

**Boy Scouts of America**  
**Troop 168**  
**Information Handbook**  
**January 2009**

Sponsor:

St. Laurence Episcopal Church

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# Welcome to Troop 168

Welcome to Boy Scouting and Troop 168. We are pleased to have you as part of our scouting family.

This handbook was written to provide an overview of the opportunities presented by the Boy Scouts through Troop 168. Boy Scouts develops character, leadership, citizenship and moral development in a fun, challenging, exciting program in the outdoors, where most young boys want to be.

The success of Troop 168 depends on three elements: the Scouts, the Adult Leadership and the Scouts parents. This handbook will help explain the role and responsibilities of each of the three elements. All three must work together for the troop to succeed.

We invite each parent to participate actively in Troop 168. Parents are encouraged to attend meetings and join us on Campouts. In addition, parents will receive opportunities to identify special interests and talents. Our troop leaders continually need your help and welcome your support.

Boy Scouts is one of the few activities you get to participate in with your son for a period up to 7 (formative) years.

Troop 168 is about adventure and fun.

***Dare to get in the middle of it!***

Yours in Scouting,

Frank M. Wagnon  
Scoutmaster  
817-925-8181

# I. Overview

## A. The Mission of the Boy Scouts of America

It is the mission of the Boy Scouts of America to serve others by helping to instill values in young people and in other ways prepare them to make ethical choices over their lifetime in achieving their full potential.

## B. Aims of the Boy Scouts of America

The Boy Scout program works toward three aims.

One is growth in moral strength and character. We may define this as what a boy is, his personal qualities, his values, and his outlook.

A second aim is participating citizenship. Used broadly, citizenship means the boys relationship to others. He comes to learn of his obligations to other people, to the society he lives in, to the government that presides over that society.

A third aim of the Boy Scout program is development of physical, mental, and emotional fitness. Fitness includes the boy (well tuned and healthy), the mind (able to think and solve problems), and the emotions (self-control, courage, and self-respect).

The methods are designed to accomplish these aims. Thus it is important that you know and use the methods of the Boy Scout program. Other methods are good but may bring different results, results quite different than we are seeking.

## C. The Methods of Scouting

1. Ideals- Scout Oath, Law, Motto, Slogan
2. Patrols-teambuilding, leadership opportunity, mutual reliance
3. Outdoors- the best opportunity for learning
4. Advancement- the art of meeting a challenge
5. Personal Growth- physical, mental, spiritual
6. Adult Association- limits, mentors, & role models
7. Leadership Development- train them, then let them do it
8. The Uniform- belonging

## D. What parents need to do

1. To get involved. Studies show that the boys who get the most from the scouting program are those whose parents are involved.

a. Non-Camping Opportunities. We always need help from adults in organizing, developing and providing support to increase the fun factor for our sons. Our goal is to push the adventure limit for our sons. To provide them exciting, fun activities that they could not experience in any other program, we need lots of non-camping support. Our Annual Fundraiser, Boards of Review, Merit Badge Counselors, Web Site, and Troop Meeting activities are just a few areas you can help. Some require Boy Scout Training; and, some do not.

b. Camping Opportunities. The Troop 168 Camping Policy is set forth on Addendum A attached hereto. In a nutshell, the Scoutmaster and the Assistant Scoutmasters attend campouts. Other Scouters may attend, but must have a job to camp. Adult participation in Boy Scout camping is limited to observation primarily for safety. The Boy Scout adult camping training is called Rocking Chair because the adults' job is sit back and watch. The Scouts' learn from their mistakes and successes. Priority for adult camping is given to those who obtain Boy Scout Training. Scouters trained in archery, shooting, and climbing, for example, are critical to our outdoor program, and, as such, are more likely to have opportunities to camp with the Troop. In addition, prior to our annual planning session each fall, the Assistant Scoutmaster in charge of camping recruits Campmaster and Grubmaster volunteers for each campout in the coming camping year. These jobs present an excellent way to get involved and are essential to our program. In summary, adult participation in our camping program is determined based on the following order of priority:

- Scoutmaster (always attends)
- Assistant Scoutmasters (always attend)
- Campmaster (always attends)
- Grubmaster (always attends, plus assistant, if needed)
- Committee Chairman (always invited)
- Charter Representative (always invited)
- Trained Scouters – based on camping needs/activities
- Scouters – based on transportation needs only.

2. Stay informed. Check to make sure your son is receiving and properly acting upon his information.

3. Support activities. *Have your son at activities on time*, and in uniform. Obtain proper clothing and equipment for outings.
4. Keep an eye on advancement. Encourage advancements, attend Court of Honors and celebrate his accomplishments.

## II. History of Troop 168

Troop 168 originated in the summer of 2002 at the St Laurence Episcopal Church in Southlake Texas. The Longhorn Council granted the original charter as of November 1, 2002. The original Scoutmaster is Frank Wagnon (an Eagle Scout).

Troop 168 obtained the unit number from Frank Wagnon's original Scout troop in Richland Hills Texas honoring his former Scoutmaster Edward "Buck" Rogers. The adult leader patrol BBP stands for "Big Buck Patrol" to honor Buck as well. Buck Rogers dedicated 19 plus years in Scouting and was a part of the lives of more than 120 Eagle Scouts.

The original nine scouts included Sam Wagnon, Ryan Bennett, Cooper Flynn, Luke McKinney, Alex Diamond, Reid Mayfield, Damien Jacot, Mark McKinney and Blake Standifer.

The original Assistant Scoutmaster is Jeff Bennett. Scott Flynn and Steve White joined as an assistant Scoutmaster in 2003. Craig Neill, Tony Dirker, Wayne Crandall, Jay Emery were appointed as Assistant Scoutmasters in 2007-8. David Lackey and John Biebighauser accepted appointment in 2008.

The Troop received a Quality Unit Award and National Camping Award in its first year, 2003 and every year thereafter. Other awards include Friends of Scouting 10% Increase Award every year, and First and Second Place at the Spring Camporee every year from 2002 through 2005.

