 concurrent Boards of Review that evening.

A paper sign-up sheet for these Boards of Review is available at all Scout Troop meetings to allow Scouts to sign up for a timeslot. The Scout must sign up for a session to ensure the availability of the Troop Committee members.

Preparing Your Scout for Review

Once your Scout has scheduled a Board of Review, you are encouraged to help him to prepare. Examples of the kinds of questions that might be asked are:

- What do you like most (or least) about the troop's outdoor activities?
- What new things did you do or learn on your latest campout/service project/troop meeting?
- Why is being a Boy Scout important to you?
- What are your goals in Scouting?
- If you had to go to a Scout function directly after school, would you be comfortable wearing your uniform to class?
- Which of the requirements were the most difficult (or easy) for you?
- How is Scouting helping (or conflicting) with school, sports, family, church or neighborhood activities?
- Give us a specific example of how you have shown or demonstrated Scout Spirit, leadership, the Scout Oath, a particular Scout Law or the Outdoor Code during the past three months?
- What part do you play in patrol or troop meetings? What have you done to help other Scouts recently?
- What Scouting experience may hold a potential for you to explore as a life-long hobby or a life's work?
- What school, church or community activities do you participate in?

At the end of the review, the Scout is asked to leave the room while the board members discuss his achievements. Approval decisions must be unanimous for advancement to occur. If members are satisfied that the Scout is ready to advance, he is called in, congratulated and notified as to when he will receive his recognition. If the Board believes further work is necessary, the decision and next steps will be carefully explained to the Scout. In either case, the Scout is informed right away.

While not typical, a Scout may not pass his Board of Review for any variety of reasons. The Board will always encourage the Scout to renew his efforts and return to the Board when he has done additional work to prepare for his rank advancement.

The BSA Merit Badge Program

and discuss the requirements. It may be necessary for you, or another adult, to be present during the meeting in order to comply with the BSA youth protection requirement that an adult is never in a “one-on-one” situation with a boy.

Each Merit Badge has a booklet that describes the requirements and provides additional reading materials or information. These inexpensive booklets can be purchased from the Council Scout Store or borrowed from the Troop’s library (if available). Be sure your Scout is using the most recent version, as revisions are made to the booklets every few years. Many websites, such as www.meritbadge.org, provide basic information regarding merit badges. The Merit Badge booklets provide more information and are required reading.

After their first meeting, the Scout generally works at his own pace, with the counselor serving as a resource as needed. You can help your Scout by asking from time to time how things are going. When ready, your Scout should contact the counselor again to show the results of the work performed.

When the counselor is satisfied that the requirements have been mastered, the blue card will be completed. The Scout gives this card to the Advancement Chair who then records the Merit Badge as having been completed and arranges for the badge to be awarded to the Scout at the next Court of Honor.

At the Court of Honor the Scout will receive the Merit Badge. At the same time he will also receive one section of each blue card for tracking of the completed badges. See the next section for details!

Tracking Rank Advancements and Merit Badges

When your Scout turns in his Eagle Scout application, he will need to provide the complete set of blue cards proving that he has completed all of his badges!

You should therefore help your son maintain a permanent record of merit badges and rank advancements earned. While it is up to your Scout and you to create a system that works best for you, it is imperative to have a system in place before too much time passes and blue cards are lost or misplaced.

One common method is to purchase a three-ring binder and plastic baseball card sleeves. These sleeves usually fit merit badge blue cards and rank advancement cards. Most hobby shops that carry Scout supplies will carry these sleeves. It’s also not a bad idea to periodically copy or scan the blue cards your son earns and keep them in a separate and safe location.

Most rank advancements require earning a certain amount of service hours and overnight camping trips. After several months of active participation in the troop, it is often difficult to go back and remember what your son did and when he did it. Again, it is highly recommended that you develop a system where your son can keep a log of his troop activities. One simple way is to use a spreadsheet on your computer. A free activity tracking spreadsheet template is offered on our Troop website which is a great way to keep an accurate record from the beginning.

Finances Overview

Initial Registration

It costs \$225 to initially join Troop 2970:

- \$150 is for annual dues, as described below.
- \$75 is for the Troop's pre-paid activity fee, also described below.

Annual Dues Assessment

Troop 2970 assesses annual dues for each Scout. This fee offsets the troop operating costs (including rank patches and merit badges, troop equipment and supplies, insurance, leader training, and subscriptions to Boy's Life magazine).

The annual assessment is based upon prior year expenses and anticipated troop operating and equipment needs. The current annual assessment is \$150.00. If operating and equipment costs are less than estimated, then excess funds may be returned to the individual Troop accounts.

Annual dues assessments are payable upon joining the troop or receipt of the Scout's financial statement.

Fund Raising Opportunities

The Troop offers several sponsored fundraising opportunities for Scouts interested in earning money to paying for Scouting activities. Fundraising activities must be approved by the Troop Committee and must meet BSA fundraising guidelines.

Annual Troop sponsored fundraising activities typically include:

- Popcorn sales (open to all Scouts);
- Candy sales (open to all Scouts);
- Christmas ornament and wreath sales (open to all Scouts);
- Mulch sale (open only to Scouts who are eligible to participate in High Adventure activities, unless voted on and specified on annual basis by the Troop Committee).

Individual Scout Accounts

For each Scout and selected adults (typically Scouters with no children active in the Troop), the Troop establishes and maintains "individual accounts" that are tied to the Troop's bank account. These accounts are used to keep track of money Scouts and adults earn or spend as a member of the troop.

Money earned by participating in sponsored fundraising activities, as well as payments collected for Scouting activities, are deposited in the Troop's bank account and credited to individual Troop accounts. Annual fees and fees to participate in Scouting activities are charged (debited) to individual Troop accounts. The Troop Finance Committee prepares individual financial statements at least semiannually. All balances due are payable upon receipt.

It is expected that Troop accounts will be maintained in good financial standing and that they will not fall in arrears. The funds maintained in Troop accounts may be used to pay for the following:

- Monthly campouts and other weekend activities;
- Summer Camp fees (see section on Summer Camp and High Adventure Trips);
- High Adventure trips (see section on Summer Camp and High Adventure Trips);
- Annual assessment;
- Parental participation in weekend and summer activities;
- Other fees specifically approved by the Troop Committee.

Troop Pre-Paid Activity Fee

Troop campouts and other weekend activities are funded through the Troop pre-paid activity fee. Note: Payment for Scout Summer Camps and High Adventure trips are treated separately (see below).

The Troop pre-paid activity fee is based on two factors: 1) the estimated cost of the Troop's planned monthly activities for each Scout year, and 2) the assumption that Scouts will attend a majority of the monthly events.

The pre-paid activity fee is used to cover the cost for Scouts, Scouters, and Scout parents who attend monthly campouts/activities. The Troop pre-paid activity fee is charged in increments of \$75.

- It is included in the \$225 registration fee for new Scouts joining Troop 2970.
- It is re-charged thereafter anytime an individual troop account balance falls below \$100.

Scout Summer Camps and High Adventure Trips

Scout Summer Camps and High Adventure trips are billed separately from the monthly activities discussed above because they are considerably more expensive (ranging from the low-to-mid \$200s to more than \$2,000).

Most Scout Summer Camps and High Adventure trips require the Troop to register and pay substantial deposits well in advance. Accordingly, the Troop requires participants to make a down payment several months before the trip, followed by another 1-2 advance payments to cover the balance due.

