



ASSISTANT SCOUTMASTER / PATROL ADVISOR HANDBOOK

Compiled by:

Jay Dalal

Assistant Scoutmaster

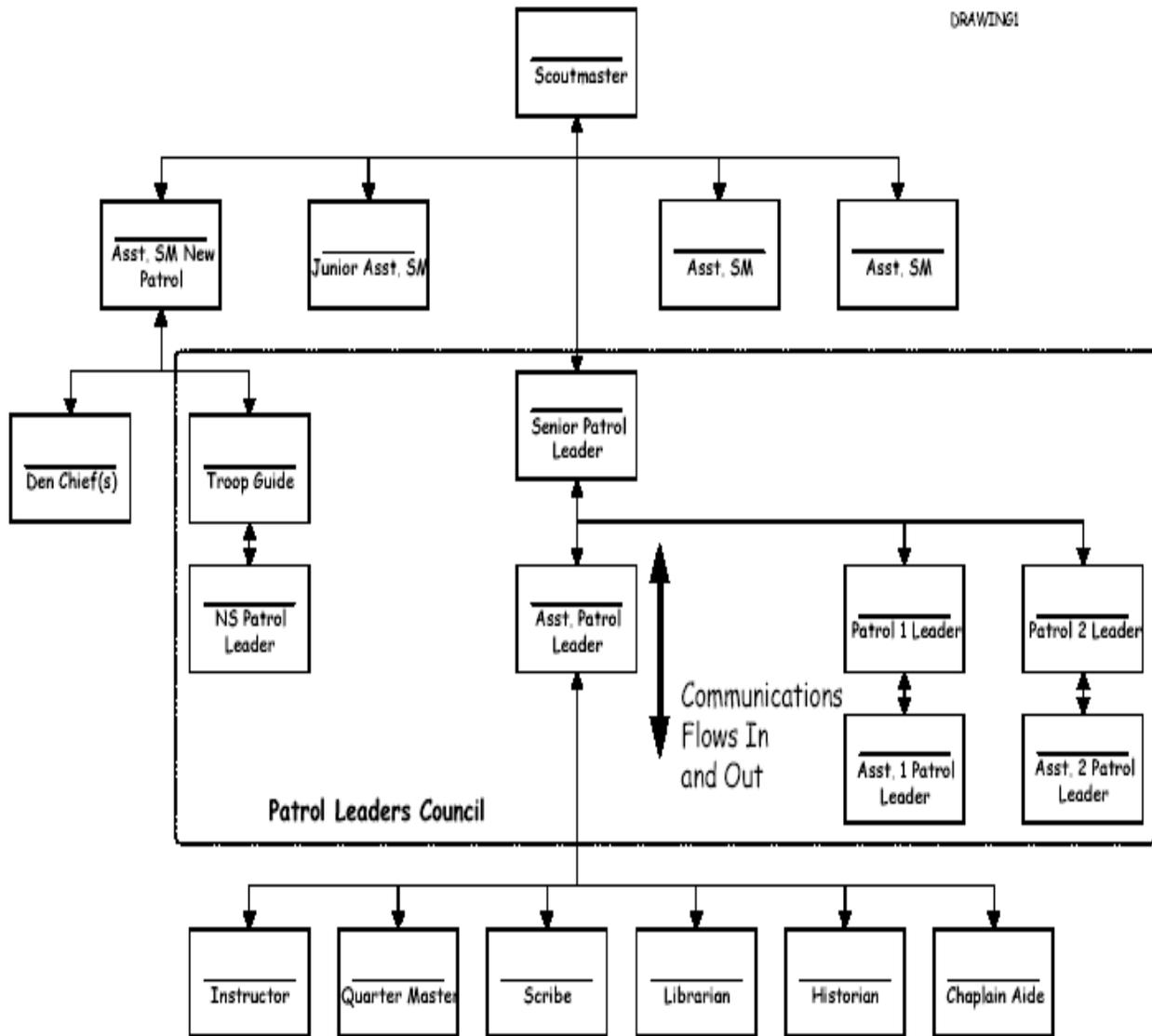
Troop 667

**Wood Badge WE4-49-01
(Ticket item)**

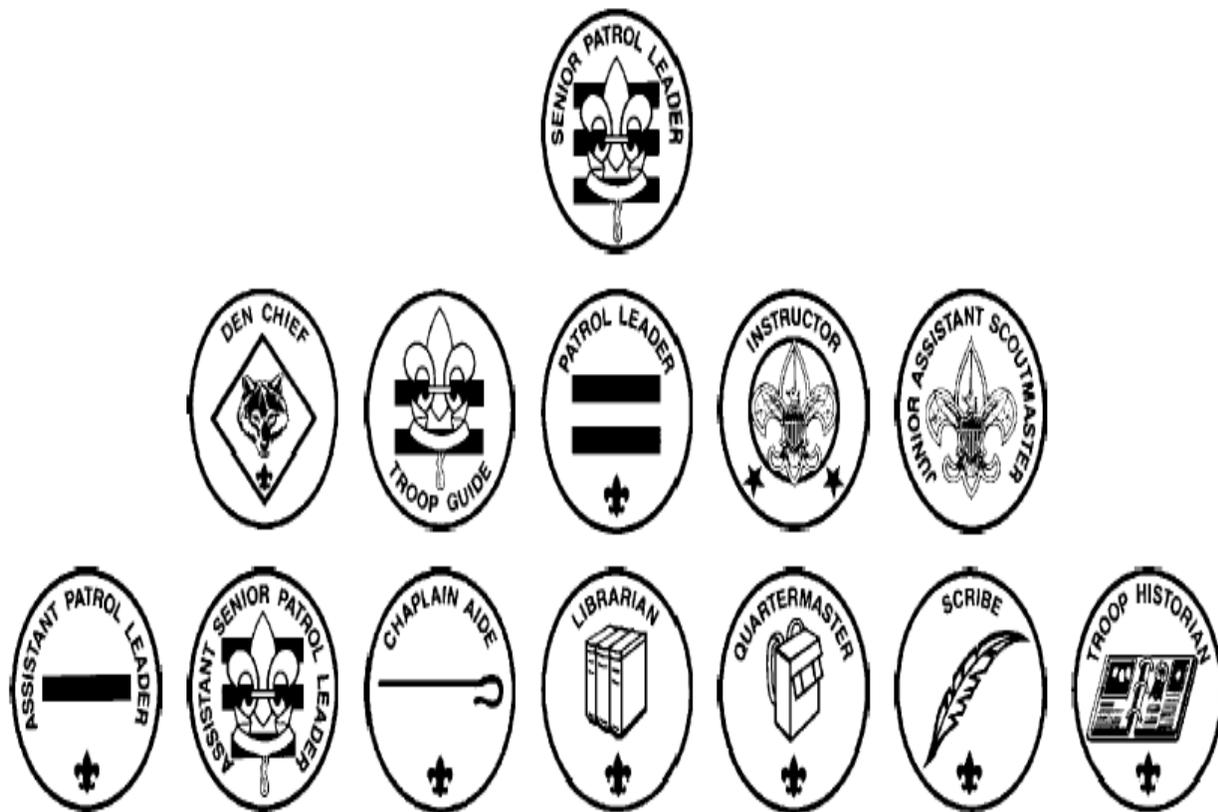
September 2003.



The Assistant Scoutmaster is at least 18 years old and is recruited by the Scoutmaster With the assistance of the Troop Committee. Each assistant Scoutmaster is assigned Specific program duties. They also provide the required two-deep leadership standards set by the Boy Scouts of America. Any parent so desiring may register as an Assistant Scoutmaster with the Troop. Assistant Scoutmasters are the backbone of the Troop and provide the Scoutmaster with the adult support necessary to implement the program at the boy level.



So, are you ready to "Lead the way"? We sure hope so!



ASSISTANT SCOUTMASTER/PATROL ADVISOR JOB GUIDE 7

AIMS OF SCOUTING 9

METHODS 10

ESTABLISH CLEAR GOALS (IDEAL) 10
ORGANIZE BY PATROLS..... 10
FOCUS ON THE OUTDOORS 10
CREATE OPPORTUNITIES FOR SUCCESS THROUGH ADVANCEMENT 10
PROVIDE A POSITIVE ROLE MODEL..... 10
FOSTER PERSONAL GROWTH..... 11
ENCOURAGE LEADERSHIP DEVELOPMENT 11
EMPHASIZE THE PRACTICAL AND SYMBOLIC ASPECTS OF WEARING THE SCOUT UNIFORM..... 11
PARENT SUPPORT 11

DUTIES OF TROOP ADULT LEADERS..... 12

SCOUTMASTER..... 12
ASSISTANT SCOUTMASTER..... 13
PATROL ADVISOR..... 13
TROOP COMMITTEE POSITIONS..... 13

GUIDELINES FOR OUTINGS 14

LEADERSHIP 14
PARTICIPANTS 14
DUTY ROSTER..... 18
CAMP MENU 19
LOCAL TOUR PERMITS 22

TRAINING 28

THE PARENT’S ROLE IN TROOP ACTIVITIES..... 32

BUDDY SYSTEM..... 33

ADVANCEMENT (THE TRAIL TO EAGLE SCOUT)..... 34

FOUR STEPS OF ADVANCEMENT 34
SCOUTMASTER’S CONFERENCES..... 35
BOARD OF REVIEW 35
RECORD KEEPING 35
HOW TO EARN A MERIT BADGE..... 36

TROOP COH	37
EAGLE COH	37
THE ORDER OF THE ARROW	37
UNIFORM INFORMATION	38
CLASS A UNIFORM	38
CLASS 'B' UNIFORM	38
EQUIPPING YOUR SCOUT FOR SCOUTING	39
MINIMUM GEAR REQUIREMENTS	39
DAY OUTINGS	40
OVERNIGHTERS	41
FINANCIAL POLICY	41
DUES	41
MEDICATION POLICY	42
TROOP PHONE AND EMAIL LIST—2003	43
SCOUT OATH	44
SCOUT LAW	44
SCOUT MOTTO	44
SCOUT SLOGAN	44
OUTDOORS CODE	45

ASSISTANT SCOUTMASTER/PATROL ADVISOR JOB GUIDE

Any adult registering as an Assistant Scoutmaster (ASM) is expected to do the following:

- Attend weekly Troop meetings as personal schedule permits.
- Attend monthly camp outs as personal schedule permits.
- Attend Scout Adult Leader Training within first year.
- Attend Youth Protection Guidelines training as soon as possible, at least within the first 3 months.
- Purchase adult scout uniform.
- Attend ASM meetings as scheduled by the Scoutmaster.

