



BOY SCOUTS OF AMERICA

TROOP 259/5259

Three Rivers District, Tidewater Council

Updated 19 April, 2023

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SCOUTS BSA TROOP 259/5259 PROGRAM AND POLICIES

1. INTRODUCTION

This booklet is designed to provide basic information on Troop 259. It contains several sections with information on a variety of topics. As conditions change, such as Troop reorganization, the affected section will be updated on the Troop website (<http://bsa259.org>).

Any time that you have questions regarding the Troop or its operation, please contact any of the adult leadership. In an effort to minimize the burden on the Scoutmaster, it is preferable that general questions be directed to a Committee member.

2. JOINING

The requirements for joining the Troop are: completion of the 5th grade or earn the Cub Scout Arrow of Light award or be at least 11 years old.

A new Scout's parent must fill out a "Boy Scout Membership Application" and pay a membership fee. All checks should be payable to Troop 259. The membership fee covers the registration fee to Tidewater Council, a one-year Boys Life subscription (if you choose this option), Troop neckerchief, Troop hat, patrol patch, and Troop numerals for their uniform shirt.

More information about joining can be found in Appendix A. The new Scout Checklist can be found in Appendix B.

The Troop maintains Scout records through a program called ScoutBook. The Troop also maintains an e-mail distribution list through Google Groups, which is primarily used to disseminate important information quickly and efficiently to all Scout families. Upon joining, the Troop will collect one (or more) e-mail addresses from each new Scout family or parent. More information regarding the Google Group or other information management can be found in Section 13.

3. HANDBOOK

All scouting supplies are available at the Scout stores listed below.

Tidewater Council Scout Store
1032 Heatherwood Drive
Virginia Beach, VA 23455
(757) 497-2688

CLEARLY mark the Scout's name on the Scout Handbook (they all look alike!). Marking on the page edge is best.

We also recommend that the Scout buy a cover and keep their handbook in a Ziploc bag to protect it, especially on outings.

Bring the book to each meeting and outing. It is considered part of the uniform and as such they are required to have it at all meetings and camping trips. You also never know when the Scout will be able to complete a requirement for rank. It is much easier to get items initialed off right away as they are completed.

4. TROOP PROGRAM

The Troop meets weekly from 7:00 to 8:30 PM in the Social Hall of the Church of St. Therese, except on Thursday holidays and Catholic Holy Days. Occasionally, meetings may be held outdoors at the church or another location due to out of the ordinary events at the church such as a Thursday evening funeral. Changes will be announced at preceding meetings, if known in time, and via e-mail.

Scouts are expected to be in uniform for all meetings unless previously announced. Uniform requirements are detailed in Section 7.

The weekly meetings are generally structured as follows: *Opening, Instructional time, Patrol Corners, Inter-patrol or Troop game/activity, and Closing*. Meetings are planned and led by the Scouts with guidance from the Scoutmaster and their Assistant Scoutmasters. Parents are strongly encouraged to come into the meeting place for the Opening and Closing, as these are times most announcements are made regarding upcoming activities and calendar changes. **We ask that parents keep the noise down so as to not interrupt the Scout activities.**

Scouts are expected to attend meetings every week; however, the Troop understands that Scouting may not be the only activity your child is involved in. It is the Scout's responsibility to check with their patrol leader to let them know if they will miss a meeting or with another responsible party to keep up with Troop's plans or changes that may have been made to scheduled events.

Outings are designed as a supplement to the weekly meetings and include such things as camping, hiking, bike trips, canoeing, etc. The biggest outing is summer camp, which is a weeklong trip to a BSA camp.

Service is also an important part of Scouting and is required for advancement to certain ranks. Scouts may participate in service projects individually or as a group. Helping with Eagle Scout Leadership projects are also an opportunity for service.

The Troop calendar for the year can be found on the Troop website (<http://bsa259.org>) and can be subscribed to via Google Calendar. Annually, in May, the Patrol Leader Council (PLC), after taking inputs from the Scouts in their patrols, provides a list of events to the Scoutmaster that they would like to pursue in the following year. The June Committee meeting, normally moved to the first Tuesday in June (from the normal third Tuesday), is primarily designed to take the program the Scouts proposed and lay out an achievable Calendar for the next Scouting year (August through August). All parents are requested to participate in the planning process at that meeting as event leads will be assigned.

5. ORGANIZATION

The Troop is run by the Scouts, advised by the Scoutmasters. They are assigned to Patrols in groups of 6 to 10. New Scouts are typically in a single patrol initially so that they receive more concentrated

guidance/instruction. After Webelos cross-over in February/March, a new Scout Patrol(s) is/are formed and assigned a Troop Guide, an experienced Scout who will be their primary mentor. As Scouts gain experience and confidence, the “new Scout” patrols are dispersed and folded into the existing Patrol organization with older Scouts, normally after summer camp.

The number of patrols varies, depending on the number of Scouts in the Troop.