The trip coordinator, in consultation with the Troop Finance Committee, is responsible for establishing payment schedules for Summer Camps and High Adventure trips.

Payment in full for all Summer Camp and High Adventure trip expenses is expected before the start of each trip. Payment may be made by debiting the participant's Troop account provided the account has sufficient funds. If the participant's Troop account does not have sufficient funds, they are expected to deposit the additional funds immediately upon receipt

of the Scout account statement indicating a negative balance. Exceptions will be granted on a case-by-case basis by the Troop Committee.

Closing Scout Accounts

When a Scout leaves the Troop, his Troop Account will be closed.

- In the event that the Troop Account shows a balance due, full payment is expected upon the Scout's departure.
- In the event that the Troop Account shows a credit balance and the Scout transfers to a new Troop or Venture Crew, the funds may be transferred to the new Troop or Crew upon request of the new Troop's Treasurer to Troop 2970 Treasurer.
- In the event that the Troop Account shows a credit balance and the Scout quits the BSA Scouting program, the funds will be returned to the Troop at the beginning of the next fiscal year (1 September) to offset Troop operating expenses.

The Troop Committee will address other departure scenarios on a case-by-case basis.

Troop 2970 Web Site

Troop 2970's web site is available at <http://www.Troop2970.org/>. Troop 2970 uses the web site as a primary means of communication. Please save the website as one of your "favorites" and check it regularly for meeting and event updates.

The Troop web site is password restricted. Each Scout and each Adult has their own unique username and password. Once a Scout's application is processed, they are sent two messages via email. The first is an introductory message that includes the username for the web site. The second message contains the password. Once these messages are received, please log into the web site to verify the information contained within.

The web site includes:

- Troop Calendar: Click on the "Activities" menu, then choose the "Troop Calendar" option to see upcoming events.
- Photo Gallery: Click on the "Photo Gallery" menu.
- Scout Account: To add funds into your Scout's account, click on the "Home: menu, then choose the "Scout Account" button.
- Emails to Groups: The Scouts can send emails to the members of their Patrols or other groups within the Troop. It saves them from having to track Scout email addressed.

The web site is constantly being updated. Please reach out to the Troop 2970 Web Masters at webmaster@troop2970.org with any questions or suggestions.

SECTION 4:

TROOP EVENTS

TROOP EVENTS

The Troop and Patrols have events scheduled throughout the year. These events are determined by the Scout leadership each Spring, then tracked on the Troop's web site calendar.

It is important to understand the requirements for your Scout for these events. For example, the Troop provides equipment for camping, but your Scout is required to bring sleeping gear and a mess kit. Prior to attending an event, permission slips and health forms may need to be completed and returned to the Troop. This section discusses these requirements and the information needed.

Equipment and Resources

Troop-owned camping equipment

The Troop camping and backpacking equipment is intended for shared use by Scouts involved in Troop-sponsored camping and backpacking activities. Equipment includes tents, dining flies, lanterns, cook stoves and cookware.

Procurement, inventory control, and maintenance of Troop-owned camping and backpacking equipment is the responsibility of the Equipment Chairman.

Scout training in the care, use, and safe storage of Troop-owned equipment and supervision of its use in the field is the responsibility of the Scout Quartermaster and the Patrol Quartermasters who report to him.

Scouts are trained in the use of Troop-owned camping equipment and are discouraged from using personal tents, stoves and other shared camping equipment on Troop sponsored campouts. The Troop can accept no responsibility for damages to personal tents, stoves or other personal gear, which is shared at Troop events.

Scouters and parents participating in camping events may not share tents with unrelated Scouts and are expected to provide their own tents and personal camping equipment. Please see the BSA Youth Protection policy for details.

Approved Uses of Troop-Owned Equipment

Troop-owned equipment is intended for use by Scouts on Troop-sponsored activities. All other uses must be approved, in advance. Troop-sponsored activities must always take priority over personal or outside group requests for Troop-owned camping equipment.

- Troop-owned camping equipment may be checked out for personal use by Scouts or registered Scouters who have received training in its use. Requests must be approved, in advance, by the Scoutmaster or Troop Equipment Chairman and must specify when the equipment will be returned.
- Use of Troop-owned camping equipment by outside organizations must be approved in advance by the Troop Committee.

- All borrowers must assume responsibility for repair or replacement of damaged equipment, and release the Troop from any liability resulting from its unsupervised use.

Maintenance of Troop-Owned Equipment

Reasonable wear and tear is expected Troop-owned camping and backpacking equipment, and equipment damaged in the course of normal use will not be charged to Scouts or registered Scouters.

Incidents of lost, damaged, or destroyed Troop-owned equipment are to be investigated by the Scoutmaster and Troop Equipment Chairman. The Troop Committee will take appropriate action if negligence or intentional abuse is involved.

Rain-Soaked Equipment

Wet or damp equipment must be thoroughly dried before it is returned for storage. Scouts are expected to take turns drying wet tents, dining flies, and other camping gear, returning such gear at the next available opportunity.

The Quartermaster, under the supervision of the Equipment Chairman, is responsible for training Scouts in the proper techniques for drying wet equipment.

Patrol Leaders are responsible for making sure that patrol members:

- Know the proper techniques for drying wet equipment
- Rotate the task among members of each patrol.

The Troop Quartermaster is responsible for maintaining accurate records of who took wet gear home. Wet equipment should be dried by Scouts as soon as possible upon returning home and should be returned to the Quartermaster no later than the next Troop meeting.

Personal Camping and Backpacking Equipment

The Troop does not own or maintain equipment intended for personal use, such as backpacks, sleeping bags, or personal rain gear. Scouts and Scouters are responsible for their own personal camping equipment.

See *Troop 2970 Camping and Backpacking Equipment List* (Section 5) for a complete list of recommended personal camping and backpacking equipment.

See *Troop 2970 Guide to Shopping for Backpacking Gear* (Section 5) for information about sources for backpacking equipment.

Event/Activity Requirements

Approval for Troop Activities

Troop activities will be approved in advance by the Patrol Leaders Council and the Troop Committee. The Troop will file a BSA Tour Permit for any activity that requires the transportation of Scouts by adult leaders.

The Troop complies with BSA recommendations regarding age-appropriate outdoor activities. These requirements may be found on-line at the following address:
<http://www.Scouting.org/pubs/gss/ageguides.pdf>

- The troop will not participate in outdoor activities prohibited by BSA policy (e.g., hunting, paintball, and Scout operation of most motorized vehicles)
- Outdoor activities not addressed under BSA's age-appropriate activities guide must be approved in advance by the Troop Committee.

Advance Notice of Upcoming Events

The Troop publishes a calendar of upcoming events (and the name of the ASM organizer for each). A copy of this calendar is posted on the on the Troop website: www.troop2970.org. Parents are advised to consult the schedule of upcoming events regularly for advanced warning on Troop events and deadlines.

Parents are expected to provide a current email address to the Troop Committee Chairman to facilitate communication.

The last 15 minutes of the Troop's regular weekly meetings is devoted to announcements about upcoming events. Parents are encouraged to arrive at the OSWLC Fellowship Hall (located in the lower level) in time to listen to these announcements.

Driver Information for Trip Permits

The Troop is required by BSA to file a Tour Permit when we sponsor a campout or trip. Permits must include the names of all drivers, summary of each driver's insurance coverage, the license tag numbers/letters and a make/model description of each vehicle to be used.

