

Troop 537

Guide for the Scout and His Family

Boy Scouts of America

**Greater Yosemite Council
Sierra Valley District**



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The Boy Scouts of America (BSA) is one of the nation's largest and most prominent values-based youth development organizations. The BSA provides a program for young people that reinforces their duty to God, builds character, trains them in the responsibilities of participating citizenship, and develops personal fitness. The BSA prepares young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.

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.

Scouting began in 1907 when Robert Baden-Powell, Lieutenant General in the British Army, held the first Scouting encampment at Brownsea Island in England. William Boyce founded the BSA on February 8, 1910 with the purpose to promote the ability of boys to do things for themselves and others, to train them in scoutcraft, and to teach them patriotism, courage, self-reliance, and kindred virtues.

The modern Scouting program has condensed this founding purpose into three aims: character development, citizenship training, and physical and mental fitness. What makes Boy Scouting unique is that it has eight methods it uses to achieve those aims. Those eight methods include Ideals, Patrol Method, Outdoor Programs, Rank Advancement, Associations with Adults, Personal Growth, Leadership Development, and Uniforms. Appendix A provides further description of the Aims of Scouting and the Methods of Scouting.

Troop 537 is a high-adventure Troop that stresses the founding principles of Scouting and uses the eight Scouting methods as a means to instill these principles in our young men. Our outdoor program focuses on training Scouts in backpacking, summer and winter camping, hiking, and wilderness survival. Veterans of Foreign Wars (VFW) Post 1537 is the Charter Organization for Troop 537, and the Troop has strong ties to American Legion Post 172. This relationship allows our Scouts to give back to our community; and learn the importance of patriotism, courage, and provides an understanding of good citizenship.

Others may take the easy road to reach their destination; Troop 537 will take the trail less traveled and enjoy the journey.

Dear Parents:

Welcome to Troop 537 and to Scouting!

Although greater details are set forth in the Troop Guide about Troop 537, its programs, and how it operates; here is a brief summary of our program and our expectations:

1. **ATTENDANCE** – Scouts are expected to attend every Troop meeting and outing. The Scouts take great pride in the Troop, enjoy each other, and make every effort to attend all activities. Participation is a key element in building teamwork and achieving scout spirit.
2. **UNIFORM** – Troop 537's uniform consists of Scout short sleeve shirt, pants, hiking boots, and belt; and Troop specific hat, neckerchief, and t-shirt (these are available through the Troop). The Uniform section of the Troop Guide provides more information about the Troop uniforms.
3. **OUTINGS** – Troop 537 is known as a high adventure "outing" Troop. Each year we average 12 to 15 activities. These include family campouts, hikes, snow camping, wilderness backpacking, Scout camp or a 50 miler, service projects, and fund raising projects.
4. **EQUIPMENT** – In addition to his uniform, your son will need equipment suitable for backpacking (an equipment list is included within the Troop Guide).
5. **PARENTAL ASSISTANCE** – Since we are an active Troop, it is necessary that the parents participate during the scouting year. We realize that many have jobs that keep them on the go and that not all can participate at the same level. That is okay; there are many jobs to do, and we know that parents will find their niche and contribute in any way that they can.
6. **DUES/TROOP FUNDS** – We collect annual dues from each Scout in the Troop. Annual dues are one component of the funds necessary to operate the Troop. The dues cover registration with the BSA, insurance, Boy's Life magazine, and other expenses of the Troop.

When a Scout joins Troop 537, we want him to have the goal of earning the rank of Eagle Scout. If a Scout works at it, this takes approximately 5 to 6 years. During this time, the leaders of Troop 537 and the Troop Committee will give him a great deal of encouragement and support. However, this is not enough! He needs your support.

If parents do their part to encourage and support their son in Scouting, they will have a lot of fun too. Their sons will be a better all-around Scout, and he will achieve his goals in Scouting.

If you have questions concerning anything about Troop 537, please feel free to call me at (209) 832-0403, email me at rmailhot@sbcglobal.net, or call any of the other leaders at any time.

Yours in Scouting,

Robert Mailhot,
Scoutmaster, Troop 537

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1. Introduction

This guide will help answer questions that many parents have when their son joins a Boy Scout Troop. It is intended to inform and clarify the experience of scouting in Troop 537 in order to maximize your son's learning and enjoyment of the program.

Troop 537 is a high adventure Troop that provides Scouts the ability to do things for themselves and others; trains them in scoutcraft; and teaches them patriotism, courage, self-reliance, and kindred virtues. Veterans of Foreign Wars (VFW) Post 1537 charters the Troop, and American Legion Post 172 supports the Troop and provides a location for our meetings. The Troop meets every Thursday night from 7:00 pm to 8:30 pm at the American Legion Hall at 1960 N. Tracy Boulevard.

The Troop has a strong outdoor program that includes a variety of activities, with an outing planned every month. These activities typically include family campouts, day hikes, weekend backpacking treks, snow camping, a spring training camp, a weeklong BSA camp, and a 50 Miler wilderness trek in the High Sierras.

1.1. Mission Statement

The mission of Troop 537 is to develop moral strength and character; train participating citizenship; reinforce our duty to God; and build physical, mental, and emotional fitness in our Scouts using the methods of the Boy Scouts of America. This prepares our young men to make ethical and moral choices over their lifetimes based on the values of the Scout Oath and Scout Law, and become the future leaders of America.

1.2. Vision Statement

Troop 537 will prepare our Scouts to become responsible, participating citizens and leaders guided by the values inherent in the Scout Oath and Scout Law using the Scouting method. The Boy Scouts of America provide the nation's foremost values-based youth development program and Troop 537 will use that program to:

- Offer young people responsible fun and adventure;
- Instill in young people lifetime values and develop in them ethical character as expressed in the Scout Oath and the Scout Law;
- Train young people in citizenship, service, duty to God, and leadership; and
- Serve America's communities and families with this quality, values-based program.

1.3. Welcome

Welcome to BSA Troop 537. As the Scoutmaster, I would like to introduce myself to you as and explain the Scouting program of Troop 537. I have been involved in Scouting leadership for over 10 years, serving in numerous Cub Scout and Boy Scout leadership positions. The Scouting program focuses on duty to God and country, providing services for others, and helping to develop young men that are capable of meeting this charge. Troop 537's Scouting program is established to develop this focus. The reason the adult leaders and I investment our time and attention to Scouting is because we all place a very high value on the training of our young men. These young men represent the future leaders of families, our communities, and possibly our nation.

All families are expected to actively participate with the Troop; contributing to its smooth operation and effectiveness for the benefit of their son. There are many ways to assist with Troop operation, and I would be glad to discuss this with you at a convenient time.

The adult leadership of the Troop participates in multiple training classes and has broad experience with Scouting and outdoor activities. This helps us bring a quality program to the scouts for their training and enjoyment. Some of the training includes Youth Protection, Wilderness First Aid, Weather Hazards, Safe Swim Defense, Safety Afloat, Climb on Safely, Trek Safely, Weather Hazards, High Adventure Training (e.g., Snow Camping Awareness and Backpacking Awareness), position specific training (e.g., Scoutmaster Training), and advanced leadership training (e.g., Wood Badge).

In addition to the training, I have planned, worked with the scouts to plan, and participated in multiple backpacking trips. The type of outings I have participated in range from Troop hikes, Troop weekend trips, Troop 50-milers (including canoeing), and a National High Adventure Trek at Philmont Scout Ranch of approximately 100 miles.

Many of the other adult leaders within Troop 537 have similar training and experience, and our goal is to bring a quality program to our young men. The adult leadership work together with the scout leadership to bring character development, citizenship training, and physical and mental fitness into a program that is stimulating and our young men enjoy.

I look forward to having your family in Troop 537 and you will be surprised at soon you will start to see growth in your son.

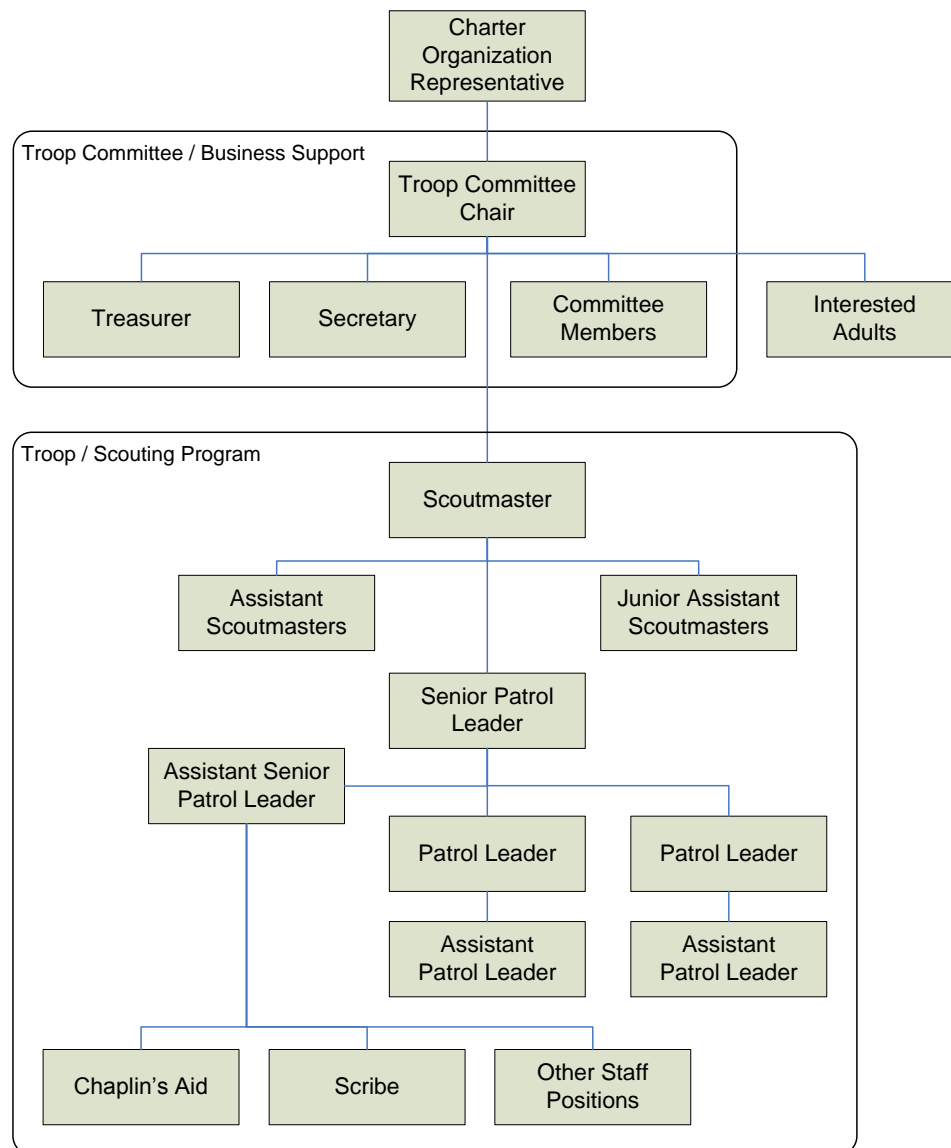
2. The Troop

Troop 537 is a very active Troop that can provide a great educational as well as a fun and exciting environment for your son to grow in. The Troop's Committee and Scoutmaster Staff are all dedicated, non-paid volunteers who are there to help your son grow.

2.1. Troop Organization

The Troop is organized based on the Patrol Method established by Lord Baden-Powell. The senior Scouts comprise the Troop Staff, which provides support to the Senior Patrol Leader. The other Scouts are assigned to patrols, each of which has an age wise cross section of Scouts. A Troop organization chart is depicted below.

Troop Organization Chart



The “chain of command” starts with the Scoutmaster and Committee Chairman, then the Adult Leaders, the Senior Patrol Leader, and Patrol Leaders. The “Troop Committee,” which is comprised of parents, supports the programs and activities of the Troop.

The Troop is an adult lead, Scout run Troop; this teaches the Scouts leadership, responsibility, and commitment. The Adult Leaders provide boundaries, guidance, and counseling for the Scouts. The Scouts run the Troop within the boundaries established by the Adult Leadership, specifically the Scoutmaster. The Senior Patrol Leader is in charge of the Scouts. Assisting him are the Assistant Senior Patrol Leader, Patrol Leaders, and the Troop Staff. Each patrol has a Patrol Leader and an Assistant Patrol Leader. The Patrol Leader is responsible for the Scouts in his patrol.

2.1.1. Charter Organization

The Boy Scouts of America granted VFW Post 1537 a Charter to form Boy Scout Troop 537 in September 2011. VFW Post 1537 did this to serve families and youth and help the organization accomplish its objectives. Each chartered organization using the Scouting program provides a meeting place, selects a Scoutmaster, appoints a Troop Committee of at least three adults, and chooses a Chartered Organization Representative. The General roles and responsibilities of the Chartered Organization Representative are provided in Appendix B.

2.1.2. Troop Committee

The Troop Committee is a group of adults, generally parents of the Scouts, who support the Troop. The Troop Committee's primary responsibilities are supporting the Scoutmaster in delivering a quality Troop program and handling Troop administration. Committee meetings are held each month as indicated on the Troop calendar, typically the fourth Tuesday of each month. General Troop Committee position roles and responsibilities are provided in Appendix B.

Specific responsibilities of the Troop Committee include:

- Ensures that quality adult leadership is recruited 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.
- Ensures the facilities are adequate for Troop meetings.
- 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 budget plan.
- Obtains, maintains, and properly cares for Troop equipment.
- Ensures the troop has an outdoor program (minimum 10 days and nights per year).

- Serves on the boards of review and courts of honor.
- Supports the Scoutmaster in working with individual Scouts and problems that may affect the overall Troop program.
- Provides for the special needs and assistance that some Scouts may require.
- Helps with the Friends of Scouting campaign.
- Assists the Scoutmaster with handling Scout behavior problems.

Positions on the Troop Committee include, but are not limited to: Committee Chairman, Secretary, Treasurer, Chaplin, Advancement Coordinator, Fund Raising Coordinator, Activities Coordinator, Trainer, and Quartermaster.

