

# Troop Handbook

for  
Scouts, Parents and Adult Leaders



Scouts BSA Troop 65  
Circle Pines, MN

Northern Star Council  
Boy Scouts of America

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# Mission & Vision of the Boy Scouts of America

## Mission Statement

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The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

### Scout Oath

On my honor I will do my best  
To do my duty to God and my country  
and to obey the Scout Law;  
To help other people at all times;  
To keep myself physically strong,  
mentally awake, and morally straight.

### Scout Law

A Scout is:

Trustworthy	Obedient
Loyal	Cheerful
Helpful	Thrifty
Friendly	Brave
Courteous	Clean
Kind	Reverent

## Vision Statement

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The Boy Scouts of America will prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Law.

## Vision of Scouts BSA Troop 65

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Troop 65 will strive to achieve of the Mission and Vision of the Boy Scouts of America in our community. Through excellence in the implementation of the Aims and Methods of Scouting, and led by youth under the guidance of adults, Scouts BSA Troop 65 will be a program of choice for boys and girls in the Centennial area.

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# Welcome to Scouts BSA Troop 65

## Troop Handbook

Scouts BSA is a year-round program for boys and girls in fifth grade through high school that provides fun, adventure, learning, challenge, and responsibility to help them become the best version of themselves.

In Scouts BSA, young men and women go places, test themselves, and have one-of-a-kind adventures that can't be found anywhere else.

### ADVENTURE

Scouts BSA is an introduction to the great outdoors for boys and girls ages 11 through 17 and, most important, a lesson about their place in it.

### LEADERSHIP

Scouting builds leaders. Former Scouts serve on the boards of global corporations, walk the halls of the White House, and have been known to go hiking on the moon occasionally. Life lessons learned in Scouting will help all of its members make good decisions throughout life.

### SERVICE

The Scout slogan is Do a Good Turn Daily. That means doing something to help others each day without expecting anything in return. It implies that Scouts do their part in caring for the community and the environment.

### PERSONAL GROWTH

As Scouts plan activities and progress toward goals, they experience personal growth. Young men and women grow by participating in community service projects and by doing a Good Turn daily.

**Scouts BSA Troop 65** is a linked troop consisting of both a **Boys Troop** and a **Girls Troop**. Each has its own Scoutmaster (adult) and Senior Patrol Leader (youth), but share the Troop 65 numeral, Troop Committee and Assistant Scoutmasters. The troops are chartered to Our Savior's Lutheran Church at 9185 Lexington Avenue in Circle Pines, Minnesota. The Boy Scouts of America does not own or operate any Scouts BSA troops, but rather provides the Scouting program to community based organizations for their youth. Boys Troop 65 was originally founded in 1954 and has been continuously chartered since 1955. Girls Troop 65 was chartered in 2019. The administrative troop numbers of the Boys and Girls Troops are 3065 and 5065 respectively.

This handbook is intended to give Scouts and parents a general overview of how Troop 65 operates.



## **Scouts BSA Troop 65**

### **Troop Meetings**

Troop meetings are planned and run by the youth. They are held every Monday of each month, except the last Monday of each month, in the fellowship hall of the church. They begin at 7:00 pm and end at 8:30 pm. Merit badge classes may be held at various other times. Future scouts, visitors, and all parents are always welcome. If you are new please introduce yourself to a scout or adult leader. The Boys and girls combine for the opening and closing and some instruction, but typically break out separately for other instruction and patrol meetings.

### **Troop Membership**

The troop consists of registered scouts and registered adult leaders. The majority of those scouts are considered active members who come to most meetings and events.

Inactive members include scouts whom for any reason stop participating for a short period of time or permanently. The troop realizes that scouts sometimes have other commitments that may prevent them from temporarily participating in Scouting.

Seasonal sports are the most common commitment. If this situation occurs let the Scoutmaster know. Scouts are always welcome to return when the commitment is over.

### **Patrol Structure**

The troop is organized into patrols with typically 6-8 scouts in each patrol. Generally new scouts will form one patrol made up of only first year scouts. After one year, they may continue in their patrols or choose one of the other patrols to join.

A Patrol will choose their own patrol name with the approval of the PLC and Scoutmaster. Each patrol creates their own flag, a patrol yell, and can select a patrol emblem/patch which is worn under the American flag on the right sleeve.