Each patrol has a patrol leader elected by the Scouts in that patrol. Troop 259 prefers that the patrol leader have completed Intro to Leadership Skills for Troops (ILST) and have reached the rank of First Class (The new Scout patrol is an exception). This training is offered by the Troop. The patrol leader in turn appoints an assistant patrol leader. Additionally, there is an Assistant Scoutmaster (ASM) assigned to each patrol.

In addition to the patrol leaders, the Scouts elect a Senior Patrol Leader and two Assistant Senior Patrol Leaders. The Troop prefers that Senior Patrol Leaders and Assistant Senior Patrol Leaders have completed Intro to Leadership Skills for Troops (ILST) and reached the rank of Star. Scouts that are interested in any leadership position within the Troop will be interviewed by the adult leadership of the Troop to review the requirements of the position prior to election or appointment to the position. A written job description will be signed by both the Scout and their parents (or legal guardian) and given to the Scoutmaster. Senior Patrol Leaders, Patrol Leaders, Quartermaster, Troop Scribe and other Scout leadership make up the Patrol Leaders Council (PLC) which is the “governing” body of the Troop. The PLC meets the third meeting of each month, during the regular Troop meeting. The PLC makes decisions, under the guidance of the adult leadership, as to how the Troop will run.

The Troop adult leadership consists of the Scoutmaster, Assistant Scoutmasters and the Troop Committee. The Scoutmasters attend the weekly meetings and generally lead the outings. Committee members and parents are invited to attend outings at any time and assist in planning and leading outings. The Committee exists to provide logistical support to the PLC and Scoutmasters and generally takes care of the administrative work required to run the Troop. A Committee meeting is held each month, typically at 7 PM on the 3rd Tuesday of the month at the Church of St. Therese. All parents are welcome and encouraged to attend these meetings.

6. ADVANCEMENT AND AWARDS

Scouts BSA has two primary types of recognition – rank and merit badges.

Rank: There are 7 ranks in Scouts BSA: Scout, Tenderfoot, Second Class, First Class, Star, Life and Eagle.

The Scout Handbook contains the requirements for each of these ranks. The Troop goal is for all Scouts to achieve the rank of First Class after about 1 year in the Troop. If you feel your Scout is not progressing toward that goal, please feel free to discuss this with their Patrol’s ASM. A summary of Activity Standards can be found in Appendix E.

In order to achieve a rank, the Scout must complete all of the requirements for the rank and have them initialed by a Scoutmaster, Committee Member or senior Scout (SPL/ASPL). After all of the requirements have been completed, the Scout has a Scoutmaster’s Conference with the Scoutmaster or an Assistant Scoutmaster. The Scoutmaster reviews the requirements for the rank, checks the Scout Spirit Book, checks dues and attendance. After the Scout has Scoutmaster’s Conference, their book is signed and the

Scout signs up for a Board of Review. They meet with either the SPL or ASPL and review the requirements for rank, including merit badges earned. If the Scout is considered properly prepared for the Board of Review by the SPL or ASPL, they sign off on the Board of Review sign-up sheet and introduce the Scout to the Board. The Scout then meets with 3 or more Committee Members for a Board of Review. Full "Class A" uniforms are required for a Board of Review. *Boards of Review will take place as long as there are three Committee Members available and there is enough time to conduct such Board of Review. The Senior Patrol Leader MUST inform the Scoutmaster and Committee Members within the first 30 minutes of the Troop Meeting that a Board of Review is required.* These meetings sound intimidating, and we see many nervous Scouts at their first Scoutmaster's Conference and Board of Review. Reassure your child that these are not "grillings". They teach the youth valuable interview skills. Advancement is not automatic even if all requirements in the handbook have been met.

Upon successful completion of a Board of Review, the Scout typically will be awarded their new rank badge at the close of the Troop meeting for immediate recognition. They can then attach the rank badge on their uniform.

Merit Badges: Merit badges are offered in almost every imaginable area of interest. There are 13 merit badges that are specifically required for Eagle. A total of 21 are needed (in addition to the other rank requirements such as the Eagle project and leadership).

Scouts may work on any merit badge at any time. Before beginning a merit badge, the Scout must get a "blue card" signed by the Scoutmaster and contact a qualified Merit Badge Counselor. There are many adults in the Troop who are counselors, or Scouts may contact someone from another Troop. There is a listing of counselors available. If you would like one, please contact the Committee Advancement Chairman. Periodically, a counselor may offer a group session to complete various merit badges.

Scouts are encouraged to discuss merit badges that they are interested in with other Scouts and the Scoutmasters.

There is a book available that summarizes the requirements for each of the merit badges, Boy Scout Requirements. In addition, each merit badge has a booklet that explains the requirements and provides information on the topic. The Troop Library has many of these booklets available on a loan basis. The Troop Librarian will check out the booklets to the Scouts. If the Scout purchases their own copy of a merit badge book, please offer to donate it to the library upon completion, if you don't wish to keep it, as this helps keep the library up to date. Another resource (though unofficial) is on-line at <http://www.meritbadge.org> where requirements and merit badge worksheets can be found.