The primary objectives of the Assistant Scoutmaster/Patrol Advisor position, in our Troop, are to insure that:

- Your assigned patrol is following the Patrol Method in all activities
- Appropriate patrol outings are planned, scheduled and done.
- The patrol participates in and supports Troop activities.
- Rank advancement & Merit Badge progress is being made & tracked by the patrol.
- Participation, dues, uniform and behavior problems are identified & resolved.

* PATROL METHOD

Simply put, that elected and appointed youth leaders do LEAD the patrol according to the duties of their respective positions. And, that all members support and follow that leadership. Everyone has a role and should know and perform those duties. Periodic (monthly perhaps) patrol meetings should also be held to build teamwork and do special planning. ASMs/Patrol Advisors should provide instructions, guidance and suggestions - depending on the age, rank and experience level of the patrol and scouts. All adults should insure that this is being done by helping to maintain order, general safety and youth protection.

* PATROL OUTINGS

Let the boys set the tone and Style for their outings and activities. Help them learn how to make decisions, plan and work out logistics. Assistant Scoutmasters/Patrol Advisors should insure that Tour Permits, Transportation and 'Site Permits' are squared away. The ASM/Patrol Advisor should review all meals, money, equipment, timing, activities, etc. as the boys work out the details. An appropriate number of patrol parents should be recruited (or drafted) to help on these outings in every case. These patrol outings supplement the Troop Program - In fact, they're part of the program and should be done as often as possible.

**** Please review the instructions for filling out the Tour Permits and all the other necessary forms in this handbook.**

* TROOP ACTIVITIES

Make sure that Patrol Corners at troop meetings are productive: attendance, dues, uniform inspection, planning etc. should be done quietly and quickly. Patrols should attend troop outings as a patrol whenever possible. The patrol method and teamwork really take hold in the field - not just at meetings. Keep the patrols intact whenever possible - try not to split up patrol members. Help your patrol make itself the sharpest in the troop: it begins with participation, uniforms, patrol flags, patrol yell, patrol outings.

* RANK ADVANCEMENT

Occasionally spot-check every boy and his Scout handbook for progress. For example, look for :

- Does he know where he stands on his next rank advancement?
- Does his handbook/personal record accurately reflect his accomplishments?
- Does his Troop Database record match his personal record?
-

Teach the boys how to set and achieve goals.

Help him meet the rank requirements; go on the outings, point him in the right direction for resources, skill building, etc. (*Involve all Scoutmasters in this effort - there are lots of experiences and skills in our group. Use the team and learn in the process.*)

Observe and sign-off the items as he demonstrates those skills. Help the boys recognize and celebrate their accomplishments.

If a boy is 'Stalled' in his progress, try to motivate him, check with his parents, involve the Scoutmaster.

* PROBLEMS

Attendance and dues are tracked by the troop and the troop committee, so ASMs/ Patrol Advisors usually just have to be aware of the boys' status' and try to prevent any case from becoming a problem by counseling the boys or giving the parents a courtesy call.

Uniform is important and is generally not well enforced. Please review the boys on proper uniform wear (insignia, tucked in shirts, web belt, cleanliness, etc.). Also be sure the boys wear the proper uniform at the proper times. Class A on all outbound outing-travel, Class A at all troop meetings, and Class A and T-shirts as announced at other times. Encourage the use of uniform trousers & shorts/socks, but these aren't required. The ultimate best encouragement for proper uniform is by setting an EXAMPLE. Adult Leaders should be uniformed to perform their duties - this should be a standard.

Behavior is a subjective and sometimes sensitive area. Simply put "We follow the Scout Law and Scout Oath". Specific (and obvious) rules of conduct should be as follows: No conduct that endangers others or property will be condoned and will be Stopped. Conduct that is disruptive to conducting training, announcements, speakers etc. will not be condoned and will be gently corrected on the spot.

Violations of the Troop By-Laws will be corrected & reported In accordance with the By-Laws.

Follow YPG and respect the privacy and sensitivity of your scouts. Gentle, positive guidance then progressive discipline usually work best, but never compromise health & safety and don't handle these Issues alone. As parents we already know these concepts, but it never hurts to review the basics and for all of us to be consistent.

AIMS OF SCOUTING

If you ask a Scout the purpose of Scouting, he's likely to mention things like camping, earning badges, or maybe burning marshmallows over a fire. Ask a Scout leader, however, and you will hear answers like character building, citizenship training, and fitness development.

You see, while camping and badges and other fun activities are a big part of Scouting, they are not the *purpose* of Scouting. Instead, they are *methods* that teach character, citizenship, and fitness.

We strive to "achieve excellence in fostering the character development, worldwide citizenship, and the moral, mental, and physical fitness of young people, and in other ways prepare them to make ethical choices by instilling the values found in the Scout Oath and Law."

The aims of the Boy Scout program (rather than Cub Scouting or Venturing) are to build character, foster citizenship, and develop fitness. The methods we use to achieve those aims are ideals, patrols, outdoor activities, advancement, personal growth, adult association, leadership development, and the uniform.

Baden-Powell made it very plain in "Aids to Scoutmastership" when he wrote,

"The best progress is made in those Troops where power and responsibility are really put into the hands of the Patrol Leaders."

The first is growth in moral strength and character:

We define this as what the boy is himself: his personal qualities, his values, and his outlook.

A second aim is participative citizenship:

Used broadly, citizenship means the boy's relationship to others. He comes to learn of his obligations to other people, to the society in which he lives and to the government that presides over that society.

The third aim of the Boy Scout program is development of physical, mental, emotional and spiritual fitness:

Fitness includes the body (well tuned and healthy), the mind (able to think clearly and solve problems), the emotions (courage, self-control and self-respect), and the spirit (relationship with God and respect for all His creations).

METHODS

Establish Clear Goals (Ideal)

The ideals of Scouting are spelled out in the Scout Oath, Law, Motto, Slogan and the Outdoor Code. The Scout measures himself against these ideals and continually tries to improve. The goals are high and as he reaches for them he develops control over what he becomes.

Organize by Patrols

The Patrol Method gives Scouts an experience in group living and participative citizenship. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it. The Patrol Method allows Scouts to act in small groups where they can easily relate to one another. These small groups determine the Troop activities through their elected representative.

Focus on the Outdoors

The Boy Scout program is designed to take place outdoors. It is in the outdoors that Scouts share responsibilities and learn to live with each other. It is here that skills and activities practiced at Troop Meetings come alive with purpose. Being closer to nature helps Scouts gain appreciation for God's handiwork and mankind's place in it. It teaches them to be good stewards of their world. The outdoors is a laboratory for Scouts to learn ecology, practice conservation of nature's resources and develop self-sufficiency.

Create Opportunities for Success through Advancement

Scouting provides a series of surmountable obstacles and the steps to overcome them throughout the advancement program. The Scout plans his advancement and progresses at his own pace as he overcomes each challenge. The Scout is rewarded for each achievement, which help him gain self-respect and self-confidence. The steps in the advancement system (Scout, Tenderfoot, Second Class, First Class, Star, Life and Eagle) help a boy grow in self-reliance and the ability to help others.

Boy Scout advancement is different from Cub Scout advancement. In Boy Scouting, the Scoutmaster, Assistant Scoutmasters or designated older Scouts sign-off on the required skills for the rank. There will be opportunities for the Scout to pass these tasks at Troop meetings, on weekend campouts, and at summer camp. Merit badges are earned when the Scout takes the initiative to contact a Merit Badge counselor, studies, then successfully completes the requirements to pass the merit badge.

Provide a Positive Role Model

A boy learns from the example of his adult leaders. In his quest for personal growth, every boy needs contact with adults he can copy. The Scoutmaster and his assistants provide the positive role model espoused by the Boy Scout program.

Foster Personal Growth

As Scouts plan their activities and make progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Scouting. Boys grow as they participate in community service projects and do Good Turns for others. There is probably no device so successful in developing a basis for personal growth as the daily Good Turn. The religious emblems program is also a large part of the personal growth method. Frequent personal conferences with his Scoutmaster and Patrol Advisor help each Scout to determine his growth toward Scoutings' Aim.

