

**Vision Statement:**

The Boy Scouts of America is the nation's foremost youth program of character development and values-based leadership training.

**Teaching Life Skills in a Values-Based Environment:**

Scouting is a values-based program with its own code of conduct. A boy who spends one year in a Scout troop will learn lifetime skills. He will learn basic outdoor skills, first aid, citizenship training, leadership skills, self-reliance, and how to get along with others. Scouting will prepare him to live a more productive and fulfilling life.

### *The Purpose of the Boy Scouts of America:*

The BSA endeavors to develop American citizens who are:

- physically, mentally, and emotionally fit
- have a high degree of self-reliance as evidenced in such qualities as initiative, courage, and resourcefulness
- have personal values based on religious concepts
- have the desire and skills to help others
- understand the principals of the American social, economic, and governmental systems
- are knowledgeable about and take pride in their American heritage and understand our nation's role in the world
- have a keen respect for the basic rights of all people
- prepared to participate in and give leadership to American society

### *The Methods of Scouting:*

The Boy Scouts of America uses **eight fundamental methods** to meet boys' hope for fun and adventure, and to achieve Scouting's aims of encouraging character development, citizenship, and mental and physical fitness:

1. **Ideals:** Oath - Law - Motto - Slogan
2. **Patrols:** Peer groups - elected representation - activities
3. **Outdoors:** All outdoor programs
4. **Advancement:** Self-reliance - ability to help others - challenge
5. **Adult Association:** Image - role model - example
6. **Personal Growth:** Good Turn - service projects - religious emblems
7. **Leadership Development:** Leadership skills and practice - citizenship
8. **Uniform:** Commitment to aims - identity

# Troop 691 Operating Procedure

This procedure outlines the policies and procedures established as our organization's guidelines. These guidelines are a compilation of the policies of the National Council, the Local Council, the Troop Committee, and the Troop's Boy Leaders.

## ACTIVITY SCHEDULE

Weekly meetings are held from September through June each year and are run by the Scouts with adult leadership guidance. The meetings are held on Monday evenings, 7:00-8:30 p.m. at the Good Shepherd Lutheran Church, located at the corner of Irvine Center Drive and Yale. The Good Shepherd Lutheran Church is the sponsor for this troop.

Troop meeting transportation is provided by the individual scouts' families.

Campouts or other major activities are scheduled each month throughout the year. Summer Camp and High Adventure Activities are the highlights of the year. The nature of these activities is determined by the scouts and the Troop Committee annually.

Courts of Honor are held three times during the year to honor each boy's advancements. The entire family is invited to attend these events.

## BASIC REQUIREMENTS

The Scout Handbook is each Scouts' record of advancements. It also contains everything he needs to know about the advancement program, uniforms, camping and many other valuable skills. It is mandatory that each Scout has a current handbook. It can be purchased from the Scout Shop.

The Scouts' uniform sets the Scout apart and identifies him as a member of Troop 691. Our Scoutmaster will tell you which uniform has been selected by the troop to be worn at each activity.

The Troop does have a used uniform bank that may be accessed by any Scout. Uniforms consist of the following:

### Class "A" Uniform

- Scout Pants (long or short)
- Scout Shirt
- Scout Belt & Buckle
- Troop Neckerchief
- Neckerchief Slide
- Coup Beads
- Scout Socks (w/shorts)
- Closed Toes Shoes

### Class "B" Uniform

- Same as Class "A" **except**
- Troop blue Class B shirt.
- no neckerchief or slide is necessary

### Class "C" Uniform

- Same as Class "A" **except**
- Any Scout related Shirt may be worn.
- no neckerchief or slide is necessary

**Shirts are to be tucked in and pants are to be worn at the top of the hip.** All uniform essentials can be purchase at the Scout Shop

A Troop Mug will be provided to each new scout and must be brought to each campout.

Camping equipment such as tents, patrol boxes, lanterns, and ice chests are provided by the troop. Each scout will need his own personal equipment, such as Ten Essentials, hiking boots, poncho, pocket knife, canteen, and sleeping bag.

Scouts must bring their 10 essentials on all campouts. However, the 'matches and starter' and 'trail food' are for emergencies only. The Troop prohibits the use of matches without supervision. Therefore the Troop provides strike-anywhere matches when needed.

Check with the Scout Leaders for information on equipment. An equipment list may be provided with each scheduled activity.