2.1.3. Scoutmaster Staff

The Scoutmaster is the adult leader responsible for the image and program of the Troop. The Scoutmaster and Assistant Scoutmasters work directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of guidance will affect every youth and adult involved in the Troop. The general roles and responsibilities of the Scoutmaster are provided in Appendix B.

The Scoutmasters duties include:

- Train and guide Scout leaders.
- Work with other responsible adults to bring Scouting to Scouts.
- Use the methods of Scouting to achieve the aims of Scouting.
- Meet regularly with the patrol leaders' council for training and coordination in planning troop activities.
- Attend all troop meetings or, when necessary, arrange for a qualified adult substitute.
- Attend Troop Committee meetings.
- Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation.
- Take part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation.
- Conduct Scoutmaster conferences for all rank advancements.
- Provide a systematic recruiting plan for new members and see that they are promptly registered.
- Delegate responsibility to other adults and groups (assistants, Troop Committee) so that they have a real part in troop operations.
- Supervise troop elections for the Order of the Arrow.
- Make it possible for each Scout to experience at least 10 days and nights of camping each year.
- Participate in council and district events.
- Build a strong program by using proven methods presented in Scouting literature.

- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.

As you see, the Scoutmaster has many responsibilities.

The Scoutmaster recruits Assistant Scoutmasters to help operate the Troop, with the assistance of the Troop Committee. Each Assistant Scoutmaster is assigned specific program duties and reports to the Scoutmaster. They also provide the required two-deep leadership standards set by the Boy Scouts of America. An assistant Scoutmaster serves as the Scoutmaster in the Scoutmaster's absence.

2.1.4. Scout Leadership

Like any other activity, a leadership position in Troop 537 requires acceptance of responsibilities and a commitment to those responsibilities. Scouts that consider pursuing a leadership position in Troop 537 should demonstrate the proper example, be willing to give to the Troop more than they receive, and be willing to put Troop activities on a higher priority than other comparable activities. Scout leadership roles and responsibilities are provided in Appendix C and can be adjusted at the Scoutmasters discretion to meet the needs of the Troop.

2.2. The Scout in the Troop

A Scout in Troop 537 can be any young man age 11 to 18, or at least 10 and have completed the fifth grade, or having earned the Cub Scout Arrow of Light Award. As a member of Troop 537, the Scout can expect:

- To be given the opportunity to grow both physically and mentally.
- To be given the opportunity to learn and practice:
 - Scoutcraft skills
 - Outdoor skills
 - Leadership skills
 - Mentally maturing concepts
 - Good moral concepts
 - Discipline

The Troop also has some expectations of the Scout. You will be expected to:

- Participate in all Troop meetings, outings, and activities;
- Participate in Troop service projects;
- Work as part of a team toward a common objective;
- Make every effort to progress in the ranks of Scouting; and
- Live your life at all times by the Scout Oath and Law.

2.3. The Family in the Troop

The families and parents of Scouts in Troop 537 can expect to see a progressive change in the character and maturity of their son. The Troop feels that with strong family and parental support from the home, the Troop will be successful and the Scout will progress in character development, citizenship training, duty to God, and physical and mental fitness.

With so many events going on involving the Troop, it can be difficult to stay informed. The best way for parents to keep up with information is by email and the website. Our Troop Website at bsa537.org contains a calendar, and pertinent information about the Troop such as forms and equipment lists.

The Troop has some expectations of the families and parents. They are expected to:

- Encourage your son to participate in all meetings, outings, activities, and fund raising events of the Troop;
- Show interest in the activities your son is involved in and actively participate with the Troop;
- Provide transportation to and from activities for your son, as well as for other Scouts; and
- Encourage your son to live up to the principles of the Scout Oath, Law, Motto, and Slogan at all times.

Parents are invited to participate in all Troop activities. On campouts, the adults camp with the adult Scoutmaster staff and the Scouts camp as a Troop with their Patrols.

All families are expected to actively participate with the Troop; contributing to its effectiveness for the benefit of their son. Troop 537 is always looking for adult volunteers to lead and support projects, serve as merit badge counselors, or become Assistant Scoutmasters or Troop Committee members. We have tasks large and small to be taken on by parents. One of the best ways to encourage your son to advance through the ranks is to demonstrate your belief in scouting by being a volunteer. If you would like to contribute your time, please speak with the Scoutmaster or Troop Committee Chairman about participating in the Troop. Some specific opportunities include:

- Transportation. The Troop does not assume responsibility for providing transportation to and from Troop activities. This is a parent responsibility. The Troop requires that the parents of Scouts share this responsibility. By the parents sharing this responsibility, it reduces the number of activities each parent needs to provide transportation for their son. The Troop will provide a coordinator to assist the parents in arranging car pools.
- Merit Badge Counseling. This is a very good way to share your interests/hobbies with a group of young men and could only take a few evenings of your time each year. Each counselor must register with the BSA as an adult member of the

Troop. All Merit Badge Counselors are approved by the Advancement Coordinator. Prior to approval, the counselor shall review and concur with the requirements identified in the BSA Guide for Merit Badge Counseling.

- **Troop Committee Member.** The backbone of the Troop is its Committee, which is made up of parents, who make arrangements for obtaining transportation, fundraising, outdoor activities, courts of honor, and the many other needs of the Troop. If you have interest in the Troops programs and activities that your son is provided, being a member of the Troop Committee may be for you. The Committee meets once a month.
- **Troop Scoutmaster Staff.** The Scoutmaster Staff focuses on running the Scout Program for the Troop. If you have interest in actively implementing the Troops program for your son, being a member of the Scoutmaster Staff may be for you. The Scoutmaster Staff attends all functions and is required to wear the appropriate Scouting Uniform.

2.4. Meetings

Regular meetings are just one of the commitments a Scout must make to the Troop. A number of activities occur at each meeting including; planning for upcoming outings, skill instruction, working on Merit Badges, and physical activities (games). Each Scout is expected to attend every meeting. Troops hold various types of meeting including: Troop Meetings, Patrol Meetings, Patrol Leadership Council (PLC) Meetings, Committee Meetings, and the annual program planning meeting.

2.4.1. Troop Meetings

Regular Troop meetings are held every Thursday from 7:00 pm to 8:30 pm at the American Legion Hall at 1960 N. Tracy Boulevard. All Scouts are expected to attend. Scouts and leaders are expected to arrive 15 minutes early, in uniform, and start the meeting promptly at 7:00 pm. Attendance is open to all members (Scouts, uniformed adult leaders, Troop Committee members, and member families) and to visitors who are interested in joining a Scout Troop.

2.4.2. Patrol Meetings

Patrol meetings are held at any time and place. Troop 537 requires that each Patrol hold a Patrol Meeting prior to each major outing, outside of the Troop Meeting. The meeting supports upcoming events and activities that require planning and discussion. Each meeting will typically have:

- Patrol Leader provide additional information about the outing to his Patrol,
- Assistant Patrol Leader discuss advancement requirements that can be accomplished during the outing,
- Distribute Patrol gear,

- Hold a backpack inspection,
- Go over the Patrol's menu,
- Collect money to pay for food or patrol gear, and
- Establish the duty roster with specific assignments made to each Patrol member.

2.4.3. Patrol Leadership Council (PLC) Meetings

The Patrol Leaders' Council (PLC), not the adult leaders, is responsible for planning and conducting the Troop's activities. The PLC is typically composed of the Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leaders, Assistant Patrol Leaders, Scribe, Troop Guide, and the Scoutmaster and Assistant Scoutmasters providing support, advice, and guidance.

At its monthly meetings, the PLC organizes and assigns activity responsibilities for the weekly Troop Meetings. The Scribe takes detailed minutes of the meeting and is required to type up the minutes and email them to the members of the PLC within one week of the PLC. The Troop Committee interacts with the PLC through the Scoutmaster.

2.4.4. Committee Meetings

The Troop Committee Meeting is generally held the fourth Tuesday of the month at the American Legion Hall, starting at 7:00 PM. The Committee Meeting is attended by all Committee members, the Scoutmaster, Assistant Scoutmasters, and interested adults.

The Scoutmaster is not actually a member of the Troop Committee. The committee should not forget that its primary responsibility is supporting the Scoutmaster and the Troop program. The importance of cooperation between the two groups of leaders is critical for the smooth and successful operation of the Troop.

The support and administration of an active Troop requires the participation of every Committee Member. Every member should have a working assignment. This helps the Troop operate effectively, and promotes team spirit and attendance at meetings.

2.4.5. Annual Planning Meeting

Prior to the beginning of each program year, the Patrol Leaders' Council (PLC) and Scoutmaster Staff meet to plan the Troop's annual program. The Troop's activities are selected and planned and placed into an annual program plan. The Scoutmaster submits the Annual Program Plan to the Troop Committee for its support. At this time, the Troop Committee may make alternative suggestions for the PLC to consider.

3. Advancement Policy

Advancement is the process by which a Scout progress from rank to rank, learning progressively more difficult skills and taking on progressively greater responsibilities. In the Scouting program, recognition is gained through leadership in the unit; attending and participating in the activities; living the ideals of Scouting; and developing a proficiency in outdoor living and useful skills. Ranks are simply a means to an end, not an end in themselves. Everything Scouts do to advance and earn these ranks, from the day they join the program, is designed to help them have an exciting and meaningful experience. This means providing the Scouts with a stimulating and active Troop program!

3.1. General Requirements

A Scout advances at his own pace. There is NO automatic advancement because of age or time in Scouts. Each Scout is expected to pursue the requirements for advancement at his own pace. There are four steps to advancement: the Scout learns the requirements, the Scout is tested and demonstrates the requirements when he is ready, the Scout is reviewed on the requirements, and the Scout is recognized for his accomplishment.

The Troop's program emphasizes Scouting Skill and leadership training during Troop meetings, outings, and Troop leader specific training. The Troop will have Scouting Skills instruction and merit badge classes as part of the weekly Troop meetings. Expect additional work outside of the Troop meetings to complete the requirements. Completion of a merit badge is the responsibility of the Scout; not the merit badge counselor, nor the parents.

The Boy Scout Handbook lists the requirements for each rank. The Patrol Leader will sign-off the requirements in the Scouts handbook as each requirement is completed. At no time should a parent sign the Scout Handbook unless they have been identified as the instructor for a specific skill and approved by the Scoutmaster to sign the Scout Handbook. As a part of this sign-off, the Scout may be required to demonstrate or participate in specific skills as a test of knowledge about the required activity, before the requirement is signed off. After completing the specific requirements and/or Merit Badges required for a rank, the Scout must get confirmation from the Advancement Coordinator that he has fulfilled all requirements. The Scout shall obtain a copy of the "Troop 537 Rank Advancement Form" (Appendix D) from the Advancement Coordinator to document that all requirements have been completed. The Scout first meets with his Patrol Leader, or Senior Patrol Leader, to review the requirements that he has completed. The Patrol Leader, or Senior Patrol Leader, then signs the "Troop 537 Rank Advancement Form" indicating that the Scout has completed the requirements and is ready for his Scoutmaster Conference. If the Scoutmaster is unavailable, he will assign an Assistant Scoutmaster to do the Scoutmaster Conference. The Scoutmaster Conference will be conducted during the regular Troop meetings or occasionally during outings. The Scoutmaster will sign the Scouts Boy Scout Handbook and the "Troop 537 Rank Advancement Form" to document successful completion.

The Scout Review and the Scoutmaster Conference review the Scout's requirements and prepare him for the Board of Review. The Advancement Coordinator arranges the Board of Review, generally held no sooner than the next meeting. The Board of Review will consist of at least three registered Committee Members, who will review the Scout's progress; and if satisfied with his performance, attitude, and scouting participation; will advance the Scout to the next rank. The Troop 537 Guide to Conducting Advancement Boards of Review provides guidelines and sample questions for adults participating in a Board of Review. Decisions of the Board of Review must be unanimous.

After passing the Board of Review, the Scout will be recognized in front of the Troop and receive his new rank patch at the next Troop Meeting. Scouts are formally recognized for rank advancements, receive their rank certificates, and merit badges in front of family and friends during a Troop Court of Honor.

In the event the Board of Review does not advance a Scout, the decision will be formally documented, and the Scout will be informed of the decision and the basis for the decision. The Scout will be told, and provided in writing, what he must do to be eligible for another Board of Review and given an anticipated deadline. The decision, assignment, and timeline must be reviewed with the Scoutmaster.

3.2. Merit Badges

Merit badges exist to encourage Scouts to explore areas that interest them, to teach them valuable skills in Scoutcraft, and sometimes lead to careers and lifelong hobbies. The merit badge program is one of Scouting's basic character development tools. Earning merit badges is required if a Scout wants to advance beyond First Class. Earning merit badges gives a Scout the kind of self-confidence that comes only from overcoming difficult obstacles to achieve a goal. Merit badges are not given for attending classes; they require increase and advances in learning, growth, ability, and maturity.

Merit badges should not be worked on prior to obtaining the rank of First Class, so that Scouts may concentrate on learning Scoutcraft skill requirements for outings and rank advancement. Merit badge classes held during the weekly Troop meetings will be available to those Scouts who have attained the rank of First Class or can show that they have no requirements to complete during the weekly Troop Meetings.

Merit badges are generally instructed in a group setting during the Troop Meetings. Each Scout must demonstrate that he has satisfactorily completed all of the requirements, not just participated in a group discussion. The counselor may teach the information in a group setting to discuss the requirements; however, each Scout is required to demonstrate full knowledge of the information on an individual basis.

Troop 537 teaches many merit badges each year determined during the Annual Planning Meeting. The Troop has established specific merit badges that teach the skills necessary to participate safely in our high adventure outdoor program. These include First Aid, Backpacking, Wilderness Survival, Hiking, and Camping. A Scout must have completed

or be working towards these specific merit badges to participate in the annual 50 Mile backpacking trip.

A Scout can take a scheduled merit badge taught through the Troop, obtain approval from the Scoutmaster to take a nonscheduled Troop merit badge, or obtain approval from the Scoutmaster and Advancement Coordinator to take a merit badge taught outside the Troop. Scouts are not typically authorized to take Eagle Required or Troop specific merit badges outside the Troop. Before starting a merit badge, Scouts must verify the merit badge counselor and obtain a blue merit badge card from the Troop Advancement Coordinator. The Scout will fill out the front of the blue card, the merit badge information on the back, and provide it to the Scoutmaster. The Scoutmaster can then sign the front of the merit badge approving the Scout to start the merit badge.