Encourage Leadership Development

The Boy Scout program encourages the boys to learn and practice leadership skills. Every Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership role of others and guides him toward the citizenship aim of Scouting. Troop 667 is a Boy led Troop.

Emphasize The Practical and Symbolic Aspects of Wearing The Scout Uniform

The uniform makes the Scout Troop visible as a force for good and creates a positive youth image in the community. The Boy Scout program is an action program, and wearing the Scout uniform is an action that shows each Scout's commitment to the aims and goals of Scouting. The uniform gives the Scout identity with a world brotherhood of youth that believe the same ideals. The uniform is also practical attire for Scout activities and provides a way for Scouts to wear the badges that show what they have accomplished.

Parent Support

A key element in maintaining and improving the quality of Troop 667 is by having active parental support. To be successful, Scouting must be a family activity. Parental support does not consist of driving your son to a Troop meeting and picking him up. Good parental support consists of the following:

1. Encourage your son to attend all Troop activities and prepare for them.
2. Assist your Scout in obtaining a uniform and basic equipment.
3. Encourage your son in his Scout advancement. Help him to prepare for merit badge sessions and boards of review.
4. Take an active interest in his Scouting activities.
5. Share with the adult leaders any important information about your son that could affect his participation (i.e.-medical problems, school problems, personal problems etc)
6. Work through the exercise in *"How to Protect Your Children from Child Abuse"* in the front of the Boy Scout Handbook. You should do this soon after your boy has joined the Troop.

7. Support the fundraising projects. This is how we earn money for Troop equipment and activities. It also is an opportunity for Scouts to individually earn money toward those activities.
8. Parents are welcome to attend our weekly Troop meetings.
9. Attend parent meetings, courts of honor and other family activities.
10. Stay informed concerning upcoming activities. We will send the monthly committee meeting notes to you.
11. Assist the Troop organization by:
 - Becoming a Troop committee member
 - Helping with transportation
 - Helping with food at a Court of Honor (COH)
 - Help your Scout if he is responsible for purchasing food for his patrol.
12. Ask the Scoutmaster how you can help with Troop activities. If he did not need your help this time, ask again.*
13. Become a Merit Badge Counselor for the Troop in an area you are proficient in by vocation or avocation.* There are 120 merit badges, yet some have no counselors. Here are sites that you (and your son) should explore:

www.meritbadge.com

This site will give you guidance on how to be a merit badge counselor.

*Our goal is to have every parent involved in some aspect of the Troop. If you need help finding your niche, give the Scoutmaster or Committee Chair a call!

DUTIES OF TROOP ADULT LEADERS

Troop Adult Leaders lead by helping each Scout help himself. They identify each Scout's characteristics and habits in order to understand him and help him feel they have his welfare at heart. They encourage each Scout in Troop activities and lead through their own example - by living the Scout Oath and Law as expected of the Scouts.

Scoutmaster

The responsibilities of the Scoutmaster are:

- Train and guide boy leaders to run their own Troop.
- Work with and through responsible adults to give Scouting to boys.
- Help boys to grow by encouraging them to learn for themselves.
- Guide boys in planning the Troop program.
- Become fully trained in the Boy Scout program.

Assistant Scoutmaster

The responsibilities of the Assistant Scoutmaster are:

- Serve as leadership corps and/or Patrol Advisor.
- Serve as a resource person for Patrol and leadership corps.
- Recruit others to assist.
- Support the Scoutmaster.
- Be fully trained in the Boy Scout program.

Patrol Advisor

The responsibilities of the Patrol Advisor are:

- Serve as adult leader for a Patrol.
- Serve as a resource person for a Patrol.
- Support Patrol Leader with advice and counseling.
- Recruit others to assist.
- Become fully trained in the Boy Scout program.

Troop Committee Positions

Committee Chairman	Secretary	Treasurer
Advancement	Outdoor / Activities	Fund Raising
Transportation	Chaplain	Equipment Coordinator
Youth Protection	Webmaster	Publicity
Training	Members-at-large	

Three key points when it comes to adult leadership:

- there is no such thing as "enough" volunteers
- there is a job for everyone in Scouting
- most jobs in Scouting don't require extensive, on-going commitments. While we'd certainly welcome people to sign up as Assistant Scoutmasters, we also need people to join the Troop committee, to transport boys to campouts, to make phone calls, or help with merit badges.

**Boy Scouts of America
TROOP 667
Rancho Peñasquitos, California**

OUTINGS PLANNING

Guidelines for Outings

LEADERSHIP

1. Youth leadership is the key to successful Scouting activities. Effective leaders must plan events thoroughly, organize resources, and delegate responsibilities to others where possible.
2. Youth leaders will determine the goals of all Troop outings. Each Patrol Leader will provide a list of objectives that they wish to achieve on each outing. This needs to be presented to the Senior Patrol Leader prior to the Patrol Leaders Council meeting.
3. The Senior Patrol Leader and Assistant Senior Patrol Leader will develop a schedule for all daily activities recognizing the needs of each patrol's objectives for skill development. Youth leadership attending the outing will assemble troop resources for all scheduled events and will be responsible for inspections of all patrol sites for cleanliness and safety conditions.
4. A written schedule will be presented to the Scoutmaster and Outing Leader no later than the Troop meeting preceding the outing so that proper resources may be made available for the events to be held.
5. Adult Leaders are troop resources, they are to be used wisely.

PARTICIPANTS

1. All participants of a scheduled troop outing will take an active part in all events, especially those designed to meet their patrol's objectives. It is not expected that all scouts will succeed in each activity.
2. Permission slips for all outings are due no later than the printed due date (normally at the Troop meeting 2 weeks prior to the outing). Scouts may not turn in Permission Slips at the time of assembly for the outing. In case of illness or other circumstances which will cause the scout to miss the troop meeting, the scout will take the responsibility to see that the Permission Slip is turned in by a parent/guardian or a fellow scout.
3. Patrol meetings prior to an outing should be used to accumulate and inspect all gear and equipment needed for each scout in the patrol. Meal plans should be made in patrol corners at the troop meeting or at a separate patrol meeting if needed. Each patrol leader will be responsible for providing each patrol member with a list of needed supplies or equipment and assuring that it is present before permitting the scout to go on the outing.

4. All patrol sites will have a Duty Roster posted in the patrol site during campouts. Patrol site cleanup will be the responsibility of all scouts in the patrol, not the scout assigned with the duty of seeing that the site is in proper condition. Scouts are encouraged to watch and learn, so that they will be able to perform duties properly when they have been assigned them.

PS – Attached are Troop 667’s Outing Planning Forms . They are also available on the Troop’s website :

http://groups.yahoo.com/group/BSA_Troop_667

http://f3.grp.yahoofs.com/v1/kNRbP4BJnS70aN6kY4rt1YP80jxO6RwPMcTfSTCx91TbI36q6r2YDyvCu-XPaEUmqLBSNIj1s_qIT-NvENhpHtdM1yU/Forms/Outing%20Planning.doc



Boy Scouts of America
TROOP 667
Rancho Peñasquitos, California

Troop 667 Outing Planner Checklist

The following checklist is provided to assist in a successful scout outing.

Outing/Destination: _____ Date: _____

- 1. Identify Outing SPL _____
- 2. Determine place to camp.
- 3. With SPL, determine goals of outing.
- 4. Gather information of area, will there be prerequisites, does camp leader have the necessary training.
- 5. Set preferred date as well as alternative dates.
- 6. Permission slips must be sent out 1 month prior to camp date, preferably with the newsletter.
- 7. Collect permission slips 2 weeks prior to camp date.
- 8. Create provisional patrols with scouts attending campout, each patrol to plan meals and skit/song for campfire.
- 9. Patrol camp planning packet, approve menu and duty roster.
- 10. Identify campfire master, provide him with Campfire program planner.
- 11. Identify and assist the transportation master who will arrange transportation logistics.
- 12. Outing SPL will work with Troop Transportation committee member to complete and
 submit tour permit, two weeks prior to outing.
- 13. Identify person and phone number in town that will be homebase (emergency contact), ensure this person has all emergency phone numbers of scouts attending outing.
- 14. Complete outing log at conclusion of outing, provide a copy to Scoutmaster and Troop database chair.
- 15. Have scout in charge of outing write an article for newsletter about outing.



Event sub-title or location
Event Title
<start date> through <last date>

<General Information and reminders about outing fees, meeting places & times, medical or special releases, transportation, supplies and equipment needed or provided, etc. Also any reference to follow-up meetings or places to find additional information.>

CONTACT <outing leader name> at <tel. no.>
FOR FURTHER INFORMATION

PERMISSION SLIPS are DUE <date/time/etc.>

DETACH HERE
HERE

KEEP THIS PORTION FOR YOUR RECORDS

DETACH

TROOP 667 PERMISSION SLIP

I give permission for my son, _____ to attend and participate in the Troop 667 Activity indicated below. I also authorize emergency medical treatment for him, if needed.

I understand that a *Personal Health Summary & Medical Evaluation* form is required, on file, to attend camps.