## **RANK ADVANCEMENT**

### **Scout, Tenderfoot, Second Class and First Class Rank**

The Scout Handbook is used to track requirements for advancement. Scouts must bring their handbook to meetings and camp outs so those requirements can be signed off when they are done. The troop Advancement Chair then maintains the master rank advancement information in Scoutbook, which is an online troop management system.

The rank of Scout is the beginning rank for a new scout. The requirements for this rank include understanding and demonstrating the basic creeds of scouting. When the required skills are demonstrated to the Troop Guide or other designated leader, they will sign and date the scout's handbook for review by the Scoutmaster or Assistant to record their advancement in Scoutbook.

The ranks of Tenderfoot, Second Class and First Class require learning skills in first aid, camping, physical fitness, citizenship and other areas. These skills are taught at camp outs, troop meetings,

and at home. Volunteer service time, which is given to the Chartered Organization, the community, or other community groups, is also needed for these ranks.

When a requirement is demonstrated, a scout who is 1<sup>st</sup> Class or above (with approval of the Scoutmaster), or an adult leader will initial and date the requirement in the scout's handbook. The Scoutmaster or other adult leader will review their handbook and record their advancement in Scoutbook. Parents of a scout are allowed to testify to achieving a skill but are not allowed to sign off their son's requirements.

Scouts may complete the individual requirements for these ranks in any order but will earn the ranks in order, which is Scout, then Tenderfoot, then Second Class, then First Class.

## Star, Life and Eagle Rank

The ranks of Star, Life, and Eagle require earning merit badges, service time and holding certain leadership or troop responsibility positions.

Star rank requires the scout to earn 6 merit badges, 4 of which are required for Eagle rank, serve 4 months in a position of leadership or responsibility and do a minimum of 6 hours of service work.

Life rank requires the scout to earn 5 more merit badges, 3 of which are required for Eagle rank, serve 6 months in a position of responsibility and do a minimum of 6 hours service work.

Eagle rank requires the scout to earn 10 more merit badges for a total of 21 badges, 13 of which are required for Eagle rank. The rank also requires the scout to plan and carryout a comprehensive service project that will benefit their church or community.

## Eagle Scouts of Troop 65



#	Year	Name	#	Year	Name
1	1962	A. Charles Bergee	24	2003	Brian Schleeter
2	1966	Richard Adams	25	2003	Philip Salwasser
3	1975	Richard Olson	26	2003	Brian Adler
4	1983	Charles Bonnell	27	2004	Cody Schultz
5	1994	Craig Koenes	28	2004	Ryan Shimon
6	1994	Timothy Weight	29	2004	Erich Stauder
7	1994	Jacob Bernier	30	2006	Gregory Eichten
8	1994	Michael Geschwill	31	2006	Mitchell Hislop
9	1996	Patrick Weight	32	2006	Alexander Lovstad
10	1996	Eric Goddard	33	2007	Gregory Adler
11	1996	Joseph Rand	34	2007	Matthew Dion
12	1996	James Soule	35	2007	Kyle Lynch
13	1997	Derek McKay	36	2007	Elan Majkrzak
14	1998	Nicholas Stevens	37	2008	Samuel Stigen
15	1999	Zachary Marko	38	2009	Jesse Hylton
16	2000	Timothy Engle	39	2009	Jacob Schackman
17	2000	Marco Perzichilli	40	2009	Dan Seiberlich
18	2000	Justin Johnson	41	2010	Carl Lilleberg
19	2000	Joseph Plasek	42	2012	Ryan Dion
20	2002	Keith Meier	43	2014	Tyler Urbanski
21	2002	Anders Lindberg	44	2015	John Ackerman
22	2002	Alyn Naslund	45	2016	Jacob Hatch
23	2003	Michael Lynch	46	2017	Jacob Dion

## **Merit Badges**

Any merit badge can be earned regardless of current rank. Merit badges are offered during summer camp, special events, and troop meetings or can be earned on an individual basis.

When a scout is ready to work on a merit badge they should see the Advancement Chair who will give them a merit badge card and help select a Merit Badge Counselor. The scout completes the basic information and gives the card to the Scoutmaster who after discussing the badge with the scout, signs it.

It is the scout's responsibility to contact the Merit Badge Counselor and arranges to meet with them. The scout must take the merit badge card and the appropriate merit badge pamphlet to each meeting.

The Troop Library contains a number of merit badge pamphlets that can be checked out temporarily. If a pamphlet is not available it can be purchased from the Scout Shop. Donation of a pamphlet to the Troop Library after the badge is earned is always appreciated.