Once the Scout has completed all requirements for a particular merit badge, they must have it signed by the Scoutmaster and submit it to the Advancement Chair for recording and submission to the Council office.

Other: There are many other types of awards and recognitions, such as Religious Emblems, World Conservation, Paul Bunyan, etc. and are discussed in the Scout handbook.

7. UNIFORM AND EQUIPMENT

The primary Scout uniform is called the "Class A" and is the **Official** Boy Scout shirt and olive/green pants (BSA pants are not required, but green pants are). Insignia and requirements are in the Scout

Handbook. The inside covers of the handbook have illustrations for correct positioning of uniform insignia. Feel free to ask anyone about uniform requirements. Some of the items that are easily overlooked and are considered part of a complete uniform are: membership card, Scout Handbook, belt, hat, pen, Troop 259 neckerchief and slide, and merit badge sash (for formal occasions).

The "Class A" uniform is required at all meetings and when traveling for outings unless notified otherwise.

Uniform inspections are held once each month and are normally unannounced. The score received on the inspection is part of what is used to determine the Troop "Scout of the Month".

There is also an "informal" Scout uniform, also known as the "Class B" uniform. The Class B "red shirt" or any other Scouting related shirt may be worn with green pants/shorts during the summer or during specified times on camping trips. During the warmer summer months, the Troop goes to the "informal" uniform for meetings. This period generally lasts from Memorial Day to Labor Day. The "red shirt" may be a Troop 259 t-shirt or a BSA t-shirt purchased from the Scout Shop. If you are interested, contact a Committee Member for information on ordering one. Any time the "informal" or Class B uniform is permitted, the Class A uniform may be substituted.

Personal Equipment. Scouting involves outdoor activities and participation in camping trips is required for advancement in Scouting. There will be some personal equipment needed for camping and general skills. The basic equipment is a compass and pocketknife (to be carried after the Totin' Chit is earned). Basic camping equipment includes a sleeping bag (appropriate to the season) and mess kit with drinking cup and utensils. After some time, your child may find that a tent and backpack are useful, but are not necessary to start with.

8. FINANCES

The Troop maintains a bank account administered by the Troop Treasurer. Balances and activities are reviewed at each of our Troop Committee meetings.

Dues for Scouts are \$1 per week or \$52 per year. Dues are paid quarterly and are collected at the Thursday Troop meetings. The dues are required regardless of whether there is a meeting or not and whether your child is at the meeting. The \$52/year simplifies the bookkeeping significantly. Dues are used by the Troop to pay for rank badges, merit badges, awards, purchase of Troop equipment and general operation of the Troop.

If a Scout's dues are more than \$5 behind one week prior to an outing, the Scout will not be permitted to attend.

The Troop may participate in the annual Council popcorn fundraising campaign, held in the fall of each year. The profits from this fundraising effort are specifically budgeted to cover the Troop's annual 'Re-Chartering' Expenses with Council. Scouts who sell at least \$1000 in popcorn will not have to pay dues for the next calendar year. We also will sell BBQ as a Troop once or twice a year for additional fundraising.

Scouts are responsible for all fundraising materials: ie. popcorn ordered must be paid for or returned prior to the end of the activity, any tickets taken for fundraising dinners must be returned, if not sold, otherwise the value of these will be assessed to the Scout.

Outings are typically under \$30, including food, though some, such as skiing or whitewater rafting, can be substantially more. All these activities are 'Self-funding', meaning the leader of the activity is responsible for collecting funds from all participants to cover all expenses, including transportation. Scouts may be assessed transportation costs for local trips, more for distant activities. One of the adult leaders assigned to the outing is responsible to determine transportation costs for the more distant events. All funds are due prior to leaving on the outing. Any Troop funds for activities must be approved in advance by the Committee.

The Troop doesn't want financial hardship to prevent any Scout from enjoying a good Scouting experience. If you need financial assistance, please contact the Scoutmaster, Committee Chair, or any other adult that you feel comfortable talking with. All discussions of financial need are held in strictest confidence. It is our goal to provide all Scouts with the opportunity to participate.

Capital expenditures in excess of \$100 must be approved in advance by the Troop Committee. These may include, but are not limited to, the purchase of equipment, charitable donations, etc. The limit of \$100 is intended to provide the Adult leadership some "petty cash" flexibility to replace consumables, such as propane and minor equipment, without prior Committee approval.

Troop leaders and Scout parents shall be reimbursed for any ordinary and necessary expenses incurred on behalf of the Troop when supported by appropriate documentation. Documentation includes but is not limited to receipts and/or cancelled checks. Receipts should be accompanied by a completed Troop Expense Reimbursement form which can be obtained from the Troop Treasurer or on the Troop website. Expenses greater than \$20 without documentation requires the Troop Committee Chairman's signature on the expense reimbursement form.