After receiving approval to start the merit badge, the Scout obtains a merit badge book and completes the merit badge requirements under the guidance of the merit badge counselor. After the merit badge counselor signs-off that all the requirements are complete, the Scout returns the card to the Scoutmaster to sign indicating completion. In the event that a parent or guardian is the merit badge instructor for an Eagle Required or Troop specific merit badge, it is strongly recommended that another merit badge counselor reviews the work and initials the blue card prior to submission to the Scoutmaster. The Scout then returns the completed and signed merit badge card to the Advancement Coordinator to update the Scout's records.

3.3. Advancement in Rank

Advancement in rank for Boy Scouts has two phases. The first phase of Scout to First Class is designed to teach the Scout Scoutcraft skills, how to participate in a group, and to learn self-reliance. The second phase turns toward individual achievement, leadership, and community service once a Scout has earned the rank of First Class. Scout is the initial rank, and is awarded when the Scout demonstrates a rudimentary knowledge of the Scouting ideals. Tenderfoot, Second Class, and First Class have progressively harder requirements in the areas of Scoutcraft, physical fitness, citizenship, personal growth, and Scout Spirit. Star, Life, and Eagle Ranks have progressively increasing requirements for individual achievement, leadership, and community service. Specific requirements for each rank are detailed in each Scouts Boy Scout Handbook.

For Scouts to advance in rank they must have active participation, demonstrate Scout Spirit, participate in service projects, and hold a position of responsibility for some ranks. Scouts that fail to meet these requirements will be denied advancement by the Scoutmaster or the Board of Review.

Active participation is determined if the Scout is registered, in good standing, and meets the Troop's reasonable expectations for attendance and participation. Scout registration is verified through Troop records or GYC records. A Scout is in good standing if he has not undergoing disciplinary actions by the Troop. Troop 537 attendance and participation expectations are:

- Attend and participate in 70% of the Troop Meetings,
- Attend and participate in 70% of the Troop Service Projects,
- Attend and participate in 70% of the Troop outdoor activities, and
- Attend and stay overnight at 70% of the Troop overnight campouts.

Demonstrating Scout Spirit is a judgment call by the Scoutmaster based on how the Scout incorporates the Scout Oath, Scout Law, Scout Motto, and Scout Slogan into their daily lives. These should be reflected by the Scout's actions at home, at school, in their religious life, neighborhood, and during Scouting activities.

Participation in service projects is required for Second Class, Star, and Life Ranks. The Scoutmaster must preapprove a service project for it to be eligible for rank advancement. An approval is important because it calls on a Scout to think about what might be accepted, and to be prepared to discuss it. Time spent on Eagle Scout service projects can be used in meeting these requirements.

A position of responsibility must be chosen from the acceptable positions for the rank, meet the time requirement, meet Troop expectations, meet BSA expectations, and demonstrate leadership. Positions of responsibility are presented in Appendix C. General information, qualification guidelines, performance requirements, general leadership responsibilities, and specific leadership responsibilities are described for each position. Selection and eligibility for each position is at the Scoutmaster's discretion based on the needs of the Troop.

4. Uniform Requirements

Scout uniforms are an important part of the Boy Scouts of America program and one of the methods of scouting. Each Scout gets to be part of a group demonstrated by their uniform and each group has a personal sense of identity. The Scout uniform is also a display case for a Scout's individual accomplishments and recognitions. We wear the uniform to associate ourselves with the principles to which we are committed - character development, citizenship training, duty to God, and physical and mental fitness. When people see a Scout in uniform, they expect someone of good character who is prepared to the best of his ability to help those around him. The uniform is not intended to hide our individuality, but it is a way we give each other strength and support. Wearing the uniform helps Scouts develop a sense of belonging to their Patrol and Troop.

The Scouting movement is built on positive values. As we wear the uniform, we stand together and encourage each other to live by those principles. Scouts and adults alike should take pride in belonging to this program and wear the uniform correctly. Troop 537 has established a Dress Uniform, Class A Uniform, Class B Uniform, and Class C Uniform. Shown below is a table depicting typical uniforms worn for activities. The uniform for a service project must be appropriate for the project. The Scoutmaster can change the required uniform for a specific activity.

Typical Uniforms for Activities

Activity	Uniform			
	Dress	Class A	Class B	Class C
Courts of Honor	✓			
Eagle Board of Review	✓			
Formal Ceremonies	✓			
Troop Meetings		✓		
Scoutmaster Conferences		✓		
Boards of Review		✓		
Traveling			✓	
Hikes & Campouts				✓
Service Projects	✓	✓	✓	✓

4.1. General Appearance

A Scouts personal appearance is important since Troop 537 is a showcase for the Boy Scouts of America, VFW Post 1537, and American Legion Post 172. Each Scouts appearance reflects on not only himself, but also the Troop and our supporting organizations.

A Scout that cares about his personal appearance shows that he respects himself and his Troop. By taking pride in his appearance, uniform, and personal grooming makes the Scout and those around him feel that they are part of a first-rate Troop. If a Scouts appearance is less than first-rate, it implies that Scouts attitude and performance are less than first-rate.

Troop Staff and the Patrol Leaders share the responsibility for how the entire Troop is perceived. Each Patrol Leader is responsible for enforcing the standards for personal appearance within their Patrol, and the Senior Patrol Leader is responsible for enforcing the standards for personal appearance within the Troop.

Troop 537's standards for personal appearance for Scouting functions are:

- Wear the correct uniform that is clean and properly fitted, with shirts tucked in at all times.
- Personal cleanliness and hygiene are required. Scouts must be neat and clean, and encourage other Scouts to do likewise.
- Extreme hairstyles, including rat-tail, dreadlocks, and partially shaven heads, are not appropriate. Hair will be kept clean and neatly trimmed, and will show evidence of good grooming.
- Exotic or unusual hairstyles and hair colors, males wearing earrings, tattoos, and body piercing can be perceived as offensive and are unacceptable.
- Jewelry (other than wristwatch) or other personal items that could pose a safety concern or be lost during Scouting activities are not allowed.

These standards apply to every Scout, member of the Scoutmaster Staff, and other adults in uniform or attending outings. If there are any questions about these policies, please contact the Scoutmaster.

4.2. Dress Uniform

The Dress Uniform is worn to Courts of Honor, Eagle Board of Review, and other formal ceremonies. The Dress Uniform includes:

- Troop hat (campaign hats for Eagle Scouts and trained Scoutmaster Staff only)
- Troop neckerchief (maroon with khaki trim) and BSA slide
- Scout shirt
- Troop T-shirt (maroon with logo)
- Scout pants
- Scout belt (leather or web)
- Hiking socks
- Hiking boots
- Merit badge sash and special awards

4.3. Class A, Field Uniform

The Class A uniform is the official Troop uniform for all Troop Meetings, Scoutmaster Conferences, and Boards of Review. The Class A Uniform includes:

- Troop hat (campaign hats for Eagle Scouts and trained Scoutmaster Staff only)
- Troop neckerchief (maroon with khaki trim) and BSA slide
- Scout shirt
- Troop T-shirt (maroon with logo)
- Scout pants or Scout shorts
- Scout belt (leather or web)
- Hiking socks or Scout socks if wearing shorts
- Hiking boots

4.4. Class B, Traveling Uniform

The Class B uniform is worn during travel to and from campouts and on other occasions as determined by the Scoutmaster. All Scouts and leaders must be in uniform during travel to be covered by BSA insurance. The Class B Uniform includes:

- Troop hat
- Troop neckerchief (maroon with khaki trim) and BSA slide
- Scout shirt
- Troop T-shirt (maroon with logo)
- Green BDU pants or shorts
- Scout belt (leather or web)
- Hiking socks
- Hiking boots

4.5. Class C, Activity Uniform

The Class C uniform is to be worn on campouts and for certain service projects or work parties. The Class C Uniform includes:

- Green boonie hat
- Troop T-shirt (maroon with logo)
- Green BDU pants or shorts
- Scout belt (leather or web)
- Hiking socks
- Hiking boots

5. Behavioral Requirements

Troop 537 believes that the adults should not ask the Scouts to do anything the adults are not willing to do themselves. All members of Troop 537 strive to make ethical and moral choices based on the values of the Scout Oath and Scout Law.

5.1. Adults

The behavior of the Troop's adult leaders at all Scout functions should be consistent with the Scout oath and Scout Law. Our Troop adult leaders must keep in mind that role modeling is a very powerful teaching tool for young men at the Scouting age. The following are some general guidelines for our Troop's adult leaders:

- There will be no yelling or scolding of the young men by an adult at Scout functions.
- All discipline concerns are to be brought to the Scoutmaster.
- There will be no profanity or abusive language used by any adults at Scout functions.
- Adults present at Scout meetings will conduct themselves in a manner that is not distracting to the operation of the meeting. If they find that they must talk among themselves; they should do so quietly, or in another room of the building or outside.
- It is highly recommended that parents of Scouts do not discipline their own son(s) at Scout functions, but allow the problem to be handled through the Troop discipline procedures.
- There will be no smoking or alcoholic beverages allowed at any Scout function.

Scouts learn a great deal by watching how adults conduct themselves. Scout leaders can be positive role models for the members of the Troop. In many cases, a Scoutmaster, a merit badge counselor, or a Troop parent who is willing to listen to Scouts, encourage them, and take a sincere interest in them can make a profound difference in their lives. Adult association is also part of what we call a Scout led Troop. Adults understand that their role is to create a safe place where Scouts can learn and grow and explore and play and take on responsibilities—and fail, and get up and try again.

5.2. Scouts

Each Patrol Leader is responsible for making sure that the members of his Patrol conduct themselves in an appropriate manner during any Scout activity. It is the responsibility of the Senior Patrol Leader to see that the Patrol Leaders have control over their Patrol members and give the Patrol Leader any assistance if the problem is beyond the Patrol Leader's ability.

Behavior at Meetings:

- There will be no running around or playing on the equipment in the meeting area at any time. We are guests in the meeting area and other meetings may be conducted at the same time. Please be considerate to others.
- There will be no fighting or rough play before, during, or after any Troop meetings.
- All Scouts are to follow the requests of the Patrol Leaders, Senior Scouts and the Scoutmaster staff. The Senior Scouts and Patrol Leaders are to report any problems to the Scoutmaster.
- There will be no books, magazines, toys, radios, or other personal belongings brought to the Troop meetings that are not directly involved with the meeting itself.
- All personal equipment, clothing, and handbooks must be labeled with the Scout's name. Any unclaimed equipment left at a Scouting event will become the property of the Troop.

6. Outings

Boy Scouts is designed to take place outdoors. We camp, we hike, we get dirty, and we get up close and personal with bugs and spiders. There's no way around it. Our program is largely built around outdoor activities. So, expect to have more laundry after a campout and to hear some interesting stories about the outdoors and wild things.

Northern California offers Troop 537 a wide selection of different possible outings and activities. The Troop outings and activities are listed on the Troop's calendar. These outings and activities are determined by the Scouts in the Troop during the Annual Planning Meeting and through the Patrol Leader Council. The calendar is available on the troop web site at www.bsa537.org. Talk to the Scoutmaster if you have any questions or comments about Troop 537s program, outings, or activities.

6.1. Outing Costs

Some outings will require camping fees that generally range in the area of \$10-\$25 per outing depending on campground and other fees. Part of the fee may also pay for the gas of drivers. Most fees are spread across the entire group and cannot be isolated on a per person basis. This fee does not include money for food which is coordinated through each Patrol. The costs for food are divided among the Patrol members, and paid for by each Scout prior to the outing.

One of the goals of scouting is teaching responsibility and holding Scouts accountable for their decisions. When a Scout signs up for a trip he is expected to attend. If a Scout signs up for an outing but does not attend, the Scout is still responsible for the cost. Extenuating circumstances for not attending may be reviewed by the Scoutmaster on an individual basis.

6.2. Eligibility to Participate

6.2.1. Scouts

For a Scout to be eligible to participate in a Troop outing or activity, they must be registered with the Troop, have a current BSA Annual Health and Medical Record on file, have a signed permission form, paid his annual Troop dues, have his name registered in advance on the activity sign-up sheet, and pay the required activity fees prior to participating in that activity. If a Scout must cancel his participation from an activity for any reason after the food has been purchased for that outing, he is still responsible for his share of the food cost.

No scout will be allowed to depart on an outing without the proper permission form, and current BSA Annual Health and Medical Record on file with the Troop. On rare occasions the Scoutmaster may allow a Scout to attend that has not fully paid the required fees prior to the outing based on extenuating circumstances.

6.2.2. Adults

Parents are welcome to attend outings. We have Scouts to transport on every trip and it's only fair that each parent contribute by driving occasionally. They have the option of staying for the outing, or dropping off and returning to pick up. Parents and leaders attending must register in advance on the activity sign-up sheet and pay for the outing at the same cost as the scouts, but they may be reimbursed for gas if they drive and transport Scouts.

The requirements for adults to attend outings are:

- Adults must be registered in the Troop with BSA. This gives us security of the background check.
- Youth Protection training must be completed.
- The Annual BSA Health and Medical Record must be filled out. For trips of less than 72 hours (weekend trips) a doctor exam is not needed.
- Wearing the Uniform is strongly encouraged to identify adults as members of the Troop to outsiders. Adults wearing the uniform set a good example for the Scouts.
- On occasion, an outing may be classified as a family outing, non-registered adults may attend, but Youth Protection Training is still required.

Youth Protection Training is an online training available at BSA Online Learning. Once you've completed the course, please print out the certificate and bring it to the Training Coordinator so our records can be kept up to date. Drivers must have insurance coverage limits of at least \$50,000 per person for bodily injury, \$100,000 per accident for bodily injury to two or more people and \$50,000 per accident for property damage. All riders must have a seat belt.

6.3. General Camping Information

Uniforms must be worn when traveling to and during outings. This is an insurance requirement and is mandatory! Troop 537 tries to have at least one major campout or activity each month. Many of these activities will be traditional and scheduled every year. These include: family camping, backpacking, snow camping, spring training, 50 miler, scout camps, community activities, and leadership training.