## III. Becoming a Scout or Scouter

- A. **Scout-** Membership is limited to boys who are 11 years old but who are under 18 years old, with the exception that a boy may enter the troop if he has completed 5<sup>th</sup> grade or has earned his Arrow of Light.

Each Scout must:

1. Complete an application form.
2. Pay the registration fees and dues.
3. Execute a medical form before they can participate in a campout.

## **B. Scouter- Adults, Troop Committee**

The adult scouter is open to any scout over 21 years of age that is approved by the chartering organization and the Boys Scouts of America. At a minimum, Scouters must take Youth Protection Training to participate in activities. Active Scouters are expected to participate in additional training opportunities offered by the Troop and the Longhorn Council.

## **C. Adults, Scoutmaster and Assistants**

The Scoutmaster is selected by the Troop Committee and approved by the Chartering Organization. The assistant Scoutmasters are selected by the Scoutmaster and are approved by the Troop Committee. Assistant Scoutmaster applicants are expected to attend "Rocking Chair" training and camp with the Troop for at least a year preceding their appointment. Assistant Scoutmasters are expected to attend 75% of meetings and campouts in full uniform. The Troop pays the travel, food and other fees and expenses associated with the Scoutmaster and his Assistant Scoutmaster's attending summer camp each year. In addition, the annual dues for the Scoutmaster and his Assistant Scoutmasters are paid by the Troop.

## **D. Succession Plan**

Every odd year ('09, '11, '13,.....) at the May Troop Committee Meeting the then sitting Troop Committee shall, after having received the consultation and advice of the Scoutmaster and his Assistant Scoutmasters, elect a Committee Chairman who shall hold that office at the pleasure of the Troop Committee for a term of two years commencing August 1. The newly elected Committee Chairman shall, after having received the consultation and advice of the Scoutmaster and his Assistant Scoutmasters, then appoint the other Troop Committee Members who shall serve at the pleasure of the Committee Chair and the Troop Committee for a term of two years commencing August 1. Troop Committee Members may serve successive terms.

Every even year ('08, '10, '12 ...) the Troop Committee shall, after having received the consultation and advice of the then current Scoutmaster and his Assistant Scoutmasters, select and recruit a Scoutmaster who shall be approved by the Charter Organization Representative at the May Troop Committee Meeting. The Scoutmaster must be at least 21 years of age and shall serve at the pleasure of the Troop Committee and the Charter Organization Representative for a term of two years commencing August 1. Scoutmasters may serve successive terms.

Assistant Scoutmasters are selected by the Scoutmaster with assistance of the Troop Committee. They serve at the satisfaction of the Scoutmaster and the Troop Committee for a term of two years. They may be 18 years old, but at least one must be 21 or older. Assistant Scoutmasters may serve successive terms.

## **IV. Troop Committee (Adult) Responsibilities**

The Troop Committee's responsibility is to support the Scoutmaster and to help provide a sound Scout program to the troop. The Troop Committee aids the Scoutmaster in three areas related to the Scout program. They are Program Planning, Advancement, and Outdoor Program Support. In addition the Troop Committee is responsible for the overall administrative operation of the troop.

A quorum shall be present at a meeting of the Troop Committee if a majority of those entitled to vote are present in person or represented by proxy at such meeting. When a quorum is present at any meeting of the Troop Committee, the vote of a majority of those entitled to vote, present in person or represented by proxy at such meeting, shall decide any matter brought before such meeting, except for disciplinary issues which require an affirmative vote of 2/3 of those entitled to vote, present in person or by proxy at such meeting.

Every proxy must be executed in writing by the Committee Member. A telegram, telex, cablegram, or similar transmission by the Committee Member, or a photographic, photostatic, facsimile, or similar reproduction of a writing executed by the Committee Member, shall be treated as an execution in writing for purposes of this Article IV. No proxy shall be valid after 11 months from the date of its execution.

The responsibilities of members of the Troop Committee are summarized below. For more complete information on the Troop Committee, see the "Troop Committee Guidebook" published by Boy Scouts of America.

### **A. Scoutmaster**

The Scoutmaster is the most important adult member of the troop. Although not officially a member of the Troop Committee, the Scoutmaster attends all Troop Committee Meetings. The Scoutmaster is the adult leader of the troop and provides leadership, guidance and motivation to the Scouts in the troop.

The Scoutmaster's specific responsibilities include:

- Assisting the Scout leadership in planning meetings and campouts.
- Conducting Scoutmaster conferences with each Scout during the Scout's advancement toward each rank. During these conferences, establishing, with the Scout, goals for rank advancement and projects.
- With the Advancement Chairman and Troop Committee, providing opportunities for all Scouts to learn Scouting skills, earn merit badges and earn rank advancement.
- Attending all troop meetings and campouts.
- Serving as a coach to the Scout leadership.
- Complete the triad of Charter Organization Representative and Troop Committee Chairman when time to recruit a new Scoutmaster.

## **B. Troop Committee Chairman**

The Troop Committee Chairman's responsibility is to chair the monthly Troop Committee meetings and to work with the Scoutmaster in preparing the agenda for these meetings.

The Chairman's specific responsibilities include:

- Recruiting sufficient Troop Committee members to completely fill the Troop Committee.
- Planning the agenda for all Troop Committee Meetings.
- Scheduling Troop Committee Meetings and notifying all leaders and committee members of the time and place.
- Presiding at all Troop Committee meetings.
- Keeping informed at all times of committee and troop activities and status.
- Presiding at troop Courts of Honor.
- Complete the triad of Charter Organization Representative and Scoutmaster when time to recruit a new Scoutmaster.