## ORGANIZATION

Boys belong to patrols and are responsible to the Patrol Leader and other Patrol Officers elected by the boys in the patrol. The patrols make up the Troop which is led by the Senior Patrol Leader and his staff. These leaders are elected, or appointed by the boys of the Troop. The Troop meetings and activities are planned and conducted by youth leaders under the coaching and guidance of the Scoutmaster and his Assistants during monthly Troop Leader Council meetings. The Troop Committee is designed to spread the efforts among all parents. This committee is responsible for the overall Troop program.

## DUES AND FEES

Annual dues of \$70 (seventy dollars) are payable semi-annually at the first Troop meeting in the Fall (September) and in the Spring (March).

Delinquency in payment of dues can result in a Scout being suspended from participation on weekend outings. If a Scout is behind in payment for three months, a notice will be sent to the parents: Failure to pay by the next month will be cause for suspension of the Scout. Annual fees are waived for active Eagle Scouts.

Fees for outings are payable in advance per schedules published in the Troop newsletter. Scouts will not be permitted to participate on those outings when payment of fees is delinquent.

Adult registration fees, which are \$11.00 annually, are paid for by the Troop if the adult has successfully completed the "Scout Adult Leader Training" thereby becoming an "Adult Scouter." These fees go directly to the National Organization and provide the following benefits:

- Scouter Magazine
- Orange County District Newsletter
- Troop Committee voting rights
- Troop activity insurance.

Additionally, Adult Scouters that attend campout's will be assessed \$10 per campout from their son's account to cover food cost.

## ACTIVITY ATTENDANCE

100% attendance is expected at all weekly troop meetings. The only excused absences being illness, family vacations or major school or sports activities.

Meetings begin promptly at 7:00 p.m. and tardiness is the same as an absence unless it is caused by the Scout's participation in some other organized activity. Late arrival as a result will be excused if the Scout comes directly to the meeting at the conclusion of the activity.

Four consecutive unexcused absences will be cause for dismissal. Keep in mind, the Scout must be in full uniform to participate in the meeting.

75% attendance is expected at all monthly activities, with the only excused absences being for illness, family vacation or school activities. Unexcused absence from three consecutive monthly activities is cause for dismissal.

It is expected that each scout will be represented by a parent at each of the quarterly Parent Meetings. It is also expected that a parent will participate in at least two monthly Troop activities during the year. A minimum of at least three adults must attend each Troop outing. The ratio of eight boys to one adult is also considered the minimum.

## UNIFORMS

**Wearing a complete Class "A" uniform is required at all troop functions and when traveling to and from activities.** The uniform must be neat and clean. Failure to wear such a uniform is cause for restriction from that troop activity. It is a Troop rule that any hat worn with the Class "A" uniform must be a Scout affiliated hat. That is a BSA hat or any hat with a Scout patch. While wearing a Class "B" uniform, any hat is acceptable as long as it in "good taste," generally those that are allowed by school district policy. The Scoutmasters' discretion will be the rule on "good taste." Unacceptable hats will be confiscated by the Scoutmaster and be returned to the Scout at the end of the outing. The Senior Patrol Leader will be responsible for policing this rule.

## ADVANCEMENT

Each scout is encouraged to advance a minimum of one rank every six months up to and including First Class, and a minimum of one rank a year thereafter.

## CONDUCT

The Troop Committee has established **TWO LEVELS** of improper scout conduct:

**LEVEL I:** Examples of this type of behavior are talking during troop meetings, disrespect of another's or the Troops property, failure to acknowledge the directives of Scout Leaders.

**LEVEL II:** Rowdy behavior leading to bodily contact with another Scout, misuse of matches, fire, knives or other equipment, verbal abuse, foul language, property damage, taking of another Scouts property for any reason, etc.

Violation of either level of conduct will receive **ONE WARNING** from an adult leader. Failure to conform to acceptable conduct after one warning will result in disciplinary action, if the inappropriate behavior continues. Maximum penalty for violation of **Level I** conduct will be expulsion from the current activity and a phone call to his parents so as to have the boy immediately picked up.

Maximum penalty for violation of **LEVEL II** behavior will be a three-month suspension from all Troop activities. In addition, any Scout that receives a warning for **LEVEL II** behavior will not be able to attend the next troop outing.

**Electronic games, tape players, CD players, etc. are not permitted on any Troop outings.** It is permissible, with a driver's consent, for a Scout to take with him an electronic device while traveling to or returning from and outings.

However, while on the outing, the electronic device **MUST** remain locked up in the vehicle in which he traveled to the outing.

Failure to comply with this rule will result in confiscation of the electronic device for the duration of the outing. It will be returned prior to the return trip home. Sheath Knives are not permitted on any Scout outing per BSA rule.