In most cases outings will start by assembling at the American Legion Hall parking lot on Friday evening. We will then leave for our destination and travel as a group. On return from outings, the Troop will return as a group to the American Legion Hall parking lot. Parents are to pick up their Scouts in the parking lot at the appointed time. Please be punctual.

The heart of any Boy Scout Troop is a group of Scouts called a patrol. Each patrol is comprised of Scouts that work together to accomplish tasks, and live and eat together on outings. The Troop is made up of a number of patrols. When your son joins Troop 537

he will also join a patrol. The patrol is led by an elected Patrol Leader. Together, the patrol plans menus for each campout, and assignments are made for patrol duties, such as food shopping and cooking. The Patrol Method is all about putting responsibility on a Scout's shoulders and helping them learn how to lead.

Each Patrol operates independently and typically plans their meals for each outing. This plan is then approved by the SPL and the Scoutmaster. The Scout in charge of the food will buy the food for his Patrol and be reimbursed by the Patrol members. If a Scout signs up for an outing but does not attend, the Scout is still responsible for the cost of the food.

Each Scout will, at some time, serve as the Scout in charge of the food for his Patrol. The Scouts in the Patrol typically plan the meals for the outing together during the Patrol Meeting portion of the weekly Troop Meeting. The Scout in charge of the food is responsible for collecting the money, purchasing the food, packaging it, bringing the food on the outing, and distributing the food to the other Patrol members to carry. The Patrol Leader is responsible to ensure the Patrol equipment is distributed to the Scouts, but each Scout is responsible to bring what he is assigned.

Although it is definitely easier and faster to go to the store and pick up the supplies yourself, part of the lesson for the Scouts is planning the meals, shopping for the supplies, and distributing the food. This is often difficult for the Scouts, but teaches them skills that they will need to learn.

The adults set up camp and operate as a Patrol separate from the Scouts. This is done to assure that the Patrol Leaders are given optimum opportunity to demonstrate and practice their ability to lead, and to give the younger Scouts confidence in their scouting skills, without the "help" of adults. Interactions follow the chain of command and the primary interaction between the Scouts and adults is between the SPL and the Scoutmaster. The adults are present to advise and mentor the Scouts as needed. They are not to step in except in situations that present an immediate safety concern, or are illegal or immoral – in those cases step in immediately and bring it to the attention of the Scoutmaster. Allow other leaders to mentor your son, please don't smother him; let him grow.

7. Equipment Policy

7.1. Troop Provided Patrol Equipment

Each Patrol is assigned a Patrol box. The Patrol Leader checks, and signs for, the equipment when it is disbursed to indicate all equipment was supplied to him. The Patrol is responsible for replacing any broken or lost equipment in their Patrol box. The Patrol is to make sure that the equipment is stored clean and neatly in the box. The box must not be returned containing dirty dishes, food, wrappers, dirt, or damaged equipment. Damaged or missing equipment must be brought to the attention of the quartermaster. Each Patrol box is initially supplied with 2 stoves and two fuel bottles; cook kit containing a 4 qt. pot, a frying pan; large serving spoon, large slotted spoon, spatula, 2-2.5 gallon water bottle; 150 ft. 1/8 inch nylon cord (cut into 10-10' lengths and 1-50' length); 2-12'x12' tarps; 2-10'x10' sheets of plastic; and 50 ft. of 8 mm accessory rope. Fuel tanks will be filled by a member of the Scoutmaster's staff. Equipment will be returned free of food and dirt, fuel tanks will be returned empty. The actual list of equipment may vary slightly; however, the entire Troop Provided Gear List (Appendix E) is assigned to each Patrol Leader when the equipment is checked out.

7.2. Scout Provided Patrol Equipment

Each Patrol Leader is provided a Patrol Equipment List that identifies the Troop Provided Gear and the Scout Provided Gear. The Patrol Leader is responsible for ensuring that all Scout Provided Gear is brought on all outings. The Patrol determines how the Scout Provided Gear is acquired, each Scout buys some gear or the Patrol Leader collects money and buys the gear.

7.3. Personal Equipment (Backpacks, Sleeping Bags, Boots)

The Troop has Summer and Winter Equipment Lists on the website. A proper backpack is one of the most important items a Scout can own. Please consult with the Scoutmaster prior to purchasing important items such as backpacks, boots, and sleeping bags. Purchase only from reputable and knowledgeable backpacking stores. Each Scout is expected to be fully outfitted within one year of joining the Troop. Only Scouts with the appropriate gear may participate in the Troop Outings.

Some members of Troop 537 have loaner gear that a Scout can borrow when they first join. This gear is not the Scouts and should be treated with respect, and returned within one year to assure that other Scouts have the same opportunity.

8. Fiscal Policy

8.1. Troop Committee

The Troop Committee approves the annual Troop budget, and it approves all expenditures in advance, except those spent by the treasurer or Scoutmaster in accord with the approved budget. The Troop Committee carefully selects the Troop Treasurer and oversees the Treasurer's actions.

8.2. Troop Treasurer

The Troop Treasurer must be a registered member of the Troop Committee. The Treasurer is responsible for maintaining adequate records of all Troop income and expenses. The Treasurer provides a written report of income and expenses at the regular Troop Committee meetings. At the beginning of each activity year, the Treasurer and the Scoutmaster prepare a summary of the previous year's income and expenses and prepare a proposed budget of all projected income and expenses for the coming year, for review and approval by the Troop Committee.

8.3. Troop Checking Account

Troop funds are kept in a checking account under the name of BSA Troop 537. The Troop Treasurer is the primary disbursing officer of Troop funds and is the sole keeper of all blank checks and of all receipts. The Treasurer and Scoutmaster are the minimum signatories on Troop checking account.

8.4. Annual Dues and Registration

A membership dues payment will be requested when your son joins the Troop and annually thereafter in December. The annual Troop budget is funded through the dues received, annual fundraiser(s), and activity fees when necessary. Dues may be adjusted in the future as the Troop Committee sees a need. A breakdown of the membership dues payment is given below.

- *National Registration* and Insurance goes to National BSA. A scout who is already registered through Cub Scouts or another Boy Scout troop pays only a \$1 transfer fee. Scouts new to the program pay a starter kit fee. The National Registration fee will be prorated for a Scouts or Adults joining mid-year.
- *Awards* covers rank advancements, merit badges, patches, adult recognition, and other miscellaneous awards.
- *Operation* covers items such as office supplies, web-site hosting, Troopmaster Registration, and advancement forms.
- *Program* is an annual fee charged to purchase or replace Troop provided equipment and support the Troops outdoor program.
- *Starter Kit* consists of the Troop specific uniform items a Scout needs when he joins Troop 537.

- Boy's Life magazine subscription is an optional addition.

Troop 537's policy is that any Scout who has not paid dues may not receive awards or go on outings. If payment of returning Scouts is not received by the December deadline, a returning scout will need to complete a new BSA application to essentially "re-join" Scouting.

	Dues per Scout			Dues per Adult ²	
	Returning	Crossover ¹	New	Returning & New	Crossover ¹
National Registration	\$15.00	\$1.00	\$15.00	\$15.00	\$1.00
Awards	\$30.00	\$30.00	\$30.00		
Operation	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Program	\$45.00	\$45.00	\$45.00		
Starter Kit		\$55.00	\$55.00		
TOTAL	\$100.00	\$141.00	\$155.00	\$25.00	\$11.00
Boys Life ³	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
TOTAL w/BL	\$112.00	\$153.00	\$167.00	\$37.00	\$23.00

1. Crossover includes any Scout or Adult transferring from a unit with an unexpired term or Webelos bridging from a Cub Scout Pack with an unexpired term.
2. Adults registered with more than one unit will only be required to pay the national dues with to one unit.
3. Boys Life is Optional for Scouts and Adults.

Starter Kit Package	
2 Troop 537 T-Shirts	\$10.00 each
Troop Hat	\$12.00
Troop Neckerchief	\$10.00
BSA Neckerchief Slide	\$4.50
"537" and Patrol Patch	\$6.00
Green Shoulder Loops	\$2.50
TOTAL	\$55.00

8.5. Scout Accounts

Each Scout has a scout account kept in his name. The Troop Treasurer will maintain these accounts and prepare a monthly report to the Scoutmaster containing the balance in each account. Scout account balances are also included on each treasurer's report to the Troop Committee Chairman. Each account shows all funds received from each Scout (registration, dues, items purchased from the Quartermaster) and all funds disbursed to or on behalf of the Scout. Money from fund-raisers such as the popcorn sales will be deposited in the appropriate account. Scout accounts may be used for any scouting purpose such as: the purchase of scout equipment, approved camping equipment, dues, registration, scout event costs, and any other approved by the Scoutmaster. In order to receive funds from an account, the Scout must present the receipt for approval by the Scoutmaster or Treasurer. The Treasurer will then generate a check in that amount (limited by the account balance), payable to the Scout's parents.

The funds in each Scout account are not the personal property of the Scout or his parents. These funds belong to the Troop and are used to assist the Scout with his expenses. Upon leaving the Troop, or upon reaching the age of 18, these funds revert back to the Troop general fund. Account funds may only be transferred between family members.

Appendix A

The Aims of Scouting & The Methods of Scouting

The Aims of Scouting

Every Scouting activity moves boys toward three basic aims:

- Character Development
- Citizenship Training
- Mental and Physical Fitness

Character Development

Character encompasses a boy's personal qualities, values, and outlook. Scouting strives to help a boy grow in the following ways:

- He becomes confident but is not conceited
- He is honest with himself and others
- His personal appearance shows that he respects himself
- He develops special skills and interests
- He can take care of himself, especially in emergencies
- He can be counted upon to do his best, even in difficult situations
- He practices his religious beliefs
- He respects other people regardless of their differences

Character is what you do when no one is looking.

Citizenship Training

The Scouting program allows boys to practice good citizenship by living and working among others in a troop with rules based on the common good. Each Scout is further encouraged to do the following:

- Learn about and take pride in his national heritage
- Develop an understanding of the social, economic, and governmental systems of which he is a part
- Be of service to others
- Have knowledge of and respect for cultures and social groups other than his own
- Be aware of community organizations and their functions
- Appreciate the environment and seek to protect it

Mental and Physical Fitness

People get the most out of life when they are mentally and physically fit. Scouting motivates each Scout to work toward these goals:

- Improve his general physical condition through exercise and participation in vigorous activities that might include outdoor adventures and sports
- Eat properly, get enough sleep, and follow other habits for good health

- Keep his weight within a healthy range
- Reject experimenting with tobacco, alcohol, and illegal drugs, or with other activities that can be harmful to himself or others
- Strive to be mentally alert
- Use good judgment and make sound decisions
- Train himself to be resourceful in solving problems

The Methods of Scouting

The Boy Scouts of America uses eight fundamental methods to meet boys' hope for fun and adventure and to achieve Scouting's aims of encouraging character development, citizenship, and mental and physical fitness. A Scout troop functions best when all eight methods are employed.

- The ideals
- The patrol method
- The outdoors
- Advancement
- Association with adults
- Personal growth
- Leadership development
- The uniform

The Ideals

- Scout Oath
- Scout Law
- Scout Motto
- Scout Slogan

The Patrol Method

- The Scout's "family circle"
- Generally close in age and experience level
- Develops a sense of pride and identity
- Divides up the jobs to be done
- Share in the satisfaction of accepting and fulfilling group responsibilities

The Outdoors

- Boys join Scouting for the challenge, the excitement, and the fun.
- Outdoor activities put the sizzle into Scouting.
- A troop with a strong outdoor program is well on its way to finding success in all areas.

Advancement

- The BSA believes that a boy should receive recognition for his achievements.
- Tenderfoot through First Class prepares the boys to take full advantage of all that Scouting has to offer.
- Merit badges allows them to explore many fields.
- Advancement sets a pattern of setting positive goals and reaching them.

Association with Adults

- Boys learn a great deal by watching how adults conduct themselves.
- Scout leaders can be positive role models.
- A Scout leader who is willing to listen to boys, encourage them, and take a sincere interest in them can make a profound difference in their lives.

Personal Growth

- Scout-age boys are experiencing dramatic physical and emotional growth.
- Scouting offers them opportunities to channel much of that change into productive endeavors.
- Many Scouting activities allow boys to associate with boys from different backgrounds.

Leadership Development

- Leadership is a skill that can be learned only by doing it.
- Boys learn planning, organization, and decision making.
- Helps give them the confidence and ability to be leaders in the future.
- In Scouting, boys learn to be good leaders . . . and to be good followers.

The Uniform

- Wearing the uniform helps boys develop a sense of belonging to their patrol and troop.
- It reinforces the fact that all members of the BSA are equal to one another.
- People seeing a boy in a Scout uniform expect someone of good character who is prepared to the best of his ability to help those around him.

"But the real way to get happiness is by giving out happiness to other people. Try and leave this world a little better than you found it and when your turn comes to die, you can die happy in feeling that at any rate you have not wasted your time but have done your best. 'Be Prepared' in this way to live happy and die happy - stick to your Scout Promise always - even after you have ceased to be a boy - and God help you do it." **Robert Baden-Powell**

Appendix B
Adult Leadership Positions

TROOP 537

Chartered Organization Representative



General Description

The chartered organization representative is the direct contact between the troop and the chartered organization. This individual is also the organization's contact with the district committee and the local council. The chartered organization representative may become a member of the district committee and is a voting member of the council. If the chartered organization has more than one unit, one representative serves them all.

Qualifications

Is at least 21 years old, subscribes to the Declaration of Religious Principle, and agrees to abide by the Scout Oath and the Scout Law. Possesses the moral, educational, and emotional qualities that the Boy Scouts of America deems necessary to afford positive leadership to youth. Is a member of the chartered organization other than the unit leader or assistant unit leader. Is appointed by the chartered organization to serve as its official Scouting representative and is registered as an adult leader of the BSA.