## **C. Treasurer**

The Treasurer's specific responsibilities include:

- Handling all troop funds.
- Paying bills on recommendation of the Scoutmaster and the authorization of the Troop Committee.
- Receiving troop income from the troop fund-raising activities, collecting dues and other monies due the troop and depositing them to the credit of the troop.
- Maintaining sound financial records.
- Presenting the treasurer's report at each Troop Committee Meeting.
- Conducting the annual troop registration. (Re-Charter)

## **D. Advancement Chairman**

The Advancement Chairman's specific responsibilities include:

- Creating a climate that encourages all Scouts to strive for advancement. Working with the Scoutmaster and the Troop Committee to provide the support needed for advancement.
- Counseling individual Scouts on their advancement status.
- Maintaining advancement records and reporting to the Troop Committee on troop advancement.
- Recruiting merit badge counselors.
- Securing advancement awards as they are earned.
- Staging and conducting, with the Troop Committee Chairman, Courts of Honor to recognize advancement.

## **E. Camping Program Planner**

The Program Planner's specific responsibilities include:

- Promote national Camping Award, attendance at outdoor activities and summer camp (one outing per month)
- Assisting the Scoutmaster with troop camping programs.
- Ensuring that parents are completely informed about camping and activity plans.
- Assigning Big Buck Patrol (BBP) grubmasters for each campout.
- Troop Campmaster

## **F. Quartermaster**

The Quartermaster's specific responsibilities include:

- Seeing that troop property is properly used maintained and inventoried.
- Informing the Troop Committee of equipment needs of the troop.
- Arranging for the troop trailer to be brought from storage for campouts and returned to storage after campouts.
- Replenish Troop Supplies (charcoal, aluminum foil, paper towels, soap, toilet paper, etc.) prior to each campout.

## **G. Training Coordinator**

The Training Coordinator has the following specific responsibilities:

- Keep the Troop Committee and adult leaders informed of training opportunities.
- Maintain records of adult training.
- Encourage JLT Training in the Troop and Council.
- Report at Troop Committee.

## **H. Fundraiser Coordinator**

The Fundraiser Coordinator has the following specific duties:

- Develop fund raising projects as requested by the Troop Committee Chairman.
- Conduct fund raising projects and report all funds generated to the Treasurer and the Troop Committee.
- Coordinate the Friends of Scouting drive.

## **I. Health and Safety**

The Health and Safety Member has the following specific duties:

- Securing and providing transportation to and from all campouts, including summer camp. Maintaining a list of parents having vehicles with trailer hitches.
- Promote the safety and health of the troop at campouts, activities and meetings.
- Locating and securing permission to use campsites. Making necessary registrations to use council campsites. Completing Tour Permits when applicable.
- Maintain Troop Medical Records.

#### **J. Secretary**

- Keep meeting minutes.
- Handle publicity.
- Plan for Family night programs.
- Report minutes from previous meetings.
- Assist in re-charter.

#### **K. Chaplain**

- Provide spirit and tone for Troop meetings and activities.
- Provide guidance for Chaplain Aid.
- Encourage Scouts to earn their various religious emblems.
- Report to Troop Committee.

#### **L. ScoutParents Leadership Coordinator**

The ScoutParents Leadership Coordinator's specific responsibilities include:

- Prepare and present an annual recruiting plan to the Troop Committee to include an effective Webelos-to-Scout plan.
- Coordinate the development and production of descriptive literature about Troop 168.
- Contact Webelos Den Leaders and Cub Masters encouraging Webelos scouts to make the transition into Boy Scouts.
- Invite Webelos Scout families to participate in appropriate Troop programs and arrange for welcome of graduating Webelos.
- Work with Scoutmaster to assign Den Chiefs and promote Den Chief Training.
- Coordinate the annual Webelos campout (Webelos Woods) with Scoutmaster.
- Greet visitors at troop meetings, introduce them to troop youth and adult leaders, and help them understand how to join the troop. Answer any questions they may have about troop operations.

- Work with Secretary to make sure prospective troop members (adult & youth) receive the necessary information and forms needed to register in the troop and that registration paperwork is properly completed and routed to appropriate adult leaders.
- Coordinate with Cub Master and Scoutmaster to ensure troop attendance and participation in Webelos bridging ceremony.
- Maintain contact with parents of new scouts during the first few months after joining to make sure their questions are answered and their concerns are addressed.
- Report to Troop Committee as needed at committee meetings.

#### **M. Chartered Organization Representative**

- Serve as liaison between the Troop, St. Laurence Episcopal Church and the Longhorn Council.
- Assist with annual unit charter renewal
- Encourage recognition of leaders.
- Secure District help when needed
- Cultivate resources to support the Troop.
- Complete the triad of Troop Committee Chairman and Scoutmaster when time to recruit a new Scoutmaster.

#### **N. TroopMaster/Recharter Chairman**

- Maintain the Troop registration and advancement records in TroopMaster
- Produce a current roster of Scouts and Scouters
- Produce advancement records for use by the Advancement Chairman
- Synchronize records with Treasurer
- Produce a shopping list of rank and merit badges prior to each Court of Honor
- Manage the BSA recharter process each year

#### **O. Eagle Advisory Committee Chairman**

The Eagle Advisory Committee works with prospective Eagle Scouts to ensure that they complete all of their requirements in a timely manner, plan and execute their projects, and complete and submit their applications in the proper order following Scouting guidelines.

The committee will meet at least twice yearly and provide sufficient notice to eligible Scouts and their parents. Scouts eligible are Life Scouts and Star Scouts who are only waiting for their Court of Honor to advance to Life.

## **V. Troop Policies and Procedures**

### **A. Meetings**

#### **1. Troop Meetings**

The troop meetings will be held each Sunday from 4pm till 5:30 pm at the St Laurence Episcopal Church of Southlake with the following exceptions:

- Summer Camp
- Spring Break
- Christmas holidays
- Major holidays that fall on a weekend
- Sunday following a campout

The SPL, or ASPL in his absence, will be in charge of the meeting. All events, announcements should be scheduled into the agenda through him.

A Board of Review is scheduled generally the last meeting each month for those Scouts who have passed their Scoutmaster's Conference and are prepared to advance to their next rank.

Approximately every 4 months a Court of Honor is held.