A space is provided to record this information on every Event Permission Form but is only required if you are a designated driver for the event/activity. To make filling in this information easy, you may consider filling out the sample and photocopying to clip the copy to any Event Permission Form requiring driver information.

“No-show” Policy

“No-shows” pose a costly problem for the Troop. Many planned events involve advance payments for transportation, admission fees and food. These expenses are not covered by a Scout's annual dues assessment. When Scouts and Scouters sign up for these events, but don't actually attend, advance payments made by the Troop can't be recovered. The Troop's “No-show” policy is intended to address this problem:

- Troop Event Permission Forms for events requiring advance registration will clearly describe the cost of the event. Completion of the form serves as advance registration for these events.
- Payment for all advance registration events is expected at the time Event Permission Forms are submitted unless specific alternate payment arrangements have been made with the ASM Organizer for the event.
- When possible, Troop Event Permission Forms for advance registration events will include a cancellation deadline. Cancellations received before the cancellation deadline will not be subject to “no-show” charges.
- Scouts or Scouters who submit permission forms and payment for an event, but do not attend, will be refunded only the portion of trip expenses recoverable by the Troop. Scouts or Scouters who submit permission forms for such events without payment will be billed by the Troop for any unrecoverable expenses.
- Substitutions will be allowed to the extent that they are allowed by the event supplier or activity provider. It will be the Scout (or his family) or Scouter’s responsibility to find replacement if allowed.

Parental Consent and Event Registration

The Troop wants and needs the informed consent of parents and guardians for Scouting events. The Event Permission Form is our standard method for gathering informed consent. Permission Slips will be posted on the website along with specific information on each trip/event.

It is important that a permission slip must be filled out and signed by a parent or guardian for each scout attending each trip/event. In case of emergency, the permission slip is the leader’s authorization to a) have possession of your son during this activity/event, b) get emergency medical treatment for him if needed and c) collect the fee for this specific event from his scout account.

Many Troop events – such as camping trips to distant locations, Summer Camp, and High Adventure activities – require that participants make time and financial commitments many months in advance. Deadlines for permission forms and event registrations will vary depending on the nature of the event. Scouts and Scout parents are encouraged to carefully review upcoming events on the Troop calendar.

- It is the responsibility of the Scout to gather and relay to parents information about upcoming events and deadlines.
- Scouts may not participate in Troop activities involving travel, camping or overnight activities without an Event Permission Form signed by a parent or guardian.
- Event Permission forms are valid only for the specific event described on the form. The Troop does not accept blanket permission from parents or guardians.
- The principal methods for distributing Event Permission Forms are the regular weekly Troop meetings and the Troop’s website (www.troop2970.org).

- Permission Forms for most events will be available at least three troop meetings prior to the departure date for the event. Copies of Event Permission Forms will be emailed to parents upon request. NOTE: Some events will require Event Permission Forms and registration months before the event.
- Parents may withdraw permission for an event by contacting the Scoutmaster or ASM organizer for the event at any time prior to trip departure. Parents are advised that withdrawal from an event for which advance registration has been given may result in loss of event fees (see “No-show” policy).
- Event Permission Forms will not be accepted after the departure date and time. If a signed form has not been received by the scheduled departure time for the event, the Scout will not be permitted to participate. Permission forms faxed or mailed *after* the scheduled departure time will not be accepted.

Additional Permission Forms and Waivers

Additional paperwork may be required by outfitters, commercial carriers, or other Scouting organizations for some trips/events. This paperwork will be distributed with the regular Troop Event Permission Forms through regular channels (handouts at meetings, posted on website, emailed upon request) and must be received before the scheduled departure time for the event.

The Troop is not authorized to sign waivers or permission forms on behalf of the Scout’s parent or guardian. Permission forms or waivers faxed or mailed after the departure date for a trip will not be accepted.

Medical Information

The Troop expects parents to provide accurate information about Scout medical conditions that may require emergency treatment, to provide any prescription or critical care medications prescribed by their doctor, and to authorize the Troop to seek emergency medical treatment as needed.

Release of Medical Information

Medical forms will be handled in confidence, but information relevant to the safety and health of your son while participating in Scouting events will be shared with adults supervising these activities and emergency medical care providers, if needed. Where required, copies of Scout medical forms will be provided to Scout Camp and High Adventure Base operators.

BSA Health and Medical Forms for Troop Events

BSA Health and Medical Records form are required by Troop 2970 for all members (Scouts, Scouters and helpful parents) participating in scouting activities. BSA Health and Medical Record forms are valid for a one calendar year period of time. Be sure to maintain a copy for your family records. The form is available to download from the troop website.

Parents must make certain that their son’s BSA Health and Medical Records form is accurate and up-to-date before each trip. The Troop 2970 permission slip requires a parent to initial a statement that the Health and Medical Form is indeed current. This is for the benefit of your son in case an emergency arises.

The troop maintains copies of these records (for 1 year) using the utmost care to protect individual privacy. However, records will be shared with the ASM in charge of an event (and possibly other adults working with the scouts at an event) and, in case of an emergency, with medical personnel.

BSA Health and Medical Forms for Summer Camp/ High Adventure

Participation in activities at many district or council Scout facilities – including Summer Camp, and High Adventure will also require a completed BSA Class Health and Medical Record. These events require the form to be completed by a medical professional. Parents are advised:

- To schedule appointments for medical exams several weeks before the published deadline for each trip, as last-minute exams may be impossible to obtain.
- To combine physical exams for Scouting activities with required team sports exams, if possible.
- To make and keep a clean copy of BSA Health and Medical Record form for your own record. Scout Camp or High Adventure Base camp medical coordinators will not return health and medical forms.

When Medical Forms are Due

Medical form deadlines and requirements for Troop trips and events will be clearly described in Event Permission Forms, through announcements at regular Scout meetings, emails and posted on the website. The Troop may require that medical forms be submitted before a trip's departure date.

Under no circumstances may parents complete medical forms late and fax or mail them to a Scout camp or High Adventure Base. If medical forms are required Scouts without the required medical form will not be allowed to begin the event, depart on a trip or participate.

Handling Prescription and Critical Care Medication

Scouts taking prescription medications or who have medical conditions (such as asthma, or severe bee sting or food allergies) requiring them to carry critical care medications (such as Epipens or inhalers) on Troop outings must report these conditions to the ASM organizer for each Troop event. These conditions should be reported by the Scout's parent or guardians to the ASM organizer to ensure complete information is shared.

Please be aware that some medications (such as Epipens) have a timing window and the Scout must have adequate supply to get him medical treatment. Example: Imagine that a Scout's Epipen gives him 10 minutes of treatment, but the nearest hospital is 30 minutes away. In this scenario, the Scout should carry at least three Epipens.

When the Troop participates in an event held at a Scout district or council facility with specific policy regarding prescription medication, the Troop will follow the sponsoring organization's policy. (Scout camps typically require Scouts taking prescription medications to turn them in to a central dispensary).

When the event is sponsored by Troop 2970, parents are expected to provide adequate doses of critical care medications. Unless parents specifically request that an adult administer prescription medications, prescription medications will be self-administered by the Scout.

Recommended Procedures for Critical Care Medications and Prescription Medications in Remote or Wilderness Settings

It is recommended that parents provide at least two dosage units of critical care medications (e.g., Epipen or inhaler) or twice the amount of prescription medication required for the trip, packaged and clearly labeled in separate containers.