The Troop maintains a separate "Scout Account" program to help defray the costs of more expensive trips through fundraising and is managed by one of the adult leaders. This program maintains a different and separate bank account from the Troop treasury. A Scout can earn money for their Scout Accounts by selling tickets to fundraising events. A portion of each ticket sold by the Scout is placed into their "Scout Account". Each Scout's account is tracked individually and can be used for all Scout activity, individual outing fees, dues, summer camping costs, uniform costs or equipment. Items do not need to be purchased via the Scout store to qualify, but must be Scout activity related. Receipts can be submitted to the "Scout Account" Treasurer for reimbursement. Receipts should be accompanied by a completed Scout Account Reimbursement form which can be obtained from the Scout Account Treasurer or on the Troop website.

As the funds in the "Scout Account" are the result of fundraising programs held by the Troop, they remain the property of the Troop. If a Scout falls behind in payment of dues or is responsible for any other expenses, the Troop may use the funds within the Scout's "account" to cover any individual outstanding expenses. If a Scout leaves the Troop, unused funds in their individual account are to be returned to the Troop general account.

The "Scout Account" Treasurer is also responsible for depositing and tracking funds raised by Eagle candidates to support Eagle projects. The Scout must make it clear to all donors or event participants that the money is being raised on behalf of the project beneficiary, which will retain leftover funds.

Should any donors want documentation of a gift, this must be provided through the project beneficiary, not the Boy Scouts of America or the Troop. Once collected, money raised must be turned over for deposit to the "Scout Account" Treasurer, until needed for the project. The "Scout Account" Treasurer will release any remaining funds to the beneficiary once expenses have been paid for the project. Requests to use funds from the Eagle Project accounts must be submitted in writing using the Scout Account Reimbursement Form.

9. PARENTAL INVOLVEMENT

First, thanks to all who have already volunteered in some capacity to support the Troop. The Troop cannot function without involved adults. While we understand that there are many demands on your time, it is impossible for just a few people to keep the Troop running and providing a quality program for our Scouts.

All adults that volunteer as an adult leader, merit badge counselor or other position where they will be working directly with the Scouts must fill out an adult application form, which includes a background check. All adults that work with the Scouts must take Youth Protection Training through Scouts BSA in an on-line course annually and through the Catholic Church's Virtus program. While this sounds intimidating and time consuming, it is not and is simply to ensure the safety of the Scouts to which we are entrusted by their parents.

If you are unable to commit to support on a regular basis, please consider volunteering to organize a "once per year" type function, such as the Popcorn Sale, a camping trip at a new camp, act as a merit badge counselor or any other activity that you see that needs to be done or one you would like to see done in the Troop.

On occasion, parents will be called on to drive for outings. The Troop is required to provide information on all drivers and their cars that are transporting Scouts. Please drive when asked or volunteer if you can, and provide any requested information.

Parents are invited to observe meetings, but it is requested that parents respect the authority of the patrol leaders and Scoutmasters. **Conversations should be held outside of the Social Hall. Likewise, if other children are brought to the meeting, they should not be in the Social Hall.** Please be considerate of the other activities at the church.

Every year we also complete a Recharter. This is when we renew our Troop for another year with Scouting. Our Chartered Organization is the Church of St. Therese where we meet. Recharter usually takes place in November every year. All parent volunteers will need to renew their Youth Protection Training (YPT) and pay the annual recharter fees for their scout and the adult if they are a member of the troop.

10. REWARDS AND DISCIPLINE

Once each month a Scout (or two) is appointed "Scout of the Month" based on their participation in meetings and outings, uniform inspection, Scout Spirit, and dues status. Their picture will be hung on the Troop bulletin board in the hallway.

Every large organization must have general rules of conduct. The PLC has created the Discipline Rules for Troop 259. The Troop 259 Rules are specifically delineated in Appendix G.

As the rules state, the first offense is documented as a warning on the "Spirit Sheet". For a second offense, Scout spirit for rank could be restarted and parents are called. The third offense calls for more significant action which could range from exclusion from meeting(s) and/or outing(s) to dismissal from the Troop. The Scoutmaster, in consultation with the Committee Chair, will decide what is most appropriate and will discuss the action with the Scout and their parent(s). If there is a continued problem, the Scout and their parent(s) will be invited to a meeting of at least three registered adults, including the Scoutmaster, and Committee Chair. Any time a Scout is repeatedly disruptive and refuses to respect direct requests for proper behavior, a parent will be called and asked to pick up their child from that meeting or outing. **There will be no negotiation.** If the parent feels the request was unreasonable, a meeting similar to that discussed above will be arranged so that the specifics can be discussed. The detailed Troop 259 Guidelines for Disciplinary Action are listed in Appendix H.