The troop is responsible for cleaning up the building prior to leaving, in exchange for the privilege of using the facilities.

Adult attendance, parents and visitors, are always welcome to attend Troop meetings. Adults without specific responsibilities during the meeting are expected to be seated at the rear of the meeting room and to maintain proper and respectful behavior.

#### **2. PLC Meetings**

Patrol Leaders Conferences are held at 3:30 pm the first Sunday of each month for the purpose of planning the meeting agendas for the following month as well as any long range planning that is appropriate. The SPL, or in his absence, the ASPL, will chair this meeting. The Patrol Leaders, Assistant Patrol Leaders and Troop Scribe attend this meeting along with any other interested Scouts, who may come and contribute their ideas.

#### **3. Troop Committee Meetings**

The Troop Committee Meetings will be held at 7:00 pm as called by the Troop Committee Chairman, generally the second Monday of each month, at the St Laurence Episcopal Church of Southlake. The Troop Committee Chairman is the moderator of this meeting and is responsible for the agenda of the meeting.

## **B. Troop Activities**

### **1. Outdoor Program**

An active outdoor program that exposes Scouts to new, exciting opportunities is key to a successful program. The troop will schedule a campout or activity each month with at least one weeklong summer camp each year. All scouts are encouraged to participate in these campouts, with activities such as Hiking, Swimming, Camping, Boating, Backpacking, canoeing, and High Adventure. Please see Addendum “A”, attached hereto and made a part hereof, for Troop 168 Camping Program Planner.

### **2. Campouts**

For most overnight campouts, departure is Friday evening from the church parking lot at 6PM. Scouts need to eat supper before leaving Friday night. Scouts will be returned to the church parking lot for pick up by their parent or guardian at the time announced prior to departure or 12:30PM. The boys will plan and submit their menus for approval, buy their food, and cook their meals with their patrols unless otherwise directed. Normal cost of food for a 2-day campout is \$15-20.

Patrol cooking equipment and tents are normally provided by the troop, with each patrol checking out needed gear and being responsible for its proper return.

No one, other than registered scouts, may participate in scouting activities without Troop Committee approval. Please see Addendum “A”, attached hereto and made a part hereof, for Troop 168’s Campout and Activity Policy.

### **3. Transportation**

The troop depends on parents for transportation to and from the campsites. All parents are expected to help with transportation during the course of the year. When each parent takes a turn, it does not overburden a few. All drivers for any troop event must be licensed drivers over the age of 21 and should carry the minimum insurance coverage recommended by the BSA (\$50,000/\$100,000/\$25,000). Each passenger is required to use a seat belt at all times. Since personal vehicles are being used, no food or drinks are allowed in the vehicles.

### **4. Summer Camp**

Summer camp is the singular activity which sets Scouting apart from most other youth programs and is the culmination of a Scout’s participation in Troop meetings and weekend campouts. While at a weeklong Summer Camp, Scouts have opportunities to improve their Scout skills, earn advancement, meet new friends, and enjoy good wholesome fun. Only at Camp can they have the fun of hiking through the woods, learning to handle a canoe, swimming, and sharing with their brother Scouts the inspiration of an evening campfire program.

Our goal is to attend a Summer Camp each year, which will be exciting and educating for our Scouts. Each year, the PLC selects the Summer Camp and the Troop Committee approves the selection for the coming year based on data gathered concerning camp programs, locations, costs, reputations, and other factors. The dates of Summer Camp are also determined based upon the Troop schedule and campsite availability. Summer Camp dates are announced to the entire Troop as soon as they are available.

Summer Camp is rated by most Scouts as the highlight of the year. National statistics show that Scouts who attend Summer Camp are more likely to remain Boy Scouts and advance to the rank of Eagle than non-attendees.

## **5. Service Projects**

Troop 168 has service projects periodically throughout the year. Projects often include conservation work such as trail maintenance, park cleanup, food drives, assisting the church with outdoor projects, or maintenance and construction for local charity organizations. Completion of service project hours is needed by scouts to accomplish their rank requirements. Service projects must be approved by the Scoutmaster in advance of the project.

## **C. Equipment Needs**

### **1. Handbook**

The first need of a newly registered Scout is the “Official Boy Scout Handbook.” This book contains the basics of outdoor knowledge and skills that every Scout will learn. It can be obtained from any of the Scout Shop locations discussed below. Handbooks should be brought to all Troop meetings and outings.

### **2. Uniform**

The minimum Scout uniform consists of a BSA khaki short-sleeved shirt, full length and/or short pants, socks, neckerchief (black with green embroidered insignia) and slide, and a belt.

The full Class A uniform consists of the items discussed above. Troop policy is that the shirt be buttoned fully and the standard troop neckerchief is worn under the collar. The only exception is the substitution of the Eagle neckerchief for the standard neckerchief. This uniform is worn at all formal events such as Boards of Review, Courts of Honor, Council or District events, when traveling to and from camp, to church on Scout Sunday in February, and whenever the public is in attendance.

The uniform for regular Sunday meetings is simply the BSA shirt, belt, socks and pants, without the neckerchief and slide. During June through August, any scout activity shirts are acceptable.

Insignia that are placed on the shirt include the following:

- Longhorn Council strip (left sleeve)

- Troop number (left sleeve)
- American flag (right sleeve)
- Patrol patch (right sleeve)
- Troop office (if appropriate- left sleeve)
- Quality unit patch (if appropriate- right sleeve. Only the latest year's award is worn.)
- Arrow of light (if appropriate- under left pocket)
- Rank (left pocket)
- Temporary patch (right pocket)

Uniforms can be purchased at any Scout Shop (850 Cannon Drive, Hurst, TX 76054, or Timber Valley Shopping Center, 2305 S. Hwy 121 Ste. 180 (behind McDonald's), Lewisville, TX, or through the Boy Scout catalog. Used uniforms may be available from time to time. Also, Troop T-shirts, caps and neckerchief may be purchased at a minimal price.