It is also recommended that Scouts over the age of 14 carry and dispense their own meds under the supervision of the ASM organizer. Scouts under the age of 14 should receive their medication from the ASM organizer who will carry the medication. Extra medication, intended to protect against accidental loss or spoilage during the trip, should be separately carried by another designated adult and will be dispensed only if needed. Unused medication will be returned to the Scout at the end of the trip.

Parents and Scouts are cautioned to avoid packing critical care or prescription medications in baggage that may be checked (and possibly lost) in transit and to package medications in their original prescription containers (avoiding possible misunderstandings if baggage must be searched when using public transit).

Patrol and Troop Campouts

Troop 2970 believes is a camping troop and as such we plan camping trips or outings almost every month of the year! During the school year, there are numerous opportunities for your son to experience both Patrol and Troop campouts.

Patrol Campouts

Twice during the year (Fall, Spring), each Patrol is encouraged to organize a camping trip to the location of their choice. These trips are accompanied by registered adult Scout leaders and Helpful Parents. The patrol decides among themselves the menu, the excursions, etc. and is a terrific bonding experience for the boys and parents.

Some Patrols elect to camp more often and schedule camping trips outside of Fall and Spring camping schedule. These additional Patrol camping events are encouraged.

Troop Campouts

Troop campouts are open to all members of Troop 2970 and adults. The Scouts plan these trips at the end of the previous year so they are on the Troop calendar featured on the Troop website. During most Troop Campouts, Scouts camp and cook together as Patrols.

Past outings have included:

- New Scout campout
- Beach campout

- Wilderness Survival campout
- Freeze-o-Ree
- Caving/climbing campout
- Indoor rock climbing overnight “lock-in” at Sportrock
- Family whitewater rafting adventure

Patrol Meals And The Grub Master

When the Patrols go camping, the Scouts need to be fed. With a few exceptions, the Patrols are responsible for preparing their own meals, even during Troop activities.

When Scouts travel to an event, it is not unusual to have the Scouts pack a meal. This is typically called a “brown bag” meal and may be a breakfast, lunch, or dinner. Having your Scout bring a packed meal allows the Patrol to avoid having to cook a meal before beginning an event. During some trips, the driver will offer to stop at a fast food restaurant on the way to or from events. In those cases, please plan on sending cash with your Scout to purchase food.

Grub Master Responsibilities

Scouts are growing boys exerting a lot of energy during their activities. As such, the Grub Master is probably the most important guy in a Patrol. The Grub Master is in charge of the food and its preparation. The Grub Master position is traded amongst members of the Patrol. This is required to alleviate the pressure on a single Scout and due to the cooking requirements of the Second Class and First Class ranks.

When camping, the Grub Master has the following responsibilities:

- Know who’s going on a trip (make/keep a list).
- Plan the menu with the Scouts within the Patrol. Understand how long the event is and how many meals are required. Compromise may be required, as well as dietary constraints.
- Be aware of food allergies and dietary requirements of the Patrol.
- Be aware of food cooking complexities. New Scouts tend to go over the top.
- Make a shopping list.
- Scout does the shopping, with assistance of parent.
- Buy for head count only. Be careful when shopping at warehouse clubs for too much food.
- A Scout is thrifty, so economize for both space and money. For example, purchase frozen orange juice instead of jugs since they are less expensive, are packed smaller, and cause less trash.
- If you buy milk, buy half gallons as gallons take up too much room in the cooler.
- Don’t forget ice or ice packs to keep the food cold.

- Have at least one cooler or other means for carrying the food.
- Keep receipts and calculate your cost per person. Alert the Patrol of the cost while on the trip and track who has paid. The event food costs do not come out of the Scout's fund and teaches the Scouts how to be responsible for money.

It is not necessarily the Grub Master's role to be the cook and the cleanup crew. If the Scout is working towards a First Class rank, he is required to be the cook and prepare the meals. However, the Scout should have assistance from other Scouts to help prep the food and cooking area, as well as in cleanup. His Patrol has to help. The Patrol Leader should generate a duty roster for the Scouts to ensure the prep and cleanup duties are shared.

Troop Events and Adults

When the Patrols attend Troop campouts, the Patrols cook for themselves. If a Patrol has few members attending an event, those Scouts can temporarily join another Patrol.

Adults who are attending events tend to cook for themselves. An adult may be designated an Adult Grub Master and prepare the food for the adults. For Patrol campouts, the Adults can eat with the Scouts but needs to make arrangements with the Patrol prior to the trip to ensure enough food is purchased. Adults are responsible for compensating the Grub Master (Adult or Scout) following the event.

For larger Troop events featuring family members, the ASM's may offer to cook for the entire Troop. These arrangements are normally announced as part of the event announcements, so the Patrol should expect to cook for themselves unless otherwise noted.

Summer Camp and High Adventure

Summer offers Scouts of all ages to experience and enjoy the great outdoors for periods of a week or more.

Summer Camp

Summer camp is open to Scouts at every age and rank. At Troop 2970, we typically choose one of the several camps at Goshen Scout Reservation a couple hours southwest of Northern Virginia. It is tradition that every third year, we hold our summer camp out of the National Capital Area Council, and visit one of our neighboring Council camps.

Summer Camp is one week long and offers Scouts the opportunity to enjoy the outdoors, earn Merit Badges, and work on their rank advancements. For new Scouts, we emphasize working on their rank advancements the first year so they can get a jump on earning their First Class rank as soon as possible.

Depending on the camp our Troop chooses, Scouts will either cook as Patrols, or eat in the camp's dining facility. All Scout camps provide platform tents and washroom facilities.

Scouts and adults who are attending Summer Camp at Goshen are required to have a completed and up to date BSA Health Form submitted to the Troop. This form requires the completion of sections A, B, and C. Section C requires completion by a medical professional. Prior to returning the form, please ensure all appropriate fields are signed.

Additionally Scouts who are taking a regular medication (as opposed to medications taken as needed) should complete a “Routine Drug Administration Record” form. Links to this form are supplied in the Resources section of this document, under “Links to BSA Information.”

High Adventure

When Scouts reach their First Class rank and meet specific age requirements, they will become eligible to participate in High Adventure camping trips. It is Troop 2970’s tradition that Scouts first have to participate in what we commonly refer to as a “Junior High Adventure” which is one week long. Older, more experienced Scouts who have participated in a Junior High Adventure trips then qualify for the more challenging High Adventure trips BSA offers that includes Philmont Scout Ranch, Northern Tier, Sea Base. As a Troop, we offer trips outside of the BSA High Adventure camps such as Alaska and Europe.

To assure that our Scouts are prepared for the physical and mental challenges that come with the High Adventure trips, several “shake down” hikes are required for the boys to make sure they will be able to withstand the rigors of one or two weeks of backpacking in the wilderness. These shake down hikes also give the boys the opportunity to try out their gear and boots over a one or two night outing as well as learn how to work as a Patrol to set up and break down camp each day, cook and clean, etc., while on the trail.

SECTION 5:

RESOURCES

GLOSSARY OF TERMS

advanced training. In-depth training for experienced adult leaders, such as Wood Badge.

advancement. The process by which a Boy Scout meets certain requirements and earns recognition.

Aquatics Instructor, BSA. A five-year certification awarded to an adult who satisfactorily completes the aquatics section at a BSA National Camping School.

area director. A professional Scouter on a regional staff who relates to and works with an area president in giving direct service to local councils.

area president. The ranking elected volunteer officer in an area who heads the area committee.