Permission is also granted for my son to handle and discharge firearms at approved camp ranges while under certified range supervision. YES ___ NO ___ (Parents initial here). _____

Activity: **Event Name**
Date(s): **Event days and dates**
Location: **Event Site Name and city**

Parent (Print): _____ Signature: _____

Family Insurance: _____ Policy No.: _____

Emergency Contact: _____ Relationship: _____ Telephone: _____

___ **SCOUT NEEDS A RIDE** ... Scout can only attend if a carpool can be arranged. *Parents may have to arrange car pools, as determined by the outing leader.*

Adult(s) can drive this many scouts **to** _____ and/or **from** _____ outing. Adult Name(s) _____

Drivers must have information regarding their current automobile insurance coverage on file with the Troop Committee in order to drive other scouts (in addition to your own sons) to/from any Troop 667 Activity.

Adult(s) attending this outing? YES ___ Name(s): _____ NO ___

A minimum of two adult leaders must be with the scouts at all times. All troop parents & leaders are encouraged to attend scout outings and support the program.



Boy Scouts of America
TROOP 667
Rancho Peñasquitos, California

DUTY ROSTER

PATROL: _____

CAMPOUT: _____

MEAL	FUEL & WATER	COOKING	CLEANUP	OTHER DUTIES
Breakfast				
Lunch				
Dinner				
Breakfast				
Lunch				
Dinner				
Breakfast				
Lunch				
Dinner				



Boy Scouts of America
TROOP 667
Rancho Peñasquitos, California

CAMP MENU

PATROL: _____

CAMPOUT: _____

MEAL & DATE	MAIN COURSE	VEGETABLE	FRUIT	DRINK	DESERT
Breakfast					
Lunch					
Dinner					
Breakfast					
Lunch					
Dinner					
Breakfast					
Lunch					
Dinner					

Approved by: Patrol Leader: _____ SPL _____ Asst Scoutmaster _____



Boy Scouts of America
TROOP 667
 Rancho Peñasquitos, California

APPROVED MENU LIST

Check out your Boy Scout Handbook on cooking. Pages 97 to 127 has lots of information to help plan a menu. Page 105 has a chart of serving sizes to help you plan how much food to bring.

Mix and match one food idea from each column to plan a meal.

Breakfast Ideas

Main Dish/Entrée	Starch/Bread	Fruit/ Vegetables	Beverage	Dessert
Toad in Hole	Toad in Hole	Orange wedges	Cocoa	Jelly
Eggs	Hash Browns	Bananas	Milk	Honey
Omelet	Pancakes	Bell peppers		Jam
Bacon	English muffin	Apple Slices		
Sausage	French Toast	Grapes		
SPAM	Oatmeal	Pears		
Machaca	Machaca	Melon		
Chipped Beef	Toast	Orange juice	Orange juice	
Milk	Cereal	Plums	Apple juice	
Quesadilla	Quesadilla	Grapefruit		
Ham Slices	Biscuits	Jelly, honey		
	Cinnamon Roll	Apple juice		

Dinner ideas

Chili-mac	Chili-mac	Green Beans	Milk	Fruit Cocktail
Sloppy Joes/beef	Sloppy Joes/bun	Canned vegi's	Apple juice	Cobbler
Stew/beef	Stew/potatoes	Stew/carrots	Kool-aid	Cookies
Chili/beef	Chili/beans	Corn on the cob	Crystal Lite	Baked apple
Hamburgers	Hamburger bun	Lettuce, tomato	Water	Smores
Spaghetti/beef	Spaghetti/noodle	Salad	Iced Tea	Canned peaches
Stir Fry/chix	Stir Fry/noodles	Stir Fry/broccoli		
Foil Dinner/ chix/beef	Foil Dinner/ potato	Foil Dinner/ Carrots, onion		
BBQ Chicken	Baked Potato	Canned Fruit		
Kielbasa	Fry onion/potato			
Macaroni/Cheez	Macaroni/Cheez			
	Garlic Bread			
	Corn Bread			

LOCAL TOUR PERMITS

BSA TOUR PERMITS . The local tour permit form can be downloaded on legal size paper from the following website:

<http://www.bsadpc.org>

A list of Drivers with their Insurance & license details is available from the Outdoor coordinator.

All local tour permits must be filed in the council office on 1207 Upas St., San Diego, CA 92103 two weeks before the outing, even if faxed.

When swimming or boating is included in the program, Safe Swim Defense and Safety Afloat standards are to be followed.

Tour permits are a vital part of preparation for every outing. A tour permit is for everyone's protection. It demonstrates planning, confirms trained adult supervision, and clears the event as an official Scouting function. The following is a list of "how-to's" for filling out and filing your tour permit. Please follow these instructions and fill out the permit completely.

Local tour permits are for trips that are less than 500 miles one way. A National Tour Permit is required for groups traveling more than 500 miles one way from home area. National Tour Permit applications must be filed **one month** prior to the trip since the local council must forward it to the Regional Service Center for further approval.

If you have any questions on how to fill out the form call the Council Service desk at 298-6121.

To fill out the form, follow these instructions. Circled numbers in the instructions correspond to those provided on the tour permit that appears on the following pages.

Complete the Front

To fill out the front of the application form:

1) Local Permit No., Date Issued - leave these blank; they are filled-in by the local council

2). Type of unit, No., Town, District

- Type of unit: Tiger Cubs, Pack, Troop, Venture, Varsity, Explorer

- No.: number of the unit

- Town: for example, San Diego, National City (*not* communities such as Mira Mesa, Clairemont, etc.)

- District: for example, Black Mountain, Santa Margarita; if you do not know which district you are in, call the Council Service desk

3). Date to Date - month, day, and year on which you will begin and end the outing; the outing dates must include the days required to drive to and from the event

4) Itinerary and Type of Trip

- Itinerary or destination: must include your point of departure (typically your community), how you will get there, all forms of transportation that will be used, the area to be covered on foot, and how you will return

- Type of trip: check one of the following

- One day or Touring camp - if you are traveling from campsite to campsite
- Short-term camp - campout of 3 days or a weekend
- Long-term camp - campouts longer than 3 days; for example, summer camp; you *must* attach a copy of the program and your menus to the tour permit .

5) Water activities - check the Where swimming or boating... check box if the unit will be doing water activities~ *current* Safe Swim Defense and/or Safety Afloat, Safety Afloat (for boating); and CPR certification are required: these standards *must* be followed

Person in charge - name of the person in charge of the water activities

Certification, Expiration name of the adult(s) holding current certification and the date on which that certification expires; the named adult(s) must be present at the water activities

Note: For Safety Afloat atleast one adult on the outing must have current CPR certification.

6) Mode of transportation - mark **all** that apply

7) Tour will include and approvals

- Tour will include.... number of youth and adults going on the outing
- Have parents' approvals.... must be Yes as parental approval must be secured (this is a reminder that you must obtain signed permission slips)

8) Tour leader Information - **read** before you sign !

PRINT the tour leader's and assistant *tour* leader's names, ages, phone numbers (including *area* codes) and their complete home addresses - street number and name, city, and zip code

9) Signatures (2) - you must obtain the signatures of the tour leader and one **other** person who is a member of your unit's committee (for example, committee chair, COR, treasurer, etc); they cannot be the same person !

10) Lower portion of the tour permit - fill in **all** blanks except for those inside the boxes

Before you turn the application form over

- Make sure you filled in every blank
- If a blank does not apply to your outing either draw a line through it or write N/A (not applicable) in it, leave *no lines* blank.
- Determine if the tour leader or assistant tour leader has current Youth Protection Guidelines (YPG) certification : at least one person listed on the Tour Permit must have YPG certification and attend the outing.

BOY SCOUTS OF AMERICA

LOCAL TOUR PERMIT APPLICATION

FOR TRIPS AND CAMPS UNDER 500 MILES

LOCAL PERMIT NO. 1 DATE ISSUED 1

This application must be filed with local council service center two weeks in advance of scheduled activity for proper clearance. It is used for trips of less than 500 miles. If destination is 500 miles or more one way or outside the U.S.A. (local council camp excepted), use National Tour Permit Application, No. 4419B. **If backcountry trip, be sure to know BSA Wilderness Use Policy.**

Type of unit 2 No. 2 Town 2 District 2 hereby applies for a permit and submits plans herewith for a trip from 3 Date, 20 3, to 3 Date, 20 3.

Give itinerary if tour; or destination if camp, including route description for reaching campsite (for long trip attach map indicating route and overnight stops):

4

- 4 Type of trip:** One day Touring camp Short-term camp Long-term camp (Furnish copy of program and menus.)
 Where swimming or boating is included in the program, Safe Swim Defense, No. 34370A, and/or Safety Afloat, No. 34368B, standards are to be followed. If climbing/rappelling is included, then Climb On Safely, No. 3206 (which recommends the American Red Cross's standard first aid and When Help Is Delayed or equivalent course), must be followed.
 One adult in the group must be trained as outlined:

5

NAME	AGE	SAFE SWIM DEFENSE EXPIRATION DATE	SAFETY AFLOAT EXPIRATION DATE	CLIMB ON SAFELY DATE TAKEN
<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

At least one person must be trained in CPR from any recognized agency for Safety Afloat and Climb On Safely.

5

NAME	AGE	CPR TRAINING	AGENCY	EXPIRATION DATE
<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

- 6 Mode of transportation:** Car RV Van Bus Boat Canoe Train Hiking Truck Other
 (The beds of trucks and camper trucks are approved for equipment only—passengers are allowed only in the cab.)
 Tour will include 7 youth and 7 adults. Have parents' approvals been secured? 7

It is the tour leader's and unit committee member's understanding that all drivers, vehicles, and insurance coverages will meet the national requirements as listed on the reverse side of this application.