Responsibilities

The chartered organization representative's responsibilities are to:

- Help select the right leadership for the unit.
- Encourage unit leaders and committee members to take training.
- Promote well-planned unit programs.
- Serve as a liaison between the units and the organization.
- Organize enough units.
- Promote the recruiting of new members.
- See that boys transition from unit to unit.
- Help with the charter renewal.
- Suggest Good Turns for the organization.
- Encourage the unit committee to hold meetings.
- Cultivate organization leaders.
- Encourage outdoor program activities.
- Emphasize advancement and recognition.
- Utilize district help and promote the use of district personnel and materials.
- Use approved unit finance policies.
- Encourage recognition of leaders.
- Cultivate resources to support the organization.
- Represent the organization at the council level.
- Is a member of the chartered organization
- Serves as head of "Scouting department" in the organization
- Secures a Troop Committee Chair and encourages training
- Maintains a close liaison with the Troop Committee Chair
- Helps recruit other adult leaders
- Serves as liaison between your troop and your organization
- Assists with unit re-chartering
- Encourages service to the organization
- Is an active and involved member of the district committee

TROOP 537 SCOUTMASTER



General Description

The Scoutmaster is the adult leader responsible for the image and program of the Troop. The Scoutmaster and Assistant Scoutmasters work directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of guidance will affect every youth and adult involved in the Troop. The Scoutmaster is appointed by the head of the Chartered Organization.

Qualifications

Is at least 21 years old, subscribes to the Declaration of Religious Principle, and agrees to abide by the Scout Oath and the Scout Law. Possesses the moral, educational, and emotional qualities that the Boy Scouts of America deems necessary to afford positive leadership to youth. Is appointed by the chartered organization to serve as its official Scouting representative and is registered as an adult leader of the BSA.

An Assistant Scoutmaster must be at least 18 years old (with one at least 21 years old), subscribes to the Declaration of Religious Principle, and agrees to abide by the Scout Oath and the Scout Law. Possesses the moral, educational, and emotional qualities that the Boy Scouts of America deems necessary to afford positive leadership to youth. Is appointed by the chartered organization to serve as its official Scouting representative and is registered as an adult leader of the BSA.

Responsibilities

The Scoutmaster's duties include:

GENERAL

- Train and guide boy leaders.
- Work with other responsible adults to bring Scouting to young men.
- Use the methods of Scouting to achieve the aims of Scouting.

MEETINGS

- Meet regularly with the Patrol Leaders' Council for training and coordination in planning Troop activities.
- Attend all Troop meetings or, when necessary, arrange for a qualified adult substitute.
- Attend Troop Committee Meetings.
- Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation.
- Take part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation.

GUIDANCE

- Conduct Scoutmaster conferences for all rank advancements.
- Provide a systematic recruiting plan for new members and see that they are promptly registered.
- Delegate responsibility to other adults and groups (assistants, Troop Committee) so that they have a real part in Troop operations.
- Supervise Troop elections for the Order of the Arrow.

ACTIVITIES

- Make it possible for each Scout to experience at least 10 days and nights of camping each year.
- Participate In council and district events.
- Build a strong program by using proven methods presented in Scouting literature.
- Conduct all activities under qualified leadership, safe conditions, and the policies of the Chartered Organization and the Boy Scouts of America.

Only one hour a week!

TROOP 537

TROOP COMMITTEE

General Information

The Troop Committee is the Troop's board of directors and supports the Troop program. But you ask, "What does the Troop Committee do?" The Troop Committee does the following:

- Ensures that quality adult leadership is recruited 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.
- Provides adequate meeting facilities.
- Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization.
- 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.
- Ensures the Troop has an outdoor program (minimum 10 days and nights per year).
- Serves on boards of review and courts of honor.
- Supports the Scoutmaster in working with individual Scouts and problems that may affect the overall Troop program.
- Provides for the special needs and assistance some Scouts may require.
- Helps with the Friends of Scouting campaign.
- Assists the Scoutmaster with handling Scout behavioral problems.

Qualifications

Is at least 21 years old, subscribes to the Declaration of Religious Principle, and agrees to abide by the Scout Oath and the Scout Law. Possesses the moral, educational, and emotional qualities that the Boy Scouts of America deems necessary to afford positive leadership to youth. Is a member of the chartered organization other than the unit leader or assistant unit leader. Is appointed by the chartered organization to serve as its official Scouting representative and is registered as an adult leader of the BSA.

Committee Chairman Responsibilities

- Organize the committee to see that all functions are delegated, coordinated, and completed.
- Maintain a close relationship with the chartered organization representative and the Scoutmaster.
- Interpret national and local policies to the Troop.
- Prepare Troop Committee meeting agendas.
- Call, preside over, and promote attendance at monthly Troop Committee meetings and any special meetings that may be called.
- Ensure Troop representation at monthly roundtables.
- Secure top-notch, trained individuals for camp leadership.
- Arrange for charter review and recharter annually.
- Plan the charter presentation.



Secretary Responsibilities

- Keep minutes of meetings and send out committee meeting notices.
- Handle publicity.
- Prepare a family newsletter of Troop events and activities.
- Conduct the Troop resource survey.
- Plan for family night programs and family activities.
- At each meeting/ report the minutes of the previous meeting.



Treasurer Responsibilities

- Handle all Troop funds. Pay bills on recommendation of the Scoutmaster and authorization of the Troop Committee.
- Maintain checking and savings accounts.
- Train and supervise the Troop Scribe in record keeping.
- Keep adequate records in the Troop/Team Record Book.
- Supervise money-earning projects, including obtaining proper authorizations.
- Supervise the camp savings plan.
- Lead in the preparation of the annual Troop budget.
- Lead the Friends of Scouting campaign.
- Report to the Troop Committee at each meeting.



Advancement Coordinator Responsibilities

- Encourage Scouts to advance in rank.
- Work with the Troop Scribe to maintain all Scout advancement records.
- Arrange quarterly Troop boards of review and courts of honor.
- Develop and maintain a merit badge counselor list.
- Make a prompt report on the correct form to the council service center when a Troop board of review is held. Secure badges and certificates.
- Work with the Troop Librarian to build and maintain a Troop Library of merit badge pamphlets and other advancement literature.
- Report to the Troop Committee at each meeting.



Chaplin Responsibilities

- Provide a spiritual tone for Troop meetings and activities.
- Give guidance to the chaplain aide.
- Promote regular participation of each member in the activities of the religious organization of his choice.
- Visit homes of Scouts in time of sickness or need.
- Give spiritual counseling service when needed or requested.
- Encourage Boy Scouts to earn their appropriate religious emblems.
- Report to the Troop Committee at each meeting.



Outdoor/Activities Coordinator
Responsibilities

- Help in securing permission to use camping sites.
- Serve as transportation coordinator.
- Ensure a monthly outdoor program.
- Promote the National Camping Award.
- Promote, through family meetings, attendance at Troop campouts, camporees, and summer camp to reach the goal of an outing per month.
- Secure tour plans for all Troop activities.
- Report to the Troop Committee at each meeting.



Training Coordinator
Responsibilities

- Ensure Troop leaders and committee members have opportunities for training.
- Maintain an inventory of up-to-date training materials, videotapes, and other training resources.
- Work with the district training team in scheduling Fast Start training for all new leaders.
- Be responsible for BSA Youth Protection training within the Troop.
- Encourage periodic Junior Leader Training within the Troop and at the council and national levels.
- Report to the Troop Committee at each meeting.



Equipment Coordinator
Responsibilities

- Supervise and help the Troop procure camping equipment.
- Work with the quartermaster on inventory and proper storage and maintenance of all Troop equipment.
- Make periodic safety checks on all Troop camping gear, and encourage the Troop in the safe use of all outdoor equipment.
- Report to the Troop Committee at each meeting.



Appendix C
Scout Leadership Positions

TROOP 537
SCOUT LEADERSHIP POSITION DESCRIPTIONS

Senior Patrol Leader

Assistant Senior Patrol Leader

Patrol Leader

Assistant Patrol Leader (Does not count as leadership towards Rank)

Troop Scribe

Troop Chaplain Aide

Troop Quartermaster

Den Chief

Troop Librarian

Junior Assistant Scoutmaster

TROOP 537

SENIOR PATROL LEADER



General Information

- Type:** Elected by the Scouts
- Term:** 12 months
- Reports to:** Scoutmaster (SM)
- Description:** The Senior Patrol Leader is elected by the Scouts to represent them as the top junior leader in the Troop. By accepting the position of Senior Patrol Leader, you agree to provide service and leadership to your Troop. The responsibility should be fun and rewarding. This job description outlines some of the things you are expected to do while serving in this leadership role.
- Comments:** The Senior Patrol Leader (SPL) is the focal point of the Troop. He needs to attend as many Troop functions as possible. One of the major parts of the SPL's job is to appoint other troop leaders. He must choose leaders who are able, not just his friends or popular Scouts. Boy Scout Troops following the patrol method are Scout Led and the young man in charge is you!

Qualification Guidelines

- Age:** At least 14 years old
- Rank:** Star or higher
- Experience:** Previous service as SPL, ASPL, PL, or APL
- Attendance:** 75% for all activities over previous 6 months
- Confirmation:** Nomination Approved by Scoutmaster

Performance Requirements

- Training:** You must attend the Troop Junior Leader Training even if you have attended in the past, and it is recommended that you attend or will attend National Youth Leadership Training (NYLT).
- Attendance:** You are expected to attend all Patrol Leader Council (PLC) meetings, training trips, and Courts of Honor. You are expected to attend 80% of: all Troop meetings, outings, and service projects. A Scout will be allowed three (3) excused absences. If a Scout fails to maintain his attendance, he will forfeit time in his leadership position and may be removed from his position.
- Effort:** You are expected to give this job your best effort, and use the adult leadership and advice when you feel they are needed.
- Certification:** Be certified by the Scoutmaster that you have adequately completed the duties and requirements of this position, including the time credited toward the leadership position.

General Leadership Responsibilities

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the Troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Set an example for the other Scouts to follow.
- Attendance:** Set the example by actively participating in the activities of Troop 537. Be on time for meetings and activities. You must call the Scoutmaster if you are not going to be at a meeting or if you have to miss an outing. You also need to make sure that the

Assistant Senior Patrol Leader is ready to assume your responsibilities. This requires you to "Be Prepared", plan ahead and this will never be an issue.

Specific Leadership Responsibilities

- Scout in charge of all Troop Meetings, campout activities, and the annual program planning conference.
 - Have an agenda and backup plan for each meeting or event and share it with the ASPL one (1) week in advance of the event.
 - Call people responsible for program items and remind them of their responsibility.
 - Conduct the meeting or event and direct the activities of other Junior Leaders and Scouts.
 - Notify the ASPL in advance if you are going to be absent from a meeting or event.
- Scout in charge of the Patrol Leader's Council meeting.
 - Issue an agenda before the PLC so all can properly prepare for the meeting.
 - Conduct the PLC in an orderly fashion and stick to the agenda.
 - During the meeting do the following as a minimum:
 - Review the detailed program for the next month.
 - Plan the following month's program in detail.
 - Assign responsibilities for each program item.
 - Discuss the 2-month additional look ahead.
- Appoints other Troop junior leaders with the advice and counsel of the Scoutmaster.
 - Before making any assignments, find out which Scouts need leadership positions for advancement.
 - Make selections based on which Scouts need leadership positions and the Scouts experience, dependability, and the requirements of the position to be held.
- Assigns duties and responsibilities to junior leaders.
- Keep others informed.
 - Call the SM, ASM, or JASM to confer on upcoming program items.
 - Call the ASPL and PLs each week to check they are following up on their assignments and communicate program information.
- Set a good example:
 - Be the first to reflect the Scout Sign.
 - Maintain a positive and enthusiastic attitude.
 - Exhibit good self-discipline.
 - Have a good attendance record.
 - Meet your obligations on time and in full effort.
 - Have fun but not at the expense of everyone. Goofing off without purpose wastes time and loses the interest and respect of the other Scouts.
 - REMEMBER: The troop will follow your example.
- Assists the Scoutmaster with Junior Leader Training.
- Resolve conflicts between Troop members.
- Complete other duties as assigned by the Scoutmaster.

TROOP 537

ASSISTANT SENIOR PATROL LEADER



General Information

- Type:** Appointed by the Senior Patrol Leader with the approval of the Scoutmaster
- Term:** 12 months
- Reports to:** Senior Patrol Leader (SPL)
- Description:** The Assistant Senior Patrol Leader (ASPL) is the second highest ranking patrol leader in the Troop. The ASPL acts as the Senior Patrol Leader in the absence of the SPL or when called upon. He also provides leadership to other junior leaders in the Troop.
- Comments:** The most important part of the ASPL position is his work with the other junior leaders. The ASPL should be familiar with the other positions and stay current with the work being done.

Qualification Guidelines

- Age:** At least 13 years old
- Rank:** 1st Class or higher
- Experience:** Previous service as PL, or APL
- Attendance:** 75% for all activities over previous 6 months
- Confirmation:** Appointment Approved by Scoutmaster

Performance Requirements

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past, and it is recommended that you attend or will attend National Youth Leadership Training (NYLT).
- Attendance:** You are expected to attend all Patrol Leader Council (PLC) meetings, training trips, and Courts of Honor. You are expected to attend 80% of: all Troop meetings, outings, and service projects. A Scout will be allowed three (3) excused absences. If a Scout fails to maintain his attendance, he will forfeit time in his leadership position and may be removed from his position.
- Effort:** You are expected to give this job your best effort, and use the adult leadership and advice when you feel they are needed.
- Certification:** Be certified by the Scoutmaster that you have adequately completed the duties and requirements of this position, including the time credited toward the leadership position.

General Leadership Responsibilities

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Set an example for the other Scouts to follow.
- Attendance:** Set the example by actively participating in the activities of Troop 537. Be on time for meetings and activities. You must call the SPL if you are not going to be at a meeting or if you have to miss an outing. You also need to make sure that a Patrol Leader is ready to assume your responsibilities. This requires you to "Be Prepared", plan ahead and this will never be an issue.