The discipline record is called Scout Spirit because every rank has a requirement asking if the Scout has shown Scout Spirit. It was decided that failure to show Scout Spirit would be part of the discipline. As with anything that concerns you or your child, any of the adult leadership is available to discuss the issue(s).

11. OUTINGS

Troop 259 is one of the most active Troops in the area. With our large size and extensive planning that goes into Troop outings, we ask that Scouts register for events as early as possible. For most events, registration will be done via the Troop website. Since plans are made and often money is committed (tickets purchased, food bought, etc.) based on these registrations, please ensure that your Scout attends an event that they are registered for. Of course, unforeseen circumstances may come up that force cancellation at the last minute, such as illness, and will be accommodated as much as possible. The Scout or adult registered for an event may be held accountable for money that was spent based on the registration. For example, those outings where there will be food purchased, a Scout or adult who commits to go must also pay for their food regardless of whether he cancels at the last minute.

Scouts are expected to return completed permission slips two weeks prior to an outing. Permission slips are **required** for all outings. Any required funds are due when permission slip is turned in. If any trip fee includes money for gas, all attendees are expected to pay the fee even if they drive their personal vehicle.

An up-to-date medical form is required to be on file with the Troop.

Dues must be no more than \$5 behind in order for a Scout to attend an outing.

Parents are invited to attend any outing. Please remember, in most cases fees are the same for adults as they are for Scouts.

12. MEDICAL

The Boy Scouts of America recommends that all youth and adult members have annual medical evaluations by a certified and licensed health-care provider. In an effort to provide better care to those who may become ill or injured and to provide youth members and adult leaders a better understanding of their own physical capabilities, BSA has established minimum standards for providing medical information prior to participating in various activities. Boy Scouts of America requires a medical form to be on file with the Troop for each Scout in the Troop. The forms are available on the Troop website. Parts A & B are required for any event with the BSA. Part C is required for any event greater than 72 hours long, and must be signed by a physician (MD or DO), nurse practitioner, or physician assistant. Part D is required for any High Adventure activity. Generally, a Scout's medical form should be updated annually. Adult leaders that attend summer camp are also required to complete the medical forms (Parts A, B, and C).

Medical information is normally validated in the spring, prior to summer camp.

In the event that your child's medical status changes, they have special needs, or emergency numbers change, please update their medical form.

If your child is taking medication of any type, they must provide the medication, complete with written instructions from a parent, to the adult in charge of the outing. The adult in charge of the outing must be advised of any medications the Scout takes. There are certain exceptions where the Scout may keep the medication with them, such as an inhaler for asthma or a Self-Injectable Epinephrine (EpiPen) for allergy.

If your child has any medical condition that you feel is important that the adults in charge of the outing need to know about, please talk with one of the Scoutmasters. Discussions of medical issues are considered sensitive and only discussed on a "need to know" basis.

13. INFORMATION MANAGEMENT

There are a number of avenues in which a Scout or their parents can obtain information about the Troop, the District, the Council and Scouts BSA in general.

For information about Troop 259, the best way is for the parent to attend the opening and closing ceremonies at each Troop meeting. Scouts in a leadership position are encouraged to attend the Patrol Leaders Council, during the third meeting of each month. In addition, attending the monthly Troop Committee meetings is very helpful and allows the parent(s) to provide input into the operation of the Troop.

Additional information regarding the Troop can be found by accessing the Troop website at: <http://www.bsa259.org/>, including the Troop calendar, event registration, permission slips and photos of past outings. If you need help or have any questions regarding any of the Information Management tools, please contact the Webmaster, Michael Qualls, at admin@bsa259.org.

Parents are strongly encouraged to sign onto the Troop e-mail list at: Troop-259@googlegroups.com. You can sign up for this on the Troop web site. This will allow the parent and Scout to keep up on the latest developments in the Troop, including cancellations and changes in times and locations for meetings, requests for information and other time sensitive information. Google Calendar sign-up instructions can be found in Appendix E.

The Troop also utilized Remind for information sharing purposes. To register for Remind, text @259sc to 81010.

The Troop tracks each Scout's progress through a program called ScoutBook. This program contains personal information about each Scout and their parent(s), in addition to rank advancement, merit badges, awards, training, service hours, and many more categories. ScoutBook is a tool that can be used by a Scout's parents to track their own Scout's individual progress, as well as update any personal information as the need arises. Each parent will have their own unique log-in for ScoutBook. For more information regarding ScoutBook, please contact a Committee Member.

An important resource for District (we are in the Three Rivers District) and council (we are in the Tidewater Council) is the Electronic Knapsack. This can be sent to your e-mail account on a twice-monthly basis and is filled with information regarding the latest Tidewater Council events. Sign up for it at the council web site at: <http://www.tidewaterbsa.com/>

14. SUMMARY

Hopefully, the information provided in this booklet will answer many of your questions. If not or you have others, please ask. The only stupid question is the one that is not asked.

