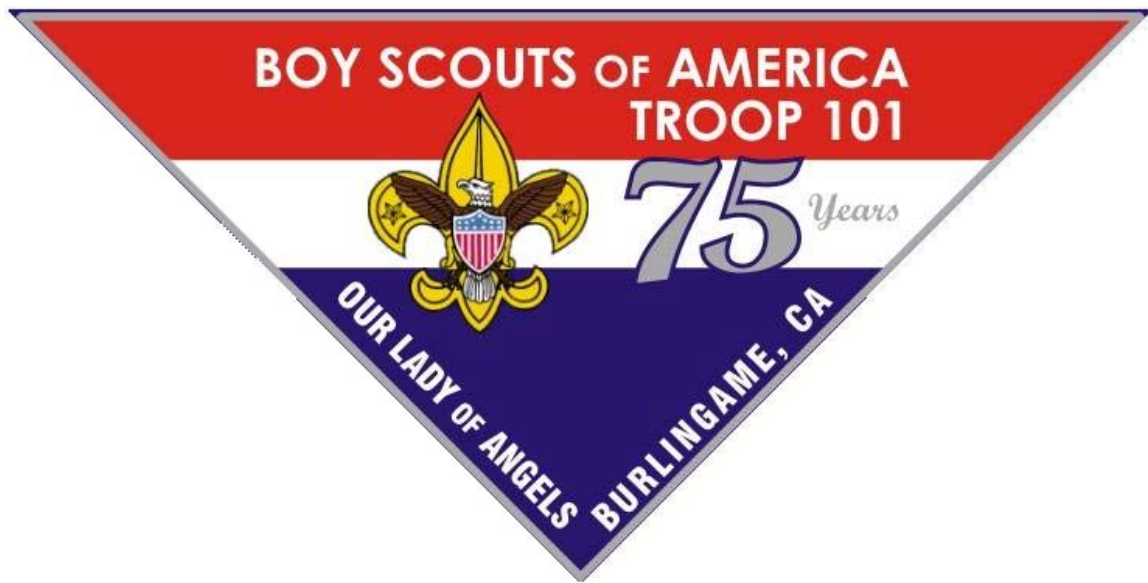


# Troop 101 Guide



**Redwood District  
Pacific Skyline Council  
Boy Scouts of America**

January 2010

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Cover: Troop 101 Neckerchief design for 75<sup>th</sup> year anniversary.  
Design by Scout Michael Miura, 2005.

## Welcome to Troop 101!

Troop 101 is a participating member of the Pacific Skyline Council, Redwood District, Boy Scouts of America. Its organization consists of a Chartered Organization, a Troop Committee, the Troop, and the Troop Parents.



### **CHARTERED ORGANIZATION**

The Chartered Organization for Troop 101 is Our Lady of Angels Church, Burlingame, California. The Chartered Organization is responsible for providing a safe meeting place, and ensuring through careful monitoring and screening that there is adequate, trained leadership that model and teach the principles of Scouting.

### **TROOP COMMITTEE**

**Functions:** Administration and support of the Scoutmaster and the troop.

**Responsibilities:** The Troop Committee shall have the duties and responsibilities described in the BSA "Troop Committee Guidebook." All Committee members shall be registered with the Boy Scouts of America as committee members.

**Meetings:** The Committee meets monthly during the Scouting year (September through June). Currently the meeting alternates between the first Monday and Tuesday of each month. The committee establishes day, time and location. The meetings are open and attendance is encouraged by all parents and other interested adults. All committee members are eligible to vote at Parent Committee meetings. A schedule of meetings and their locations shall be provided to all parents of Scouts.

**Organization:** The Troop Committee consists of parents or other adults, 18 or over, interested in Scouting. Parents should be representative of boys in all age groups within the Troop to provide continuity of the Committee as members depart. The Troop Committee shall be organized (see BSA Troop Committee Handbook) as follows:

- a) **Committee Chairman:** Maintains contact with Committee members, chairs monthly committee meetings, and calls additional meetings as necessary.
- b) **Secretary:** Records and distributes committee meeting minutes/notices.
- c) **Treasurer:** Maintains financial records, audits budget, processes reimbursements, projects spending plan.
- d) **Recruitment Chair:** Cub Scout Pack contact, coordinates Webelos X-treme, organizes general recruiting efforts.
- e) **Fund Raising Chair:** Coordinates fund raising activities for the troop. (Currently we participate in the Council popcorn sale and a troop holiday wreath sales)

- f) Outdoor Reservations Coordinator: Obtains camping permits and coordinates the outdoor activities with the Patrol Leaders Council and Scoutmaster.
- g) Transportation Chair: Arranges transportation to and from all Scout activities.
- h) Advancement Chair: Monitors individual Scout advancement; maintains advancement records, counsels Eagle Scout candidates.
- i) Medical Records Chair: Keeps medical records binder current for Scouts and adult leaders (refer to Scout medical binder).
- j) Family Dinner/Hospitality Chair: Organize annual potluck dinner; organize additional Scout parties.
- k) Charter Organization Liaison: Maintains contact between OLA and Troop 101.
- l) Training Chair: Ensures that the Scouts and adult leaders are adequately trained to Boy Scout standards.

## **TROOP**

**Troop Organization:** Troop 101 is a “boy led” troop. The Patrol Leaders Council (PLC) governs the troop. These patrol leaders choose troop activities, plan outings, and represents the scouts from each patrol. The Senior Patrol Leader, a senior scout that is elected by the troop, leads the PLC and also conducts the weekly troop meetings.

**Patrol Organization:** The troop is organized into Patrols with as many scouts as required. Each Patrol consists of a Patrol Leader and no less than four Scouts consistent with the abilities of the Scouts in a Patrol to manage themselves and their activities. When practical, patrols should have no more than 10 Scouts.

**Troop Meetings:** Troop 101 will hold meetings weekly. Meetings currently are held every Wednesday from 7:30 p.m. to 8:45 p.m. at OLA in the lower hall at 1335 Cortez Av. in Burlingame (next to the gymnasium). Changes to the meeting schedule will be announced as early as possible to allow for proper planning.



Scouts must be in the full uniform specified for troop meetings. The Boy Scout Handbook, a tablet and pencil are also required at each meeting.  
Class A+ (Standard Boy Scout uniform with neckerchief and merit badge sash)  
Class A (Standard Boy Scout uniform with neckerchief)  
Class A- (Standard Boy Scout uniform without neckerchief)  
Class B (Scout pants, troop t-shirt and troop sweatshirt)

Be at troop meetings on time 7:30 pm. Parents must come into the meeting room to pick up their Scout. Scouts may not wait outside.

**Adult Leadership:** Two registered adult leaders, one of whom must be at least 21 years of age, are required for all Troop 101 meetings, trips or outings. At least one of the adults must have completed Boy Scout Basic Leader training. All adult leaders must have completed Boy Scout Youth Protection training.

### **UNIFORM**

Scouting is a uniformed program. Each Scout is required to have and wear, within a month after joining the Troop, the following uniform items, which can be purchased at any Scout store:

Scout shirt with appropriate insignia and patches and green long Scout pants.

Short Scout pants may be worn as an alternative.

Troop numbers (101, green)

Pacific Skyline Council Shoulder Patch (CSP)

World Scouting Fleur de Li

Patrol Patch

Seventy Five year Patch

Epaulets (green)

Troop 101 Neckerchief (blue neckerchief with red, white, and blue embroidery)

Neckerschief Slide

Scout belt and buckle

Scout socks

A hat is not required, but if worn it must be an official uniform

Boy Scout hat.

Class B troop t-shirt and sweat shirt purchased from troop.

Boy Scout Handbook

Uniform and insignia shall be worn in accordance with the "Insignia Guide".

Each Scout is required to wear his Class A uniform to all scheduled meetings, activities or outings. Changes of clothing may be prescribed to accommodate activities that might damage the uniform.



### **TROOP PARENTS**

The role of parents within Troop 101's successful operation cannot be understated. Parents of Troop 101 are expected to be supportive of the Troop's efforts to provide the atmosphere Scouts need to learn and excel. Parents are expected to:

1. Read their Scout's handbook and understands the purpose and methods of Scouting.

2. Actively follow their Scout's progress (or lack thereof) and offer encouragement and a gentle push when needed.
3. Show support to both the individual Scout and the Troop by attending all Troop Courts of Honor. Assist, as requested, in all Troop fundraisers, service projects, and other such activities. All such assistance lowers the cost of the program we offer to the Scouts and, therefore, lowers each family's cash outlay for their Scout(s).
4. Be aware of the Troop program and annual calendar, and make plans, as far in the future as possible as to whether their Scout will participate in troop activities. Early planning is especially important when early reservations are required (summer camp, ski-trip, etc.).
5. See that the Scout attends each meeting in appropriate uniform with Scout book and appropriate materials.
6. Read, discuss with your Scout, and sign the Troop 101 Expectations of Behavior Contract.

### **DUES**

Dues of \$175 are paid annually. This money helps pay for registration, advancement items and activities. Dues will usually be due the first meeting in October.

### **Fund Raising**

Most of the Troop activities and operational costs such as camp fees, food, fuel, materials and supplies, equipment, etc. are paid for by the annual fund raising drive conducted by the troop. The fund raising goal per scout is \$450 of gross sale. Although it is recommended that all families join in the fund raising effort to support the troop and council, a family may "opt-out" of the fundraising sales and choose the buyout option by paying \$300.

### **TYPICAL ACTIVITIES**

District/Council events: Camporees, Klondike, Webelos Extreme, Scout-O-Rama, and Mountain Man Rendezvous.

Troop events: Camping, swimming, back packing, rock climbing, caving, snow skiing, white water rafting, canoeing, miniature golf, bowling, etc.

Summer Camp: Troop 101 plans a one-week summer camp each year. The cost is approximately \$345. A \$150.00 payment is due in mid-January. Additional payments are due in February with the remaining balance due in March. The date is typically the third week in July at Camp Wente in Willits, California.



## ADVANCEMENT

Details for advancement are contained in the Boy Scout Handbook, which every Scout is required to have as soon as possible after joining the Troop, preferably within the first month. Typically, the first meeting of each month, the Scoutmaster will award any advancements and merit badges earned to date.

Parents and all other interested individuals are encouraged to attend.



Scout      Tenderfoot      2nd Class      1st Class      Star      Life      Eagle

**Rank Advancement Program:** –The Boy Scout Advancement Program encourages boys to meet significant challenges that lead to personal growth. As a Scout works his way from Tenderfoot through Eagle, the requirements he must successfully complete will help him develop physically and morally into manhood. Advancement is one of the eight methods used by Scout leaders to help boys fulfill the aims of the BSA. Properly used, a troop's advancement program can tie together and energize the other seven methods. Just as advancement helps unite the other seven methods of Scouting, completing requirements and moving upward in rank are natural outcomes of a troop's regular activities. The more interesting the program offered by a troop, the better its record of advancement. A troop with many events and frequent outdoor adventures will provide varied opportunities for Scouts to complete advancement requirements. As Scouts complete each requirement, he will be tested and signed off in the BACK section of his handbook (pp. 438 - 449) by the Scoutmaster or by someone he designates.

When all the skills required are completed, the Scout needs to ask the Scoutmaster for a **Scoutmaster Conference**. The Scoutmaster Conference will typically be held on a camping trip, troop outing, or at the Scoutmasters home. The Scoutmaster Conference is a visit between the Scoutmaster and a Scout that is held each time the boy completes the requirements for a rank. A Scout taking part in a Scoutmasters conference will be able to determine if he is ready to go before the board of review.

After a Scout has completed all the requirements for any rank from Tenderfoot through Life and has had a Scoutmasters Conference, for that rank, he appears before a **Board of Review** composed of three to six members of the troop committee. The purpose of the board of review is **not to retest** a Scout, but rather to ensure that he has completed all of the requirements, to determine the quality of his troop experience, and to encourage him to advance toward the next rank. The Scoutmaster will arrange for a Board of Review. Boards of review for Tenderfoot through Life should each last about 15 minutes. A Scout appearing for his Board of Review should be in full uniform and have his Boy Scout

Handbook.