When all the requirements are completed the counselor will sign and date the merit badge card. The scout then has the Scoutmaster sign the card and gives it to the Advancement Chair who will process the advancement, order the merit badge.

The returned scout's portion of the card and a merit badge recognition card, which will be given at a Court of Honor, should be kept in a safe place. These items will provide proof of completion as the scout advances toward Eagle rank.

## **Scoutmaster Conference**

A Scoutmasters Conference is typically the next to last step required after completing all the requirements for all ranks. The purpose of the conference is to allow the Scoutmaster to learn more about the scout and their goals in scouting.

The scout requests a Scoutmaster Conference, either directly with the Scoutmaster or through the Advancement Chair. The scout should be in uniform and have their completed scout handbook with them for the conference. The meeting may take place the same night or at the next troop meeting.

## **Board of Review**

The Board of Review is the last step for all rank advancement. The board consists of at least three adults but cannot include the Scoutmaster or an Assistant Scoutmaster or the parent of the scout. The chair of the board of review should be a Troop Committee member. The purpose of the board is to have a discussions with the scout about scouting, activities, and advancement requirements pertaining to the rank being completed. This provides the Scout the opportunity to provide feedback on the program. Boards of Review typically occur monthly prior the Troop Committee Meeting by appointment. The Scout should contact the Troop Advancement Chair in advance to schedule a board of review.

The scout's handbook will be signed and dated when the scout completes the Scoutmaster Conference and passes the Board of Review, and their record will be updated in Scoutbook. The



scout will immediately be considered the new rank. The rank badge will be presented at a subsequent meeting or Court of Honor.

## Court of Honor

Courts of Honor are special meetings typically held quarterly to celebrate and formally recognize the achievements of the scouts. Special announcements and overview of troop activities for the next 3 months are also presented at Courts of Honor. All family members of the scout are strongly encouraged to attend Courts of Honor. The scouts have worked hard for what they have earned and deserve acknowledgment and congratulations.

## SCOUT LEADERSHIP

### Scout Leadership and Troop Positions

Troop 65 is run by the youth scout leaders. With the guidance of the Scoutmasters and Assistants they plan the program, conduct troop meetings and provide leadership to the scouts.



The **Senior Patrol Leader (SPL)** is the top leader of the troop. The SPL is responsible for the troop's overall operations. With guidance from the Scoutmaster, the SPL takes charge of troop meetings, the Patrol Leader Council and all troop activities, and does everything they can to help each patrol be successful. The Boys Troop and Girls Troop each have their own SPL.



The **Assistant Senior Patrol Leader (ASPL)** works closely with the Senior Patrol Leader to help the troop move forward and serves as acting Senior Patrol Leader when the Senior Patrol Leader is absent. The Assistant Senior Patrol Leader trains and provides direction to the troop quartermaster, scribe, historian, librarian, instructors, and Order of the Arrow representative.



The **Patrol Leader (PL)** is the top leader of a patrol. The Patrol Leader represents the patrol at all patrol leader council meetings and program planning conferences, and keeps patrol members informed of decisions made. They play a key role in planning, leading, and evaluating patrol meetings and activities and prepares the patrol to participate in all troop activities.



The **Assistant Patrol Leader (APL)** is appointed by the Patrol Leader and assists the Patrol Leader in their responsibilities. The APL leads the Patrol (on a temporary basis) in the absence of the Patrol Leader. The APL uses this position as a support role and a building platform for future positions of responsibility within the Troop.



The **Troop Guide** is both a leader and a mentor to the members of the new scout patrol. They should be an older scout who holds at least the First Class rank and can work well with younger scouts. The Troop Guide helps the patrol leader of the new scout patrol in much the same way that a Scoutmaster works with a Senior Patrol Leader to provide direction, coaching, and support.



The **Quartermaster (QM)** is the troop's supply boss. The QM keeps an inventory of troop equipment and sees that the gear is in good condition. The Quartermaster works with patrol quartermasters as they check out equipment and return it, and at meetings of the Patrol Leader Council reports on the status of equipment in need of replacement or repair. In carrying out their responsibilities, the QM may have the guidance of a member of the troop committee.



The **Scribe** is the troop's secretary. Though not a voting member, the Scribe attends meetings of the Patrol Leader Council and keeps a record of the discussions. The Scribe cooperates with the patrol scribes to record attendance and dues payments at troop meetings and to maintain troop advancement records. A member of the troop committee may assist them with their work.



The **Bugler** plays the bugle (or a similar instrument) to mark key moments during the day on troop outings, such as Reveille and lights out. The Bugler must know the required bugle calls and should ideally have earned the Bugling merit badge.



The **Chaplain Aide** assists the troop chaplain (usually an adult from the troop committee or the chartered organization) in serving the religious needs of the troop. The Chaplain Aide ensures that religious holidays are considered during the troop's program planning process and promotes the BSA's religious emblems program.



The **Troop Historian** collects and preserves troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia and makes materials available for scouting activities, the media, and troop history projects.



The **Leave No Trace (LNT) Trainer** specializes in teaching Leave No Trace principles and ensuring that the troop follows these principles on outings, and can also help scouts earn the Leave No Trace award. This role requires a thorough understanding of and commitment to Leave No Trace. Ideally, the LNT Trainer should have completed Leave No Trace training and earned the Camping and Environmental Science merit badges.



The **Librarian** oversees the care and use of troop books, pamphlets, magazines, audiovisuals, and merit badge counselor lists. The Librarian checks out these materials to scouts and leaders and maintains records to ensure that everything is returned. They may also suggest the acquisition of new literature and report the need to repair or replace any current holdings.



The **Webmaster** is responsible for maintaining the troop's website. They should make sure that information posted on the website is correct and up to date and that members' and leaders' privacy is protected. A member of the troop committee may assist with this work.





Each **Instructor** is an older troop member proficient in a scouting skill. They must also have the ability to teach that skill to others. An Instructor typically teaches subjects that scouts are eager to learn, especially those such as first aid, camping, and backpacking, which are required for outdoor activities and rank advancement. The troop can have more than one Instructor.



The **Den Chief** works with a den of Cub Scouts and with their adult leaders. The Den Chief take part in den meetings, encourages Cub Scout advancement, and is a role model for younger boys and girls. Serving as Den Chief can be a great first leadership experience for a scout.



The **Junior Assistant Scoutmaster (JASM)** serves in the capacity of an Assistant Scoutmaster except where legal age and maturity prohibits, or are required. The JASM is appointed by the Scoutmaster because of their demonstrated leadership ability. The Junior Assistant Scoutmaster mentors all of the Scouts in elected or appointed positions by assisting them in fulfillment of their required duties and obligations. They must be at least 16 years old but not more than 18 years old.



The **Order of the Arrow (OA) Troop Representative** is a youth serving their troop as the primary liaison to Totanhan Nakaha Lodge and Paul E. Wetheren (Three Rivers) Chapter. The OA Rep. meets the unit's needs by providing a communication and programmatic link to and from all Arrowmen, Scouts who are not presently members of the Order of the Arrow and adult leaders.

## Patrol Leaders Council

The Patrol Leaders Council (PLC) is responsible for planning and conducting troop activities. The PLC membership includes the Senior Patrol Leader, Assistant Senior Patrol Leader, Troop Guide, and the Patrol Leader from each patrol, along with the Troop Scribe and Quartermaster.

The PLC meets the last Monday of each month at 6:30 pm to plan the next months troop meetings. The PLC also meets at 6:45 pm before each troop meeting to discuss the current troop meeting details. The Boys Troop and Girls Troop each have their own PLCs and may choose to meet concurrently or separately. The PLC also provides scout input to the troop committee meetings and the annual program planning meeting.

## Leadership Corps



The Leadership Corps consists of older Scouts who are at least First Class. The Senior Patrol Leader serves as the leader of the group, but can appoint an Assistant Senior Patrol Leader to run the Corps instead. Older scouts who hold the troop leadership positions of SPL, ASPL, Troop Guide, Quartermaster, Scribe that meet the age and rank requirement are typically members of the Corps. Scouts who hold other leadership positions such as Librarian, Webmaster, etc. may be appointed into the Leadership Corp by the SPL with approval of the Scoutmaster. Leadership Corps members are not members of another patrol in the troop. The Leadership Corps is not required, but is established by the Scoutmaster and PLC if desired. The Boys Troop and Girls Troop have separate Leadership Corps if established.

## Elections and Appointments

Elections and appointments are conducted every six months for scout leadership positions. The elected positions include the Senior Patrol Leader and the Patrol Leaders for each patrol. The Senior Patrol Leader is elected by all scouts in the Troop. Patrol Leaders are elected by the members of their respective patrol. Scouts who run for these positions must be approved in advance by the Scoutmaster. The Senior Patrol Leader should hold the rank of First Class or higher.

Troop leadership positions are appointed each year by the newly elected Senior Patrol Leader and ratified by the Scoutmaster with the following exceptions:

- Junior Assistant Scoutmasters are appointed by the Scoutmaster and ratified by the Troop Committee Chair.
- Patrol positions are appointed by the Patrol Leader. They include the Assistant Patrol Leader, and can include a Patrol Scribe, Patrol Quartermaster, Patrol Cheermaster, and Patrol Grubmaster.
- Den Chief appointments are made by the Scoutmaster in consultation with the Cubmaster. Terms of office typically coincide with the Pack program running from September to August of the following year.

## Scout Leader Training

Teaching leadership skills is an important part of being a Scout. New scouts begin with small jobs under the guidance of more experienced scouts and adult leaders. More responsibilities are given to them as their skills and knowledge improves.



Introduction to Leadership Skills for Troops is offered at least once a year to teach scouts the skills necessary to carry out positions in the troop. The troop's experienced scouts conduct this training allowing them to pass their skills onto younger scouts. The training is available to any scout of any rank and whether they have a leadership position or not. Scouts who complete this training are entitled to wear the 'Trained' strip shown on the left.



The troop strives to have at least one scout per year participate in the National Youth Leadership Training program "Grey Wolf." This is a week-long advanced youth leadership development program run by Northern Star Council.

## ORDER OF THE ARROW

The Order of the Arrow (OA) recognizes Scouts and Scouters who best exemplify the Scout Oath and Law in their daily lives. This recognition provides encouragement for others to live these ideals as well. Arrowmen are known for maintaining camping traditions and spirit, promoting year-round and long term resident camping, and providing cheerful service to others. The Scouts of Troop 65 annually elect candidates from amongst themselves for whom they deem worthy of this honor and who meet the eligibility requirements.



## ADULT LEADERSHIP

### Adult Leadership Positions

The purpose of adult leadership is to promote and encourage scout leadership. Adult leaders are present as advisors that assure the program planned by the scout leadership is oriented towards the ideals and goals of scouting.

### Scoutmaster Corps

The Scoutmaster Corps are the youth facing adult leaders responsible for the overall execution of the program and the direction of the troop.



The **Scoutmaster** is the adult responsible for working directly with the Scouts to help them create the program for the troop. The Scoutmaster trains youth leaders to run the troop by providing direction, coaching, and support. The Boys Troop and the Girls Troop each have their own Scoutmaster, and each will serve as an Assistant Scoutmaster of the other.



**Assistant Scoutmasters** are adult leaders who assist the Scoutmaster in delivering the troop program. Assistant Scoutmasters may be shared between the Boys Troop and Girls Troop, or dedicated to just one.

### Troop Committee



The **Troop Committee** is responsible for supporting the Scoutmaster in delivering quality troop programs by establishing troop policies and handling troop administration. The committee assures that all functions are delegated, coordinated, and completed. There is a single Troop Committee.



Appointed by the Chartered Organization Representative and responsible to appoint adult leader positions in the troop, the **Troop Committee Chair** works with the Scoutmaster and Troop Committee members in preparing the monthly troop committee meeting agenda and leads the meeting.



The **Chartered Organization Representative** is the liaison between the chartered organization, which is the Our Savior's Lutheran Church, the Boy Scouts of America, and the troop. They represent the chartered organization as a voting member of Northern Star Council.

The **Troop Secretary** is responsible for recording meeting information and preparing and issuing meeting reports.

The **Troop Treasurer** is responsible for maintaining the troop and scout accounts and paying troop and scout debts through a checking account.

The **Troop Advancement Chair** is responsible for keeping troop attendance and advancement records, reporting advancement to the council office and ordering badges and certificates.

The **Troop Equipment Chair** is responsible for working the youth Troop Quartermaster, PLC, Scoutmaster and Assistant Scoutmasters to maintain an accurate inventory of equipment and ensure equipment is in good working condition. Also, makes recommendations for replacement or additional equipment.

The **Troop Membership Chair** leads youth recruitment and retention efforts.

The **Troop Chaplain** encourages scouts to grow in their duty to God and their fellow scouts, encourages scouts to participate in the religious emblem program of their faith and when requested gives spiritual counseling in time of need.

The Troop Committee also has members without a specific responsibility. They serve by working on subcommittees and providing additional views on subjects that are being considered.