Arrowhead Honor. A recognition given to commissioners who have completed specific training projects.

Arrow of Light Award. Highest rank in Cub Scouting. The only Cub Scout badge that may be worn on the Boy Scout uniform.

assistant district commissioner (ADC). A Scouter who helps the district commissioner.

assistant patrol leader (APL). A Boy Scout in the patrol appointed by the patrol leader to help him and to take his place in his absence.

assistant Scoutmaster (ASM). A commissioned volunteer Scouter, 18 or older, who helps the Scoutmaster by working with the troop and with a new-Scout patrol, Varsity Scout team, or Venture patrol.

assistant senior patrol leader (ASPL). A troop youth leader, usually in larger troops, who helps the senior patrol leader with details of his role.

Baden-Powell, Robert Stephenson Smyth. Founder of the worldwide Scouting movement. Known as Lord Baden-Powell of Gilwell, Chief Scout of the World, and B-P.

Be Prepared. The motto of Boy Scouting.

board of review. A review held to determine if a Boy Scout has satisfactorily completed rank requirements.

Boy Scout. A registered youth member of a Boy Scout troop or one registered as a Lone Scout. Must have completed the fifth grade and be 11 years old, or have earned the Arrow of Light Award but not yet be 18 years old.

Boy Scouts of America (BSA). A nationwide organization founded February 8, 1910, and chartered by the U.S. Congress June 15, 1916.

Boys' Life magazine. The magazine for all boys, published by the Boy Scouts of America.

Bronze Palm. An Eagle Scout may receive this recognition by earning five additional merit badges and completing certain other requirements.

Brotherhood membership. The second and final induction phase of membership in the Order of the Arrow.

BSA Lifeguard. A three-year certification awarded to Boy Scouts who meet prescribed requirements in aquatics skills.

BSA Mission Statement. *The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.*

buddy system. One part of the Safe Swim Defense plan. Swimmers of like ability are paired, check in and out of the water together, and stay within 10 feet of each other during a swim. The buddy system is also used in other Scouting activities for safety reasons.

budget plan. A method used by a troop to develop thrift habits. A yearly budget is established and weekly dues are agreed upon.

bugler. An appointed youth position in a Boy Scout troop.

camping director. The Scouter responsible for development of the year-round camping program of the council.

camporee. A district or council troop activity to demonstrate the techniques of living in camp.

campsite. A troop or patrol outdoor home for an over- night or long-term camp.

charter. The Boy Scouts of America was granted a federal charter in 1916 to provide a program of character development, citizenship training, and mental and physical fitness for all boys. The BSA issues charters annually to approved community organizations to operate Scouting units.

chartered organization. A religious, civic, fraternal, educational, or other community organization that has applied for and received a charter to operate a Scouting unit.

chartered organization representative (COR). A manager of Scouting in a chartered organization who also represents the organization in the local council and district.

charter presentation. A formal ceremony at which the charter, Scouter commissions, and membership certificates are presented to organization authorities and members of the unit.

charter renewal. An annual meeting attended by the chartered organization representative, head of the chartered organization, troop leaders, and unit commissioner for the purpose of completing the charter application and making plans for the charter presentation.

Chief Scout Executive (CSE). The top-ranking professional Scouter of the Boy Scouts of America.

commissioner. A volunteer Scouter who works with troops to help them succeed. In addition to the council commissioner, there are district commissioners, assistant district commissioners, roundtable commissioners, and unit commissioners.

council. An administrative body chartered to be responsible for Scouting in a designated geographic territory.

council president. The elected volunteer Scouter who heads the council and chairs the executive board.

court of honor. A recognition ceremony for those who have met the requirements of any one of the Boy Scout ranks, merit badges, or other awards.

den chief. A Boy Scout who helps direct the activities of a Cub Scout den.

Direct Service Council. The national office center through which U.S. citizens in other parts of the world retain membership and affiliation with the Boy Scouts of America.

Distinguished Eagle Scout Award. A recognition bestowed upon a man who received the Eagle Scout Award 25 or more years ago and has made an unusual contribution to his community.

Distinguished Service Award. Presented to Order of the Arrow members who have rendered outstanding service to the Order on a section, area, regional, or national basis.

district. A geographic administrative unit within a council.

District Award of Merit. A recognition for Scouters who give noteworthy service to youth at the district level.

district committee. A group of key volunteer Scouters who, through the chartered organization, work to ensure the success of the units.

district committee chairman. The executive officer of the district committee.

district executive. A professional Scouter who works under the direction of the council Scout executive to support the units and act as an adviser to the volunteer leaders in the district.

Eagle Scout. The highest rank for Scouts. **Eagle Scout Award.** The highest recognition for Scouts.

Eagletter. A periodical published for members of the National Eagle Scout Association.

executive board. The National Executive Board is the governing body of the Boy Scouts of America. There is an executive board in each council which is the policy-making body at the local level.

field director (FD). A professional Scouter who is responsible for three or more district executives.

Fifty-Miler Award. A recognition given to Scouts who have taken part in a wilderness trip of at least 50 consecutive miles over at least five consecutive days, and fulfill requirements for group service projects on the trip.

Firem'n Chit. A recognition given to Scouts who know and understand fire safety rules.

First Class rank. The rank above Second Class and below Star in Boy Scout advancement.

Friends of Scouting (FOS). An annual opportunity for Scouters and interested people in the community to be identified with the local council through their financial support and influence in the expansion of the council program. Enrollees are known as "Friends."

Gilwell Park. The training center of the British Scout Association and the original homesite of Wood Badge training. Located in Epping Forest, England.

God and Country program series. A series of religious emblems presented to Scouts of the Protestant faiths.

Gold Palm. An Eagle Scout who holds the Bronze Palm may receive this recognition by earning five additional merit badges and completing certain other requirements.

Good Turn. A single act of service to others. A distinctive feature of Scouting is its emphasis on service to others. The Good Turn habit is one that all Scouts endeavor to acquire.

Heroism Award. A lifesaving award presented to a registered youth member or adult leader who has demonstrated heroism and skill in saving or attempting to save life at minimum risk to self.

high adventure. Refers to National Council or local council high-adventure activities or programs for older Scouts. Most of the programs are listed in the publication *Passport to High Adventure*.

Historic Trails Award. An award that may be earned by members of a troop for hiking a trail listed in *Nationally Approved Historic Trails* and completing a project related to the trail.

Honor Medal. A lifesaving award presented to Scouts and Scouters who have shown heroism, resourcefulness, and skill in saving or attempting to save life at great risk of their own. May be presented with crossed palms in cases of exceptional skill or resourcefulness and extreme risk to self. Presented by the National Court of Honor.

Hornaday Awards. William T. Hornaday Awards are given to Scouts, units, and Scouters for distinguished service in conservation.

instructor. A person who can instruct others on parts of the Scouting program.

investiture. A ceremony placing the responsibilities of an office or a rank upon an individual.

jamboree. A term chosen by Baden-Powell to describe the first international gathering of Scouts camping together in London in 1920. The term is restricted to indicate a national or world jamboree.

junior assistant Scoutmaster (JASM). An appointed office open to Scouts 16 years of age and older. There is no limit to the number of junior assistant Scoutmasters a troop may have.