## **REINSTATEMENT OF MEMBERSHIP**

Any Scout suspended from troop activities must successfully complete a Scoutmaster's Conference or Board of Review, at the end of the suspension period, to be reinstated. The format of this special Conference, is up to the discretion of the scoutmaster.

## **ADVANCEMENT PROCEDURES**

General Scout advancements are obtained by performing the activities as outlined in the Scout Handbook and obtaining the proper signatures therein. When all the requirements for advancement have been met, the Scout must request a Scoutmasters Conference with his Assistant Scoutmaster, through the rank of 1<sup>st</sup> Class. The Scoutmaster will perform all Scoutmaster Conferences for Star, Life and Eagle ranks.

After the conference, the Scout should request a Board of

Review from the Advancement Chair who will select a Board of three or four registered adult leaders. If the Board approves the advancement, it will be presented at the next troop meeting and also at the next Court of Honor.

## **AUTHORIZATION & CONSENT**

Troop 691 is concerned with the comfort, safety, and care of your son on outings. Fortunately, we have never experienced a serious illness or injury during a Scouting function; however, the possibility is ever present. Consequently, we require a parent/guardian signature on all consent forms. This form will be carried on all outings and used if necessary for the benefit of your son.

## **INSURANCE**

All registered Scouts and adults are automatically covered by a limited Personal Accident Policy while traveling to or from, as well as during, any Scout oriented activity. This policy is secondary to any

personal insurance you may have.

## **TENTING ASSIGNMENTS**

All tents are assigned to specific patrols and as such are the responsibilities of that patrol and its members. Each tent sleeps two patrol members. The scouts that are assigned to each tent are responsible for its returned condition.

A Staff Tent, is used by the Senior Patrol Leader and his Three Assistant Senior Patrol Leaders. All other tenting is to be assigned as above.

## **AGREEMENT**

By signing the attached form you acknowledge having read, and now understand and agree to follow the attached Operating Procedure of Troop 691. You further understand that any violation of these procedures can and will affect your continued involvement with Troop 691.

# Troop Leader Qualifications ...

The Adult Troop Committee has approved the following recommendations for improving the quality of Scout leadership in our troop.

## I. Suggested Requirements for Leadership Positions

### A. Assistant Patrol Leader

1. Rank of 2nd Class or above
2. Selection by Patrol Leader

### B. Patrol Leader

1. Rank of 1st Class or above
2. Take part in Leadership Training prior to election as a Patrol Leader

### C. Assistant Senior Patrol Leader

1. Rank of Star or above.
2. Have served as Patrol Leader at least one term
3. Age 13 or older

### D. Senior Patrol Leader

1. Have served as Assistant Senior Patrol Leader at least one term
2. Rank of Star or above

## II. Advancement

In order to re-emphasize the importance of leadership, the following requirements are suggested.

### A. Scout through First Class

(No changes from the Boy Scout Handbook)

### B. Star

If a Scout wishes to use a non-leadership position (i.e., Scribe, Historian, Quartermaster, Bugler, Chaplain Aide, Den Chief (4 months)), they will be required to fulfill the requirements of the position as outlined below.

### C. Life

In order to become a Life Scout, it is recommended that a candidate serve as Patrol Leader for at least one term. If this service was prior to becoming a Star Scout, and the candidate wishes to use a non-leadership position as his "leadership requirement, then he will have to fulfill the requirements of the position as outlined below.

### D. Eagle

In order to demonstrate the leadership that the Eagle rank signifies, it is recommended that a Scout serve as Assistant Senior Patrol Leader or Senior Patrol Leader prior to his application as Eagle. However, one of the non-leadership positions listed below fulfills the requirements of the position.

## III. Requirements for Non-Leader Positions:

### A. Bugler

1. Bugler Merit Badge
2. At every Troop Campout blow reveille plus one other call during the day.

### B. Den Chief

1. Complete Den Chief Training
2. Serve in a Cub Scout/Webelos den for at least 6 months
3. Provide a written note from the Cub Master or Den Leader on the performance of the den Chief

### C. Historian

1. Gather materials which help to record our Troop's history: i.e., newspaper clippings, Court of Honor Programs, photos, etc.
2. Keep a scrapbook as a record of our Troop's history containing newspaper clippings, Court of Honor programs, photos, etc.

3. Keep a written log of every campout including: activities, items of interest, likes, dislikes, etc. and submit monthly to Troop newspaper.

4. Bring a scrapbook to all Courts of Honor and Parent's Meetings

5. Prepare slide show for Courts of Honor

**D. Scribe**

1. Keep a written log of every Troop/TLC meeting

2. Keep an updated Troop Roster

3. Keep an updated list of Patrols and their members

4. Take minutes of each TLC Meeting

5. Take role at each Troop activity

**E. Librarian**

1. Inventory and maintain the Troop Merit Badge Book Library

2. Bring the library to each Troop Meeting

3. Maintain accurate records on who has checked out Merit Badge books

4. Follow through to make sure borrowed books are returned

5. List Merit Badge inventory on the troop web page

**F. Quartermaster**

1. Work with the Adult Quartermaster in keeping Troop equipment stored and in good repair

2. At each campout that Troop equipment is involved, insure that the equipment is correctly distributed, returned in good condition, and the Troop trailer is correctly loaded

**G. Chaplain**

1. Coordinate with the Adult Chaplain in the preparation of Scouts' Own Service for every campout

2. Assist the Adult Chaplain in the preparation of the Scouts' Own Service

3. Lead the Scout's Own Service when requested by the adult Chaplain

4. Lead invocation at Courts of Honor

**H. Guide**

1. Appointed by Scoutmaster

2. Older Scout with leadership skills and the desire to teach scouting skills to new scouts.

3. Assigned to a patrol of new scouts, to help them learn the scouting skills and advance through the ranks to First Class

## The Ten Essentials

Even the oldest and wisest woodsmen can and sometimes do get lost. It is really quite easy to do. The difficult part is retaining control of the situation by using your head and the available resources to your greatest advantage. If you begin collecting a few essential items and always take them with you when you travel in the wilderness, your chances of surviving until you are found or find your way out will be greatly increased. Remember that you can't schedule your emergencies, so you must plan for one at any time.

- 1) Food & Water—Take extra trail food that is light, condensed, and nourishing. You should not eat this food except in an emergency. Bring at least a quart or liter of water with you.
- 2) Rain & Sun Protection—A large poncho can cover yourself and serve as emergency shelter or even as a ground cover. Have a pair of good sunglasses and sunscreen or sun block. A hat (like a scout hat) with kerchief attached can protect the back of your neck.
- 3) Whistle—Use as a signaling device. A whistle can be heard for a much greater distance than the human voice, even shouting
- 4) Clothing—Take enough clothing to meet the worst weather conditions that could occur.
- 5) First Aid Kit—Take more than band-aids. Make up your kit to meet all minor and most intermediate accidents. Should include Moleskin, disinfectant (e.g. Neosporin). Let your buddy know where your first aid kit is.
- 6) Map & Compass—Get a good compass that will always work. Learn how to use it and practice. A compass is not much good without a map. Know where you are!—Get a good map of the area you are going in
- 7) Flashlight—Have a dependable flashlight; carry extra batteries and a bulb.
- 8) Pocket Knife—A sheath knife is best, but BSA Policy restricts blades to 3 1/2-inches. A locking blade pocket knife is recommended; keep it sharp.
- 9) Waterproof Matches & Fire Starter\*—Waterproof a supply of matches that you will not use except for emergencies. Dipping them in melted paraffin or wax will do the job. A six-inch stick of candle works fine as a fire starter; also, cotton cloth dipped in melted wax makes a good fire starter, and can be folded, ripped into pieces, etc. Remember to melt wax using a double boiler, not on your stove burner.
- 10) Two Quarters—For making emergency pay phone calls. Know how to make a collect call.

All of these can be carried on pockets or a small pack. You may have your own favorite additions; keep them together, bring them on all your wilderness outings, and they can make a big difference should you be forced to spend a night or two in the open.

**Each scout must have all ten items on each campout! (Except as noted)**

**Unless otherwise notified, the troop will provide the map(s) necessary for hiking or backpacking.**

**\* Please note that the troop provides strike-anywhere matches and patrols bring the necessary food for all campouts. "Matches & Fire Starters" and "Trail Food" are for emergency purposes only and therefore should not be used during a campout until an emergency arises**

# Backpacker's Check List ...

## ESSENTIALS

- Map of area (in a sealable plastic bag with pencil)
- Compass
- Flashlight (Spare batteries and bulb)
- Sunglasses
- Spare Food (and water)
- Extra Clothing (Mittens, Sweater, Jacket)
- Waterproof Matches
- Candle (10 Hour Type, wrapped in foil)
- Pocket Knife
- First Aid Kit (with instructions)
- Money (for phone calls)
- Whistle (for signaling)
- String & Fish Hook
- Kleenex Packet
- Sunscreen and Chap Stick with sunscreen

## CLOTHING

- Extra laces (nylon)
- Extra Shoes (Moccasins, Down)
- 2 pr. Lightweight liners
- 2 pr. Heavyweight outers (wool)
- Underwear
- T-Shirt
- Thermal Underwear\*
- Pants (Shorts)\*
- Hat/Sun visor
- Mittens (wool)
- Windbreaker
- Stocking Cap
- Poncho (or rain gear)
- Wind Pants\*
- Sweater (Down, Wool)
- Extra Clothing (as required by duration of trip)

