

Troop 167 of Stoughton, WI

Sponsored by United Methodist Church

Troop 167 welcomes you into our troop. We, the leaders and parents, are very excited and thrilled that you have entrusted your son's Scouting experience into our hands. Our goal for your Scout is that he grows into a responsible, compassionate leader in a safe and fun environment.

We hope that this packet will help with the transition into Boy Scouts. We all remember when our sons joined this Troop and how confused we were with the goals, requirements, meetings and responsibilities. And, we are still learning, right along with the Scouts. This packet is not meant to have all the answers to your questions, so please always feel free to approach one of us and ask. We may not know, but we will do our best in finding the answer for you.

We encourage you to read this packet with your Scout. Everything in it does pertain to his Scouting experience and will help him also know what the expectations are.

And don't be under the misconception that since your Scout is now on this stretch of his journey that he does not need you. We strongly encourage parental involvement in Scouting. We need parents to coordinate and attend camp-outs, help with fund-raising, help with community service projects and lead merit badge workshops. Your Scout may not tell you that he needs you, but we certainly will. It does take a community to raise a child (or help a Scout achieve Eagle status).

We hope this packet will be useful. And again, welcome to Boy Scout Troop 167.

Let's talk about Boy Scouts and what the goals are as set forth by the BSA.

One is growth in moral strength and character.

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

The second aim is participating citizenship.

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

The third aim is development of physical, mental, and emotional fitness.

Fitness includes the body (well-tuned and healthy), the mind (able to think and solve problems), and the emotions (self-control, courage, and self-respect).

To accomplish these aims, Boy Scouting has developed its program using eight methods.

1. **Ideals.** The ideals of Scouting are spelled out in the Scout Oath, Law, Motto, and Slogan. The Scout measures himself against these ideals and continually tries to Improve.

<p style="text-align: center;"><u>SCOUT OATH</u></p> <p style="text-align: center;">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.</p>	<p style="text-align: center;"><u>SCOUT LAW</u></p> <p style="text-align: center;">A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.</p>	<p style="text-align: center;"><u>SCOUT MOTTO</u></p> <p style="text-align: center;">Be Prepared</p>	<p style="text-align: center;"><u>SCOUT SLOGAN</u></p> <p style="text-align: center;">Do a Good Turn Daily</p>
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2. **Patrols.** The patrol method gives Scouts an experience in group living and participating citizenship. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it.

Troop 167 strives to use the Patrol Method in all of its activities. The Patrol Method promotes a feeling of belonging and allows the boys to experience leadership and responsibility. Patrols consist of groups of 4 to 10 boys. Ages of the boys may vary within each patrol so that the older more experienced boys can teach and guide the younger ones.

Within the Patrol, Scouts should plan their meals, cook them, and police their kitchens. They will make mistakes, maybe have less than stellar menus and sometimes suffer through the results. These can be great learning opportunities if the adult leader is there to coach them through the process.

The adult leader can help at difficult moments, encourage the boys when things get tough, give helpful advice when needed, and still keep enough distance to allow the boys to take on chunks of leadership that they can handle. The trick is to find a happy medium between simply ignoring the Scout and becoming so involved that they don't have a chance to learn on their own. Remember that each scout is different and consequently each Patrol is different. Each will need varying degrees of coaching and support and room to grow. Adult leaders are there to give them the support they need while restraining enthusiasm enough to let them try things out and learn along the way.

Scout Patrols have a Troop Guide (older Scout) assigned to them by the Scoutmaster. The Troop Guide serves as the Patrol leader and mentor for the Patrol. Each Patrol elects their own Patrol Leader (PL) and Assistant Patrol Leader (APL).

The **Patrol Leaders Council (PLC)** is charged with the responsibility of deciding what the Troop wants to do, planning it and carrying it out. Every Scout, through his Patrol leader has a voice in the planning and execution of the Troop activities. The Patrol Leaders Council is composed of the Senior Patrol Leader (SPL), Assistant Senior Patrol Leader (ASPL), Scribe, Historian, Librarian, Quartermaster, Chaplain's Aide, Order of the Arrow Representative, Troop Guides, and the Patrol Leaders and Patrol Quartermaster.

These leadership positions are considered very important and are not to be taken lightly. A Scout is **REQUIRED** to be involved in leadership if he is to advance in the higher ranks of Star, Life, and Eagle. Some leadership positions are elected and some are Scoutmaster Appointments.

3. **Outdoors.** Boy Scouting 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 the skills and activities practiced at troop meetings come alive with purpose.

4. **Advancement.** Scouting provides a series of surmountable obstacles and steps to overcome them through the advancement method. The Scout plans his advancement and progresses at his own pace as he overcomes each challenge. The Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help a boy grow in self-reliance and the ability to help others.

Rank advancement criteria are set forth by the national Boy Scout organization. Advancement is not mandatory in Troop 167; however, it is strongly encouraged at every opportunity.

See Attendance Policy for the Rank of Star, Life, and Eagle attachment.

5. **Adult Association.** Boys learn from the example set by their adult leaders. Troop leadership may be male or female, and association with adults of high character is encourage at this stage of a young man’s development.

It is important that all adults do everything in their power to help the boys grow up to become mature, responsible, young men!

- Follow the directions of the Scouting leadership in all of its activities
- Treat all boys equally and fairly
- Act as an ADULT LEADER... Not as a PARENT during Scouting activities
- Provide a “Safe Haven” at all times
- Volunteer your time and talents
- Assist in the coordination of Scouting activities when requested
- Practice courtesy, respect, restraint, and set a good example for the boys at all times
- Attend adult meetings when possible

The organization of any Troop begins with a **Charter Organization.** The United Methodist Church charts Troop 167. This organization, in effect, owns the Troop equipment and is responsible for seeing that Scouting Principles are fully employed in the Troop’s operation.

The **Scoutmaster** is the adult leader responsible for the actions of the Troop. This job is summed up in the following basic duties:

- Train and Guide boy leaders.
- Work with other responsible adults to assist in teaching Scouting to the boys.
- Help boys grow by encouraging them to learn for themselves
- Use the methods of Scouting to achieve the aims of Scouting

The Scoutmaster is backed up by the Assistant Scoutmasters. Some of the Assistant Scoutmasters serve as Patrol advisors.

The **Troop Committee** consists of adults who are interested in and wish to make a contribution to the Scouting program. The adults are parents of scouts in the Troop and other adults with an active interest in Scouting.

The Troop Committee’s primary responsibilities are to support the Scoutmaster in delivering a quality Troop program and handling the Troops administrative functions.

6. **Personal Growth.** As Scouts plan their activities and 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. The religious emblems program is also a large part of the personal growth method.
7. **Leadership Development.** Boy Scouting encourages boys to learn and practice leadership skills. Every Scout has the opportunity to participate in both shared leadership and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership roles of others and guides him toward the citizenship aim of Scouting.
8. **Uniform.** The uniform makes the Scout troop visible as a force for good and creates a positive youth image in the community. Wearing the uniform is an action that shows each Scout’s commitment to the aims and purposes of Scouting. The uniform gives the Scout identity in a world brotherhood of youth who believe in the same ideals.

This completes the methods developed by BSA for accomplishing the aims of scouting

TROOP 167 GUIDELINES & COMMITTEE POSITIONS

REGISTRATION FEES AND DUES

Registration fees collected each year are a major income source for the Boy Scouts of America National Organization. Troop 167 re-charters and pays registration fees to the National Organization in December of each year. The entire registration fee is forwarded to National. Boy's Life magazine is an optional expense that is strongly encouraged as it reinforces that Scouts participate in a worldwide organization.

YOUTH PROTECTION

Boy Scouts of America actively promotes training and awareness to protect Scouts from modern risks of verbal and physical abuse, kidnapping, assault, and drug use.

It is National Boy Scout Policy that no Scout should be alone or alone with any adult leader or parent, other than their own. There must be a "buddy" (another Scout, adult, relative, or friend) present at all times.

The Glaciers Edge Council offers both the adult and youth versions of the Youth Protection Training. **It is required that all Scouts, adult leaders, and parents attend or go online and complete a Youth Protection Training no less than once every other year.** www.myscouting.org

SAFE HAVEN

It is important to create a safe haven, a place where everyone feels physically and emotionally secure. There are several things required for this:

- Set the example by always behaving, as a Scout should. Live by the Scout Oath and Scout Law to the best of ones ability.
- Refuse to tolerate any kind of inappropriate put-downs, name-calling, physical aggression, hazing or any type of discrimination.
- Communicate acceptance of each member through expressions of concern for them and by showing appreciation whenever possible.
- Create an environment based on learning and fun. Seek the best from all members and strive to help them achieve it.

HEALTH FORMS

A good part of the Scouting program consists of an active outdoor program and it is necessary to take basic steps to protect the health and welfare of the Scouts and the Troop.

It is imperative that the uniformed leaders have a thorough knowledge of the Scouts medical background, including authorization for treatment should the need arise. Each youth member and adult Troop leader is to have the appropriate medical examination form on file with the Troop. The following describes the three medical forms in use and which one is appropriate for each situation.

Part A, B & B:

Required for all new Scouts and is filled out by the parent. Needs to be updated annually

Part A, B, B & C:

Required for any event that exceeds 72 consecutive hours. Includes a Physician's examination. Needs to be updated annually.

Keep a copy of the Health form for your records

In addition to the Health Form, on each outing, each Scout is required to have a parent or guardian's signature on a "Permission to Participate" form that includes a medical release for the time period of that outing.

Monthly Outings/Camps

There is a monthly Camp from January thru October of each year. Each Camp has a cost to the Scout to offset the total cost of the camp and food.

REFUND POLICY – The Scout will be refunded the cost of camp for one of the following:

1. Scout cancels camp 1 ½ weeks before camp (PLC)
2. Scout or Family emergency

ACCIDENT INSURANCE

Troop 167 and the Glaciers Edge Council maintain a Unit Accident Insurance Policy required by the Boy Scouts of America. Parents should be aware of the fact that this is a SUPPLEMENTAL accident insurance policy, and as such has limited coverage. It only pays the costs that are not covered by the "individuals" own medical insurance and the injury must occur at a Scout function. Proof of insurance is required for all vehicles used in Scout functions for transportation. The following DRIVER QUALIFICATIONS will be adhered to when Scouts are transported by motor vehicle:

- All drivers must have a valid driver's license and be at least 18 years of age.
- Driving time is limited to a maximum of 12 hours per day and must be interrupted by frequent rest, food, and recreation stops
- Seat belts are provided, and MUST be used, by all passengers and the driver. Exception: A school or commercial bus.
- Passengers will ride only in the cab if trucks are used.
- The requirement of coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed and the state where travel will occur. It is recommended that coverage limits are at least \$50,000/ \$100,000/ \$50,000. Vehicles not meeting at least the minimum insurance requirement CANNOT be used to transport Scouts to Scouting Activities.

DISCIPLINE AND SUPERVISION

The Scouting Program is not designed to solve youth discipline problems-on the contrary it's designed to build into youth the necessary character and responsibility to prevent discipline problems. The program needs all of the time available to it to accomplish these aims- thus administering the program to Troop 167's

membership does not provide troop leadership any extra time to waste dealing with discipline problems. We believe it is the PARENTS who should have the direct responsibility to instill and reinforce good manners, socially acceptable behavior, and respect for authority in their boys.