Leadership and personnel: Boy Scouts of America policy requires at least two adult leaders on all camping trips and tours. Coed Venturing crews must have both male and female leadership.

The adult leader in charge of this group must be at least 21 years old.

Tour leader's name 8 Age 8 Phone 8
 Address 8 Print or type

I have in my possession a copy of *Guide to Safe Scouting*, No. 34416B, and have read it.

Assistant tour leader's name 8 Age 8 Phone 8
 Address 8 Tour leader's signature

Signed by member of unit committee

Signed by tour leader

RETAIN IN COUNCIL SERVICE CENTER

OFFICIAL LOCAL TOUR OR CAMP PERMIT BOY SCOUTS OF AMERICA

This permit should be in the possession of group leader at all times and displayed when requested by Scouting officials or other duly authorized persons.

Permit issued to 10 No. 10 Town 10

Name of tour leader 10 Age 10 Address 10
 Assistant tour leader 10 Age 10 Address 10

Permit covers all travel between 10 and 10
 Dates of trip from 10, 20, to 10, 20
 Total youth 10 Total adults 10

This group has given the local council every assurance that they will conduct themselves according to the best standards of Scouting and observe all rules of health, safety, and sanitation as prescribed by the Boy Scouts of America and as stated in the Pledge of Performance on the reverse side of this permit.

These spaces are for the signatures and comments of officials where the group camps or stays for one night or more. Signatures indicate that the cooperation and conduct of the Cub Scout, Boy Scout, Varsity Scout, or Venturing group were satisfactory in every way.

Date	Place	Signature	Comment

Local Permit No. _____
 Date Issued _____

 Council Stamp

Not official unless council stamp appears here.

Council name and address

Council phone no.

Signed for the council

Complete the Back

To fill out the back of the application form:

Read the insurance requirements - state requirements may differ from BSA recommendations for insurance coverage, and provide complete vehicle information for each driver who will be transporting youth members other than his/her own

- 1) Kind - examples include truck, sedan, van, etc
- 2) Year - year the vehicle was made
- 3) Make - examples include Ford, Toyota, etc
- 4) Number of Passengers: do not include the driver
- 5) Owner's Name: name of the person who owns the vehicle; this may be different from the driver
- 6) Driver's License Number: the number on the driver's license (not the car's license plate number)
- 7) Will Everyone Wear a Seatbelt? Must be Yes (this is a reminder that the driver must ensure that he/she and all passengers will wear seatbelts)
- 8) 9) 10) Public Liability: list the insurance coverage for each vehicle

Note:

You may submit a photocopy of a driver list of those who transport Scouts on outings. The information on the photocopy must include all information required on the Tour Permit. If some of the persons on the list are not going on the outing, circle the names of those drivers who are. The list that you attach is not kept in a separate file at the Council office. You must re-submit the list with each tour permit application.

[A list of Drivers of Troop 667 with their Insurance & license details could be attached instead of filling out the 2nd page.](#)

Submit the Tour Permit

Tour permit applications must be submitted **at least 2 weeks** before the outing

They may be:

- Turned in at the council office
- **Mailed**
- **Faxed - (619) 682-3858**

If the tour permit is mailed or faxed, the bottom portion of the tour permit will be returned to you by mail. It will not be faxed back to you. To check the status of your faxed application, call 298-6121, extension 0.

You must resubmit your tour permit application if:

Fax is not readable - make sure you print clearly in dark ink~ do not use a highlighter

Any portion of the tour permit is not completed properly

None of the persons listed on the tour permit have current Youth Protection Guidelines (YPG) certification



INSURANCE

All vehicles **MUST** be covered by a public liability and property damage liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed. (It is recommended, however, that coverage limits are at least \$50,000/\$100,000/\$50,000 or \$100,000 combined single limit.) Any vehicle carrying 10 or more passengers is required to have limits of \$100,000/\$500,000/\$100,000 or \$500,000 combined single limit. In the case of rented vehicles the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle. All vehicles used in travel outside the United States must carry a public liability and property damage liability insurance policy that complies with or exceeds the requirements of that country.

KIND, YEAR, AND MAKE OF VEHICLE	NUMBER OF PASSENGERS	OWNER'S NAME	DRIVER'S LICENSE NUMBER	WILL EVERYONE WEAR A SEATBELT?	PUBLIC LIABILITY INSURANCE COVERAGE		
					PUBLIC LIABILITY		PROPERTY DAMAGE
					Each Person	Each Accident	
① ② ③	④	⑤	⑥	⑦	\$ ⑧	\$ ⑨	\$ ⑩

The local council may allow a list of the above information to be attached to the permit in order to expedite the process. Each unit may circle the names of the drivers for an event or an activity.

TRANSPORTATION

- You will enforce reasonable travel speed in accordance with state and local laws in all motor vehicles.
- If by motor vehicle:
 - Driver Qualifications:** All drivers must have a valid driver's license and be at least 18 years of age. **Youth Member Exception:** When traveling to an area, regional, or national Boy Scout activity or any Venturing event under the leadership of an adult (21+) tour leader, a youth member at least 16 years of age may be a driver, subject to the following conditions: (1) Six months' driving experience as a licensed driver (time on a learner's permit or equivalent is not to be counted); (2) no record of accidents or moving violations; (3) parental permission has been granted to leader, driver, and riders.

- If the vehicle to be used is designed to carry more than 15 persons (including driver) the driver must have a commercial driver's license (CDL).
Name: _____
- C.D.L. expiration date _____
- Driving time is limited to a maximum of 10 hours and must be interrupted by frequent rest, food, and recreation stops.
- Seat belts are provided, and must be used, by all passengers and driver. Exception: A school or commercial bus.
- Passengers will ride only in the cab if trucks are used.

OUR PLEDGE OF PERFORMANCE

- We will use the Safe Swim Defense in any swimming activity, Safety Afloat in all craft activity on the water, and Climb On Safely for climbing activity.
- We will use trucks only for transporting equipment—no passengers except in the cab. All passenger cars, station wagons, recreational vehicles, and cabs of trucks will have a seat belt for each passenger.
- We agree to enforce reasonable travel speed (in accordance with national, state, and local laws) and use only vehicles that are in safe mechanical condition.
- We will be certain that fires are attended at all times.
- We will apply for a fire permit from local authorities in all areas where it is required.
- We will at all times be a credit to the Boy Scouts of America and will not tolerate rowdiness or un-Scoutlike conduct, keeping a constant check on all members of our group.
- We will maintain high standards of personal cleanliness and orderliness and will operate a clean and sanitary camp, leaving it in a better condition than we found it.
- We will not litter or bury any trash, garbage, or tin cans. All rubbish that cannot be burned will be placed in a tote-litter bag and taken to the nearest recognized trash disposal or all the way home, if necessary.
- We will not deface trees, restrooms, or other objects with initials or writing.
- We will respect the property of others and will not trespass.
- We will not cut standing trees or shrubs without specific permission from the landowner or manager.
- We will collect only souvenirs that are gifts to us or that we purchase.
- We will pay our own way and not expect concessions or entertainment from any individual or group.
- We will provide every member of our party an opportunity to attend religious services on the Sabbath.
- We will observe the courtesy to write thank-you notes to persons who assisted us on our trip.
- We will, in case of backcountry expedition, read and abide by the Wilderness Use Policy of the BSA.
- We will notify, in case of serious trouble, our local council service center, our parents, or other local contact.
- If more than one vehicle is used to transport our group, we will establish rendezvous points at the start of each day and not attempt to have drivers closely follow the group vehicle in front of them.

TRAINING

Soon after starting scouting, Baden-Powell recognized the need to provide training for scout leaders. Today, national, councils and districts offer a wide variety of trainings to help prepare leaders for scouting and to provide materials which will help the leaders put on the best possible program for the boys.

http://www.bsadpc.org/training/flyers/BS_Var_Vent_Training_0302.pdf

The leadership training philosophy of the Boy Scouts of America is to provide adult leaders with fundamental information about the aims and purposes of the movement, as well as specifics about their particular role in Scouting. Adult leaders in Scouting need certain basic information in order to bring a quality program to Scouts. This information is needed as soon as possible after a leadership position is assumed. To that end, training in Scouting is divided into four levels: Orientation/Fast Start Training, Basic Training, Supplemental Training, and Advanced Training. To help determine to how best to become a trained leader, below is a list of Boy Scout, Varsity, and Venturing Leader training opportunities available and a brief description of each.

Orientation/Fast Start Leader Training: Fast Start training is a video program that helps provide an immediate comfort level for new leaders and enables them to say, "I can do this!" Fast Start training is the first step for any new volunteer and is to be delivered immediately after a new leader registers and before he or she meets with any youth member.

Boy Scout Leader Fast Start (BSFS): Boy Scout Leader Fast Start is a three-part video. *The Troop Meeting* is the primer on how to run a troop meeting. Produced for new unit leaders and commissioners, the video covers planning, parts of the meeting, the patrol method, and resources; *The Outdoor Program* describes the planning, organization, ideals, and BSA policy for outdoor activities. It also touches on long-term and high-adventure activities; and *The Troop Organization* starts with the charter concept—the chartered organization, the district, and the council, and their relationship to the troop. Each leadership and committee position is described. This is an excellent program for commissioners, troop committees, troop leaders, and chartered organizations.