Scouting is a great experience. We hope you enjoy that experience with Troop 259. Welcome! We look forward to working with you and your child to achieve Scouting's highest honors.

APPENDIX A

Troop 259 Joining Information

BSA Troop 259

Scoutmaster – Bob Holcomb (259) or Brook Sherman (5259)

Meetings are Thursday 7 to 8:30 pm at the Church of St. Therese

Initial membership payment (contact Committee Chair for current amount) covers:

First Quarter Dues (\$1/Week thereafter)

Troop 259 Neckerchief

Troop 259 Hat

Patrol Patch

259 Numerals

What you need to buy at the BSA Council Store:

- Green Epaulettes
- BSA Neckerchief Slide
- BSA Handbook
- BSA Socks
- BSA Class A Uniform Shirt
- Pants (BSA Pants are not required – but if you choose to have Olive/Dark Green Shorts / Pants you will need to purchase a BSA Belt)
- Belt
- Tidewater Council Shoulder Patch & Universal Scouting Emblem.

Class B uniform shirts (Troop t-shirts) are available for purchase from the Troop.

BSA Medical Forms will need to be completed, by a parent, prior to any camping trips. The BSA Medical Form / Physical will need to be completed (by a Doctor) prior to attending Boy Scout Summer Camp.

Welcome to Troop 259!

APPENDIX B

TROOP 259 New Scout / Webelos Cross-Over Checklist

- _____ Fill out Scout Initial Membership / Webelos Transfer Application (carbon copy form). Turn in to the Committee Chair.

- _____ Optional: Fill out Adult Application (if wishing to become a registered Asst. Scoutmaster (ASM) or Committee Member). NOTE: Applications for Committee Members will not be accepted without a certificate of online Youth Protection (all) and Troop Committee Challenge training (Committee Members). Applications for Assistant Scoutmasters will be accepted when online Youth Protection Training is completed and a commitment is made to complete Scoutmaster / Assistant Scoutmaster Leader Specific Training and Introduction to Outdoor Leader Skills (IOLS) within six months of joining. See MyScouting Registration and Training Procedures documents located on the Troop website for online instructions. Turn in to the Committee Chair.

- _____ Complete Scout (and adult, if applicable) Annual Health and Medical Record (s). Initial form for short term activities can be completed by Parent/Guardian, but the complete form must be completed by a Physician for Summer Camp or events longer than 72 hours. If your Scout is active in school / recreational sports that require a yearly physical, recommend having the annual physical after 1 May (Public School requirement for school sports in the following academic year). If not, have the Doctor's physical at the earliest opportunity. Turn the completed forms in to the Committee Chair.

- _____ First quarter dues, membership fees (new Scouts only), and other fee payment to the Troop Treasurer. See Initial Joining Info and Pricing document. Visit the Scout Store to purchase other uniform items and Scout Handbook.

- _____ Submit Email Address to the Troop Webmaster (or Committee Chair) to be added to the Google Group

- _____ Read and review the Troop 259 Yellow Book and Troop Committee Responsibilities documents for how the Troop operates and see if there is any position for which the parent/guardian would like to assist in the running of the Troop.

Should you have any questions, feel free to contact the Committee Chair.

APPENDIX C

Troop 259/5259 Adult Leadership

Position	Troop 259	Troop 5259
Committee Chair <i>Chairs committee meetings, Prepares and submits annual recharter, and Recruits and coordinates adult leadership</i>	Theresa Buckley Tkuck84@gmail.com	Courtney Mozo cmkmozo@gmail.com
Chartered Organization Representative <i>Provides coordination between the chartered organization and the Troop</i>	Ted Miller	
Scoutmaster <i>Responsible for safe and educational execution of activities and events</i>	Bob Holcomb Bob.holcomb@gmail.com	Brook Sherman dmathbfan@yahoo.com
Assistant Scoutmaster(s) <i>Assist Scoutmaster in running meetings and events</i>	Russell Balmer Jr. Chip Emler David Gerrek Doug Hankins Mike Qualls Allan Roten Larry Sechtman	Erin Nimmo Summer Lassiter
Secretary <i>Keeps minutes for monthly committee meetings</i>	Linda Gerrek	
Treasurer <i>Attend monthly committee meetings, Help with budgeting, collection, and payment of funds for the troop</i>	John Hartigan	
Advancement Coordinator <i>Keeps advancement records; Order, pickup, and package scout recognition rewards</i>	Larry Sechtman	
Fundraising Coordinator <i>Coordinate Troop fundraising activities, Maintains records of scout accounts, Gets to be known as "Popcorn Kernel" from August to December</i>		
Quartermaster <i>See that Troop gear is properly maintained and accounted for, Propose new equipment needs to the Troop committee</i>	Dan Klunk	
Eagle Advisor <i>Encourage and advise Life scouts with Eagle projects</i>	Mike Qualls Dave Gerrek	