### **3. Equipment**

For a scout to participate in our active outdoor program, enjoy himself, and have fun, he will need certain equipment. While the total cost may seem high, it can be purchased over a year or so. The best advice to parents is DON'T BUY JUNK. If you have any doubts about the quality or serviceability of equipment, please have a talk with the Scoutmaster.

Equipment is needed to participate in many of our activities. There is no need to rush out and fully equip your son. Rather, do it gradually, and get advice from more experienced people before making major purchases. Equipment can often be borrowed, rented, or improvised, so you can acquire some experience before making expenditures.

Starting with a minimum of gear allows a boy time to determine the extent of his commitment to Scouting and to learn for himself from his patrol what equipment is most suitable for lightweight, low-impact camping. Please seek the advice of the Scoutmaster, other Troop adults or experienced Scouts about major purchases.

There are sections in the Scout Handbook that contain guidance on clothing and equipment for a weekend campout. Troop 168 does not allow non-folding (sheath) knives, aerosol cans, walkman/radios, or electronic games. We follow the standard BSA policy that no flames (from candle, stove, matches, lighters, and heaters) are allowed in tents.

It is recommended that all personal equipment should be marked with the owner's name and troop number. This facilitates return in case it winds up forgotten, left in a car, or in someone else's pack.

## **a. Sources of Camping Equipment**

### **Purchase**

There are numerous outdoor stores in the DFW Metroplex area. Remember that price and quality often go hand in hand. You should consider what your needs are. Talk to the adult leaders or older scouts if you have any questions. You will find no shortage of opinions.

The BSA Scout Shop sells a variety of camping equipment. While it is generally of good quality, the selection can be somewhat limited and the prices can be high compared to many commercial establishments.

### **Rental**

Many outdoor stores rent backpacks, sleeping bags, skis, etc. Many stores offer a Scout discount on both rentals and purchases (it never hurts to ask).

## **b. Troop Equipment**

The troop owns a number of tents and items of cooking equipment that are available for use on troop outings. Use must be coordinated with the Troop Quartermaster. After outings, the Scout who signed out the item is responsible for taking care of it, which usually means drying and shaking out tents and carefully cleaning pots and utensils. The Scout is also responsible for returning items, complete, to the Quartermaster.

The Troop also owns Dutch ovens and other cooking equipment.

## **c. Personal Gear**

### **Homemade Gear**

Be daring! Encourage your Scout to make some gear, from a kit or from scratch. All he needs is a sewing machine and a willingness to try. Many Scouts sew their own stuff sacks, sleeping bag liners, rain pants. Innovation is respected. Note that we recommend that the Scout, himself (not his parents), should learn to sew and make his gear.

### **Backpack**

A Scout can use a duffel bag or similar until he can get a good quality pack and frame. A boy will quickly outgrow or wear out an inadequate pack. Eventually, an active Scout will need a good nylon pack on an aluminum frame of the right size and design, with a padded hip belt. Although internal-frame packs are fashionable, they allow limited adjustment to a growing boy; so we recommend ladder-style, external-frame packs. Please consult with the Scoutmaster before you invest in a pack. One that fits is a must. Approximate cost is \$40 to \$80.

### **Water Bottle**

Get a one-liter, wide-mouth plastic water bottle. This is lighter and costs less than a metal canteen, and the plastic won't corrode inside (and the wide mouth is much easier to fill). Alternately, a one-liter soft drink bottle is less durable but cheaper and lighter. Since the cap is not captive, it is smart to carry an extra. Some boys use a water bottle that fits a pouch on their backpack.

### **Sleeping Bag**

This should be a good, machine-washable, four-season bag, weighing four to eight pounds. The better artificial fibers are preferable to down because they cost less, are easier to wash, and provide warmth even when wet. A Scout can augment his bag in winter with an extra blanket or two. Check the temperature range of the bag if available. Our coldest campout has been around 25 degree F.

### **Sleeping Bag Liner**

Try making a simple sleeping bag liner out of polar fleece. This adds warmth, and the easily washed liner collects dirt and sweat instead of the bag.

### **Sleeping Pad**

A pad is useful year round and is essential in winter. Twice as much body heat is lost into the ground as the air! A pad insulates better and costs less than an air mattress. Buy a closed-cell foam (such as Insulate; this is waterproof and costs less than an open-cell foam such as foam rubber, which require a waterproof cover). Self-inflating pads (like Thermarest) are nice for adult campers, but they are expensive and require care.

### **Footgear**

For warm-weather outings, hiking boots should be the lightest weight and least expensive pair you can find that are comfortable and have lug soles. Because of a boy's rapid growth, you don't need top-quality boots, but proper fit is vital. Hiking boots should be comfortable right from the start (never buy boots that need to be "broken in").

**Mess Kit-** Approximate cost is \$6 to \$8

**Rain Gear-** Ponchos are discouraged

**Small flashlight**

**Small personal first aid kit-** can be made up at home

**Comb, toothbrush, personal necessities**

**REMEMBER, PLEASE PUT THE SCOUTS NAME AND TROOP NUMBER ON EVERYTHING HE OWNS!**

Note to parents- these items make great Christmas and birthday gifts; also consider letting the boy earn the money and buy some of these things himself.

**D. Attendance**

While we understand that boys have a number of demands on their time, attendance at most activities will maximize the benefit of Scouting. The leadership positions require at least 80% attendance.

**E. Rank Advancement**

Troop 168 pursues an active program designed not only for enjoyment but also to encourage and facilitate advancement along both individual and group paths. Each scout is strongly encouraged to work towards and earn Scouting's highest honor, the rank of Eagle Scout. The Troop will closely monitor each Scout's progress along the advancement trail both to keep interest at a high level and to maintain a desired high level of quality in the advancement program. Scouts and parents are reminded that Scouting stresses both individual initiative and close participation in group accomplishments.

A Scout advances from one rank to the next by fulfilling certain requirements of tenure, adherence to the high standards of the Scout Promise and Law, participating in Troop activities and in selected projects of community service, learning and demonstrating various Scout skills, and by earning various Merit Badges. Rank Advancement and Merit Badges are earned by participating in the Troop's program under the direction and guidance of the Scoutmaster, his assistants, and members of the Troop Committee, and by individual efforts under the direction of specific counselors approved by the Scoutmaster and Troop Committee. Unlike Club Scout, rank requirements and badges are signed off only by the adult Patrol Counselors and Scoutmasters and not by parents. A Merit Badge or a badge of Rank is recognition of what a boy is able to do, not a reward for what he has done.

It is the Goal of the Boy Scouts of America to get every Boy who joins, to the rank of First Class Scout. That is our job as leaders. It should be a major goal of each Scout to achieve the rank of First Class within one year of joining Scouts. The attainment of this rank signifies that a Scout has learned the skills required to enjoy the outdoors safely. Without these skills, a Scout cannot participate in the more advanced and more exciting activities. Every Scout is provided a high level of encouragement and numerous opportunities to learn the skills required for First Class. Personal drive is required to attain further advancement.

Many opportunities are also provided for the remaining advancement to the rank of Eagle, but the level of active encouragement is reduced. Each Scout's advancement beyond First Class is dependent upon his own ambition and initiative. Our Troop goal is

to build safe and competent campers, and provide opportunities for advancement and leadership training as the Scouts advance in rank and are eligible to attend training based on age.

### **1. Scoutmaster Conference**

After completing all the requirements for his next rank, each Scout must schedule a conference with the Scoutmaster. The purpose of this conference is to review the Scout's qualifications for advancement and prepare him for a Board of Review. Each Scout is required to present himself for a Scoutmaster Conference in Class A uniform with his Boy Scout Handbook available for the review and signature of the Scoutmaster.

During his Scoutmaster Conference, each Scout will be expected to review his activity and achievements. He will also be questioned about the things he has learned in Scouting. He will be encouraged to schedule a Board of Review. The conference is an opportunity to review the Scout's personal growth and set goals for further advancement.

### **2. Board of Review**

A scout who has completed all the requirements for a rank, including his Scoutmaster Conference, schedules a request for a Board of Review one or two weeks prior, which is on the calendar every month by the Advancement Chairman. A Scout must appear before the board in Class A uniform and have his Boy Scout Handbook.

The Board of Review has three purposes:

- To make sure that the work has been learned and completed
- To find out what kind of experience the boy is having in his patrol and troop
- To encourage the Scout to progress further.

This is not a time to retest the Scout, but to determine the Scout's attitude and his acceptance of Scouting ideals.

The Boards of Review consist of at least three Committee members; Scoutmasters and Assistant Scoutmasters do not participate.

Eagle Boards of Review are different in that they are conducted by a minimum of three members, one of which is from the Troop committee and two from the District level. These are scheduled at mutual convenience.

### **3. Court of Honor**

After successful completion of the Board of Review, the boy will be recognized as soon as possible, usually at the next regularly meeting. All Scouts who have advanced are recognized at a Troop Court of Honor. These Courts of Honor are

held three or four times a year. Merit Badges, Special Awards, and rank pins and cards, (and cloth badges, if not already presented at a regular meeting) are presented at this public ceremony. Parents and guests are not only invited, but are encouraged to attend all Courts of Honor. Attire for a Court of Honor is the Class A uniform for Scouts and business casual for their guests.

Eagle Courts of Honor are special arrangements that parents of the Eagle Scout handle and schedule.

## **F. Merit Badges**

Merit Badges, required for all ranks above First Class, involved specialized study in a wide variety of art, craft, hobby, sport, trade, and professional areas. Generally, we believe that Scouts below the rank of Second Class should not work on Merit Badges in most cases. It is more important that they acquire the basic Scout skills required for advancement to First Class.

After selecting a Merit Badge of interest, the steps a Scout takes to earn it are as follows:

1. Find at least one other scout interested in working on the same merit badge with you.
2. Get a signed Merit Badge Card (sometimes called a “blue card”) from the Scoutmaster or Advancement Chairman. He will provide the name, address, and telephone number of an approved counselor.
3. Contact the Merit Badge counselor. Visit him or her to learn what is expected.
4. Get the Merit Badge book on the subject. (some books are available in the Troop library; see your Troop librarian about borrowing one and returning it in good condition if you prefer not to purchase your own)
5. Learn and do the things that the Merit Badge book describes as required for the badge.
6. When ready, call the counselor again for an appointment. Bring along the things completed to meet the requirements. The counselor will spend time with the Scout to confirm that he has met the requirements. When he or she is satisfied, the counselor will sign the Merit Badge card.
7. Return the signed card to the Advance Chairman or Scoutmaster who will obtain the badge for presentation at the next Court of Honor.

Until the Merit Badge card is returned to the Scoutmaster, the requirements have not been completed and no credit can be given for the work completed.

All requirements must be completed within a twelve-month period unless an extension is obtained from the Scoutmaster.

Special opportunities arise to earn Merit Badges and will be communicated to the Troop by the Scoutmaster or Merit Badge Counselors. We have been very grateful for the large number of parents in the Troop who act as a merit Badge counselor for one or more merit badges, which makes it more convenient for the Scouts to earn them. By the way, parents may serve as a Merit Badge Counselor for their own son for up to 3 Merit Badges

in his Scouting career. Parents are encouraged to contact the Scoutmaster, Committee Chairman, or Advancement Chairman for further information and to sign up as a Merit Badge counselor.

Important Reminder: keep your printed merit badge cards in a safe place! If there are ever any misplaced records when you are about to become Eagle, you'll be covered.

## **G. Insurance**

Secondary medical and liability insurance provided by the Council to all registered Scouts and adult leaders for official activities. Any questions concerning their coverage should be directed to the Council office in Fort Worth at 817-624-5500. See description of insurance attached as Addendum B.