Specific Leadership Responsibilities

- Helps the Senior Patrol Leader lead meetings and activities.
 - Working with the PLC, helps develop the detailed program plans for all Troop activities.
 - Type up a detailed programs plan for each month and distribute to the Troop. These are based on Adult Leader and Patrol Leader input during PLC meetings that concern Troop activities (Not patrol activities).
 - Help the SPL conduct the meetings and activities
 - Help maintain discipline.
- Runs the Troop in the absence of the Senior Patrol Leader.
- Helps train and supervises the Scribe, Quartermaster, Instructor, Librarian, Historian, and Chaplain Aide.
- Serves as a member of the Patrol Leader's Council.
 - Attend all PLC meetings so that you can inform all of the upcoming program plans.
 - Take notes of program ideas presented at the PLC.
 - Make a list of the things you and the Instructors are assigned.
- Keep others informed.
 - Call the SPL, SM, ASM or JASM to confer on upcoming program items.
 - Call the Scribe, Quartermaster, Instructor, Librarian, Historian, and Chaplain Aide each week to check they are following up on their assignments and communicate program information.
- Set a good example:
 - Be the first to reflect the Scout Sign.
 - Maintain a positive and enthusiastic attitude.
 - Exhibit good self-discipline.
 - Have a good attendance record.
 - Meet your obligations on time and in full effort.
 - Have fun but not at the expense of everyone. Goofing off without purpose wastes time and loses the interest and respect of the other Scouts.
 - REMEMBER: The troop will follow your example.
- Complete other duties as assigned by the SPL or Scoutmaster.

TROOP 537 PATROL LEADER



General Information

- Type:** Elected by the Scouts
- Term:** 12 months
- Reports to:** Senior Patrol Leader (SPL)
- Description:** The Patrol Leader (PL) is elected by the Scouts to represent them as the top junior leader in the Patrol. By accepting the position of Patrol Leader, you agree to provide service and leadership to your Patrol. The responsibility should be fun and rewarding. This job description outlines some of the things you are expected to do while serving in this leadership role.
- Comments:** The Patrol Leader may easily be the most important job in the Patrol. He has the closest contact with the patrol members and is in the perfect position to help and guide them. The Patrol Leaders, along with the Senior Patrol Leader, and Assistant Senior Patrol Leader are the primary members of the Patrol Leaders' Council.

Qualification Guidelines

- Age:** None
- Rank:** 1st Class or higher
- Experience:** None
- Attendance:** 75% for all activities over previous 6 months
- Confirmation:** Nomination Approved by Scoutmaster

Performance Requirements

- Training:** You must attend the Troop Junior Leader Training even if you have attended in the past, and it is recommended that you attend or will attend National Youth Leadership Training (NYLT).
- Attendance:** You are expected to attend all Patrol Leader Council (PLC) meetings, training trips, and Courts of Honor. You are expected to attend 80% of: all Troop meetings, outings, and service projects. A Scout will be allowed three (3) excused absences. If a Scout fails to maintain his attendance, he will forfeit time in his leadership position and may be removed from his position.
- Effort:** You are expected to give this job your best effort, and use the adult leadership and advice when you feel they are needed.
- Certification:** Be certified by the Scoutmaster that you have adequately completed the duties and requirements of this position, including the time credited toward the leadership position.

General Leadership Responsibilities

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the Troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Set an example for the other Scouts to follow.
- Attendance:** Set the example by actively participating in the activities of Troop 537. Be on time for meetings and activities. You must call the Senior Patrol Leader if you are not going to be at a meeting or if you have to miss an outing. You also need to make sure that the Assistant Patrol Leader (APL) is ready to assume your responsibilities. This requires you to "Be Prepared", plan ahead and this will never be an issue.

Specific Leadership Responsibilities

- Assigns patrol members a job and help them succeed.
 - Appoints the Assistant Patrol Leader (APL)
 - Prepare the duty rosters for campouts, rotating responsibilities, and post during campout.
- Represents the Patrol at the PLC
 - Attend all PLC meetings and the Annual Program Planning Meeting.
 - Know what your Patrol Members would like to do.
- Prepare the Patrol to participate in all Troop activities
- Plan and lead Patrol meetings and activities
 - Have at least one patrol outing during your term.
 - Hold Patrol Meetings during Troop meetings to make decisions and prepare for outings.
 - Hold additional Patrol Meetings as needed.
 - Make sure Patrol Meetings are planned in detail one month in advance. You must use the Troop 537 meeting plan template.
 - Make sure Patrols meeting are planned two months in advance tentative. You must use the Troop 537 meeting plan template.
 - Ensure Patrol Meetings are pre-plan in advance and placed on the Troops web site calendar.
- Helps Scouts advance
 - Keep a list of what your patrol member's need for advancement. Get this information from the Troop Committee Advancement Coordinator or use Patrol Member's Scout Book.
 - Make sure the Patrol members are getting their advancements signed off in their Scout Books as they complete each task.
- Keeps Patrol members informed
 - Call the Patrol Members each week to remind them about the Troop meeting, check that they are following up on their assignments, and communicate program information.
 - Be sure to let your APL know if you are going to be absent so he can fill in for you.
 - Make sure the APL knows what is supposed to happen and what responsibilities the Patrol has if you are going to be absent.
- Show and develop Patrol spirit
 - Have your patrol flag at all Troop and Patrol activities.
 - Have a patrol yell.
 - Have skits ready for outing campfires.
 - Have cheers ready for outing campfires.
 - Have songs ready for outing campfires.
 - Assist Troop Chaplain in Scout Own Service during outings when necessary.
- Know the abilities of each patrol member
- Complete other duties as assigned by the SPL or Scoutmaster

TROOP 537

ASSISTANT PATROL LEADER



General Information

- Type:** Appointed by the Patrol Leader
- Term:** 12 months
- Reports to:** Patrol Leader (PL)
- Description:** The Assistant Patrol Leader (APL) is appointed by the Patrol Leader and leads the Patrol in his absence. By accepting the position of Assistant Patrol Leader, you agree to provide service and leadership to your Patrol as needed. The responsibility should be fun and rewarding. This job description outlines some of the things you are expected to do while serving in this leadership role.
- Comments:** The APL substitutes for the PL and actively helps run the Patrol. He has close contact with the Patrol Members and is in a position to help and guide them. The APL position does not count towards leadership requirements for rank advancement.

Qualification Guidelines

- Age:** None
- Rank:** 1st Class or higher
- Experience:** None
- Attendance:** 75% for all activities over previous 6 months
- Confirmation:** Nomination Approved by Scoutmaster

Performance Requirements

- Training:** You must attend the Troop Junior Leader Training even if you have attended in the past, and it is recommended that you attend or will attend National Youth Leadership Training (NYLT).
- Attendance:** You are expected to attend all Patrol Leader Council (PLC) meetings, training trips, and Courts of Honor. You are expected to attend 80% of all Troop meetings, outings, and service projects. A Scout will be allowed three (3) excused absences. If a Scout fails to maintain his attendance, he will forfeit time in his leadership position and may be removed from his position.
- Effort:** You are expected to give this job your best effort, and use the adult leadership and advice when you feel they are needed.
- Certification:** Be certified by the Scoutmaster that you have adequately completed the duties and requirements of this position. The APL position does not count towards leadership requirements for rank advancement.

General Leadership Responsibilities

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the Troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Set an example for the other Scouts to follow.
- Attendance:** Set the example by actively participating in the activities of Troop 537. Be on time for meetings and activities. You must call your Patrol Leader if you are not going to be at a meeting or if you have to miss an outing. You also need to make sure that another Patrol member is ready to assume your responsibilities. This requires you to "Be Prepared", plan ahead and this will never be an issue.

Specific Leadership Responsibilities

- Helps the Patrol Leader plan and steer Patrol meetings and activities.
 - Assist with planning and leading Patrol meetings and activities.
 - Assist your Patrol Leader by following through on assigned duties.
 - Make sure you know what is going on so you can help out.
- Helps the Patrol Leader keep the Patrol members informed.
 - Stays informed.
 - Helps keep the Patrol members informed.
- Helps the Patrol get ready for all Troop activities.
 - Assist with preparing your Patrol to take part in Troop activities.
- Represents his Patrol at Patrol Leader's Council meetings when the Patrol Leader cannot attend.
- Lends a hand controlling the Patrol and building Patrol spirit.
- Complete other duties as assigned by the Patrol Leader, Senior Patrol Leader, or Scoutmaster.

TROOP 537

TROOP SCRIBE



General Information

- Type:** Appointed by the Assistant Senior Patrol Leader
- Term:** 6 to 12 months
- Reports to:** Assistant Senior Patrol Leader (ASPL)
- Description:** The Scribe keeps the Troop records. He records the activities of the Patrol Leaders' Council and Scout attendance at Patrol Leaders Council Meetings, Troop Meetings, Troop Outings, and Service Projects.
- Comments:** To be a good Scribe you need to attend all Patrol Leaders Council Meetings, Troop Meetings, Troop Outings, and Service Projects. The Troop can have more than one scribe.

Qualification Guidelines

- Age:** None
- Rank:** 1st Class or higher
- Experience:** None
- Attendance:** 75% for all activities over previous 6 months
- Confirmation:** Nomination Approved by Scoutmaster

Performance Requirements

- Training:** You must attend the Troop Junior Leader Training even if you have attended in the past.
- Attendance:** You are expected to attend all Patrol Leader Council (PLC) meetings, training trips, and Courts of Honor. You are expected to attend 80% of all Troop meetings, outings, and service projects. A Scout will be allowed three (3) excused absences. If a Scout fails to maintain his attendance, he will forfeit time in his leadership position and may be removed from his position.
- Effort:** You are expected to give this job your best effort, and use the adult leadership and advice when you feel they are needed.
- Certification:** Be certified by the Scoutmaster that you have adequately completed the duties and requirements of this position, including the time credited toward the leadership position.

General Leadership Responsibilities

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the Troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Set an example for the other Scouts to follow.
- Attendance:** Set the example by actively participating in the activities of Troop 537. Be on time for meetings and activities. You must call your Assistant Senior Patrol Leader if you are not going to be at a meeting or if you have to miss an outing. You also need to make sure that another Scout is ready to assume your responsibilities. This requires you to "Be Prepared", plan ahead and this will never be an issue.

Specific Leadership Responsibilities

- Record attendance
 - Make a written record of attendance of each Troop meeting and Troop event, and make sure the Advancement Coordinator gets a copy for the Troop records.
 - If you are going to miss a meeting or event, make sure that you have a Scout record attendance for you.
- Attends and keeps a log of Patrol Leaders' Council meetings.
 - Keep a written record of each PLC meeting.
 - Send a summary of the PLC meeting to the members of the PLC by email or distribute at the Troop meeting immediately following the PLC.
- Sends correspondence from the Troop as necessary.
- Works with the Troop Committee member responsible for records and finance.

TROOP 537 CHAPLAIN AIDE



General Information

- Type: Appointed by the Assistant Senior Patrol Leader
 Term: 6 to 12 months
 Reports to: Assistant Senior Patrol Leader (ASPL)
 Description: The Chaplain Aide (CA) works with the Troop Chaplain to meet the religious needs of Scouts in the Troop. He also works to promote the religious awards program.
 Comments: "Duty to God" is one of the core beliefs of Scouting. The Chaplain Aide helps everyone in the Troop by preparing short religious observations for campouts and other functions. The Chaplain Aide does not always lead the observation himself and can have other Troop members' help.

Qualification Guidelines

- Age: None
 Rank: 1st Class or higher
 Experience: None
 Attendance: 75% for all activities over previous 6 months
 Confirmation: Nomination Approved by Scoutmaster

Performance Requirements

- Training: You must attend the Troop Junior Leader Training even if you have attended in the past.
 Attendance: You are expected to attend all training trips and Courts of Honor. You are expected to attend 80% of all Troop meetings, outings, and service projects. A Scout will be allowed three (3) excused absences. If a Scout fails to maintain his attendance, he will forfeit time in his leadership position and may be removed from his position.
 Effort: You are expected to give this job your best effort, and use the adult leadership and advice when you feel they are needed.
 Certification: Be certified by the Scoutmaster that you have adequately completed the duties and requirements of this position, including the time credited toward the leadership position.

General Leadership Responsibilities

- Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the Troop uniform, shirttail tucked in, with all required badges in their correct locations.
 Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Set an example for the other Scouts to follow.
 Attendance: Set the example by actively participating in the activities of Troop 537. Be on time for meetings and activities. You must call your Assistant Senior Patrol Leader if you are not going to be at a meeting or if you have to miss an outing. You also need to make sure that another Scout is ready to assume your responsibilities. This requires you to "Be Prepared", plan ahead and this will never be an issue.

Specific Leadership Responsibilities

- Assists the Troop Chaplain with religious service on all Troop outings.
- Plan and lead prayer (including grace) at Troop meetings, while camping, or at other Troop activities.
- Tells Scouts about the Religious Emblems program for their faith at least once a year.
- Helps recognize Scouts that receive their religious emblems.
- Makes sure religious holidays are considered during Troop Program Planning.
- Helps plan for religious observance in all Troop activities.
- Helps promote annual Scout Sunday or Scout Sabbath.

TROOP 537

TROOP QUARTERMASTER



General Information

- Type: Appointed by the Assistant Senior Patrol Leader
- Term: 6 to 12 months
- Reports to: Assistant Senior Patrol Leader (ASPL)
- Description: The Troop Quartermaster (QM) keeps track of Troop equipment and sees that it is in good working order.
- Comments: The Quartermaster does most of his work around campouts. There are times when the Quartermaster has to make sure the gear is in working order, and be available to check equipment in and out.

Qualification Guidelines

- Age: None
- Rank: 1st Class or higher
- Experience: None
- Attendance: 75% for all activities over previous 6 months
- Confirmation: Nomination Approved by Scoutmaster

Performance Requirements

- Training: You must attend the Troop Junior Leader Training even if you have attended in the past.
- Attendance: You are expected to attend all Patrol Leader Council (PLC) meetings, training trips, and Courts of Honor. You are expected to attend 80% of all Troop meetings, outings, and service projects. A Scout will be allowed three (3) excused absences. If a Scout fails to maintain his attendance, he will forfeit time in his leadership position and may be removed from his position.
- Effort: You are expected to give this job your best effort, and use the adult leadership and advice when you feel they are needed.
- Certification: Be certified by the Scoutmaster that you have adequately completed the duties and requirements of this position, including the time credited toward the leadership position.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the Troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Set an example for the other Scouts to follow.
- Attendance: Set the example by actively participating in the activities of Troop 537. Be on time for meetings and activities. You must call your Assistant Senior Patrol Leader if you are not going to be at a meeting or if you have to miss an outing. You also need to make sure that another Scout is ready to assume your responsibilities. This requires you to "Be Prepared", plan ahead and this will never be an issue.