High Adventure Coordinator <i>Research, plan, coordinate logistics, make reservations, attend activities for summer high adventure trip</i>	Julie Klunk
OA Representative	Bob Holcomb
Webmaster <i>Maintain unit website</i>	Mike Qualls
Apparel Coordinator <i>Purchases and hands out T-shirts, neckerchiefs, and number patches for new scouts</i>	Julie Klunk
Court of Honor Coordinator <i>Purchases food for court of honor celebrations</i>	Tammy Matlock
Board of Review Coordinator <i>Establishes times, enlists the aid of parents and coordinates attendance for scout reviews</i>	
Recruitment Coordinator <i>Serves as a liaison with Webelos Dens in the area and spearheads recruitment, Welcome new scout families</i>	
Outdoor Activities <i>Manages logistics for troop outings and activities, summer camp, including site reservations</i>	Fred Stillwagon Doug Hankins

APPENDIX D

Troop 259/5259 Youth Leadership

Position	Troop 259	Troop 5259
Senior Patrol Leader <i>Leads the troop meetings and coordinates activities for each troop meeting</i>	Grayson	Rebekah
Assistant Senior Patrol Leaders <i>Assists the SPL at troop events</i>	Luke D. Ronnie Hamilton Austin	Ella Addie
Patrol Leaders <i>Manages activities patrol participates in</i>	Mitchel B. Dan Ryan K.	Nicole Emma M.
Troop Guide <i>Advisor to the patrol leaders of a new scout patrol</i>	Ryan K.	Nicole
Quartermaster <i>Inventory keepers of the troop. Maintains camping equipment and gear</i>	Kenny C. James L.	
Scribe <i>Takes notes during the Patrol Leader Council (PLC) meetings</i>	Nate R.	Nicole
Chaplain Aide <i>Acts as liaison between the Church and the troop. Leads prayers during troop meetings</i>	Seth	
Historian <i>Documents and chronicles memories from troop meetings, activities, and ceremonies</i>		
Librarian <i>Keeps track of all merit badge books, binders, photographs, and documents</i>		Sarah M.
Bugler <i>Responsible for playing the bugle for special events and ceremonies</i>	Luke D.	
OA Representative <i>Main liaison between troop and Order of the Arrow Lodge</i>	Ryan K.	Nicole
Webmaster <i>In charge of maintaining online presence (website)</i>		
Den Chief <i>Scouts who assist Den Leaders of Cub Scout Packs</i>		

APPENDIX E

Troop 259 Scout Activity Standards **Revised March 2013**

Troop Activity Standards:

A Scout will be considered "active" in Troop 259 for purposes of rank advancement to include Eagle Scout and Eagle Palms, based on the following standards:

A Scout must attend at least 50% of Troop meetings, attend at least 1 Troop event (Examples include: merit badges, service projects, OA events, etc), and attend at least 1 camp-out (Troop, Council, Venturing, and OA) within a quarter (three months).

At the end of each quarter, a report will be generated from ScoutBook for each Scout to confirm their status in the Troop. If a Scout has not met the minimum standards to be considered "active", they will be allowed to give an explanation to the Scoutmaster on why they could not meet the minimum standard. If the Scout gives a reasonable explanation, the Scoutmaster can approve the Scout to be considered active. If the Scout cannot give a reasonable explanation, the Scout will be considered "not active" in the Troop.

If a Scout is considered "not active" the Scout cannot advance in rank (cannot have a Scoutmaster Conference or Board of Review) until they move back into the "active" status. A Scout can move back into "active" status once they have met the minimum standards for "active" in a three month period.

The exception to these standards is when a Scout is in a leadership position. In order to get credit for leadership, a Scout must attend at least 60% of Troop meetings, activities, and camp-outs during the time they are in the leadership position. If a Scout does not meet the minimum standard, they can have their time reviewed by the SPL. The SPL can make a recommendation to the Scoutmaster to give a Scout credit for time in leadership if the Scout came close to meeting the minimum standard. However, the Scout must have a reasonable explanation for not meeting the standard for leadership.

Changes in Eagle Scout requirements (as of 2012):

Eagle Scout Requirement # 5 states:

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, BSA publication No. 512-927, in meeting this requirement. (To learn more about the Eagle Scout service project, see the Guide to Advancement, topics 9.0.2.0 through 9.0.2.15.)

To meet this requirement, a Scout trying to make Eagle Scout, must have their pre-workbook completed and approved to start the project a minimum of 60 days before the Scout turns 18 years of age. The Scout will not be allowed to move forward with requirement number 5 if they have not obtained all the required signatures 60 days prior to turning 18. The leadership of Troop 259 feels that a Scout needs a minimum of 60 days in order to adequately plan, develop, and give leadership to others in a service project. A Scout may appeal this decision through Tidewater Council. In addition to the above minimum standard, the Eagle Candidate must complete a detailed version of the pre-workbook. Although not required by BSA, it is highly recommended that the candidate use the detailed workbook provided. This detailed workbook must be submitted at the Scoutmaster Conference and at the Board of Review.