## **H. Behavior and Discipline Policy**

We recognize that for our boys to grow into responsible men, they need to be held accountable for their actions. Therefore, any Scout who intentionally participates in an activity that has the potential to cause harm to him or to other Troop members, or behaves in a manner that reflects negatively upon Troop 168 or the Boy Scouts of America, or intentionally participates in any activity that may cause damage to public or private property, will be disciplined. Behavior which is cause for disciplinary action as outlined in the Discipline Policy Procedures includes,

- A. Not following Scoutmaster or Leader's instructions.
- B. Significantly unsafe actions.
- C. Physical or verbal hazing or harassment of another person.
  - Leaving designated areas without the Scoutmaster's permission.
    - Not telling the Scoutmaster of their whereabouts at all times
    - Going to another area other than that requested
    - Entering property marked "No Trespassing."
- D. Use of cursing or foul language.
- E. Excessively rowdy, unruly, loud, disrespectful, disobedient, or disruptive behavior.
- F. Exploring physical hazards without permission and supervision (lakes, creeks, cliffs, etc).
- G. Smoking.
- H. Use of any controlled or illegal substance.

We expect that with the policy clearly stated, scouts will know where they stand and be comfortable with an atmosphere of tolerance toward other's rights that helps build a secure feeling of trust and brotherhood in Scouting.

## **I. Discipline Procedure**

The leader in charge will discuss the infraction with the Scout at the time of violation, reminding him of the Behavior and Discipline policy. Three warnings during a single activity (meeting, campout) or disruptive behavior will result in a conference with an

adult leader. The scout will not be permitted to attend the next meeting. The Troop Committee Chairman and parents will be notified.

A scout who is involved in serious misbehavior on a campout or at a troop meeting will be subject to having his parents called to come get him from the activity. The Scoutmaster in charge, at his discretion, may suspend the scout from attending any troop activities until a Board of Review has met with the parents. In such a case, the Scoutmaster will notify the Troop Committee immediately.

As a result of serious behavior, a scout will be required to stand before a Troop 168 Board of Review with his parents to explain his behavior and to be assigned appropriate discipline. (Possible actions: temporary suspension from future activities, requiring the scout's dad to attend the next activity, or expulsion from the troop). *The Troop Committee can terminate or refuse membership for disciplinary reasons by an affirmative vote of 2/3rds of a quorum of its members.*

## **J. Troop Size**

It is Troop 168's goal to be a boy led Troop. The Senior Patrol Leader in a truly boy led Troop can only reasonably handle a maximum of 40 Scouts. While Troop 168 may at times exceed 40 active Scouts on its roster, it is within the Scoutmaster's and the Troop Committee's discretion to restrict membership in excess of 40 Scouts.

# **VI. Adult Leadership**

## **A. Youth Protection Guidelines**

Boy Scouts of America requires "two-deep" leadership, where at least two adults, at least one over 21 years of age, are present at every Boy Scout activity, one of whom has been trained by the Boy Scouts of America in Youth Protection. Educating leaders, educating Scouts, separate accommodations for Scouts and adults (unless with own parent or guardian), proper preparation for activities, and reference checking of all adult leaders and counselors are major parts of the requirements for protection of the boys involved in Boy Scouts.

## **B. Adult Training**

The committee encourages all registered adults to be involved. To help you know how to get involved, we recommend that you consider adult leader training opportunities. The first three levels of training beyond Youth Protection are called New Leader Essentials, Scoutmaster Fundamentals and Outdoor Skills. In the Lakeview District these three training sessions can be taken in succession in what is sometimes called Rocking Chair. Rocking Chair is scheduled several times throughout the year. Contact the scoutmaster or committee members for additional information. After completing Rocking Chair you should also consider advanced training, such as WoodBadge.

## **C. Adult Role**

Troop 168 is a boy-run troop. That is, the scouts decide what the troop does relative to the scouting program and activities. The adult leader's role is to provide advice and counsel to patrols and individual scouts. It is a supervisory role to help ensure that safe-scouting guidelines are adhered to and that each scout feels challenged, yet safe and respected and an equal participant in the troop. All adults should be a role model for scouts. Your task is to make scouting fun and challenging for everyone involved.

### **Non-Camping Opportunities**

We always need adults help in organizing, developing and providing support to increase the fun factor for our sons. Our goal is to push the adventure limit for our sons. To provide them exciting, fun activities that they could not experience in any other program, we need lots of non-camping support. Our website is progressing nicely due to a new webmaster. Our Annual Fundraiser, Boards of Review, Merit Badge Counselors, and Troop Meeting activities are just a few areas you can help. Some require Boy Scout Training; and, some do not.

### **Camping Opportunities**

The Troop 168 Camping Policy is listed on Addendum A attached hereto. In a nutshell, Scouters must have a job to camp. Adult participation in Boy Scout camping is limited to observation primarily for safety. Too many idle adults tend to disrupt the Scouts in their activities and camping. Adults camp separately; and, do not allow Scouts (with the exception of Senior Patrol Leader and Assistant Patrol Leader) into the adult campsite unless there is an immediate safety issue. Likewise, no adults are allowed in the Scout campsites other than the Scoutmaster and his Assistant Scoutmasters. The Boy Scout adult camping training is called Rocking Chair because the adults' job is sit back and watch. The Scouts' learn from their mistakes and successes.

The Scoutmaster, Assistant Scoutmasters, Campmaster, Grubmaster, and Committee Chairman are automatically invited. Each campout has a Campmaster (organizes the campout, camp site, activities, trained persons needed, etc.) and Grubmaster (food/cooking). The Campmaster and Grubmaster may choose assistants, if necessary. The Campmaster, with Scoutmaster approval, determines what trained Scouters are needed to support the Troop on each campout. If additional Scouters are needed for transportation, the Campmaster recruits accordingly.

Emphasis for camping is put on Boy Scout Training. Obtaining Boy Scout Training in archery, shooting, climbing, camping, etc., will allow more opportunities for any Scouter to camp with the Troop.