Specific Leadership Responsibilities

- Keep records on Patrol and Troop equipment
 - Keep an inventory of Troop equipment.
 - Keep a record of equipment checked out.
 - Use a checklist to make sure that all the necessary equipment is taken on a campout.
 - Conduct a physical inventory at the beginning and end of your tenure.
- Makes sure equipment is in good working condition
 - Make sure the Troop equipment is properly stored when returned
 - Identify all items that need repair and inform the SPL and the Adult Quartermaster.
- Issue equipment and makes sure it is returned in good condition
 - Check out patrol and Troop equipment from the Troop inventory.
 - Inspect all equipment to be sure it is in good repair before returning it to the Troop inventory.
 - If Troop equipment is mistreated or damaged, make sure the responsible person provides for repair or replacement.
- Keep others informed
 - Talk with the SPL and the Adult Quartermaster each week to discuss equipment items of importance
 - Make a list of any needed equipment repairs and give the information to the Adult Quartermaster
 - Makes suggestions for new or replacement items
 - Make reports to the PLC on equipment status

TROOP 537 DEN CHIEF



GENERAL INFORMATION

- Type: Appointed by the Senior Patrol Leader
 Term: 6 to 12 months
 Reports to: Assistant Senior Patrol Leader (ASPL)
 Description: The Den Chief works with the Cub Scouts, Webelos Scouts, and Den Leaders in the Cub Scout Pack.
 Comments: The Den Chief provides knowledge of games and Scout skills that many Den Leaders lack. The Den Chief is also a recruiter for the Troop. This function is important because no Troop can thrive without new members and most new members will come from Cub Scouting.

Qualification Guidelines

- Age: None
 Rank: 1st Class or higher
 Experience: None
 Attendance: 75% for all activities over previous 6 months
 Confirmation: Nomination Approved by Scoutmaster

Performance Requirements

- Training: You must attend the Troop Junior Leader Training even if you have attended in the past.
 Attendance: You are expected to attend all training trips and Courts of Honor. You are expected to attend 80% of all Troop meetings, outings, and service projects. A Scout will be allowed three (3) excused absences. If a Scout fails to maintain his attendance, he will forfeit time in his leadership position and may be removed from his position.
 Effort: You are expected to give this job your best effort, and use the adult leadership and advice when you feel they are needed.
 Certification: Be certified by the Scoutmaster that you have adequately completed the duties and requirements of this position, including the time credited toward the leadership position.

General Leadership Responsibilities

- Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the Troop uniform, shirttail tucked in, with all required badges in their correct locations.
 Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Set an example for the other Scouts to follow.
 Attendance: Set the example by actively participating in the activities of Troop 537. Be on time for meetings and activities. You must call your Assistant Senior Patrol Leader if you are not going to be at a meeting or if you have to miss an outing. You also need to make sure that another Scout is ready to assume your responsibilities for joint Troop/Pack activities. This requires you to "Be Prepared", plan ahead and this will never be an issue.

Specific Leadership Responsibilities

- Knows the purposes of Cub Scouting.
- Helps Cub Scouts advance through Cub Scout ranks.
- Serves as the activities assistant at den meetings.
 - Attend Troop 537 Den Chief Training and attend Council Den Chief Training.
 - Attend all Den and Pack Meetings of the den to which you are assigned.
 - Help the Den Leader conduct the meeting and keep order.
- Receives training from the Den Leader.
- Helps the Denner and Assistant Denner to be leaders.
- Encourages Cub Scouts to join a Boy Scout Troop upon graduation.
 - Invite your Den to visit a Troop meeting.
 - Tell the Cub Scouts about Boy Scouts.
 - Make sure they know all the requirements for the Scout rank before they are finished with WEBELOS.
- Assists with activities in the Den meetings.
- Is a friend to the boys in the Den.
- Helps out at weekly Den meetings and monthly Pack Meetings.
- Meets with adult members of the Den, Pack, and Troop as necessary.
 - Call the Den Leader to find out what is expected of you.
 - Meet with your Den Leader each week to plan your part in the Den's upcoming activities.
 - At each meeting, find out what you need to do to assist the Den Leader.
 - Help maintain discipline.

TROOP 537 TROOP LIBRARIAN



General Information

Type:	Appointed by the Assistant Senior Patrol Leader
Term:	6 to 12 months
Reports to:	Assistant Senior Patrol Leader (ASPL)
Description:	The Librarian takes care of Troop literature.
Comments:	The library contains books of historical value as well as current materials. All together, the library is a significant Troop resource. The Librarian manages this resource for the Troop.

Qualification Guidelines

Age:	None
Rank:	1st Class or higher
Experience:	None
Attendance:	75% for all activities over previous 6 months
Confirmation:	Nomination Approved by Scoutmaster

Performance Requirements

Training:	You must attend the Troop Junior Leader Training even if you have attended in the past.
Attendance:	You are expected to attend all training trips and Courts of Honor. You are expected to attend 80% of all Troop meetings, outings, and service projects. A Scout will be allowed three (3) excused absences. If a Scout fails to maintain his attendance, he will forfeit time in his leadership position and may be removed from his position.
Effort:	You are expected to give this job your best effort, and use the adult leadership and advice when you feel they are needed.
Certification:	Be certified by the Scoutmaster that you have adequately completed the duties and requirements of this position, including the time credited toward the leadership position.

General Leadership Responsibilities

Uniform:	Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the Troop uniform, shirttail tucked in, with all required badges in their correct locations.
Behavior:	Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Set an example for the other Scouts to follow.
Attendance:	Set the example by actively participating in the activities of Troop 537. Be on time for meetings and activities. You must call your Assistant Senior Patrol Leader if you are not going to be at a meeting or if you have to miss an outing. You also need to make sure that another Scout is ready to assume your responsibilities. This requires you to "Be Prepared", plan ahead and this will never be an issue.

Specific Leadership Responsibilities

- Sets up and takes care of a Troop library
 - Keep records of books and pamphlets owned by the Troop.
 - Add new or replacement items as needed.
 - Keep books and pamphlets available for borrowing.
 - Keep a system of checking books and pamphlets in and out.
 - Follow up on late returns.
 - Make the Troop 537 library available to Scouts at all Troop meetings.
 - Check books in and out and keeps records of who has checked out a book.
 - Make sure the library includes all merit badge pamphlets for the Eagle required merit badges.
 - With the ASPL, make a list of books and pamphlets that need to be added to the library and give it to the Scoutmaster.
- Keep a list of books and pamphlets available for review by the Scouts.

TROOP 537

JUNIOR ASSISTANT SCOUTMASTER



General Information

- Type: Appointed by the Scoutmaster
- Term: 12 months
- Reports to: Scoutmaster (SM)
- Description: The Junior Assistant Scoutmaster (JASM) serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18. He's appointed by the Scoutmaster because of his leadership ability. By accepting the position of Junior Assistant Scoutmaster, you agree to provide service and leadership to your Troop. The responsibility should be fun and rewarding. This job description outlines some of the things you are expected to do while serving in this leadership role.
- Comments: In many cases the JASM has the same responsibilities as an Assistant Scoutmaster.

Qualification Guidelines

- Age: At least 16 years old
- Rank: Eagle or Eagle candidate
- Experience: Previous senior leadership position(s)
- Attendance: 75% for all activities over previous 6 months

Performance Requirements

- Training: You must attend the Troop Junior Leader Training even if you have attended in the past, and it is recommended that you attend or will attend National Youth Leadership Training (NYLT).
- Attendance: You are expected to attend all Patrol Leader Council (PLC) meetings, training trips, and Courts of Honor. You are expected to attend 80% of: all Troop meetings, outings, and service projects. A Scout will be allowed three (3) excused absences. If a Scout fails to maintain his attendance, he will forfeit time in his leadership position and may be removed from his position.
- Effort: You are expected to give this job your best effort and use the adult leadership and advice when you feel they are needed.
- Certification: Be certified by the Scoutmaster that you have adequately completed the duties and requirements of this position, including the time credited toward the leadership position.

General Leadership Responsibilities

- Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the Troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Set an example for the other Scouts to follow.
- Attendance: Set the example by actively participating in the activities of Troop 537. Be on time for meetings and activities. You must call the Scoutmaster if you are not going to be at a meeting or if you have to miss an outing. You also need to make sure that someone is ready to assume your responsibilities. This requires you to "Be Prepared", plan ahead and this will never be an issue.

Specific Leadership Responsibilities

- Functions as an Assistant Scoutmaster.
 - Provides hints and tips for the SPL and ASPL.
 - Help SPL and ASPL as required to manage the Troop meeting.
 - Provide help with maintaining discipline.
 - Provide leadership in carrying out Troop activities.
- Performs duties as assigned by the Scoutmaster.
 - Carry out special assignments as directed by the Scoutmaster.
 - Support the SPL and the ASPL in their assignments.
 - Advise other junior leaders in their responsibilities.

Appendix D
Troop 537 Rank Advancement Form

TROOP 537 RANK ADVANCEMENT

Scout is to complete each step in order. Scout is responsible for this form until completed and returned.

STEP 1 – SCOUT'S INFORMATION – To be completed by the scout

Name: _____ Date of Last Rank Advancement: _____

Rank Applying For: _____ Scout's Signature: _____

Please use the back of this sheet to neatly list all of the Troop activities you have attended since your last rank advancement. Include such things as camping trips, Eagle projects, Eagle Courts of Honor, day trips, etc.

STEP 2 – PATROL LEADER CERTIFICATION- To be completed by PL (Scout → 1st Class) or SPL (Star, Life, Eagle)

This scout is ready for advancement Patrol Leader's Signature _____ Date: _____

STEP 3 – RECORDS & REQUIREMENTS CHECK - To be completed by the Troop Advancement Coordinator

This scout has participated in all of the activities that he has listed on the back of this sheet

Total service hours recorded at current rank: _____

Tenderfoot:	<input type="checkbox"/> 1 Overnight camping trip	<input type="checkbox"/> Scout Spirit (including 70% of troop meetings past 3 months)
Second Class:	<input type="checkbox"/> 5 Activities since joining, including 2 overnight camping trips <input type="checkbox"/> 1 Approved Service Hour properly recorded <input type="checkbox"/> Scout Spirit (including 70% of Troop Meetings for the past 3 months)	
First Class:	<input type="checkbox"/> 10 Activities since joining, including 3 overnight camping trips <input type="checkbox"/> Scout Spirit (including 70% of Troop Meetings for the past 3 months)	
Star:	<input type="checkbox"/> 4 months as an active 1 st Class Scout <ul style="list-style-type: none"> • Attend and participate in 70% of Troop Meetings, Troop Service Projects, and Troop outdoor activities over the past 6 months. • Attend and stay overnight at 70% of the Troop overnight campouts over the past 6 months. <input type="checkbox"/> 6 Merit Badges - 4 Eagle-required and 2 others <input type="checkbox"/> 6 Approved Service Hours as a 1 st Class Scout properly recorded <input type="checkbox"/> 4 months in a leadership position as a 1 st Class Scout	
Life:	<input type="checkbox"/> 6 months as an active Star Scout <ul style="list-style-type: none"> • Attend and participate in 70% of Troop Meetings, Troop Service Projects, and Troop outdoor activities over the past 6 months. • While Star: Attend and stay overnight at 70% of the Troop overnight campouts, to include four camping trips, at least two of which are backpacking trips. <input type="checkbox"/> 11 Merit Badges - 7 Eagle-required and 4 others <input type="checkbox"/> 6 Approved Service Hours as a Star Scout properly recorded <input type="checkbox"/> 6 months in a leadership position as a Star Scout	
Eagle:	<input type="checkbox"/> 6 months as an active Life Scout <ul style="list-style-type: none"> • Attend and participate in 70% of Troop Meetings, Troop Service Projects, and Troop outdoor activities over the past 6 months. • While Life: Attend and stay overnight at 70% of the Troop overnight campouts, to include five camping trips, at least three of which are backpacking trips <input type="checkbox"/> 21 merit badges - 12 Eagle-required and 9 others <input type="checkbox"/> 6 months in a leadership position as a Life Scout <input type="checkbox"/> Completed Eagle Project, Eagle Application, and Eagle Notebook	

Signature of Advancement Coordinator: _____ Date: _____

STEP 4: SCOUTMASTER'S CONFERENCE

(Scoutmaster – Please use the back of this form to note date(s) and reason(s) for any failures)

Scoutmaster Signature: _____ Date: _____

STEP 5: BOARD OF REVIEW – To be held no sooner than one week after Steps 1 through 5 above are signed off

(Board members – Please use the back of this form to note date(s) and reason(s) for any failures)

Board Members: Sign and date upon successful completion

DATE Board of Review Successfully Completed: _____

STEP 6: RETURN THIS FORM TO THE ADVANCEMENT COORDINATOR

REV 11/2012

Appendix E
Scout Camping Planning Documents

TROOP 537

Summer Backpacking Personal Equipment List

Wear or carry in pockets:

- | | |
|--|--|
| <input type="checkbox"/> Boonie hat | <input type="checkbox"/> Hiking boots, waterproof |
| <input type="checkbox"/> Mosquito headnet | <input type="checkbox"/> Backpack, properly fitted |
| <input type="checkbox"/> Troop T-shirt | <input type="checkbox"/> Hiking staff |
| <input type="checkbox"/> Underwear, moisture wicking preferred | <input type="checkbox"/> Pocket knife |
| <input type="checkbox"/> BDUs with belt & buckle | <input type="checkbox"/> Gloves, leather |
| <input type="checkbox"/> Hiking socks | <input type="checkbox"/> Watch |

Carry where it is readily accessible:

- | | |
|---|---|
| <input type="checkbox"/> Survival kit | <input type="checkbox"/> Insect repellent |
| <input type="checkbox"/> Water bottle(s), at least 1 quart/liter | <input type="checkbox"/> Sunscreen |
| <input type="checkbox"/> Backpacker's poncho, or rain suit and backpack cover | <input type="checkbox"/> Chapstick |
| <input type="checkbox"/> Flashlight | <input type="checkbox"/> Toilet paper in Ziploc bag |

Carry inside or attached to pack:

- | | |
|--|--|
| <input type="checkbox"/> Lunch for each day on the trail – not to exceed 8 oz. per day | |
| <input type="checkbox"/> Money for food when traveling to/from trip – about \$10 | |
| <input checked="" type="checkbox"/> Equipment: | |
| <input type="checkbox"/> Sleeping bag in waterproof bag | <input type="checkbox"/> Matches in a waterproof container |
| <input type="checkbox"/> Sleeping pad | <input type="checkbox"/> 30 gallon garbage bag |
| <input type="checkbox"/> Extra flashlight batteries (1 set for every 3 nights) | |
| <input checked="" type="checkbox"/> Personal Study Kit: | |
| <input type="checkbox"/> Notebook (5x7, about 20 pages) | <input type="checkbox"/> Merit badge books (if required) |
| <input type="checkbox"/> Personal (pocket) Bible | <input type="checkbox"/> 2 - Pencils |
| <input type="checkbox"/> Scout Handbook (if under 1 st Class) | |
| <input checked="" type="checkbox"/> Personal Toilet Kit: | |
| <input type="checkbox"/> Toothbrush | <input type="checkbox"/> Comb, if appropriate |
| <input type="checkbox"/> Toothpaste | <input type="checkbox"/> Backpacker's towel |
| <input type="checkbox"/> Soap | <input type="checkbox"/> Medications (as necessary & turn into adults) |
| <input checked="" type="checkbox"/> Personal Kitchen Kit: | |
| <input type="checkbox"/> Hiking cup | <input type="checkbox"/> Eating utensils, metal or lexan – no plastic |
| <input type="checkbox"/> Plate or bowl, metal or plastic | <input type="checkbox"/> 3 - 1 gallon Ziploc bags |
| <input checked="" type="checkbox"/> Clothing: | |
| <input type="checkbox"/> Troop T-shirt | <input type="checkbox"/> Water shoes/Lightweight shoes |
| <input type="checkbox"/> BDUs | <input type="checkbox"/> Wool or fleece cap |
| <input type="checkbox"/> Underwear, moisture wicking preferred | <input type="checkbox"/> Flannel shirt/sweatshirt/fleece (no cotton) |
| <input type="checkbox"/> Hiking socks | <input type="checkbox"/> Lightweight jacket, water and wind resistant |
| <input type="checkbox"/> Swim trunks | <input type="checkbox"/> (may be jacket from rain suit) |

TROOP 537 Survival Kit List

Troop 537 Survival Kit Checklist

- | | |
|--|--|
| <input type="radio"/> Fanny Pack | <input type="radio"/> Compass |
| <input type="radio"/> ID Card with name, addresses, and phone number | <input type="radio"/> Bandanna |
| <input type="radio"/> Emergency blanket | <input type="radio"/> Toilet paper in Ziploc bag |
| <input type="radio"/> Matches in waterproof container | <input type="radio"/> Flashlight with 1 set extra batteries |
| <input type="radio"/> Fire starters (in a waterproof bag) | <input type="radio"/> 1 - 3 ft Piece heavy duty aluminum foil |
| <input type="radio"/> Emergency/citronella tea candles | <input type="radio"/> Water bottle(s), at least 1 quart/liter |
| <input type="radio"/> Water purification tablets | <input type="radio"/> Safety Pin |
| <input type="radio"/> Whistle | <input type="radio"/> Small notepad and pencil |
| <input type="radio"/> Small lightweight metal signal mirror | <input type="radio"/> \$2.00 in change or
non-expiring phone card |
| <input type="radio"/> 2 candy bars | <input type="radio"/> Glow stick |
| <input type="radio"/> 20 ft. x 1/8 inch nylon cord | <input type="radio"/> Pocketknife |
| <input type="radio"/> 1-30 gallon garbage bag | |
| <input checked="" type="checkbox"/> First aid kit: | <input type="radio"/> 2 - Pain reliever "sample-sized" packets |
| <input type="radio"/> 2 - Gauze pads | <input type="radio"/> Sting Eze |
| <input type="radio"/> 2 - Regular Band-Aids | <input type="radio"/> Benadryl |
| <input type="radio"/> Sealed envelope Second Skin | <input type="radio"/> Imodium Tablets |
| <input type="radio"/> 2 - Antiseptic wipe packets | <input type="radio"/> Prescription Medicine |
| <input type="radio"/> 2 - Neosporin single use packets | |

Summer Backpacking Troop Equipment List

Troop Equipment Checklist

- | | |
|-------------------------------------|---|
| <input type="radio"/> Flag & cord | <input type="radio"/> Shovel |
| <input type="radio"/> First Aid Kit | <input type="radio"/> Flagging tape, roll |
| <input type="radio"/> Saw | <input type="radio"/> Bear spray |
| <input type="radio"/> Axe | |

TROOP 537

Backpacking Gear List for Winter Camping

Personal Equipment Checklist

Wear or carry in pockets:

- | | |
|--|---|
| <input type="checkbox"/> Boonie hat | <input type="checkbox"/> Snow Boots |
| <input type="checkbox"/> Troop T-shirt | <input type="checkbox"/> Flannel/wool shirt (no cotton) |
| <input type="checkbox"/> Underwear, moisture wicking preferred | <input type="checkbox"/> Snow Gloves, waterproof with liner |
| <input type="checkbox"/> Hiking/wool socks | <input type="checkbox"/> Backpack, properly fitted |
| <input type="checkbox"/> Thermal underwear | <input type="checkbox"/> Pocket knife |
| <input type="checkbox"/> Waterproof snow pants | <input type="checkbox"/> Watch |
-

Carry where it is readily accessible:

- | | |
|--|---|
| <input type="checkbox"/> Survival kit | <input type="checkbox"/> Sunglasses or Goggles |
| <input type="checkbox"/> Water bottle(s), at least 1 quart/liter | <input type="checkbox"/> Sunscreen |
| <input type="checkbox"/> Waterproof outer jacket | <input type="checkbox"/> Chapstick |
| <input type="checkbox"/> Flashlight | <input type="checkbox"/> Toilet paper in Ziploc bag |
-

Carry inside or attached to pack:

- Lunch for each day on the trail – not to exceed 8 oz. per day
 - Money for food when traveling to/from trip – about \$10 for each meal stop
 - Equipment:
 - Sleeping bag in waterproof bag
 - Foam sleeping pad
 - Extra flashlight batteries (1 set for every 3 nights)
 - Personal Study Kit:
 - Notebook (5x7, about 20 pages)
 - Personal (pocket) Bible
 - Scout Handbook (if under 1st Class)
 - Personal Toilet Kit:
 - Toothbrush
 - Toothpaste
 - Soap
 - Personal Kitchen Kit:
 - Hiking cup
 - Plate or bowl, metal or plastic
 - Clothing:
 - Troop T-shirt
 - Snow Pants
 - Underwear, moisture wicking preferred
 - Thermal underwear
 - Wool or fleece cap
- | |
|--|
| <input type="checkbox"/> Matches in a waterproof container |
| <input type="checkbox"/> 30 gallon garbage bag |
| <input type="checkbox"/> Merit badge books (if required) |
| <input type="checkbox"/> 2 - Pencils |
| <input type="checkbox"/> Comb, if appropriate |
| <input type="checkbox"/> Backpacker's towel |
| <input type="checkbox"/> Medications (as necessary & turn into adults) |
| <input type="checkbox"/> Eating utensils, metal or lexan – no plastic |
| <input type="checkbox"/> 3 - 1 gallon Ziploc bags |
| <input type="checkbox"/> Hiking/wool socks |
| <input type="checkbox"/> Flannel/wool shirt (no cotton) |
| <input type="checkbox"/> Medium weight jacket, or fleece or wool sweater |
| <input type="checkbox"/> Extra gloves, waterproof with liner |

Patrol Equipment Checklist

- | | |
|--|--|
| <input type="checkbox"/> Snow Shovel | <input type="checkbox"/> 50' 1/8" Nylon rope |
| <input type="checkbox"/> Snow Saw | <input type="checkbox"/> Bandanna |
| <input type="checkbox"/> 10' x 10' - 4mil thick plastic tarp | <input type="checkbox"/> Small sewing kit |
| <input type="checkbox"/> 10' x 10' - 4mil thick plastic tarp | <input type="checkbox"/> Backpack repair kit |
| <input type="checkbox"/> Compass | <input type="checkbox"/> Fire starter kit |

TROOP 537

Day Hike Equipment List

Personal Equipment Checklist

Wear or carry in pockets:

- Daypack (CamelBack or School Type)
 - Boonie hat
 - Mosquito headnet
 - Troop T-shirt
 - Underwear, moisture wicking preferred
 - Green BDUs with belt & buckle
 - Hiking socks
 - Hiking boots, waterproof
 - Hiking staff
 - Pocket knife
 - Gloves, leather
 - Watch
-

Carry where it is readily accessible:

- Survival kit (Contents in daypack or a separate fanny pack)
- Water bottles or blader, at least 2 quarts/liters
- Backpacker's poncho, or rain suit and daypack cover
- Lightweight jacket, water and wind resistant (may be jacket from rain suit)
- Flannel shirt/sweatshirt/fleece - no cotton (As needed)
- Insect repellent
- Sunscreen
- Chapstick
- Trail Lunch / Snacks

TROOP 537

Summer Backpacking Patrol Equipment List

		PATROL	PL	APL	Scout 1	Scout 2	Scout 3
Troop Provided Patrol Gear	Stove						
	Fuel						
	4-Quart Pot						
	Skillet						
	Cooking utensils (Spatula, Spoon, Slotted Spoon)						
	Waterbag (2.5 gal.)						
	Waterbag (2.5 gal.)						
	12' x 12' Tarp (Kelty Noah's Tarp)						
	12' x 12' Tarp (Kelty Noah's Tarp)						
	50 ft 8 mm Accessory cord						
	10' x 10' - 4mil thick plastic tarp						
	10' x 10' - 4mil thick plastic tarp						
	5 - 10' 1/8" Nylon cord						
	5 - 10' 1/8" Nylon cord						
	50' 1/8" Nylon rope						
	Map						
Scout Provided Patrol Gear	Compass						
	10 Metal tent stakes						
	10 Metal tent stakes						
	Canister/Coffee can						
	Canister/Coffee can						
	Small salt and pepper shaker						
	Teflon safe scrub pad						
	All-purpose camping soap						
	4 to 6 oz leak-proof bottle of vegetable oil						
	Pot Lifter, "Joe Clampie"						
	6 - 3' long pieces heavy duty aluminum foil						
	Water purification tablets						
	Bandanna						
	Small sewing kit						
	Backpack repair kit						
Fire starter kit							

Backpack repair kit

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Carry bag | <input type="checkbox"/> 2 - Buckles |
| <input type="checkbox"/> 2 - Pins/rings for external frame pack | <input type="checkbox"/> Duct tape |

Fire starter kit

- | | |
|--|--|
| <input type="checkbox"/> Ziploc bag | <input type="checkbox"/> Fire starters |
| <input type="checkbox"/> Matches in waterproof container | <input type="checkbox"/> Lighter |

Troop 537 Patrol Duty Responsibilities

Position Duties

Cook:

- Lead the Fireman and Waterman in getting dinner done
- Get water boiling in a timely manner
- Cook according to package instructions
- Serve food to patrol being careful not to spill food
- Control the cooking area, keeping others out of the way unless they are assisting
- Compact and carry the day's carry out bag
- IMMEDIATELY upon awakening, get water boiling for breakfast with Fireman assistance

Fireman:

- IMMEDIATELY after camp is set up, assist Waterman with filling Patrol water containers
- Check fuel level in stove or stove fuel bottle and fill if necessary
- Set up and light stoves at the appropriate time for cooking under orders of the Cook
- Break down stove(s) after KP is done
- IMMEDIATELY upon awakening, assist Cook getting water boiling for breakfast

Waterman:

- IMMEDIATELY after camp is set up, fill Patrol water containers with Fireman assistance
- If needed, start water treatment and inform the patrol when water is drinkable
- Be available if needed during cooking
- Assist with KP
- IMMEDIATELY upon awakening, get the bear bags and empty them near kitchen with Clean Up assistance

Clean Up:

- Prepare pot of water for heating as soon as cooking is completed
- Clean out all cooking pots & pans as completely as possible before dish washing begins placing excess food in carry out Ziploc bag
- Use 4-quart pot as wash pot
- Control the group: Wash all personal gear before patrol gear
- Filter and dispose of wash water appropriately
- Lay out all cookware in cooking area to dry
- Store or distribute cookware after drying
- IMMEDIATELY upon awakening, assist Waterman getting the bear bags and empty them near kitchen

Patrol Duties for all Scouts

Patrol Duties upon reaching camp:

1. Select locations for lean-to, kitchen, bear bags, and backpack storage (lean-to must be at least 100 feet downwind of kitchen & bear bags)
2. Place all patrol gear & food near kitchen area
3. All patrol members help hang the bear bags, leave meal out for dinner
4. Set up lean-to/tents & stow all personal gear
5. Waterman & Fireman immediately fill the patrol water containers and treat water

Patrol Duties before going to bed:

1. Place all personal smellables in the bear bags and re-hang the bear bags for the night
2. Pack all personal & non-smellable patrol gear
3. Patrol leader needs to go over the maps for tomorrow's hike

Patrol Duties before hiking in the morning:

1. Immediately upon awakening, waterman and Clean Up get the bear bags and empty them near kitchen
2. Immediately upon awakening, cook and fireman get water boiling for breakfast
3. Pack all personal gear, take down lean-to/tents, then get personal gear and Patrol food out of the bear bag pile
4. Start breakfast after other duties are complete

Troop 537 Weekend Patrol Menu & Duty Roster

Patrol: _____

Date: _____

Menu	Duty Roster
Friday	
N/A Eat prior to leaving for campout.	Fireman: _____ Waterman: _____
Saturday Breakfast	
Main: Drink:	Cook: _____ Fireman: _____ Waterman: _____ Clean Up: _____ _____
Saturday Dinner	
Main: Veggie: Dessert:	Cook: _____ Fireman: _____ Waterman: _____ Clean Up: _____ _____
Sunday Breakfast (Trail Breakfast)	
Main: Drink:	Cook: _____ Fireman: _____ Waterman: _____ Clean Up: _____ _____

SPL Approval:

Scoutmaster Approval:
