

BOY SCOUTS OF AMERICA



Troop 944 Policies & Procedures

**Bethany United Methodist Church
Ellicott City, MD**

Troop Website: <http://www.geocities.com/troop944md/>
Scoutmaster Email: Scoutmaster944@yahoo.com

Dear Parents and Scouts

Welcome to Troop 944!

You are now members of the largest uniformed, volunteer organization in the free world – Scouting. Scouting is a team effort - Scout, Parents, and Adult Leaders. The goal of Troop 944 is to provide an environment in which the Scout can become physically strong, mentally alert, and morally straight. With your assistance, the Troop can make this goal a reality while simultaneously your boy is having fun!

The Troop Committee and the Scoutmaster have prepared this information booklet to acquaint you with Scouting and to provide a ready reference to the Troop Policies, Procedures, and overall operations of Troop 944. Please keep this booklet handy.

We sincerely hope your association with Scouting and Troop 944 will be enjoyable and richly rewarding. Troop 944 is YOUR TROOP. Together we can keep it an outstanding Troop, one of which we can all be truly proud.

Yours in Scouting,

Troop 944 Committee

Troop 944 Scoutmaster & Staff



Table of Contents

PHILOSOPHY OF TROOP 944	5
Active Patrols	5
Strong Outdoor Program	5
Leadership Opportunities	5
Advancement	6
Uniform	6
Troop Committee	6
Parental Support	7
Parent Participation	7
Patrol Coaches	8
Troop Annual Planning Program	8
SCOUT UNIFORM AND INSIGNIA	9
Troop 944 Authorized Uniform – Field Uniform	9
Activity Uniform	11
Uniformed Activities	11
OVERNIGHT CAMPOUTS	11
Scout Personal Equipment	11
Food and Cooking	12
Patrol Equipment	13
Issuing Patrol Equipment	13
ADVANCEMENT	14
Scoutmaster's Conference	15
Boards of Review	15
Courts of Honor	16
Merit Badges	16
Registered Merit Badge Counselor	17
Application for Merit Badge	17
How to Earn a Merit Badge	17
Eagle Required Merit Badges	18
Optional Merit Badges	19
RELIGIOUS AWARDS	19
SERVICE PROJECTS	20
ELECTION TO PATROL LEADER'S COUNCIL	20
Senior Patrol Leader Election	20
Patrol Leader Elections	21

Youth Leadership Training	21
New Patrols	21
MISCONDUCT ISSUES	22
Initiation and Hazing	22
Safety	22
Discipline	22
BUDGET AND FINANCES	23
Fund Raisers	23
Scout Account	23
Tax Deductions	24
ADULT LEADERS - JOB DESCRIPTIONS	24
Troop Committee	24
Program Staff	26
WHERE TO PURCHASE	26
HOW TO JOIN	27

PHILOSOPHY OF TROOP 944

The goal of Troop 944 is to help our young men become good citizens, learn life skills and become men of character who are physically, emotionally and mentally fit, while having FUN!

It is a tall order, but we have a plan. With your support, we can accomplish our goal. Here are the elements of the plan.

Active Patrols

A Patrol is a group of 6 to 12 boys who work together under the direction of a Patrol Leader – a boy elected from the group by the group. Your Scout will be assigned to a Patrol when he joins Troop 944, usually the first meeting in April. We will try to put him in a Patrol with his best pals, such as from Cub Scouting.

Please make sure your son knows the name and phone number of his Patrol Leader and Patrol Coach. Each Patrol needs to have adults from the members of that Patrol that will serve as Patrol Coaches. New Scout Patrols will also be assigned one or more Troop Guides, experienced Scouts who assist the Patrol Leader. Each Patrol will need one or more adults from that Patrol to go on ALL outings to serve as Coaches on that outing. It helps if there is some consistency in the parents serving as Coaches, especially during the first year.

Strong Outdoor Program

Boys join Scouting for outdoor fun and adventure. Troop 944's schedule of outdoor activities is a full one. Our outdoor adventures offer Scouts the opportunity to master Scoutcraft skills, exercise teamwork, experience leadership, grow in confidence, and have lots of FUN. The leaders encourage all Scouts to attend every possible outdoor event. The Troop also encourages older Scouts to take advantage of Scouting's "High Adventure" programs such as Philmont (out West), Seabase (in Florida), and Northern Tier (up near Canadian border).

Leadership Opportunities

Troop 944 offers numerous opportunities for Scouts to improve their leadership skills. The Senior Patrol Leader (SPL) runs the Troop with guidance and support from the Scoutmaster, the Assistant Scoutmaster(s),

and the Troop Committee. The Senior Patrol Leader must rely on his staff, the Assistant Senior Patrol Leaders (ASPL), the Quartermasters, Scribe, etc. Patrols are run by the Patrol Leader with the help of his Assistant Patrol Leader (APL). Some other positions of responsibility and Troop Leadership include Troop Guide, Instructor, Den Chief, Junior Assistant Scoutmaster (JASM), Librarian, Chaplain Aide, Historian, Bugler, and Web Master.

One of the key responsibilities of the Scoutmaster(s) is training Junior Leaders. Formal leadership training occurs in the semi-annual Youth Leadership Training (YLT). The Troop also has an annual Troop Annual Planning Program (TAPP) for planning the coming year (13 months), usually in June. Each month the Senior Leaders (SPL & ASPL) meet with the Scoutmaster, and the Patrol Leader's Council (PLC) meet to plan the following month's activities.

Advancement

Scouting advancement program offers boys many opportunities for growth. Experience shows that boys who take advantage of advancement opportunities enjoy Scouting more and stay in Scouting longer. We encourage each new Scout to set his sights on becoming an Eagle Scout and to move toward that goal step by step.

Uniform

The Scout Field Uniform (often called Class A) should be a symbol of the Scout's pride in being a member of his Patrol and Troop 944. Wearing the uniform helps a boy to think like a Scout and to act like a Scout. Uniforms are REQUIRED for all meetings and activities of Troop 944. Per national policy, travel on all trips must be in the Scout Field Uniform. Scoutmaster Conferences and Boards of Review WILL NOT be conducted unless the Scout is in full Scout Field Uniform.

Troop Committee

The Troop Committee is composed of all registered parents (guardians) of the Scouts and has viewed the "Fast Start" video. The Troop Committee is the governing body of Troop 944. The Committee, in conjunction with the Scoutmaster, supports Troop activities, administers funds, establishes policy, and is responsible for the overall conduct of the Troop. The Committee operates under the direction of the Committee Chairperson. Committee members are responsible for the various Troop functions such as treasurer, secretary, advancement, transportation, special activities, and public relations.

Troop 944's committee meets monthly (usually the 4th Monday each month) with special meetings whenever required. This is the time and place for you, the parents, to offer your ideas and assistance to support a well-rounded program for our Scouts and your sons. **All parents are encouraged to attend the Committee meetings.** Committee actions will have a definite effect on your son. It is up to you, his parents; to see that these actions are in agreement with what you believe is best for your Scout. Please refer to the Troop Calendar for the complete schedule of Troop Committee meetings.

Normally all parents are assigned to the Troop Committee until they have completed Wagon Wheel training (the District name for the first level of real adult training). After training, they may continue to be a part of the Committee or become one of the Assistant Scoutmasters. The Troop pays for all adult training.

Parental Support

The Scouts of today WILL BE the leaders of tomorrow upon whom the future of your country and the world will depend. Each boy should have the opportunity to be a Scout. Troop 944 can provide the opportunity only if the Troop receives the whole-hearted support and cooperation of the parents. It is our responsibility as parents to ensure that our sons are given the proper opportunity and guidance necessary to develop to their full potential. We, the parents, must utilize all the facilities at our disposal to ensure that our sons are living in a physical and moral environment that is conducive to their proper development. There is no better environment than Scouting.

Scouting can be interesting and lots of fun. It can also be dull and boring. Scouts want action! The action required doesn't just happen – it must be planned. It must be carried out in an organized manner and with adequate adult supervision. The success of the Scouting program is directly proportional to the effort that goes into the planning and execution of its program. No activity sponsored by Troop 944 is sanctioned unless it is carried out under the guidance of at least two Registered Adult Leaders. Troop 944 cannot survive without adequate adult leadership; YOU, the parents, MUST PROVIDE this leadership.

It is important that parents come to the end of all meetings to hear announcements affecting both them and their Scouts.

Parent Participation

This is one of the most important aspects of the Scouting Program. Show an interest in your son's progress. Keep him interested. Help him when he needs it, but don't do the work for him. Help him plan his schoolwork so that

he will not miss Scout meetings. Bring him to the ceremonies even if he isn't getting an award that night. You will help honor the Scouts who are getting awards and your boy might be inspired to work a little harder.

Parents are strongly encouraged to participate in the Troop Committee or to otherwise volunteer their time to support the activities of the Troop in some way. **Please expect to be called upon from time to time.** Also, please do not leave your son at the church for a meeting or an outing unless at least two adult leaders are present.

Please, please, always pick your son up on time. At least two leaders MUST stay until all Scouts are picked up from trips and meetings. IT IS VERY INCONSIDERATE TO REQUIRE TWO ADULTS, VOLUNTEERING THEIR TIME, TO WAIT WITH YOUR SON AFTER THE SCHEDULED PICKUP TIME BECAUSE YOU ARE "RUNNING LATE"

Patrol Coaches

Patrol Coaches are selected by each Patrol's adults. They are often the fathers and/or mothers of the Patrol Leaders, but may be any parents or guardians. Patrol Coaches are encouraged NOT to work with the boys, but to work through the Patrol leaders, Troop Guides, Assistant Senior Patrol Leaders, etc. Some Patrol Coaches MUST be present on all outings.

The Troop conducts Patrol Coach training. This training also is conducted during summer camp by the Scoutmaster.

Troop Annual Planning Program

Each year (usually in May or June), the Scouts have a meeting to plan the upcoming activities for the next 13 months (August through August). This meeting is called the Troop Annual Planning Program (TAPP).

The Scouts review the past year, and list both good points and bad points of each activity. They review goals for the Troop and how they met those goals.

They plan year's activities which include:

- Monthly Activities
 - Camping
 - Service projects
- Select a summer camp for the following year
- Establish goals for advancement & camping
- Development new Scout programs

This is presented to the Troop Committee and the Committee's job is to see how to best support the needs of the youth of the Troop.

SCOUT UNIFORM AND INSIGNIA

The Boy Scouts of America (BSA) is the largest uniformed body of volunteers in the world. More than six million boys, girls, and leaders belong to the Boy Scout movement in the United States and wear the Scout uniform with pride. The uniform is part of the experience of being a Scout. It stands for the brotherhood of Scouting, the Scout ideals, and outdoor life.

The official Scout uniform may be purchased at the Scout Shop or stores such as Sunny's that carry official merchandise. A Scout should inquire as to the appropriate uniform before making a purchase. The correct designation for the Scout Uniform is "Field Uniform"; the unofficial name is "Class A".

If your son participates in an outside activity be sure his uniform is in the vehicle that is bringing him to the meeting or Scout activity, so he can change into his complete uniform. He isn't allowed to play organized sports in his Scout uniform, so please DON'T do Scouting in a sports uniform.

Troop 944 Authorized Uniform – Field Uniform

The Field Uniform consists of an official Scout shirt (with all appropriate rank and insignia), official Scout pants, and blue Troop neckerchief (with some appropriate slide or square knot). The Troop does not require Scout belt, or Scout socks. However please realize that Scout socks are padded and excellent for hiking. Eagle neckerchiefs may be worn in place of blue Troop neckerchiefs; Scout bolos also may be worn at meetings in place of a neckerchief. Neckerchiefs, and not bolos, are required at Scoutmaster Conferences, Boards of Review, and Courts of Honor.

WEARING A MIXED UNIFORM (part civilian and part Scout clothing) IS INAPPROPRIATE. **If the Scout is missing part of the uniform, the parent will be called or asked to bring the missing piece of the uniform to the activity.** Good grooming is an important aspect of the well-dressed Scout. Hands and face should be clean, hair combed, and the uniform should be clean.

Various insignia are included on the uniform. The Troop Community Strip/Council shoulder patch, Troop numbers, leadership badges, rank badges, etc., should be affixed per national guidelines (see Appendix 1 on page 28). The Troop will periodically have uniform inspections. Merit badges are worn only when sewn on a merit badge sash (or with the sleeve option, not recommended). The correct placement of each badge and authorized insignia is shown in the Boy Scout Handbook.

NOTE: Medals are worn ONLY at a Court of Honor. They should never be worn on camping trips.

NOTE: UNDER NO CIRCUMSTANCES, ARE BLUE JEANS, TAN PANTS, BATHING SUITS, NYLON SHORTS, ETC. APPROVED AS UNIFORM PANTS.

<i>Field Uniform Piece</i>	<i>Requirement</i>
Scout Shirt, long or short sleeve	Scout Required
Shoulder Loops, Red	Scout Required
Scout Pants, long or short, green	Scout Pants Preferred "Scout-like" green are acceptable ¹
Neckerchief	Prefer: 944 Blue
Neckerchief Slide	Scout's choice
Shoes	Shoes appropriate to activity
Scout Socks	Socks appropriate to activity
Scout Hat	Optional
Scout Belt	Belt appropriate to activity
Merit Badge sash	Formal Occasion

Table 1: Field Uniform Requirements

¹Green "Scout-like" pants or shorts are acceptable with official Scout pants shorts are preferred for all Troop meetings. These "Scout-like" pants may be acquired from Target, Wal*Mart or other stores, but MUST BE approved by the Scoutmaster. However, **official** Scout pants or shorts are required for all **formal** Scout functions. These functions include:

- Scout Master Conference
- Boards of Review
- Courts of Honor
- External functions involving outside Troops and Dignitaries

The Troop 944 blue neckerchief, which is available from the Advancement Chairperson or Quartermaster, is to be worn per prior uniform requirements.

Scouts that have a complete National Jamboree Uniform may wear it on occasion. However, Jamboree Uniforms and Field Uniforms may not be mixed and matched.

Activity Uniform

The wearing of the Activity (Class B) uniform is determined by the Senior Patrol Leader during hot weather or for work details. Patrol Leaders may designate that Activity (Class B) T-shirts may be worn at Patrol meetings, but ALL SCOUTS IN THAT PATROL must be dressed the same. It is the same as Class A except the Scout does not wear a neckerchief or green shirt. A Scout T-shirt is worn.

Uniformed Activities

The Field Uniform is to be worn to Troop and Patrol meetings, to and from campouts, and on all Scouting activities. The Senior Patrol Leader will advise the Scouts in advance if the Field Uniform is not to be worn for a specific activity, such as a cleanup service project.

NOTE: After a Scout has purchased his Scout Field Uniform; he should remember that all Scout Troops (including ours) travel to and from Scouting Activities in a Field Uniform.

OVERNIGHT CAMPOUTS

Camping is the heart of Scouting and the activity most enjoyed by the Scouts. The Troop schedules monthly campouts each year. The Scouts usually assemble by 5 PM Friday night at the parking lot at Bethany and return home on Sunday 10 to 3 PM. Approximately 50-80% of the Scouts attend each campout. This requires several adult drivers/campers to transport the Scouts to and from the campsite. The parents of Troop 944 MUST provide this transportation.

Transportation is generally arranged by Patrol Leaders for their Patrol. On trips, some drivers may only furnish transportation to and from the site, and not camp.

Please be aware that BSA regulations prevent Boy Scouts (with driving licenses) from driving cars with other Boy Scouts in them. Please see the Scoutmaster for any clarifications.

Scout Personal Equipment

SLEEPING BAG: Every Scout will sooner or later need his own sleeping bag. The first one you purchase should be lightweight, washable and fairly inexpensive. The CampMor Catalogue has some sleeping bags, which meet this description.

BACKPACK: A backpack is preferred, and the first one should also be inexpensive. Please discuss with any Adult Leader any questions about selecting a backpack.

CAMPING GEAR: For campouts, each Scout is required to have his own knife, fork, and spoon, messkit, flashlight, and rain gear. All of these may be items you already have on hand. You may purchase a Scout or any other brand of nestled utensils, but Swiss army multipurpose knives are not recommended. The Boy Scout Handbook has a list of recommended personal camping gear. If you have any questions about this or any other equipment, please contact an Adult Leader.

Food and Cooking

Your son will help decide what his Patrol eats for a particular outing. Even though your son may not like the final menu, he is expected and encouraged to eat what is cooked and served by his Patrol. At summer camp, balanced menus are prepared by the camp staff. Exceptions may be made for anyone with dietary restrictions. These special requirements must be brought to the Scoutmaster's and Patrol Leader's attention immediately.

At home, your son should learn a few things about cooking. The Troop teaches cooking primarily over propane grills, and the preparation for a number of dishes. If your son can already boil or fry eggs, cook pancakes, hot dogs or hamburgers, it will be easier to teach him other cooking skills. On occasion, your son will also have the responsibility of purchasing the food for his Patrol for a particular campout.

NOTE: In 2008, the cost of food per Scout for a weekend should be in the \$12-\$15 range when a Patrol plans its menu.

He is NOT ALLOWED to hand the food list to you and have you purchase it!! He should do the shopping with your help so that he can try to figure out amounts of food to buy, the cost, and the quantity. Menus (a Patrol menu planning guide with recipes is available) and food lists are generally completed two weeks before each outing. All Scouts become responsible to pay their share for food at the time they commit to the trip. If they are unable to go for any reason after the food is purchased, they are still required to reimburse their Patrol member for their share. If your son has trouble recovering funds laid out for food, please let the Scoutmaster or one of the Assistant Scoutmasters know immediately.

A sign-up sheet is used for almost all outings so that food and transportation may be arranged. If your son signs up to go and changes his mind at the last minute, he is still responsible for the cost of the outing as well as the food. Scout or Troop funds have been committed on his behalf and part of his training is accepting responsibility for his actions.

Patrol Equipment

After each campout, there is always a certain amount of Patrol equipment that must be dried out and cleaned at home.

The Patrol and Troop method of handling this is covered on a separate handout and at Youth Leadership Training (YLT).

In general, ALL COOKING EQUIPMENT SHOULD BE WASHED IN A DISHWASHER after each trip.

All TENTS AND FLYS MUST BE DRIED OUT after each trip. A small amount of moisture can mildew and ruin a tent costing several hundred dollars in a short amount of time.

Note that these duties must rotate with all Scouts taking a fair share of the work. Troop and Patrol Quartermasters are NOT responsible for cleaning and drying equipment other than their fair share of equipment.

Some Patrol equipment such as a chuck box is signed out for six-month periods (same as the term of leadership). Other items are signed out and returned on an outing-by-outing basis (e.g. lanterns). The Troop Quartermasters will issue policy on equipment.

Issuing Patrol Equipment

Approximately every six months, before the change of leadership, an inventory and inspection (supervised by the Troop Quartermaster Advisor) of all chuck boxes, tents and other Troop gear will be performed by the outgoing Troop Quartermasters and the Patrol Quartermasters of each Patrol, or his designee. Any missing or abused equipment (determined by the Troop Quartermaster Advisor) will be paid for by the Patrol as a group but will be replaced by the Troop. Each new piece of equipment will be stenciled, stamped or engraved with the corresponding number of the chuck box by the Troop Quartermaster before being issued to that chuck box. Inventoried chuck boxes, tents, and other gear as authorized by Troop Quartermaster will be issued and signed for by the incoming Patrol Quartermasters. This equipment will be kept and used by the Patrol until recalled for inventory or chuck box inspection. A written report and printed list of all Troop property will be submitted to the Troop Committee at the February and August Committee meeting along with recommendations of any new gear that needs to be purchased.

Each new (incoming) Patrol should have included (in addition to the equipment on the inventory list) in their chuck box, two 1 pound bottles of propane, 1 new bottle of dish washing detergent, and 1 bottle of bleach. It is

the responsibility of the Patrol to replace these items at the Patrol's expense, when the supply has been depleted.

Suggested additional (but not limited to) consumable supplies that should be purchased by each Patrol and kept in the Patrol chuck box are: trash bags, matches, aluminum foil, zip lock baggies for leftovers, leather working gloves to handle hot items, SOS pads to help in cleaning pots, 2 rolls of paper towels, toilet paper (in case the latrines runs out), and old cloth bath or dish towels used to dry the pots and mess kits after washing and to be washed after each campout and returned to the chuck box for the next campout.

The Troop is responsible for replacing or repairing all faulty equipment from normal wear and tear (as determined by the Troop Quartermaster Advisor).

ADVANCEMENT

Hundreds of years ago, a Chinese philosopher said, "A journey of a thousand miles begins with a single step". The same holds true for Scouting. Becoming a Scout is but the first step in Scouting. There are many other steps required before a boy proves himself in Scouting. A Scout must meet three major requirements to advance in rank: He must reach high standards in Scout Teamwork, Scoutcraft, and Scout Spirit.

How quickly a Scout advances in rank depends on several important factors. First, he must set goals for himself and work hard to reach these goals. His most important goal is to be the best Scout in the Troop. Troop 944 provides sufficient advancement opportunities so that a Scout can advance from the rank of Scout to First Class in one year, if he chooses to do the work. For this, he is awarded a ribbon and medal to be worn on his Field uniform at Courts of Honor and other formal occasions. It is difficult for a Scout to advance entirely on his own. He will benefit by help from his peers, Troop Guide (first year), Patrol Leaders, parents, Scoutmaster and Assistant Scoutmasters.

The help from parents is especially important. Parents should take an active interest in their son's Scouting career. The Scout needs to be encouraged (not forced) to take an active part in Troop activities. He should be encouraged to actively work on the advancement requirements which are listed in detail in the Boy Scout Handbook. Parents can assist the Scout to study his particular subject, and explain and discuss those areas in which he appears to be unsure. A word of praise from Mom or Dad, or both, will accomplish more than the Scoutmaster can accomplish in a month.

Please be aware that it is extremely important that he does NOT lose his Boy Scout Handbook. All rank advancement tasks are recorded in the back of the book. These are reviewed at every rank. For the rank of Eagle Scout, photocopies of ALL RANK PAGES MUST BE SUBMITTED as a part of the

documentation. You might want to photocopy completed rank pages as they occur in case of loss of your son's [Boy Scout Handbook](#).

Merit badges are earned during various times of the year. Ranks of Star, Life, and Eagle require merit badges as well as Leadership time. The blue Merit Badge Application Cards, with the Counselor's and Scoutmaster's signatures, are primary documentation of his earning that badge. To earn the rank of Eagle Scout, photocopies of blue MERIT BADGE APPLICATION CARDS MUST BE SUBMITTED as a part of the documentation. Please purchase plastic 8½" x 11" card holders to keep the Application Cards in. He will also need to show Application Cards before all Merit level Scoutmaster Conferences (Star, Life, Eagle, Eagle Palms) as a part of the process.

A Scout has many interests, which are constantly changing. It is up to the parents, Scoutmasters, and leaders to keep the Scouting interest alive. A Scout that advances regularly will assume more leadership and become more responsible because of his Scouting experience.

Scoutmaster's Conference

For all ranks, a Scout first completes the requirements, and has the requirements signed off by one of the designated leaders, usually a Troop Guide or older Scout. Scouts are not permitted to have their own parents sign off requirements.

The Scout must request a Conference with the Scoutmaster. Conferences are generally scheduled on camping trips. The Scoutmaster will either set a time for the Conference or designate an Assistant Scoutmaster or Junior Assistant Scoutmaster to conduct the Conference. The purpose of this Conference is to determine whether the Scout has learned all the basic fundamentals of Scoutcraft required for advancement and to plan his Scouting future. The Scout rank only requires a Scoutmaster Conference. All other ranks require the Scout to request and pass a Board of Review after passing a Scoutmaster Conference.

Boards of Review

Before a Scout advances in rank, he must schedule and appear before a Board of Review. Boards of Review are scheduled during meetings, on Senior Leadership/PLC Mondays, or on camping trips. This is a formal function and is required for advancement to all ranks except Scout. The Board of Review is conducted by 3 or more members of the Troop Committee/parents. The mission of the Board of review is to ensure that the Scout has met all the requirements of teamwork and spirit. The Scout is required to appear in Field uniform and present his [Boy Scout Handbook](#)

and/or Merit Badge Application Cards. A Scout is evaluated on appearance, politeness, and his general attitude. The Board members ask questions on subjects that they feel the Scout should be able to answer, or those in which he can express an opinion. No special study or preparation is required. The Board of Review also assesses the Troop's performance as viewed by the Scout. The date the Scout passes the Board of Review is the date of the Scout's rank advancement.

Scouts pursuing the Eagle rank will be advised by an Eagle advisor as to the nature of the Eagle Scoutmaster Conference and the Eagle Board of Review. These may contain additional adults selected from the community as well as a District Advancement Committee representative.

Courts of Honor

The Court of Honor is a formal function, which provides the Scout public recognition and praise for his advancement and accomplishment. All families with sons in the Troop should attend each Court of Honor (even though your son may not be receiving an advancement or an award) to show the Scouts that the adults really do care. This is truly the Scout's greatest moment of glory. Courts are generally scheduled four times each year.

A Scout will typically be selected by the PLC to be the Master of Ceremonies for the Court of Honor. Patrol Leaders are encouraged to have their Patrols participate in the Court of Honor with openings, closings, and skits.

Merit Badges

There are two purposes for Merit Badges in Scouting. First is to encourage the Scout to increase his skill in things he likes to do. Second is to give the Scout a chance to try new activities that may result in new interests. The earlier in his Scouting career the Scout earns these badges, the more opportunity he has to become an Eagle Scout. A Scout should never pass up an opportunity to earn a Merit Badge. The Merit Badge is a small circular patch that is worn as a part of the Scout's uniform on a sash and indicates that the Scout has satisfactorily demonstrated a basic proficiency in a particular field. There are approximately 120 different Merit Badges, with some changes each year. The individual badge requirements are occasionally amended through an update process.

Please see the current year Boy Scout Requirements Book for the Merit Badge requirements that must be met to earn these awards.

Ranks through First Class are accomplished by achieving tasks. Ranks above First Class are accomplished by earning Merit Badges, performing

service and demonstrating leadership. The Star, Life, and Eagle ranks are sometimes referred to as Merit Ranks.

Registered Merit Badge Counselor

Merit Badge Counselors are men and women in the community who have some level of knowledge in a particular field. They have volunteered to advise and assist the Scout in satisfying the requirements for earning a particular Merit Badge. Please talk to the Scoutmaster or the Advancement Chairperson if you would like to be a Merit Badge Counselor. The Troop maintains a library of Merit Badge books for background to assist the counselor or the Scout.

The Baltimore Areas Council (BAC) is divided into different areas. Ellicott City is in the National Pike District. Each District maintains a list of all registered counselors for that area. Troop 944 also maintains a list of counselors that are available to Scouts in our Troop. Before starting a Merit Badge, the Scout must receive approval from the Scoutmaster, Assistant Scoutmaster, or Advancement Chairperson. The Scoutmaster will sign after the Counselor as final approval of the Merit Badge requirements. If a Scout is not sure that a counselor is valid for the Merit Badge, he MUST check with the Scoutmaster BEFORE starting any work on the Merit Badge. Please be aware that there are "counselors" outside of the Troop that will not be approved.

Application for Merit Badge

The application for a Merit Badge is a small 3-section Merit Badge Application Card. One section will be retained by the final Counselor, one section by the Troop, and the third section will be returned by the Advancement Chairperson to the Scout. It is very important that the Scout keep the application card, as this is the primary documentation that he completed the Merit Badge. Photocopies of the Merit Badge Application Cards MUST be submitted as part of the Eagle rank documentation.

How to Earn a Merit Badge

The following is a step-by-step procedure which has been established for the Scout to earn a Merit Badge:

- A. Review the list of available Merit Badges and select the one that you wish to earn.
- B. Review all the requirements for the selected Merit Badge to insure that you have the necessary prerequisites
- C. Discuss the Merit Badge with the Scoutmaster or any Assistant Scoutmaster. He will give you a Merit Badge application card and tell you the name, address, and phone number of a registered Merit Badge Counselor.
- D. Obtain a copy of the Merit Badge Pamphlet for the Merit Badge you wish to earn. These pamphlets are available from the Troop library on loan (see the Troop Librarian). They are also available at the Howard County Library or can be purchased at any Scouting supply center or Sunny's Surplus.
- E. Call the Counselor for an appointment.

NOTE: Scouts must be accompanied by another individual as required by Youth Protection Guidelines.

- F. Plan to meet with the Counselor not more than ten minutes before the appointed time. **DO NOT BE LATE.**
- G. **ALWAYS WEAR A FIELD UNIFORM** to meet the merit badge counselor, unless otherwise directed by the Counselor.
- H. Introduce yourself to the Counselor.
- I. Present your Merit Badge Application Card to the Counselor on your first visit.
- J. Be attentive to what the Counselor tells you. Follow his instructions and advice to the best of your ability.
- K. When you have completed all the requirements for the Merit Badge, the Counselor will sign the Merit Badge Application Card and return it to you.
- L. **THANK THE COUNSELOR FOR HIS/HER TIME AND ASSISTANCE.**
- M. Give the signed Merit Badge Card to the Advancement Chairperson.
- N. Begin working on another Merit Badge.

Eagle Required Merit Badges

The National Headquarters of the Boy Scouts of America has specified certain Merit Badges as required to attain the rank of Eagle Scout. These are listed in the Boy Scout Handbook.

Optional Merit Badges

Any Merit Badge not listed as Eagle required is considered an optional Merit Badge.

The number of merit badges and skill awards required for each rank changes slightly from time to time. To find the requirements for each rank, the Scout should consult his [Boy Scout Handbook](#).

RELIGIOUS AWARDS

“A Scout is reverent.” All Scouts demonstrate this by being faithful in their religious duties. Some go further and give special service to their place of worship. This extra effort and interest may qualify them for a religious award. Such an award is not a Scouting award. The religious leader of his faith confers it to the Scout.

Scouting recognizes this accomplishment by presenting the Scout with a purple and silver Knot patch that is worn over his left pocket.

AD ALTARE DEI is the religious award for Scouts who satisfy requirements set out by the Catholic Committee on Scouting. It is a bronze cross suspended by a ribbon in national and Papal colors.

GOD AND COUNTRY is the award for Scouts of Protestant denominations. The design is taken from the shield of the crusaders, featuring a red cross on a white background; the ribbon is blue. Many religions denominations have their own specific religious awards.

Examples:

PRO DEO ET PATRIA	Lutheran
NER TAMID	Jewish
SANGHA	Buddhist
ALPHA OMEGA	Eastern Orthodox Catholic Church
DHARMA	Hindu

Religious awards may be worn on the Scout Uniform. The medal is centered over the left shirt pocket or to the left of the Scout's Eagle badge. Some religions have a series of age-appropriate awards. When multiple awards are earned, a device is worn along with the purple and silver knot.

All Scouts are encouraged to work for a religious award. Scouts interested in earning a religious award should contact leaders in their faith or ask the Scoutmaster for guidance and assistance.

SERVICE PROJECTS

As Scouts advance in the Scouting they will find that they are required to give “service to others.” One of the core tenets of Scouting is service to the community. Many of the ranks and Merit Badges incorporate service as one of the requirements.

The original Scouting service is referred to as “a Good Turn.” Troop 944 posts service time by Scouts on the *Good Turn for America Program*, which records service time by Scouts on a national level.

The Troop typically has 12-15 service projects of all kinds each year to promote service to others, as well as provide a means for Scouts to meet service requirements for rank advancement.

One of the Assistant Senior Patrol Leaders is usually responsible for coordinating Service Projects for the Troop. It is his responsibility to plan, inform, and sign up Scouts (and adults) for projects.

The annual Troop Operational Workshop will plan, or at least establish “placeholders,” for service projects that will occur in the 13-month planning cycle.

Before starting on a service project, the Scout should check to make sure that the particular project has been previously approved by the Scoutmaster, PLC, Merit Badge Counselor, or District (see Eagle Advisor). Please refer to official BSA publications for requirements.

ELECTION TO PATROL LEADER'S COUNCIL

Senior Patrol Leader Election

Troop 944 holds semiannual Senior Patrol Leader elections. To qualify as a candidate for this important leadership position a Scout must:

- Have been a member of Troop 944 for at least one year
- Be at minimum a rank of First Class Scout
- Have held a Patrol Leader position at least once
- Take Junior Leader Training
- To be certified by the Scoutmaster. Certification requires that the Scout make an appointment with the Scoutmaster to discuss the duties and attributes of the office of senior Patrol leader. If a candidate has met the first four requirements, he may request a Scoutmaster candidate conference.

Note: It is the candidate's responsibility to initiate the Scoutmaster Candidate Conference.

Patrol Leader Elections

Patrol Leaders are normally elected by the members of their Patrol, The Patrol Leader Candidates must

- Have regularly attended Patrol and Troop functions, set the example by always wearing the proper Scout uniform for Troop meetings and Troop outings
- Strive for his Patrol to meet the National Honor Patrol Award
- Take Junior Leader Training

Youth Leadership Training

Youth Leadership Training (YLT) is a day-long training session combining lectures, movies, games, and hands-on leadership experience for all Scouts. YLT is required for Scouts in Troop Leadership positions seeking credit for that period. Senior Patrol Leaders are required to take YLT to develop their leadership ability and to be more capable of carrying out the duties of their high offices. This is usually conducted twice a year by the Troop.

YLT provides:

- Goals of the Scouting program
- Scouting organization
- Behavior of Scouts
- Leadership styles
- Agenda planning
- Organizing & running meetings

YLT is open and recommended for all Scouts in the Troop. It is not necessary to be First Class rank (required by some Troops & the District) or be in a leadership position to attend YLT.

New Patrols

New Scouts are generally assigned by the Scoutmaster into new Patrols or existing Patrols. Occasionally Scouts are reassigned, with the advice of the PLC, into different Patrols. Scouts are expected to remain in that Patrol (except for extenuating circumstances) for a year.

Any Scout who feels that he has any problem should contact his Patrol Coach or the Scoutmaster.

MISCONDUCT ISSUES

Initiation and Hazing

To insure the health and well being of all our Scouts, Troop 944's policy ABSOLUTELY FORBIDS any and all forms of initiation, hazing, bullying, and/or serious misconduct. Knowledge of any incidents of this nature should be reported to the Scoutmaster and Troop Committee immediately.

The YLT training session typically includes behavior situations to assure that Troop leaders are made aware of both the concerns and consequences of such inappropriate action.

Safety

The Boy Scouts of America and Troop 944 believes in safety first. Therefore, items such as the following are prohibited:

Alcoholic beverages	Drugs
Liquid fire starters	Ammunition
Firecrackers	Open flames in tents
Double bladed axes only)	Firearms (under adult direction
Switchblade knives	Liquid fuel lighters
Aerosol cans (flammable)	Unapproved chemicals

NOTE: For any questions concerning safety, please refer to the BSA "Guide to Safe Scouting".

Discipline

Behavioral issues can require Troop leaders to phone parents (collect call) to request that parents immediately drive to camp and pick up their son and his prohibited items for transport back to the Scout's home.

Typically, serious incidents will also be discussed at the next Committee/parents meeting to determine appropriate consequences. Note that many of these situations are discussed as a part of the YLT training.

BUDGET AND FINANCES

Troop 944 collects activity fees each year. These fees are listed in Table 2.

<i>Description</i>	<i>Fee</i>
New Scout One Time Fee	\$ 20.00
Activity Fee (Yearly)	\$ 70.00
Additional Sibling Scout	\$ 60.00

Table 2: Activity Fees

<i>Month</i>	<i>Prorated Fee</i>		<i>Month</i>	<i>Prorated Fee</i>
January	\$90.00		July	\$70.00
February	\$90.00		August	\$60.00
March	\$90.00		September	\$50.00
April	\$90.00		October	\$40.00
May	\$90.00		November	\$30.00
June	\$80.00		December	\$20.00

Table 3: New Scout Prorated Fees

This is used in advancement awards and materials, Troop equipment, national registration, insurance, service project costs, and Troop activities.

The Committee, with the assistance of the Scoutmaster(s), prepares an annual budget to support the program proposed by the TAPP. Typically, fund raisers are used for additional funds.

Fund Raisers

Other than dues, the Troop uses various fund raisers for additional funds. Typical fund raisers are the Council popcorn drive, selling pizzas, dinners, car washes, etc. All Scouts are expected to participate.

Scout Account

To help achieve funding goals, the Troop offers a unique cooperative sharing plan for fund raising. The Treasurer maintains a ledger of Scout Accounts. The Scout Account is money held in escrow by the Troop for the Scout to be used only in support of Scout activities. Half of the profits from a Scout's fund raising activity goes to his Scout Account; with Popcorn sales over \$200; the

Scout receives 80% of profits to encourage greater sales. Scouting is a non-profit organization – the funds must only be used by the Scout for Scouting purposes. The Troop does not pay commission on sales for that portion of sales over \$200. Any Scout Account funds not used by the Scout revert to Troop use when the Scout leaves Scouting. Scout Accounts can be transferred to another Scouting organization.

The Troop expects that all Scouting families will participate in this program. The Troop needs its share for Troop operations.

The goal is for each Scout to earn \$80.00 minimum yearly in fund raising activities for the Troop (of which \$40.00 goes into the Scouts own account). If the Scout does not participate in any fund raising, he owes the Troop the additional \$40.00 by December 31st.

Scout Accounts which have a negative balance and/or Scouts who owe money to the Troop shall make restitution. Otherwise, the Scout may not be allowed to participate in monthly activities, reregistration, or rank advancement.

Tax Deductions

Much of the money an adult spends each year for adult portions of Scouting activities is allowable as a tax deduction for both state and federal returns. This includes non-reimbursed mileage, tolls, uniforms, etc.

Keep a list, it is usually well worth it.

ADULT LEADERS - JOB DESCRIPTIONS

For all committee members or program staff, it is mandatory that all adult leaders view the "Fast Start" video and it is recommended that all Adult Leaders attend Wagon Wheel, an adult leadership training course. The Troop reimburses the adult upon completion of the course.

Troop Committee

COMMITTEE CHAIRPERSON

The Committee Chairperson calls and conducts regular meetings of the committee. This person is responsible for delegating, coordinating, and ensuring all projects undertaken are completed. This person works with the Scoutmaster to prepare the order of business for the committee to undertake.

COMMITTEE MEMBER(S)

Troop Committee Member is the title of any registered parent or Scouter who helps make things happen in this troop. As a Troop Committee Member you are responsible to your chairperson. You are accountable for the quality of leadership and program in your Troop.

ADVANCEMENT CHAIRPERSON(S)

Advancement Chairperson schedules the Scout's Board of Review. This person is responsible for keeping all advancement records current & submitted to BAC. The Chairperson is responsible for the Troop Courts of Honor and the presentation of all awards. This person makes sure that all supplies for Scout advancement are on hand.

CAMPING CHAIRPERSON(S)

The Camping Chairperson is responsible for planning campouts for the Troop. The chairperson authorizes and delegates responsibility for each camping trip to a volunteer parent to be responsible for arranging the particular camp trip. This responsibility includes tour permits and arrangements for use of camp sites. The chairperson also assists Troop leadership with summer camp and high adventure preparations.

SECRETARY

The Secretary is responsible for record keeping surrounding meetings, including notices and minutes. The Secretary will prepare the parent's newsletter and work with the Troop Scribe and Historian.

TREASURER

The Treasurer is responsible for handling all Troop funds, paying bills as authorized by the Scoutmaster or Troop Committee.

CHARTER ORGANIZATION REPRESENTATIVE

The Charter Organization Representative (COR) serves as a liaison between the sponsor of the Troop and the Committee, represents your Troop to the local council and at the monthly District Committee meetings.

Program Staff

SCOUTMASTER

The Scoutmaster has the responsibility to train and guide the boy leaders of the Troop. This person works with other adults to give boys the benefits of Scouting. This person works with the boys, helping them to grow by encouraging them to learn, to lead, and to take responsibility.

ASSISTANT SCOUTMASTER(S)

Assistant Scoutmasters work with the Scoutmaster and serve as advisors to Patrols and Troop leadership. Assistant Scoutmasters generally carry out the duties as assigned by the Scoutmaster for the good of the Troop.

TROOP QUARTERMASTER ADVISOR

Troop Quartermaster Advisor (TQA) works with the Scout Troop Quartermaster(s) to ensure the proper care and control of all Troop equipment (refer to section on Issuing Patrol Equipment). Troop Quartermaster reports to the Committee the status of equipment along with recommendations for new purchases.

WHERE TO PURCHASE

OFFICIAL SCOUT UNIFORMS

BSA Scout Store
701 Wyman Park Drive
Baltimore, MD
(410) 338-0144

Dorsey Road Scout Shop
BWI Commerce Park
7502 Connelley Drive, Suite 120
Hanover, MD 21076
(410) 553-6913

SCOUT SHOPS ONLINE: www.scoutstuff.org

UNOFFICIAL CAMPING GEAR

H & H Surplus
424 N. Eutah Street
Baltimore, MD

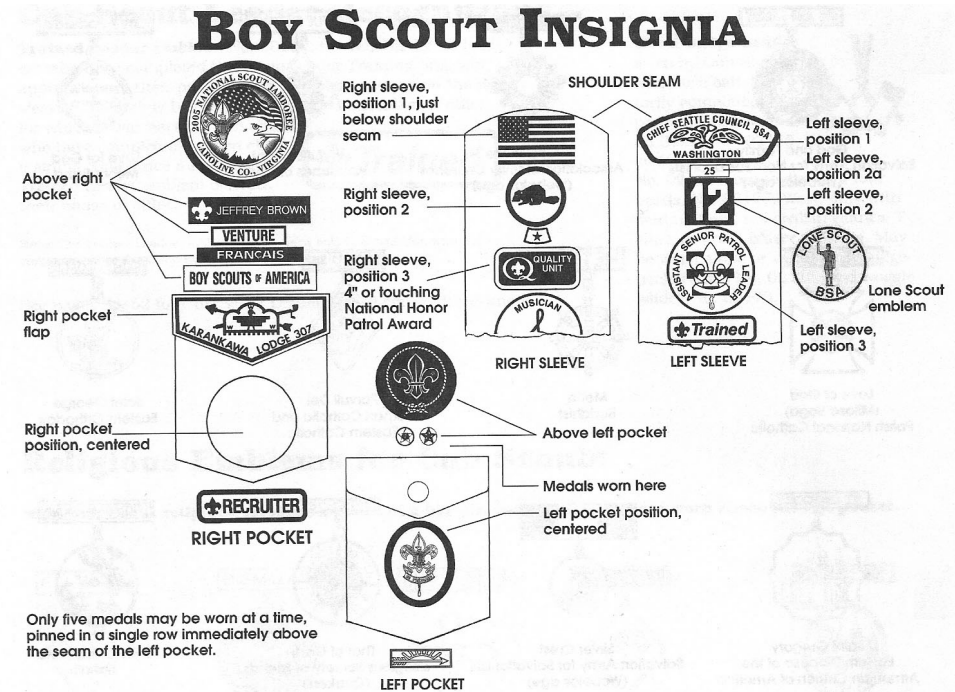
Bass Pro Shop
Arundel Mills Mall

Campmor Catalogue Sales
Paramus, NJ
1-800-525-4784

HOW TO JOIN

1. SCOUT APPLICATION - Complete the required information, sign your name, and return to the Scoutmaster.
2. MEDICAL FORM AND PERMISSION - Fill in the required information on Class I and/or Class II forms with parent/guardian signature. Your physician must complete the Class II form.
3. SCOUT PARENT RESOURCE FORM - Please fill the requested information and return to the Scoutmaster.
4. In order to receive Troop 944 scouting information, send, via email:
 - (A.) one or both parents' names and email addresses, and
 - (B.) the scouts name and email address to the adult email address coordinator.
5. PARENT MERIT BADGE COUNSELOR APPLICATION - Please complete and return to the Scoutmaster.
6. TROOP CALENDAR - Please READ the complete schedule, SAVE IT, and mark your calendar.
7. DUES AND JOINING FEE - Pay your activity fee and prorated dues to Troop Committee Treasurer.

APPENDIX 1: SCOUT PATCH LOCATIONS



Boy Scout Program Identification

U.S. flag emblem, cloth, red, white, and blue, No. 00103, Boy Scout and Boy Scout leader, right sleeve, position 1, just below shoulder seam. New uniforms have this emblem already sewn in the correct position.

Lone Scout emblem, cloth, red and black on khaki, No. 00352A, Lone Boy Scout, left sleeve, position 2.

Council shoulder emblem, cloth, No. 16xxx (last three digits indicate the council number), Boy Scout and Boy Scout leader, left sleeve, position 1, just below shoulder seam.

Unit number with veteran bar, cloth. Unit number with veteran bar embroidered above the numerals. Special order. Two-digit unit number, No. 10412; 3-digit, 10413; 4-digit, 10414.

Venture strip, cloth, red on tan, No. 00019, above Boy Scouts of America strip or above interpreter strip.

Varsity strip, cloth, orange on tan, No. 00018, above Boy Scouts of America strip or above interpreter strip.

Veteran unit bars, cloth, Boy Scout and Boy Scout leader, left sleeve, position 2a; 25 years, No. 00133; 30 years, No. 50006; 35 years, No. 50007; 40 years, No. 50008; 45 years, No. 50009; 50 years, No. 00105; 55 years, No. 00194; 60 years, No. 00195; 65 years, No. 00196; 70 years,

Patrol emblem, cloth, 39 different emblems; blank to make your own design, No. 10240; Boy Scout, right sleeve, position 2. See specific emblem for correct number.

Order of the Arrow identification, lodge insignia fits shape

No. 00197; 75 years, No. 00107; 80 years, No. 00198; 85 years, No. 00138; 90 years, No. 50010.

Unit number, cloth, white on red, Nos. 10400 through 10408 (last digit indicates the unit number for 0 through 8); for unit number 9, order No. 10406, Boy Scout and Boy Scout leader, left sleeve, position 2, touching council shoulder emblem if veteran unit bar is not worn. Multiple-digit numbers may be special-ordered—2-digit, No. 10409; 3-digit, No. 10410; 4-digit, No. 10411.

of right pocket flap. Order of the Arrow membership emblem, No. 00001, suspended from right pocket button. Appropriate OA honor sash worn over right shoulder—under epaulet of tan shirt—diagonally across chest to left waist. See page 53.