## **D. Fundraisers**

The Troop will conduct few fundraisers during the course of the year. Fundraisers provide the scouts with an opportunity to earn money to offset some

of the expenses of the program. They can also provide supplemental income for the Troop and Scout. All Scouts and parents are expected to participate in an annual fundraiser.

### **CERTIFICATION**

The undersigned hereby certify that the foregoing is a true, accurate and complete copy of BSA Troop 168's Information Handbook adopted by its Chartered Organization, St. Laurence Episcopal Church, Southlake, Texas, as of January 26, 2009.

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Jeff Pannell, Troop Committee Chairman

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Mike Mrasek, Chartered Organization Representative

## Addendum "A"

### Troop 168 Campout and Activity Policy

You may have been active with your son in Cub Scouting and/or Webelos. We welcome and encourage your involvement as an adult leader (Scouter) in Troop 168. The purpose of this addendum is (i) to explain the differences between Cub Scouting or Webelos and Boy Scouts, (ii) set forth the rationale for said differences, and (iii) let you know how you can participate on campouts.

A key difference between Boy Scouting and Cub Scouting/Webelos is leadership. Look for the word "leader" in a job title and you will begin to appreciate the difference. The responsible person for a Cub/Webelos den is the adult Den Leader. The responsible person for a Boy Scout patrol is the boy Patrol Leader. This isn't token leadership (like a denner). A Patrol Leader has real authority and genuine responsibilities. Much of the success, safety, and happiness of six to ten other boys depends directly on him. Boy Scouting teaches leadership. Boys learn leadership by practicing it, not by watching adults lead.

So what do we adults do, now that we've surrendered so much direct authority to the boys? Here are our troop's guidelines on the indirect, advisory role of Scouters. The underlying principle is never do anything for a boy that he can do himself. We allow boys to grow by practicing leadership and by learning from their mistakes. While Scout skills are an important part of the program, what ultimately matters when our Scouts become adults is not whether they can use a map & compass, but whether they can offer leadership to others in tough situations and can live by a code that centers on honest, honorable and ethical behavior. Boys need to learn to make decisions without adult intervention (except when it's a matter of immediate safety). Boys are in a patrol so they can learn leadership and teamwork without adult interference.

In order to further the concept of a "boy led" Troop, it is Troop 168's policy that adult participation on Campouts include those Scouters who are trained and in uniform. Typically that would be limited to the Scoutmaster and his Assistant Scoutmasters (See Article III C. of the Troop Policy on how to become an Assistant Scoutmaster). The Troop's Charter Representative and Committee Chairman may also attend campouts. If you do not have the desire or time to invest in becoming an Assistant Scoutmaster you may attend campouts by volunteering to be a campmaster and grubmaster for the "Big Buck" (adult) patrol. Ideally campmaster and grubmaster positions are filled each August for the September through May camping season in conjunction with the PLC's annual planning session. The campmaster's duties and responsibilities are set forth in the Campmaster Guide which is posted on the Troop web site. The responsibility of grubmaster for the campout includes planning the menu (with the assistance of the Camping Program Planner), buying the food, and cooking for the Big Buck patrol. It

sounds like a lot of work, but everyone pitches in and we always have plenty of good food and camaraderie. The Scoutmaster has discretion to allow additional adults to attend campouts based on special needs or extenuating circumstances.

If you volunteer to be a Big Buck grubmaster you may or may not have completed “Scout Leader Basic Training”. If you have not completed the training, here are a few things to remember:

1. Scouts tent with their patrol in a patrol site which may be separate from the other patrols. Patrols plan their own menus, and cook and eat together as a team. Adults do not eat or tent with a boy patrol.
2. Adults tent with the adult group in a site separate from the boys patrols. We plan our own menu, and cook and eat together as a team. BSA youth protection policies forbid an adult and a boy to share the same tent. While youth protection policies may not apply to a father and son tenting together, it is troop 168 policy that boys tent with boys and adults with adults.
3. Adults should not interfere with the functioning of boy leaders, even if they make mistakes (we all learn best from our mistakes). Step in only if it is a matter of immediate safety or if the mistake will be immediately costly. If possible, involve a uniformed adult leader first. Never do anything for a boy he can do himself. Let him make decisions without adult interference, and let him make non-costly mistakes.

**Addendum “B”**

To be attached

## “Addendum C”

<b>Position</b>	<b>Adult Leader</b>
Scoutmaster	Frank Wagnon
Assistant Scoutmaster/Campmaster	Scott Flynn
Assistant Scoutmaster	Jeff Bennett
Assistant Scoutmaster	Steve White
Assistant Scoutmaster	Craig Neill
Assistant Scoutmaster	Wayne Crandall
Assistant Scoutmaster	Jay Emery
Assistant Scoutmaster	John Biebighauser
Assistant Scoutmaster	David Lackey
Charter Organization Rep	Mike Mrasek
Committee Chair	Jeff Pannell
Treasurer	Tom Jensen
Assistant Treasurer	Black Chaffe
Advancement Chair	Wayne Crandall
Assistant Advancement Chair	Jay Harvey
Eagle Advisory Chair	Charlie Savage
Camping Program	Scott Flynn
Assistant Camping Program	Craig Neill
Assistant Camping Program	David Lackey
Quartermaster	Dietz Froehlich
Assistant Quartermaster	Al Kepler
ScoutParents Leadership Coordinator	Jay Emery
Adult Training Coord	Mike Mrasek
Fundraiser Coord	
Assistant Fundraiser Coord	Allana Patterson
Health/Safety/Transportation	Irene Davies
Assistant Health/Safety/Trans	Alisa Grass
Secretary	Karie Edson
Assistant Secretary	Janice Crandall
Chaplins	Bob Mundlin, Dave McCowan
Merit Badge Counselor Coord	Craig Neill
Assist. MB Counselor Coord	Keri Standifer
Camping Awards Coord	
Webmaster	Black Chaffe
Assist. Webmaster	Vicki Smith
Recharter/TroopMaster Software	Ted & Stephanie West
Popcorn Kernel	Dietz Froehlich