APPENDIX F

Google Calendar Subscription Instructions

You can subscribe your desktop calendar or mobile device to the Troop's calendar in order to keep up to date with what the Troop is doing. The calendar will live-sync whenever a change is made, as long as you are connected to the Internet.

The public calendar link is (ICS file):

<https://www.google.com/calendar/ical/calendar@bsa259.org/public/basic.ics>

Instructions for MS Outlook:

In Outlook, choose Tools > Account Settings and click the Internet Calendars tab. Press Ctrl+V to paste the URL of the ICS file that you copied above. Click Add.

Instructions for iCal/Apple Calendar:

In iCal, choose Calendar > Subscribe. Press Ctrl+V to paste the URL of the ICS file that you copied above. Click Subscribe and you'll be taken to a menu where you can change the default settings. Make sure you change the auto-refresh setting to update the calendar as often as you like.

Instructions for iOS device:

On your iOS device, select Settings > Mail, Contacts, Calendars. Under the Accounts menu, select Add Account and choose "Other". Select Add Subscribed Calendar and enter the URL of the ICS file for the calendar. The Troop calendar will now be added to your device's calendar.

Instructions for Android device:

On your Android device, open the Calendar application. In the calendar section of your Gmail/Google Apps account there is a list on the left of calendars available to view. At the bottom right of that list is the word "Add". If you click this word and select Add by URL you can paste the URL of the ICS file for the calendar.

APPENDIX G

Troop 259 Rules

General Rules:

1. Scouts shall not use derogatory name-calling.
2. Scouts shall not use inappropriate language.
3. Scouts shall not use unnecessary roughness; pushing, shoving, grabbing, etc.
4. Scouts shall respect each other and each other's property.
5. Scouts are to listen to their immediate leader and follow the chain of command (PL, ASPL, SPL).
6. Scouts shall wear their full Scout uniform to Troop meetings, traveling to and from camping trips, and when otherwise requested.
7. Scouts are to have their Scout Handbook with them at all Troop meetings, on all camping trips, and when otherwise requested.
8. Patrol Leaders and APLs are held responsible for their Patrols.
9. The SPL and ASPLs are held responsible for the Patrols.
10. Any leader or assistant shall be removed if not performing their responsibilities. No credit for any leadership role will be given for the advancement.

Outing Rules:

1. Scouts shall not use any electronic devices at any Scout function, unless allowed by the adult leader of that specific activity.
2. Scouts shall not bring personal food or drinks on camping trips, unless the activity is geared towards that, ie: Backpacking, Wilderness Survival, etc.
3. Tents are to be occupied by no less than two scouts unless given approval by the adult leader of that outing.
4. Scouts shall not bring lighters, matches, or any other spark/fire-producing items, unless previously approved by the adult leader of the outing.
5. If a Scout owes more than \$5 in dues then he may not attend an outing.

Troop Meetings:

1. All meetings should reflect the Resources Handbook.
2. The Patrol's Scoutmaster will ensure the meeting plan is checked and carried out.
3. The SPL will review the Meeting Plan with the Patrol Leader before review and approval by the Scoutmaster.
4. No meeting plan will be carried out without the Scoutmaster's approval.
5. Before the meeting begins, the members of the Patrol in charge of the meeting will discuss the plan.
6. Once the opening is complete, Patrols will retire to Patrol Corners.
7. Patrol Corners are to be used for: requirements/rank advancement, preparing for the next outing/activity, or planning for the Patrol's next Troop meeting.
8. The skill instruction will be built around the Resources Handbook. Skill instructions should last between 20 & 30 minutes.
9. The activity will be taken from the Resources Handbook and should reflect off the skill instruction.
10. The closing will be used for any announcements about upcoming events, the Scoutmaster's Minute, and the Patrol's planned closing.

APPENDIX H

Troop 259 **Guidelines for Disciplinary Action**

The Scoutmasters and Troop Committee will use the following measures.
(Severity of the offense could cause the first and/or second steps to be skipped over)

The first time a Scout disobeys a rule, the following will occur:

1. A "W" is placed on the Scout's personal page in the Scout Spirit Book
2. An immediate "Time-Out" will occur.
3. There will be counseling between the Scout and the Scoutmasters.

The second time a Scout disobeys a rule, the following will occur:

1. The scout will fill out their Scout Spirit page.
2. An immediate "Time-Out" will occur.
3. "Scout Spirit" time for rank advancement will start over.
4. There may be a meeting with the Scout's parent(s)/legal guardian(s).

After the third offense, the following will occur:

1. The Scout's parent(s)/legal guardian(s) will be immediately called and requested to come to wherever the offense occurred and pick up the Scout.
2. At the earliest convenience of all involved, there will be a meeting/counseling between the Scout, their parent(s)/legal guardian(s), Scoutmaster(s), and Troop Committee.
3. An appropriate course of action will be determined for the offender.