All Troop activities will be under the supervision of the Scoutmaster with assistance from the Assistant Scoutmasters. Committee members and parents shall participate and assist in Troop activities when requested by the Scoutmaster.

A Scout is responsible and will be held accountable for his own behavior. (See code of Conduct)

INAPPROPRIATE BEHAVIOR CONSEQUENCES:

Behavior in defiance of the Code of Conduct will be addressed by the following leadership.

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First Offense: Scoutmaster and Adult meet with Scout to discuss offense.

Second Offense: Scoutmaster to notify Parents of offense, scout is asked to write a letter of apology to the troop. Attendance of troop activity is suspended until letter is presented to the scoutmaster and the troop.

Third Offense: Scoutmaster to notify Parents and Scout of offense. Discussion of appropriate restitution to the troop will be decided. Scout will be suspended from troop activities until completion of assigned restitution.

Fourth Offense: Scout will be asked to leave the troop.

GRIEVANCE POLICY

Our goal is to resolve any issue before they become major conflicts with open communication and fair resolutions. We understand that any time there is a large group it is difficult to please everyone all the time. Therefore, we felt compelled to have a grievance policy in place, so that everyone has a place to go with their concerns.

1. Talk to your Scout – get his side of the story, find out the facts and determine if there is something bothering him or yourself.
2. Be prepared – not only is this the Scout Motto, it is a good motto for everyone. Please check your facts and refer to the Scout handbook and the Troop Guidelines.
3. Talk with the Scoutmaster or a committee member about the issue.
4. A meeting can be scheduled with a scoutmaster and two committee members to discuss issue or concern.
5. If still no resolution then a meeting with the committee and a council representative will be scheduled.

The Troop will not permit the use of inappropriate language, abusive attitudes, or threatening physical behavior while attempting to resolve the problem. The lack of a constructive attitude by any party may lead to separation of the boy or the family from the Troop.

FUND RAISING

Our troop supports itself through our fund-raising events.

We have **mandatory** fund-raising events that ***all scouts must participate in.***

These fundraising events have requirements that must be met.

The Troop profit earned is used to purchase and maintain Troop Equipment (trailer, tents, cooking utensils, flags, books, etc.) help Scouts defray the expenses of High Adventure Camps and Monthly Campouts, purchase Awards, Merit Badges, Uniform Insignias and Patches, Adult Leadership Training, and maintain our Troops business and clerical activities.

DISTRICT-WIDE POPCORN SALE: This is a council mandated fund-raiser and usually takes place in late Fall or Spring (see Troop Calendar). The Troop participates in this event to help meet criteria for Fleur-de-lis status, which then helps the Troop defer costs of summer camp and rank advancement patches. Troop 167 does a Show and Sell one day event. We pre-order popcorn from the Council, and have stands set up at area businesses. We encourage the boys to sign up for a predetermined period of time (“shift”) when they will “man” the stations. We ask that one parent/Scout is also with the boys during the event for safety reasons. If a scout cannot make the sale then that scout is required to sell a specific amount of popcorn.

POINSETTIAS AND WREATH SALES: This event goes from September until November. The Scouts are given order forms in September to start selling these items. The Troop requires that each Scout sell a predetermined number of items (any combination of wreaths and/or poinsettias). The Scouts need to have their orders in by the beginning of November (see Troop Calendar). The Committee places the Poinsettia order in February and the Wreath order in early August. The items are delivered to the Troop around the week of Thanksgiving, with the Scouts picking up their orders from a designated place. It is up to the Scouts to deliver all items to their customers.

We have **elective** fund-raising events that ***are optional for the scout.***

These fundraising events revenue

SYTTENDE MAI FOOD STAND: This, of course, takes place during the Syttende Mai Weekend Celebration in May. The Troop will have a food stand selling food and beverages. A scout must have an adult present to sign up for a two hour increment.

Initially all scouts will be allowed to sign up for one time slot. At the second meeting in May all time slots open can be taken on a first come basis. Maximum of three shifts allowed.