**Advancement from Scout to 1st Class:** The goal of the Scouting program, and this Troop, is for the Scout to achieve the rank of First Class within his first year in the Troop. The Scout learns the skills required for earning a rank from his



Scout Handbook. A Scout wanting to complete an advancement requirement must demonstrate to his leader that he has fully mastered a skill at the level expected. In a new Scout patrol, that leader might be the assistant Scoutmaster or the troop guide assigned to the patrol. Scouts in regular patrols and Venture patrols might be tested by adult troop leaders or by their own patrol leaders, troop guides, or another junior leader, provided that the boy leader has already earned the rank the Scout is aiming for. (In Boy Scouts, troop leaders, rather than parents, sign off

advancement requirements. In order to avoid the appearance of impropriety, troop leaders will not normally sign off rank requirements for their own sons. Infrequent exceptions may be made in the case of a leader who is teaching skills to several Scouts at once at a patrol or troop meeting or other Scouting function, but every effort should be made to have another leader sign off the instructing leader's sons if possible.) A parent may not sign off their son's requirements for rank.

**Advancement from First Class to Eagle** – In advanced ranks, the Scout will be demonstrating leadership and greater responsibility by running the Troop and holding leadership positions such as Senior Patrol Leader, Assistant Senior Patrol Leader, Scribe, Quartermaster, Patrol Leader, etc. Active participation in the troop and patrol is the key successfully achieving advancement goals for these advanced ranks.



**Active Participation:** All Scout ranks require active participation in the troop. Active participation is defined as attending 75% of the Troop's activities and meetings.

Circumstances preventing this level of participation may be addressed on an individual basis with the Scoutmaster.



### **MERIT BADGES**

The merit badge program helps Scouts discover new abilities, increases their self-confidence, and lets Scouts become "expert" in subjects that enrich their lives and ability to serve their community. A Scout works with a registered merit badge counselor to earn merit badges. Whenever possible, Scouts should work on merit badges with a partner. The Scout is required to contact the counselor to arrange for times and places to meet with the counselor. The Scout will obtain an Application for Merit Badge (BSA form No. 4124) from the

Scoutmaster prior to beginning the merit badge. This is a three-part form. This form indicates to the counselor that the Scout is eligible and has been approved by the Troop to work on the merit badge. When the Scout completes the work on the merit badge the counselor will sign the form and present the Scout with two of the three parts; the counselor will retain the "Counselor copy." The Scout will turn in the other two parts signed by the counselor to the Advancement Chairman. The completed merit badge will be recorded in the Troop Records and the last part of the Merit Badge Application will be given to the council. The Scoutmaster will present the Merit Badge to the Scout at the next Court of Honor. The Scoutmaster will also return the Scout's portion of the Blue card to the Scout.

### **PARENTS AS MERIT BADGE COUNSELORS**

All parents of Troop 101 are encouraged to become Merit Badge Counselors. Each merit badge counselor must be registered and should complete Youth Protection training; fees are not required. Counselors shall register using the Adult Registration Application, (BSA form No. 28-501), and complete the Merit Badge Counselor Information sheet and submit both to the District Advancement Committee for review and approval. Merit Badge Counselor training is available periodically from the Council. The District Advancement Committee maintains a list of all registered merit badge counselors within the district.

1. A Counselor is not limited in the number of badges he/she may be registered to counsel and there is no limit to the number of badges a Counselor may work on with a specific Scout.
2. It is recommended that Counselors try not to be counselors for more than three of their son's merit badges and these should be done in a group of two or more Scouts.
3. Merit badge counselors are required to have two-deep leadership at all merit badge sessions.