Varsity Leader Fast Start (VaFS): *Varsity Leader Fast Start* describes the basics of Varsity Scouting. It is used in conjunction with *Varsity Scout Coach Start-Up* that serves as a guide for the Coach's first few meetings with team members.

Venturing Leader Fast Start (VeFS): The Venturing Fast Start guide shows how using the program planning process can get Venturing programs off to a successful start. It also provides helpful information for the first meeting between Advisors and youth. Also available is the *New Crew Fast Start* video that explains the Venturing program and details the leadership roles of crew youth officers and the crew Advisor.

Basic Training: The number of components included in basic training depends on the specific leadership position held. All leaders take New Leader Essentials Training followed by a leader-specific training designed to prepare them for the opportunities and responsibilities related to their leadership position in the program.

New Leader Essentials Training (NLE): New Leader Essentials is the initial training for adult leaders. In this 90-minute training, leaders learn about the objectives of the Scouting program and the methods that are used to achieve these objectives. Leaders also gain a basic understanding of youth development, as well as how Scouting is organized and financed, policies related to the program, and resources to help leaders succeed. The training is for all new registered adult leaders of Tiger Cubs, Cub Scouts, Webelos Scouts, Boy Scouts, Varsity Scouts, or Venturers. A Scout leader needs to attend New Leader Essentials only once.

Scoutmaster and Assistant Scoutmaster Leader Specific Training (BSLS): This training has three sessions designed to provide leaders with a good working knowledge of troop operations. The three sessions are: Role of the Scoutmaster in a Boy -Led Troop; The Outdoor Program and the Advancement Program; and Program Planning and Troop Administration. The course may be held in one session or broken into three 3 hours sessions.

Varsity Leader Specific Training (VaLS): This training is to be introduced in the Spring of 2002. It will describe the purposes and methods of the Varsity Scouting program and review Varsity's five program fields of emphasis. Until the new program is rolled out, the current Varsity Scout Leader Basic Training course is still offered.

Venturing Leader Specific Training (VeLS): This training is designed to introduce adult Venturing leaders to the basic information needed for operating a crew. This includes (1) Here's Venturing, (2) Understanding and Protecting Youth, (3) Leadership and Organization, (4) Advancement, and (5) Resources and Program Planning. The course can be held in several different formats totaling approximately eight hours of instruction.

Introduction to Outdoor Leader Skills (IOLS): This course is a hands -on training program to give adult leaders the practical outdoor skills they need to lead Scouts in the Outdoors. Imagine having hands –on knowledge about setting up a campsite, pitching a tent, hiking, outdoor cooking - all the skills necessary to see the outdoor program of the Boy Scouts of America come to life. The course is a day and a half long.

Supplemental Training: Some of the methods touched upon in basic training are treated in greater depth in supplemental training courses. Some courses are held on a regular basis as a continuing source of information. Since supplemental training is intended to enrich the leaders' experience, there are no prerequisites although supplemental training is not a substitute for completing basic training.

Youth Protection Guidelines Training (YPG): The course is a ninety -minute tape and covers how to spot such things as child abuse and how to report it within the BSA organization. At least ONE leader who is listed on a tour permit must have this training. Youth protection guidelines training is recommended for every adult in Scouting. The training is good for three years. You can also do this on line.

<http://www.scouting.org/pubs/ypt/ypt.jsp?p=i-00&a=on&c=49>

Troop Committee Training (TCT): *The Troop Committee Challenge - Boy Scout Troop Committee Training* is a three-hour course for members of the troop committee. It is designed to help troop committee members better understand their roles and responsibilities through interactive learning. The training is best delivered to all members of a single troop committee to build a better committee team. It can also be delivered in a mixed-unit training course offered by the district.

Den Chief Training (DCT): A meeting with den chiefs and prospective den chiefs designed to combine a good time with training. Cubmasters, Webelos den leaders, den leaders, and other adult pack or troop leaders who register den chiefs in the training should arrange to participate with the den chiefs.

Merit Badge Counselor Orientation (MBCO): This training helps a merit badge counselor understand their job as a coach and counselor, who provides realistic learning experiences to a Scout in his study of a merit badge subject.

Roundtable (RT): Roundtable is monthly leaders' meeting held in each district. At this meeting, leaders can find information about upcoming district and council events and learn program ways to improve program. The subject of each Roundtable is selected to emphasize important aspects of the Scouting program. Roundtables are the best source of continuing education that a leader has available.

Sea Badge (SB): An advanced weekend training conference for Sea Scout Leaders that is conducted on a regional basis or region approved council invitational basis.

Powder Horn (PH): Powder Horn Training is a training opportunity designed to expose the Venturing or Boy Scout leader to activities and resources necessary to operate a successful Venturing Ranger Award or Troop High Adventure program. This training includes six days of instruction.

Advancement Seminar (ADS): This course is conducted by the Council Advancement Committee. It offers an opportunity to exchange ideas on ways to implement the advancement program in Scouting. It also highlights any recent changes made to the advancement program that you need to know.

Advanced Training: Leaders desiring a deeper dedicated involvement in the program will find advanced training highly rewarding.

Wood Badge (WB): Wood Badge, the BSA's premier advanced training in leadership theory and team development, brings together Scouters from all walks of life and from all BSA programs - Cub Scouting, Boy Scouting, Varsity Scouting, and Venturing, as well as district and council leaders. Wood Badge has evolved into the core leadership skills training course for the BSA. The new Wood Badge course focuses on strengthening every volunteer's ability to work with and lead groups of youth and adults and is less focused on outdoor skills, which are more effectively addressed in other courses. By pooling their ideas, sharing meaningful experience, and learning from highly qualified instructors, participants will return to their home units with new skills and resources, greater confidence, and deeper dedication to deliver the values of Scouting. This training includes approximately six days of instruction that may be held as a weeklong session or in weekend sessions.

Roundtable (RT). Roundtable is monthly leaders' meeting held in each district. At this meeting, leaders can find information about upcoming district and council events and learn program ways to improve program. Most Roundtables will have splits where leaders will break of into groups and cover material based on monthly program themes. These splits are a time where a leader can learn a new craft, skill or get advice on how to help solve a problem. Roundtables are the best source of continuing education that a leader has available.

THE PARENT'S ROLE IN TROOP ACTIVITIES

The following is a list of guidelines for parents participating in Troop events. Many of the rules are established by the Boy Scouts of America. Please remember one of our goals is to teach independence and self-reliance. Boys are also to learn leadership skills – that means boys will be leading boys. Not everything will be perfect. Failure is a great learning tool. We promise that all boys will be treated fairly and with respect. Hopefully, everyone will have fun and learn a lot in the process.

1. Older Scouts will be leading the activities. Look to the Scoutmaster and Assistant Scoutmasters, who are the supervisors, for instruction and guidance.
2. The rule of two-deep adult leadership should always apply.
3. While on a campout, your primary role is that of a Troop leader. You are not to do the activity (set up tents, wash dishes, etc.) for the boys. They may need some instructions, but they must learn the task themselves – do not do it for them.
4. Strive to be an excellent role model for all boys.
5. No drinking, smoking, profanity.
6. Treat all boys equally.
7. Do not show favoritism to your son, nor should you be overly hard on your boy.
8. Instruct and supervise when needed or asked. The Scoutmaster should define your role for the weekend.
9. Help with crowd control.
10. Eat with the leaders. Do not bring stashes of food or drinks in your packs or cars – the boys do not need the sugar and neither do the wild animals!
11. Sleep with the leader group, not with your son.
12. Do not lend money to your son for special treats, unless you do it for everyone.
13. Safety is a primary concern and everyone's responsibility.
14. Participate in driving.
15. We go on a trip and come home from a trip as a Troop, do not leave early with your son.
16. We all come back to the church together to distribute gear and handle administrative details.
17. Have fun!

BUDDY SYSTEM

Pairing two boys for Scout activities is called the "Buddy System." All Troop and Patrol activities are structured this way for safety. At no time is a Scout allowed to "solo", especially during outside activities. With an uneven number of boys, a three-person buddy group must be used. Each Scout is responsible for keeping track of his Buddy at all times. He may not swap his Buddy without the knowledge and consent of the Senior Patrol Leader.

Adult leaders are also required to comply with "Two-Deep Leadership" policy of BSA. A minimum of two adults are required for camps, hikes, meetings, etc. This policy protects leaders as well as the boys. Except for a parent and his or her son, Boy and Adult buddy combinations are not allowed. This complies with BSA Rules and Regulations.

Frequent questions about this policy:

If 5 Scouts from one patrol attend a campout what are the sleeping arrangements?

The Scouts use 3 tents. In tent #1, two Scouts sleep and store their gear. In tent #2, three Scouts sleep. In tent #3, the three Scouts store their gear.

Can I go for a walk by myself?

NO, while on Troop outings you are to be with a buddy at all times, this includes trips to the restroom.

ADVANCEMENT (THE TRAIL TO EAGLE SCOUT)

Advancement from Scout to Eagle is an important part of the Scouting experience and is completely explained in the Scout Handbook. Opportunities for completing advancement requirements will be provided to the Scouts; it is the Scout's responsibility to take advantage of those opportunities.