Troop 167 has set aside part of the funds from fundraising for the individual Scouts who participate, known as the scout fund. A percentage of profit earned from each fundraiser goes into each Scouts fund and is determined by his participation level (number of items sold, number of hours contributed, etc.). This fund can be used to pay for Scout activities, High Adventure camps, Summer Camp, Subscriptions and may even be used as a distribution for college when a Scout turns 18 years of age (if he has continued to remain as an active and *participating* member of the Troop), as well as other Committee approved Scouting expenses.

Mandatory fundraisers benefit the Troop.

80% of the funds go to the troop and 20% are set aside for the Scouts fund.

Elective fundraisers benefit the Scout Fund.

80% of the funds are set aside for the Scouts fund and 20% to the troop.

Required Dues in lieu of Fundraising

If a Scout or Scout Family is not willing to participate in required Troop fundraising it will be necessary that they pay annual dues equivalent to the amount that the Scout would be earning for the Troop during the two required fundraising events. The dues would be as such – The amount of money (profit) that a Scout would earn for our Troop by participating in the two Troop required fundraisers (Troop Poinsettia and Wreath Sale and Troop Popcorn Sale). The dues may vary year-to-year due to a couple of factors. The Popcorn Sale amount will be determined by the amount each Scout earned for the Troop the previous year. The Poinsettia and Wreath sale amount will be determined by the amount each Scout is required to sell each year (to be determined by the Troop Committee).

Scout Fund

(This fund belongs to the Troop and is made accessible to the scout for his scouting experience)

If a Scout physically moves to another city or location where he is unable to continue to reasonably participate in Troop 167 activities and he decides to join another Boy Scout Troop- The fund will be dispersed to the other Troop for any dues, transfer fees and or similar type of personal fund upon written request from the Scout and co-recognition of the new Troops Scoutmaster. The request must be made within 90 days of the Scouts last Troop 167 meeting and then the check for the remaining funds (pending payment of any outstanding monies within Troop 167) will only be made out to the new Troop that the Scout is joining.

If a Scout in Troop 167 continues to participate in Troop meetings or events (excluding fundraising) once per month (1 meeting or outing/month) until the date of his 18 birthday he will be entitled to have a check for all remaining funds written in a lump sum to the University, Technical School, Military Unit or further educational institution (legitimacy determined by Troop committee) upon a written request within 90 days by the Scout and accepted admission papers (copies of) from the above approved entities.

If the Scout ages out in High School he will have until September of the year he graduates High School as a deadline.

All other funds not dispersed or requested in the above recognized and accepted manners will be returned to Troop 167 general funds. Other funds will be considered Troop 167's upon notice that a Scout is no longer participating in Scout activities (180 days/6 months from participation in last meeting) unless a Scout has written and submitted a reasonable absence or excuse and it is accepted and approved by the committee.

High Adventure

Scouts may participate in a High Adventure Outing after their 3rd year of summer camp and also have to be a 1st class Scout or more and 14 years old.

The Troop will provide the Scout additional money to offset the price of High Adventure Outings. This would be above and beyond the monies a Scout puts in his own Scout fund via participating in fundraising activities.

This would be provided by the Troop:

4th year of scouting \$300, 5th year of scouting \$200, 6th year of scouting \$100 – can be used for the final payment.

If the Scout has joined at a later age and has not had the 3 years of fundraising with the Troop and has met all other requirements then the Troop will pay backwards. \$100, \$200, \$300 – can be use for the final payment.

Troop 167 strives to keep a Scout active in Scouting through his 18th birthday or senior year. This coupled with a Scouts opportunity to take any of his leftover funds and apply them to further education or service opportunities hopefully provides a better opportunity for a Scout to continue on in Scouting. **We cannot stress enough the importance of trying to keep the older Scouts involved in Scouting.** They provide a learning platform and experience to younger incoming Scouts. Additionally, the Scout can always earn additional money by working harder at Scout fundraising and could possibly pay for his entire High Adventure trip without having to use any of his or his families own private funds.