### **DISCIPLINARY ACTION POLICY**

If the actions of a Scout are disruptive to meetings and activities, or endanger the well being of another individual while engaged in a troop function, the Scout will be made aware that the behavior exhibited is not consistent with the expectations of a Scout and must stop immediately. Swearing, fighting, inappropriate comments, loud talking during meetings, and other disruptive actions in this same vein will not be tolerated. Threats against another person and/or actions,



such as hitting or striking another person, which may cause harm to another individual will be taken seriously and are not allowed under any circumstance. Scouting is meant to teach the values of life and respect for others. If behavior that is inconsistent with the expectations of a member of the Boy Scouts is exhibited repeatedly, the following disciplinary steps are suggested. These may be shortened or lengthened depending on the severity

or other extenuating circumstances.

1. A warning is given by the Scoutmaster and/or another adult leader to improve their attitude or they will be asked to sit out from the activity. The Scoutmaster will notify the Scout's parents of the problem.
2. If the Scout's behavior has not improved after 2 warnings, the Adult leader will call the parent to pick up the Scout immediately.
3. Arrangements will be made by the Scoutmaster to meet with the parents to discuss the problems and how they are detrimental to the workings of the troop.
4. If problems persist, the Scoutmaster and another troop adult will inform the Scout and parent that further inappropriate behavior will be grounds for suspension or dismissal from the troop. A letter from the Scoutmaster will follow this up to put in writing to the parent and Scout the possibility of dismissal from the troop. Please read and discuss, with your Scout The Troop 101 Expectations of Behavior Contract. See the next page for a copy.

**TROOP 101 “EXPECTATIONS OF BEHAVIOR” CONTRACT**

Troop 101 of the Boy Scouts of America provides a high quality, active program of scouting adventure. In order to accomplish the Troop’s programs and goals in the best Scouting tradition, it is important that all Scouts and their parents understand, acknowledge, and follow Troop standards.

As a member of Troop 101, I will do the following to the best of my ability:

1. I will abide by the Scout Oath, the Scout Law, the Outdoor Code, and the guidelines provided in the Scout Handbook.
2. I will set a good example by keeping myself neatly dressed and presentable in the appropriate Scout uniform or Troop T-shirt, conducting myself as a responsible young adult whose behavior reflects well on the Troop, and Scouting.
3. I will wear the complete uniform appropriate for each meeting or activity until I have left the meeting place or activity.

I will:

- Wear my shirt buttoned and properly tucked in
- Have my Scout belt fastened at my waist
- Wear my neckerchief neatly rolled and fastened with slide
- Wear my Scout socks

If I wear a hat with my uniform, it will be a Scout hat

4. I will be responsible for keeping my tent neat and gear labeled; I will be responsible for my own gear, and I will treat Troop gear and equipment carefully.
5. I will respect the personal property of others by not stealing, abusing, defacing, vandalizing, or damaging it. I am responsible for replacing any property I damage.
6. I will respect and follow the authority of all elected troop officers and adult leaders.
7. I will remain active in Troop 101 by attending an average of 2 meetings per month. I will also help with Troop fundraising and participate in at least 2 troop service projects per year.
8. I will not be able to participate in troop activities unless I am active (as described in #7) in the troop.
9. I will not use language or gestures that are inappropriate, offensive, vulgar, or profane.
10. I will not verbally, non-verbally, or physically harass or abuse any other person.
11. I will not use electronics, including games, cassette/CD players, or radios on activities except with prior permission in vehicles on extra long trips. (Music inconsistent with scouting principles, as determined by adult leaders, will not be allowed)
12. I will not bring or have in my possession, at any Scout function, any unacceptable reading material, judged by adult leaders to be inconsistent with scouting principles.

Scout Name \_\_\_\_\_  
(Printed)

Scout signature \_\_\_\_\_ Date \_\_\_\_\_

I have read and discussed the above contract, including the “Expectations of Behavior” for Troop 101, with my son. He understands that any violations of the Expectations of Behavior can result in disciplinary actions by the Troop, including the possibility of expulsion from the Troop. I further pledge that as a parent involved with the Troop I will behave in accordance with the Troop’s guidelines.

Parent’s/Guardian’s Signature \_\_\_\_\_ Date \_\_\_\_\_