Leave No Trace. A commonsense set of guidelines that allows Scouts to camp, hike, and take part in related outdoor activities in ways that are environmentally sound and considerate to others using the same areas. A Leave No Trace Awareness Award is available to Scouts who fulfill certain requirements.

Life Scout rank. The rank above Star and below Eagle Scout in Boy Scout advancement.

lodge. A local council Order of the Arrow group chartered annually by the National Council.

Lone Scout. A Boy Scout who, unable to join a troop because of unusual conditions, follows the program as an individual under the leadership of a Lone Scout friend and counselor.

long-term camping. A camping experience consisting of five or more consecutive days and nights in the outdoors.

Medal of Merit. An award presented to Scouts who put into practice the skills and ideals of Scouting through some great act of service; need not involve a rescue or risk to self.

merit badge. A recognition given to a Scout for completing the requirements for the badge.

merit badge counselor. A registered adult volunteer who is expert in a merit badge field, has the ability to work effectively with Scouts, and certifies that requirements are met.

Mile Swim, BSA. A recognition given to Scouts to encourage their development of physical fitness and stamina through swimming.

National Camping Award. A recognition awarded to a Boy Scout troop or Varsity Scout team for completing a certain number of days and nights of camping on either an annual or a cumulative basis. The award also recognizes cumulative achievement in number of campouts by individual Scouts and Scouters.

National Camping School. A training experience for key summer camp staff of council camps.

National Council. The corporate membership chartered by the United States Congress to operate the program of the Boy Scouts of America; made up of all elected members of the National Executive Board, members of regional executive committees, elected local council representatives, elected members at large, and elected (nonvoting) honorary members.

National Court of Honor. A committee of the BSA that is responsible for administering lifesaving awards, meritorious action awards, and distinguished service awards.

National Eagle Scout Association (NESA). This group provides an opportunity for all Eagle Scouts to retain identification with Scouting through service to the local council in which they live.

national office. The administrative offices of the Boy Scouts of America. Address is 1325 West Walnut Hill Lane, P.O. Box 152079, Irving, TX 75015-2079. Phone number is 972-580-2000. Web page address is <http://www.scouting.org>.

Often improperly referred to as “home office.”

national Order of the Arrow conference. A biennial conference designed to improve program and leadership skills of all Arrowmen.

National President’s Scoutmaster Award of Merit.

Awarded by the National Eagle Scout Association to Scoutmasters who make a significant contribution to boys’ achievement of the Eagle Scout rank.

National Youth Leadership Training (NYLT). A six-day training course for youth leaders conducted at the council level.

National Advanced Youth Leadership Experience (NAYLE). A weeklong training experience conducted at Philmont Scout Ranch using the skills taught at National Youth Leadership Training (NYLT).

new-Scout conference. The Scoutmaster meets with each new Scout in the troop to get acquainted, discuss Scouting, and welcome the boy into the troop. Held as soon as possible after the boy joins.

Ordeal membership. The induction phase of membership in the Order of the Arrow.

Order of the Arrow (OA). Scouting's national honor society, the members of which have been chosen by their peers for their Scouting spirit and camping ability.

orienteering. A cross-country race to reach a destination and certain checkpoints along the way with the use of a map and compass.

patrol. A group of five to eight boys who belong to a troop and work together in and out of troop meetings. There are usually several patrols in one troop.

patrol leader (PL). The youth leader of the patrol, elected by its members.

patrol leaders' council (PLC). Each patrol leader, representing his patrol, meets with the other patrol leaders and the senior patrol leader to plan their troop program. The Scoutmaster acts as an adviser.

Paul Bunyan Woodsman. A recognition given to a Scout who safely demonstrates skill with a long-handled ax.

Pedro. The long-eared, four-footed mailburro of the "Hitchin' Rack" column in *Boys' Life* magazine.

Philmont Scout Ranch. National high-adventure base covering over 137,000 acres in northern New Mexico. Includes a center for volunteer training. Address is Cimarron, NM 87714.

professional. A registered, full-time employee of the Boy Scouts of America who has successfully completed formal training at the Center for Professional Development.

Quality Unit Award. Recognition given each charter year to troops that commit to and meet specified national standards pertaining to leader training, service, advancement, camping, and membership growth.

rank. There are six ranks for Boy Scouts: Tenderfoot, Second Class, First Class, Star, Life, and Eagle Scout.

region. One of four large geographical administrative units of the BSA: Central Region, Southern Region, Western Region, and Northeast Region.

registration. The payment of an annual registration fee; one of the requirements for membership in the Boy Scouts of America.

roundtable. A monthly program-planning and morale- building meeting for adult leaders.

roundup. A program to stimulate member-to-nonmember invitation to join a Scout troop.

Safe Swim Defense. A plan with eight defenses for safe swimming.

Safety Afloat. Guidelines for safe troop activity afloat in craft less than 26 feet long.

School Night for Scouting. A one-night event in a neighborhood school, church, or other community center where boys and parents gather to hear and see how Scouting operates and how they can join.

Scouter. A registered adult member of the BSA who serves in a volunteer or professional capacity.

Scouter's Key. Recognition given to a troop leader or commissioner for completing training, tenure, and performance requirements.

Scouter's Training Award. A recognition for adults who hold positions other than that of Scoutmaster or commissioner, who are trained, and who give service to Scouting.

Scout executive (SE). The professional staff leader and secretary of a local council.

Scouting Anniversary Week. The week, beginning on Sunday, that includes February 8, Scouting Anniversary Day.

Scouting distributor. A firm licensed by the national BSA Supply Division to stock and sell official Scouting merchandise.

Scouting magazine. The official magazine for all Scouters. It helps interpret the program, stimulate action, and strengthen a desire to serve.

Scouting movement. An idea started by Lord Baden- Powell, based on the conviction that boys can live up to a code of conduct and can develop themselves physically, mentally, and spiritually through a program of activities and advancement challenges in association with other boys under the leadership of adults.

Scoutmaster. The commissioned volunteer leader, 21 or older, of a Boy Scout troop; appointed by the chartered organization.

Scoutmaster conference. A distinctive feature of the troop advancement plan in which a Scoutmaster helps a Scout accept responsibility for his own growth toward each rank.

Scoutmaster's Minute. A part of the closing ceremony of a troop meeting or campfire in which the Scout- master uses a brief story to inspire Scoutlike conduct.

scribe. An appointed officer in the troop or patrol who keeps the troop or patrol records.

Second Class rank. The rank above Tenderfoot in Boy Scout advancement.

senior patrol leader (SPL). The elected boy leader who runs the troop meetings and the patrol leaders' council meetings, with the guidance of the Scoutmaster.

service patrol. The name given to a patrol that has accepted an extra work assignment for the good of the troop.

service star. An insignia worn over the left shirt pocket of the uniform to denote number of years of service.

Silver Antelope Award. A recognition given by the National Court of Honor to a Scouter for distinguished service to youth within the region.

Silver Beaver Award. A recognition given by the National Court of Honor for distinguished service to youth within the council.

Silver Buffalo Award. A recognition given by the National Court of Honor for distinguished service to youth on a national level.

Silver Palm. An Eagle Scout who holds the Gold Palm may receive this recognition by earning five additional merit badges and completing certain other requirements.

Snorkeling, BSA. A recognition given to Scouts to encourage the development of aquatics skills that promote fitness and recreation.

squad. A Varsity Scout team subdivision that consists of four to eight members.