Standards for joining a Boy Scout Troop and for advancement are listed in the latest printing of the Boy Scout Handbook and in the current Boy Scouts Requirement book. No council, district unit, or individual has the authority to add to or subtract from any advancement requirement. A Boy Scout badge recognized what a boy is able to do; it is not a reward for what he has done.

Advancement accommodates the three aims of Scouting: citizenship, growth in moral strength and character, and mental and physical development.

When a badge and certificate are awarded to a Boy Scout to recognize that he has achieved a rank, they represent that a boy has:

- Been an active participant in his Troop and patrol.
- Demonstrated living the Scout Oath (promise) and Law in his daily life.
- Met the other requirements and/or earned the merit badges for the rank.
- Participated in a Scoutmaster conference.
- Satisfactorily appeared before a board of review.

*The Scout should fill out the "Scoutmaster Conference worksheet" (found on the website, Files/Scoutmaster conference) & should schedule a meeting with the Scoutmaster/ASM to discuss this requirement if there are good reasons they cannot be met. If a Scout will miss a significant number of meetings or activities due to other activities, he should discuss this with the Scoutmaster.

In the advanced ranks (Star, Life, and Eagle), the badge represents that the boy has also:

Served in a position of responsibility in the Troop. *Again, active participation is required to fulfill any position of responsibility.* You must perform the duties of your position.

- Performed service to others.

Four Steps of Advancement

A Boy Scout advances from Tenderfoot to Eagle by doing things with his patrol and his Troop, with his leaders, and on his own. It's easy for him to advance, if the following four opportunities are provided for him.

1. **The Boy Scout learns.** A Scout learns by doing. As he learns, he grows in ability to do his part as a member of the patrol and the Troop. As he develops knowledge and skill, he is asked to teach others; and in this way he begins to develop leadership.
2. **The Boy Scout is tested.** A Scout may be tested on rank requirements by his Patrol Leader, Scoutmaster or Assistant Scoutmaster. The Scout's merit badge counselor teaches and tests on the requirements for merit badges.

3. **The Boy Scout is reviewed.** After a Scout has completed all requirements for a rank, he has a board of review. For Tenderfoot, Second Class, First Class, Star, Life, and Eagle Palms, the review is conducted by members of the Troop committee. The Eagle Scout board of review is conducted in accordance with North Valley District procedures.
4. **The Boy Scout is recognized.** When the board of review has certified a Scout's advancement he has earned the rank as of that date. The certificate for his new rank is presented at a formal court of honor.

Scouts are encouraged to advance but are not be pushed to advance. Troop leaders are responsible for providing advancement opportunities but are not responsible for ensuring a Scout advances in rank.

Scoutmaster's Conferences

This is a one-on-one meeting with the Scoutmaster. The purpose of the Scoutmaster's Conference is to provide the Scout with the opportunity to demonstrate his knowledge of the skills required for rank advancement. The conference must be requested by the Scout, but will be held at the convenience of the Scoutmaster or Assistant Scoutmaster. Scouts are expected to appear in full uniform for the Scoutmaster Conference.

The Scout should fill out the "Scoutmaster Conference worksheet" (found on the website, Files/Scoutmaster conference) & should schedule a meeting with the Scoutmaster/ASM .

Board of Review

Scouts appear in full uniform for their Board of Review.

The Board of Review interview is conducted by at least three adults of the Troop Committee after the Scout has successfully completed the Scoutmaster's Conference. The Scoutmaster or Assistant Scoutmasters will not sit on the Board of Review.

The questions are intended to be more general in nature, regarding the Scout's individual experiences and suggestions regarding the Troop. As a rule, Boards of Review for higher rank advancements take slightly longer, as it is expected that the Scout is more capable of expressing his views.

The Scout is notified within minutes of the completion of his Board of Review as to whether he has successfully earned his rank.

The Scouts need to generate a "Board of Review " form , found on our website, Files/Forms/Board of Review Form, prior to the Scoutmaster conference.

Record keeping

The Advancement Chairman maintains records of each Scout's advancement, but it is the Scout's responsibility to maintain written proof of his advancement. Scout Handbooks are where requirements are signed-off. Scouts are given a signed card for each merit badge or rank advancement. Possession of the patch is not considered proof of the rank. Eagle can not be granted without documented proof that all requirements have been completed.

[How To Earn A Merit Badge](#)

Merit Badge Counselors must be approved by the Advancement Chairman and registered with the North Valley District prior to any work being completed on the merit badge. The Advancement Chairman reserves the right to disallow any advancement or merit badge signed-off by an unapproved counselor.

Listed below are the steps to follow to earn a merit badge

1. After looking over the list of merit badges and finding one that interests you, obtain a blue merit badge card from the Scoutmaster. Fill in your name, address, and the name of the badge. Ask the Scoutmaster to sign the card before you begin working. These leaders can give you the names of registered merit badge counselors with whom you can work.
2. Contact the merit badge counselor and tell him/her that you want to earn the merit badge. The counselor may want to set up an appointment to explain what he/she expects and to help you get started. **Note:** *The Buddy System is not just a camp! You must have another person with you at each meeting with the merit badge counselor. This person can be another Scout, parent, sibling, relative, or friend.*
3. Read the merit badge book on the subject. When you know what is expected, start working on the requirements. You can ask your counselor to help you learn things you need to know or do.
4. When you are ready, call the counselor and make an appointment to review your work. Take along the things you have made to meet the requirements. If they are too big to move, take pictures or a note from an adult who can tell what you have done. The counselor will ask you to show and discuss each requirement to make sure you have done everything required. Once the counselor is satisfied that you have completed the requirements, he/she will sign your blue card and keep the counselor's portion of the card. Be sure to hang on tight to this card: if you lose it, you may have to start the badge over unless the counselor is willing and able to vouch for what you already completed.
5. Take the card back to the Scoutmaster and have him sign it. Keep the part of the blue card that says "Applicant's Record" and give the "Troop Record" section to the Advancement Chairman. You will receive your merit badge at the next Court of Honor.
6. A Scout is limited to earning one merit badge from their parent, if their parent is a merit badge counselor

Note regarding merit badge requirements: *The Scout is expected to meet the requirements as they are stated – no more and no less. He is expected to do exactly what is stated in the requirements. If it says "show and demonstrate," that is what he must do, telling about it isn't enough. The same thing holds true for such words as "make", "list," "in the field," "collect," "identify," and "label."*

Troop 667 has a number of merit badge books that can be 'borrowed' by the Scout. The books are with the Librarian. The Scout should 'sign-out' a book and 'sign-in' the book when it is returned. Our Troop Librarian maintains a list of the books available.

Court of Honor

There are two types of Courts of Honor (COH). A Troop COH and an Eagle COH.

Troop COH

A special Troop meeting where all family members are invited. If you were in Cub Scouts it is like a Pack Night or Pack Meeting. The COH is to recognize those Scouts that have earned rank advancement, merit badges and other accomplishments. It is a time to proudly review the Troops activities, discuss upcoming events, and provide important information to the Troop family.

The Scouts' family is encouraged to attend, even if a Scout has not earned any special recognition. The meeting is inspirational for the Scouts, even when they are not receiving an award, they should support their fellow Scouts. The evening is also informative and FUN—often with not-to-be-missed Scout-led entertainment followed by a social time complete with food. *Please help out if you are called to provide part of the refreshments.*

Eagle COH

This all-too-seldom ceremony in which a boy is awarded his Eagle is also called a Court of Honor. Because of its special nature, it is held separately from a Troop COH, usually on a weekend. These are not-to-be missed events. A boy should attend his fellow Scouts Eagle to honor him, to follow the Golden Rule and to thank him. This older Scout has helped run the Troop and it is likely that he helped your son to advance. If your son is asked to be a part of this Scouts Eagle COH ceremony, encourage his participation. *Reschedule your plans if necessary, this is important.* He will come away standing taller and prouder, his Scout spirit renewed and his dedication to advancement and badge work rekindled. And parents, you really should see this—you'll say, "my sons in Scouts," with a great deal more pride. And one day soon you will be planning an Eagle COH of your own.

THE ORDER OF THE ARROW

The Order of the Arrow (OA) is a National Brotherhood of Scout Honor Campers. It is based on brotherhood and cheerful service to fellow men. Troop members are nominated and elected by fellow Scouts in their Troop. They must meet certain entry requirements and qualifications that are established by the National OA.

UNIFORM INFORMATION

Required for all meetings:

Boy Scout Uniform (Class A-see definition)

Boy Scout Handbook

Notebook and pencil

Class A Uniform

Worn at the Scoutmaster Conference, Boards of Review, Troop Court of Honor, Eagle Court of Honor, Parades, Troop meetings Labor Day through Memorial Day and as designated by Troop Scoutmaster.

Official Boy Scout tan shirt & regular pants.

Red Shoulder Loops

Official Boy Scout hat.

Official Boy Scout belt.

Troop 667 neckerchief and slide worn under the shirt collar. (is supplied by the Troop).

Merit Badge Sash (*worn at official functions*)

Official Scout items,, are purchased The San Diego Scout Shop on 1207 Upas Street, San Diego .Their Telephone # is 619-294-3806.

Class 'B' uniform

Worn to all camps, on service projects or as directed by Scoutmaster & ASM.

Troop 667 T-shirt .