Troop 167 High Adventure Selection Policy

High Adventure opportunities represent the ultimate Scouting experience. Memories of paddling across a wilderness lake, hiking through a desert canyon, or watching eagles soar over your mountain campsite will last a lifetime. High Adventures offer our older Scouts the opportunity to put into practice the basic Scouting skills they've developed over their first three or more years of Scouting. This is also a time for our young men to be challenged both mentally and physically, and to learn life skills like planning, budgeting, organization, commitment, teamwork, and dealing with adversity.

It is our hope that each of our Scouts can take part in one or more High Adventure trips during their Scouting career. Unfortunately, each High Adventure trip is likely to be limited to a small number of scouts. This occurs for many reasons: maximum group size limited by BSA or National Park policy, available adult leadership, available tour permits, cost, limitations of the specific activity, etc. As our Scouts age and grow, the number of Scouts eligible to participate in a High Adventure activity increases, and so does the possibility of more Scouts wanting to take part in a High Adventure Trip than the activity will allow. So the need for a selection policy is clear.

The following criteria will be used to qualify and select Scouts who wish to participate in High Adventure trips sponsored by Troop 167 beginning with the Boundary Waters excursion offered through camp Phillips in July, 2008, and continuing with all subsequent High Adventure opportunities. This policy will not apply to any Glacier's Edge Council sponsored High Adventure opportunities as the Council will develop and apply their own criteria.

Minimum Qualifications

***AGE:** Each Scout must be age 14 as of January 1st of the year in which the trip takes place **OR** have attended 3 Boy Scout Summer Camps (6 night/7 day) prior to the start of the trip.

***RANK:** Each Scout will be a First Class Scout or higher, with the rank having been awarded at a Court of Honor prior to the trip.

***CAMPING EXPERIENCE:** Each Scout must have attended at least one long term (6 day/7 night) Boy Scout camping trip.

***SCOUT SPIRIT:** Each Scout must demonstrate Scout spirit! This is defined as *attitude, attendance, and appearance*.

***APPLICATION AND INTERVIEW:** Each Scout will complete the attached Troop 167 High Adventure application and participate in a selection interview (see interview process below).

Additional Factors that will be Considered

- 1.) What merit badges have the Scout earned that have prepared him for the experience? (Certain merit badges, i.e. swimming, canoeing, may be required for some trips.)
- 2.) Does this Scout have any special skills or knowledge needed for this trip?
- 3.) Does this Scout demonstrate leadership skills needed for the trip?
- 4.) What potential positive impact could this trip have on this Scout?
- 5.) Does this Scout have the physical capability to participate on this trip? (National BSA High Adventure bases have established minimum physical standards.)
- 6.) What is this Scout's maturity level?
- 7.) Does this Scout have the ability to get along with others?
- 8.) Has this Scout participated in a High Adventure trip before?
- 9.) Review of the Scout's application and interview.
- 10.) Is this Scout the son of an adult leader going on this trip?
- 11.) Is this Scout the son of an active adult leader?

Interview Process

Each Scout will have the opportunity to share his thoughts and reasons for wanting to be part of the High Adventure trip by completing the attached application and by participating in a selection interview. The interviews will be informal, and the interview team will consist of the adult leaders going on the trip, the Scoutmaster or an Assistant Scoutmaster, and a representative from the Troop Committee.

Alternates

Given the fact that planning for most High Adventure trips will begin many months, or even years before the event, alternate candidates may be selected to fill any vacancies that may occur due to illness, moving out of our area, etc.

It is our hope that this policy provides a clearly understood and fair process for choosing Scouts, and enables the safest and best available High Adventure experiences for our sons.

As always if you have any questions Please talk to one of the Committee Members or Scoutmasters