Star rank. The rank above First Class and below Life in Boy Scout advancement.

Supply Division. The arm of the Boy Scouts of America that supplies official uniforms, equipment, and literature to the field.

swimmer test. A specific set of tests to ascertain a minimum level of swimming ability required for deep-water swimming.

team. The unit that conducts Varsity Scouting for the chartered organization.

Tenderfoot rank. The first rank in the Boy Scout advancement program.

tenure. A term used to describe the length of service and membership in Scouting.

Totin' Chip. A recognition given to Scouts who subscribe to the Outdoor Code and understand and can demonstrate the proper handling, care, and use of woods tools.

tour permit. Permit designed to assist troops in planning safe, healthful, and enjoyable trips and to ensure that proper procedures will be followed in case of emergency.

training course. A series of training experiences designed to help a leader understand his or her position.

troop. The unit that conducts Boy Scouting for the chartered organization.

troop committee. The committee appointed by the chartered organization to administer the affairs of the troop.

troop instructor. An older troop member proficient both in a Scouting skill and in the ability to teach that skill to others.

uniform. Distinctive clothing worn by Scouts and Scouters.

unit. Term used to designate any one of the following: patrol, troop, squad, or team.

Venture patrol. An optional older-boy patrol (ages 13 through 17) within a Scout troop.

Venturing. A stand-alone program of the BSA for young men and women ages 14 through 20 who have completed the eighth grade and who subscribe to the Venturing Oath and Code.

Venturing crew. The unit that conducts Venturing for the chartered organization; its members are called Venturers.

veteran. A recognition status accorded to members of Scouting who have served five years or more. Troops can also achieve veteran status and may display veteran insignia on their flag.

Vigil Honor. A recognition for distinguished service in the Order of the Arrow.

volunteer. A registered individual who donates service, time, and/or funds to support the program of the Boy Scouts of America.

Webelos den chief. An older Scout who has been appointed to help direct the activities of a Webelos den.

whole Scouting family. When an organization is chartered to operate a Cub Scout pack, a Boy Scout troop, a Varsity Scout team, and a Venturing crew.

Wilderness Use Policy. An official plan that outlines the size limit, skill level, and conduct of any Scouting group going into backcountry or wilderness areas.

World Conservation Award. An award emphasizing the importance of our natural resources and our interdependence with other countries in fulfilling our mutual needs.

World Friendship Fund. The means by which Scouts and Scouters in the United States can provide material and equipment to help Scouts and Scouting around the world.

World Scout Crest. An international award earned by participating in a meaningful international Scouting experience. May be obtained through the local council.

LINKS TO TROOP 2970 / BSA INFORMATION

- Troop 2970 web site: <http://www.troop2970.org/>
This is the home web site for all Troop 2970 activity. Click on the “Activities” menu, then choose the “Troop Calendar” option to see upcoming events.

To add funds into your Scout’s account, click on the “Home: menu, then choose the “Scout Account” button.

- Boy Scouts of America Health Form:
<http://www.scouting.org/scoutsource/healthandsafety/ahmr.aspx>
This page serves as both the home of the BSA Annual Health and Medical Record form and provides details on the specific requirements for its completion. This form is also available from the Troop’s website.
- BSA Guide for Safe Scouting, online edition:
<http://www.scouting.org/scoutsource/HealthandSafety/GSS.aspx>
This guide prepares members of the Boy Scouts of America to conduct Scouting activities in a safe and prudent manner.
- MyScouting: <https://myscouting.scouting.org/>
Site used when taking training, including Youth Protection training. Requires registration but permits tracking of adult training.
- General Scouting Safety Forms:
<http://www.scouting.org/sitecore/content/home/healthandsafety/forms.aspx>
This page includes a link to the “Routine Drug Administration Record” that is completed for Summer Camp when a Scout is taking a regularly scheduled medication.

PERSONAL CAMPING AND BACKPACKING EQUIPMENT

Every experienced camper has an opinion as to what's best and what's required for overnight camping. Half the fun of camping out is deciding what's right for you! As a Scout gains camping experience, he too will develop his own preferences. However, one mistake frequently made is to search out the bargains with little or no regard for how hard equipment will be used over the coming years.

The following are only guidelines for purchasing "the right stuff" the first time around. It is better to spend a little more to buy what will work right, rather than end up eventually spending three times as much through trial, error, and unnecessary misery.

Equipment	Notes
BACKPACKS/ RAIN COVER	<p>External Frame: This is the preferred type of pack for the beginner. It offers the greatest amount of comfort and adjustability.</p> <p>When shopping for a pack, look for a properly fitting, padded hip belt. The belt should wrap around the hips without meeting in the front.</p> <p>Shoulder straps should be adjustable so that they meet the pack at or above shoulder level.</p> <p>This is only a beginning pack. Expect to replace it in three or four years when the Scout is ready for High Adventure treks.</p> <p>Expect to pay \$50-\$80.</p> <p>A rain cover (\$15-\$20) is important since packs are not allowed in the tents. A large plastic trash bag can be used.</p>
SLEEPING BAG	<p>Synthetic Fill: This is the preferred type of bag for the beginner. It offers the greatest amount of abuse-ability.</p> <p>Down Fill: This type of bag is more suited to experienced backpackers. Down filled bags are very expensive and require great care against weather.</p> <p>When shopping for a bag, you should use temperature ratings only as a comparison guide.</p> <p>Expect to pay \$50-\$100.</p>

Equipment	Notes
SLEEPING PADS	<p>A good closed cell foam pad is a must. It protects against moisture, heat loss and rough ground. This is a VERY important item to have.</p> <p>Expect to pay \$20-\$40.</p> <p>An inflatable pad such as Therm-A-Rest is also good, but expensive. Expect to pay \$50-\$70.</p> <p>DO NOT USE AN AIR MATTRESS!</p>
RAIN GEAR	<p>Rain is inevitable, so be prepared! A rain suit is preferable.</p> <p>Avoid disposable plastic or vinyl ponchos or rain suits.</p> <p>Expect to pay \$20-\$30. High end Gortex rain suits are \$100+</p>
CANTEENS/ WATER BOTTLES	<p>Metal canteens have generally been replaced by plastic water bottles. Metal canteens are hard to pack and tend to leak after a little hard use.</p> <p>A good 1 quart water bottle such as Nalgene is practically indestructible and fits well in a backpack pocket. Try to carry two. Belt carriers are also available.</p> <p>Expect to pay \$6-\$10.</p>
COMPASS	<p>Buy a compass with a rectangular clear plastic base. These are easier to orient on a map. The Silva Polaris is a good starter compass.</p> <p>Expect to pay \$7-\$15.</p>
POCKET KNIFE	<p>Swiss Army type knives are the most popular. The only blades really needed are the cutting blade, can opener, and bottle opener. Scouts must have earned their Tote'n Chip rating.</p> <p>Victorinox, Wenger, and Buck are preferred brands.</p> <p>Expect to pay \$17-\$30.</p> <p>SHEATH (HUNTING) KNIVES ARE PROHIBITED.</p>
BOOTS	<p>Hiking boots should be selected for comfort and durability. They should be purchased slightly large to accommodate good wool (not cotton) or wicking hiking socks. They can be made more water resistant through silicon sprays.</p> <p>Expect to pay \$70-\$100 for a really good pair that will last</p>