## GEAR

- Boots (lug sole)
- Lightweight Pack & Frame

- Pack Cover (water proof or large plastic trash bag)
- Sleeping Bag in a stuff sack
- Sleeping Bag Straps
- Sleeping Pad (Therma-Rest or Closed Cell Foam)
- Sierra Cup
- Eating Utensils
- 1 Qt. Canteen (wide mouth) (2 each)
  
- Toilet Kit
  - Kleenex Packet (1 per day)
  - Toothbrush & Paste
  - Towel (Diaper)
  - Wash Cloth
  - Soap (Biodegradable)
  - Comb
  - Toilet Paper and small trowel
- Waterproof Matches
- Nylon Rope
- Duct Tape
- Fishing pole, reel, tackle\*
- Notebook, Pencil
- Ground Cloth
- Camera & Film\*
- Binoculars\*
- Daypack\*

## COOK GEAR

- Cook Stove & Fuel (no liquids)
- Cooking Pot & Frying Pan
- Scouring Pads
- Salt, Pepper
- Spices\*
- G.I. Can Opener\*
- Soap (Biodegradable)
- Plastic Baggies (Ziplock best)
- Large Trash Bag
- Water Bag\*
- Plate
- Cooking Utensils

\* *Nice but not necessary items!*

## PARENT AND FAMILY TALENT SURVEY SHEET

**Each parent or adult family member should fill out a separate sheet and turn it in at this meeting.**

Troop 691 Chartered Organization Good Shepherd Lutheran Church Date \_\_\_\_\_

Welcome to the Boy Scout family of our troop. As explained to you, Boy Scouting is for parents as well as boys. We have a fine group of families who have indicated a willingness to help, according to their abilities. We invite you to add your talents and interests so that the best possible program can be developed for your boy and his friends.

Troop leaders are often busy with meeting activities. Our Troop leaders and committee members know you have some talent that will help in the operation of our Troop. Although your help may not be on a full-time basis, whatever you can do will be appreciated. In making this survey, your Troop committee wants to uncover ways you can enjoy giving assistance. Please answer the following as completely as possible:

1. My hobbies are: \_\_\_\_\_
2. I can play and/or teach these sports: \_\_\_\_\_
3. My job, business, or profession would be of interest to Boy Scouts: \_\_\_\_\_
4. I am willing to help my boy and the Troop as:  Troop committee member  Assistant Scoutmaster
5. My Scouting experience: Boy Scout \_\_\_\_\_ Boy Scout \_\_\_\_\_ Girl Scout \_\_\_\_\_  
 Explorer \_\_\_\_\_ Rank attained \_\_\_\_\_  
 Adult leader \_\_\_\_\_
6. I can help in these areas:

**General Activities Special Program Assistance**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Carpentry</li> <li><input type="checkbox"/> Typing</li> <li><input type="checkbox"/> I have a station wagon or <input type="checkbox"/> van or <input type="checkbox"/> truck.</li> <li><input type="checkbox"/> Swimming</li> <li><input type="checkbox"/> Drawing/art</li> <li><input type="checkbox"/> I have a workshop.</li> <li><input type="checkbox"/> Games</li> <li><input type="checkbox"/> Radio/electricity</li> <li><input type="checkbox"/> Nature</li> <li><input type="checkbox"/> Dramatics/skits</li> <li><input type="checkbox"/> I can make contacts for special trips and activities.</li> <li><input type="checkbox"/> Sports</li> <li><input type="checkbox"/> Cooking/banquets</li> <li><input type="checkbox"/> I have access to a cottage or camping property or a boat.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Outdoor activities</li> <li><input type="checkbox"/> Sewing</li> <li><input type="checkbox"/> Crafts</li> <li><input type="checkbox"/> Transportation</li> <li><input type="checkbox"/> I can help with Boy Scout skills (orienteeing, knot tying, totin chit, fireman chit...)</li> <li><input type="checkbox"/> Music/songs</li> <li><input type="checkbox"/> Other _____</li> <li><input type="checkbox"/> I can, or know others who can, help with our summer sports program</li> <li><input type="checkbox"/> Bookkeeping _____</li> <li><input type="checkbox"/> I can give other help. _____</li> </ul> |
|--|--|

Name \_\_\_\_\_ Home phone \_\_\_\_\_  
 Street address \_\_\_\_\_ Business phone \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Your cooperation and help are appreciated.