Regular pants / shorts

Purchase the black Troop 667 Class B T-shirt from the Troop. Two are recommended for summer camp.

NOTE: Everything should be labeled with the Scouts name! Troop 667 discourages the wearing of any anti-social clothing (ie-shirts with foul language, distasteful groups)

EQUIPPING YOUR SCOUT FOR SCOUTING

One of the more enlightening experiences of Scout parenthood is the first trip to the outdoor store to acquire boots, pack, sleeping bag, and other bits and pieces *believed* necessary for your boy's survival on his first campout. The price tags you encountered will leave a lasting memory. Fortunately, it is not necessary to buy everything at once, and in fact it is not wise to do so.

We recommend you borrow or rent some large cost items before you purchase them. Your Scout should do the research (the web, magazines) and talk to older Scouts. If he is active in the purchase decision and he will have more respect for and pride in his equipment.

→Check out: www.rei.com & other sporting goods stores, such as Big 5, Sporting Chalet, etc.

Your son will NOT need a tent, lantern, cooking gear, etc. Our Troop has a shed full of all camping equipment. Troop 667's quartermaster should have a list of all our equipment. The keys to the shed are with the Quartermaster, Scoutmaster & the committee chair. Some Scouts have individual or 2 man backpacking tents but not everyone needs one. Also, your son does NOT need skis or a snowboard just because we may schedule this activity.

MINIMUM GEAR REQUIREMENTS

For the First Year Patrol

The Patrol will have an active schedule that will require each member to always have certain personal. While camping gear is expensive, almost everything can be inexpensively homemade. All recommended gear is covered in detail in the Scout Handbook and Scout Fieldbook.

The following is a list of minimum gear requirements for Patrol Day Outings and Overnights. The equipment list for Patrol Overnight camping is *in addition to* the equipment list for Patrol Day Outings. These equipment lists do not include winter camping gear requirements.

Day Outings

Daypack	School book bag works great. Instructions in Manual for homemade packs.
Light rain gear	Poncho or plastic rain shirt. A garbage bag with holes cut in it works great.
Extra shirt and socks	An extra pair of clean, dry socks wrapped in a baggie can be your best friend.
Water bottle	Any bottle or canteen that seals well. Keep it clean and fill it often along the trail with fresh water.
Sun Protection	A sample-sized tube with SPF of 30+, Hat with brim for shade.
Sun glasses	Very important. The cheaper the better.
Personal First Aid Kit	We will assemble one as part of First Aid requirements. Easy and Cheap.
Trail food	Any energy food high in natural proteins and carbohydrates that doesn't melt.
Scout Manual	Possibly the most useful book you'll ever own. It's always a required item. See Chapter 8 for hiking essentials.
Compass	Many are expensive, but you can get a good one for about \$15.00. The Troop owns a compass and you may borrow it, if needed.
Pocketknife	You may <u>only</u> carry a pocketknife after you have completed Totin' Chip.
Toilet Paper	Small quantity in a zip-lock bag.
Hiking Boots or Sturdy Shoes, Socks	Allow some room to grow but too big and it will cause blisters as the foot slides within the boot or shoe. Two pair of good hiking socks (no cotton).

Overnighters

Sleeping bag	Except for winter camping, a bedroll made from blankets pinned together works fine. A summer bag can be had for less than \$40.00
Flashlight	Any battery operated flashlight. Pack extra batteries. No gas lanterns.
Eating kit (Mess Kit) with spoon	Personal mess kit or plate, cup spoon, and napkins in a freezer bag. Our Troop also has plates, cups & spoons.
Cleanup kit	Toothbrush, small tube of toothpaste, soap in baggie, all wrapped in a washcloth. Toilet paper in a biggie and a <u>small</u> towel.
Clean clothes & socks	Important to sleep in fresh underwear and sweats. Must change socks daily.
Heavy rain gear	Poncho, rain suit, or similar waterproof clothing. Waterproof boots are great.
Matches	Homemade wax-covered camping matches work great. No "strike anywhere" matches. No lighters.
Fire starter	Bark from a downed birch tree or a baggie full of dryer lint make good tinder.

You may own some camping or backpacking gear already, and you will be allowed to use it, however, most equipment requires practice and instruction in proper use in order to assure safety and effectiveness. Check Chapter 8 of the Boy Scout Handbook for other optional items. Remember, you have to carry what you bring!

FINANCIAL POLICY

Dues

1. The Scouts learns responsibility, trains his memory and when old enough, earns his dues money.
2. There is equal financial participation in the Troop by all boys
3. The dues are a source of funds to replace or acquire equipment used by the boys and pay for weekend camping site costs.
4. Troop 667 collects \$5.00 per month from September thru May.

In order to be rank advanced or receive merit badges, you must be current on your dues.

MEDICATION POLICY

The Boy Scouts of America recognizes that many Scouts and adult leaders take prescription medication to alleviate the symptoms of any number of legitimate acute or chronic conditions. The possession and use of legally prescribed medications is acceptable within the guidelines of this policy.

1. During Troop activities, each Scout must bear the responsibility for maintaining and administering any prescription medication.
2. The Scout must provide adult BSA leaders with written authorization and instructions, signed by a parent or guardian, for any medication (prescription or otherwise) carried by the Scout.
3. All medications must be carried in the original container. In the case of prescription medication, a legible label showing the name of the medication, the prescribing physician and prescription number must be affixed to the container.
4. The Scout should carry *only a quantity of medication sufficient to last the duration of the BSA sponsored activity*.
5. Upon receipt of written authorization and instruction, adult BSA leaders may agree to assist the Scout in remembering to take the authorized medication at the proper time(s), but will not accept any responsibility for insuring that he does so.
6. If the parent or guardian cannot accept these guidelines, he or she has the opportunity to accompany the Scout on the activity to insure that the medication is properly administered.
7. Pill Organizers: S-M-T-W-Th-F-S compartmented boxes seem sensible but are generally not allowed (when allowed, they require a note from the Doctor regarding the contents for that trip). Keep it simple, leave the pills/medication in the pharmacy container or original store packaging and send only the quantity needed.
8. Summer Camp: all drugs/medication (including over-the-counter medication like sinus pills or vitamins) are kept at the Health Lodge and must be in their original packaging. The Scout will go to the Health Lodge for every dose. These are the camp rules for the protection of the Scout and others.

TROOP PHONE AND EMAIL LIST—2003

The Scoutmaster maintains this list. It is important that this information is accurate, specifically in an emergency situations. Please notify the Troop of any changes in your address, phone number(s) and email address(s). Troop 667's Roster is posted on our website.

http://groups.yahoo.com/group/BSA_Troop_667

http://f3.grp.yahoo.com/v1/kNRbP4BJnS70aN6kY4rt1YP80jxO6RwPMcTfSTCx91TbI36q6r2YDyvCu-XPaEUmqLBsNij1s_qIT-NvENhpHtdM1yU/Forms/Outing%20Planning.doc

The local council that serves the 92129 ZIP code area is:

**Desert Pacific Council
1207 Upas St.
San Diego, CA 92103
Phone: 619-298-6121
Web site: <http://www.bsadpc.org>**

State Parks Tel. & web page

<http://www.reserveamerica.com/index.jsp>, www.cal-parks.ca.gov
Tel : 800-444-7275

County parks Tel & web page.

<http://www.sdcounty.ca.gov/parks/>
Tel: Info-858-694-3049, Reservation – 858-565-3600

**The San Diego Scout Shop is on 1207 Upas Street, San Diego .
Their Telephone # is 619-294-3806.**

<http://www.scoutstuff.org/>



Boy Scouts of America
TROOP 667
 Rancho Peñasquitos, California

Our troop knows and follows the Scout Oath, Scout Law, Scout Motto and Scout Slogan.

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	REVERENT

Scout Motto

“BE PREPARED”

.... For whatever comes my way, by learning all I can.

Scout Slogan

“DO A GOOD TURN DAILY”

a helpful act of kindness done quietly, without boasting or expecting a reward.

BOY SCOUTS OF AMERICA * TROOP 667

OUTDOORS CODE

AS AN AMERICAN, I WILL DO MY BEST TO

BE CLEAN IN MY OUTDOOR MANNERS

I will treat the outdoors as a heritage to be improved for our greater enjoyment. I will keep my trash and garbage out of America's waters, fields, woods and roadways.

BE CAREFUL WITH FIRE

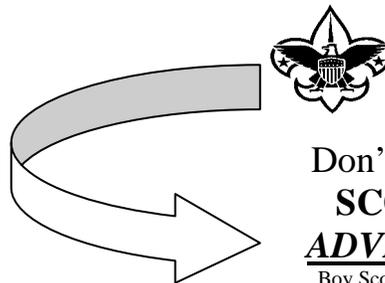
I will prevent wildfire. I will build my fire in a safe place and be sure it is out before I leave it. I will leave a clean fire-ring or remove all evidence of my fire.

BE CONSIDERATE IN THE OUTDOORS

I will treat public and private property with respect. I will remember that use of the outdoors is a privilege I can lose by abuse.

BE CONSERVATION-MINDED

I will learn how to practice good conservation of soil, waters, forests minerals, energy, grasslands and wildlife; and I will urge others to do the same. I will use sportsmanlike methods in all my outdoor activities.



Don't Miss the
SCOUTING
ADVENTURE
Boy Scouts of America