Equipment	Notes
EATING GEAR & DUNK BAG	<p>Plastic microwave dinner bowls and plates work well, but any lightweight eating bowl/plate that will stand up to boiling water will do. Utensils can be anything you have around, but cheap picnic-grade utensils should be avoided. Most outdoor stores sell knife/fork/spoon kits that “nest” together.</p> <p>Expect to pay \$0-\$15.</p> <p>A dunk bag (\$2-\$3) is a must since dishes are sterilized in boiling water.</p>
FLASHLIGHTS	<p>Look for a sturdy AA flashlight. This provides plenty of light and cuts down on weight. LED flashlights are becoming popular also Mini Mag and Tekna are preferred brands.</p> <p>Lightweight headlamp style LED lights are great when you need to work with your hands at night.</p> <p>Expect to pay \$8-\$10. Good LED flashlights can cost \$30-40</p>
FIRST AID KIT	<p>The Troop has a good first aid kit, but each Scout needs to buy or build a personal kit. Please see the Boy Scout Handbook for details.</p> <p>Recommended contents:</p> <ul style="list-style-type: none"> • 1” Band-Aid strips • 1” wide sterile gauze roll • 6” or 1” wide adhesive tape (waterproof) • Assorted gauze pads • First aid crème • Alcohol wipes • Sewing needle and thread • Safety pins • Moleskin for blister prevention

Shopping For Camping Gear

We recommend that you look before you buy: examine and compare gear before you buy. Even if you decide to make your purchases through a mail order outlet or website rather than a retail store, there is no substitute for actually handling the gear before you buy it.

One way to look before you buy is to check out equipment used by other Scouts and Scouters on troop campouts. Most will be happy to let you examine their gear closely and explain its features. Important information about performance in the field, where gear was purchased, and how much it cost is yours for the asking.

Another way to look before you buy is to shop local retail stores specializing in backpacking gear and carrying more than one manufacturer's product lines. Several local retail stores used by Troop 2970 Scouts and Scouters are listed below. Better stores are staffed by people with first-hand backpacking experience able to explain the pros and cons of various gear. Even experienced Scouts and Scouters may need their help with size-sensitive gear like backpacks and footgear.

Avoid discount stores and sporting-goods chains with weak sales staffs and limited product lines until you know exactly what you want and feel comfortable judging the quality of their merchandise. Be aware that discount stores and large sporting-goods chains tend to specialize in inexpensive family camping equipment. Much of this gear is intended for car camping in public campsites and is too heavy, too bulky, or flimsy for use on backpacking trips. Be prepared to bypass gear that won't stand up.

Use even more caution if you choose to shop on-line auction services like EBay. Stick to brand name gear. Do your homework regarding features and prices from the manufacturer's website, not just the EBay ad. Be aware that returns of damaged, defective, or incorrectly sized merchandise run from difficult to impossible. Yes, you can find deals there, but let the buyer beware.

Ordering backpacking gear on-line from retailers websites is an increasingly attractive option. While there is no substitute for actually handling the gear before you buy, shopping the web allows you to quickly compare specifications and prices.

Many experienced 2970 Scouters hunting for backpacking gear do both. They visit a local retail outlet to examine the merchandise personally. Having selected and inspected an item, they can make a final decision on where to buy (online order vs. retail) based on actual cost. According to one 2970 Scouter: "After identifying the item you can then do a much better job of shopping on line. If you are patient you can easily beat any local price, even with the shipping. But it only works if you know exactly what you are looking for."

Web purchases usually avoid sales tax, but pay attention to shipping charges, particularly on rush orders. Overnight shipping charges can easily offset web retail discounts.

For More Information:

- Talk Assistant Scoutmaster Dave Clark or any of other Assistant Scoutmasters at one of the regular Thursday Troop 2970 meetings.
- <http://www.backpacker.com> – Backpacker Magazine has a great “Gear” page describing features found on modern backpacking gear.
- <http://www.gearfinder.com/default.asp> - Another Backpacker Magazine-affiliated website with information on gear.
- <http://www.backpacking.net/gearshop.html> - Equipment page for “The Lightweight Backpacker” website

Sources for Backpacking and Camping Equipment

Troop 2970 Scouts and Scouters have shopped at each of the merchants listed below and feel comfortable citing them as sources of quality equipment. Troop 2970 does not, however, endorse any of these merchants. Please share your equipment shopping experiences, positive or negative, with Scouters and other Scouting parents.

Local Retail

Eastern Mountain Sports

Specializes in mountaineering and backpacking gear. House-brand sleeping bags are well made and competitively priced. Check out their website (see below) to get an idea of what type of gear they offer. Then visit the store to see it first-hand.

Dick’s Sporting Goods

Can get some deals from time to time on general equipment but would avoid purchasing major items like backpacks and high adventure gear. Staff not always knowledgeable or experienced.

Hudson Trail Outfitters

Good place to check out Alps Mountaineering equipment first-hand. Sales staff is generally knowledgeable about backpacking equipment.

L.L. Bean

L.L. Bean may bring mail order winter clothing and housewares to mind, but they do stock their own line of outdoor clothing and a fairly good selection of backpacking, canoeing, and kayaking gear at the Tysons store. Like anywhere else they have their good deals and their expensive ones but they are much closer than many of the other big name national retailers.

REI

Most REI gear is absolutely first-rate, but pricey. Check out their website (see below) to see whether the gear you are shopping for is part of their product line. Then visit the store to see it firsthand. If you’re not in a hurry, keep your eye on their REI Outlet website for seasonal closeout and overstocked items at substantial savings. Or try one of the larger online discount stores (like Campmor) that carry REI product lines.

Web Retail Outlets Specializing in Backpacking Gear

Alps Mountaineering and Scout Direct: <http://www.alpsmountaineering.com/>
http://www.scoutdirect.com/scout/sales_items

A popular source of packs, sleeping bags for 2970 Scouts. The manufacturer offers 40% discount on Scout orders through their ScoutDirect program. Hudson Trail Outfitters carries Alps gear in local retail stores. For a complete rundown on Alps gear, come to any 2970 campout; ask Scouts and Scouters to look at the Alps gear they carry. Gear is well constructed and sturdy, but not necessarily the lightest available.

Cabelas: <http://www.cabelas.com/>

Cabelas carries quality name brand gear and many house-branded items manufactured by nationally-known companies. Watch for seasonal closeout sales and sign up for their mail order catalog.

Campmor: <http://www.campmor.com>

Popular web/mail-order source for clothing, gear. Frequent deals on seasonal closeouts. Sign up for their mail order catalog.

Eastern Mountain Sports: <http://www.ems.com/>

Specializes in high-adventure outdoor sports: backpacking, climbing, kayaking, mountain biking. See above for retail listings.

Hudson Trail Outfitters: <http://www.hudsontrail.com>

Good selection of quality backpacking gear. Check out local retail stores (listed above) for close-up look at gear.

REI: <http://www.rei.com/>

Good selection of quality backpacking gear. Check out local retail stores (listed above) for close-up look at gear. If you like what you see and don't have to buy right away, REI's Outlet webpage carries seasonal closeouts and overstocked items at substantial savings. Don't forget that many large online retailers (including Campmor) carry REI product lines.

Sierra Trading Post: <http://SierraTradingPost.com/>

Discount retail outlet featuring many nationally-known name brands. Do your research before you order. The site does not provide very detailed specs on gear or much background information on pros and cons of various designs. If you know exactly what you want, and find it in their online catalog, you will probably save money.