### **Troop Committee Meetings**

Troop committee meetings are held the last Monday of each month at 7:30 pm. Adults required to attend include the Troop Committee Chair, all Troop Committee Members, Scoutmaster and Assistant Scoutmasters, and Chartered Organization Representative. All parents are always invited and encouraged to attend the Committee Meetings.

### **Adult Leader Training**

All Scouts deserve a properly trained leader. For each registered Scout leader, there are required training specific to their position that must be completed.

Scoutmaster/Assistant Scoutmaster training and Introduction to Outdoor Leader Skills are required for the Scoutmaster and all Assistant Scoutmasters. This training is available from the District and Council. Both courses are occasionally offered in a one weekend event.

Troop Committee members are required to take the Troop Committee Challenge training course either online at [my.scouting.org](http://my.scouting.org) or at a District or Council training event.

**Youth Protection Training (YPT)** is developed by the BSA and covers recognizing indications of abuse, explaining the BSA's youth protection policies, and procedures used by the council to report suspected child abuse. It is **REQUIRED** for all registered leaders, as well as any parent who attends an overnight event (such as a campout). It is **HIGHLY** recommended for all other adults who is involved in scout activities. YPT can be taken online at [my.scouting.org](http://my.scouting.org) or at District and Council training events.

Advanced leader training is available to all registered leaders through the Woodbadge program. This training focuses on advanced leadership skills. At least one registered leader who is Scoutmaster or Assistant Scoutmaster should be Woodbadge trained.

## **TROOP EVENTS**

### **Semi Annual Planning Meetings**

Annual Planning Meetings are held late summer to plan the troop calendar for the next 12 months which includes, camping, activities, fund raising, service projects, etc. A Semi-Annual planning meeting is again held in the spring to plan out details over the next six months. All scouts are asked to provide their Patrol Leaders with their input and requests the week before the meeting.

Scouts with elected or appointed troop positions, adult leadership and committee members are required to attend. All scouts and parents are also invited to attend these planning meetings.

### **Camping**

Camping of the leadership development environment of choice for Troop 65 and as such we typically camp once a month. Each spring and fall the troop usually participates in a weekend Camporee put on by the Three Rivers District. The Camporees have a specific theme with planned activities that teach or use scout skills. Other months the troop plans their own campouts that are held at various locations.

In the summer the troop attends a week long camp at Many Point Scout Camp in northern Minnesota. The camp has planned activities with merit badge instruction in the morning, troop activities in the early afternoon, and free time for individual activities in the late afternoon and evening.

### **Activities**

Activities may planned throughout the year, which may include a bike trip, merit badge weekend, search and rescue training, attending professional sport games, pool party, ice fishing, snow skiing, Klondike Derby winter games, and much more.

### **Service Time**

Service time provides a voluntary service to the community or a church or without being paid in any form. This time is a requirement for advancement to several ranks as well as part of being a good scout.

Service time includes such events as Scouting for Food, Feed my Starving Children, Earth Day projects, Many Point Scout Camp Super Troop projects, church Men's Club Breakfasts, church spring cleanup, Eagle projects, church raking, and more.

### **Transportation**

Adults who are attending an activity usually provide transportation to activities. All drivers must be over 18 years old, have a valid drivers license, and be operating an insured vehicle. All passengers must wear a seat belt.

Scouts should remember they are guests of the driver and need to follow the rules set by the driver regarding eating, drinking, seating arrangements and noise levels. Traveling music is the choice of the driver and could possible include oldies or country music. So check with the driver before entering the vehicle.



## **Fund Raising**

Scouts are expected to earn money needed for the activities they attend. Several fund-raisers are held each year. The profit is split between the troop and the scouts that work the event, such that the entire organization benefits from these activities. The money is put in the individual and troop accounts.

Fundraising events include Christmas wreath sales, troop pancake breakfasts, grocery bagging, preparing and selling food at community events and more.

To remain compliant with IRS regulations for non-profit organizations, all funds raised must benefit the entire organization. No more than 50% of scout fundraising profits can be allocated to individual scout accounts and must only be spent on items that provide direct or indirect benefit to the troop as well as the individual (see Accounts section). Troop funds are spent on troop expenses, equipment, and activities that benefit all scouts in the troop.

## **Accounts**

The troop has an account with a local bank. The bank account is divided into a general troop account and individual scout and adult accounts. The troop account is used to pay troop expenses. The scout and adult accounts are individual accounts used to track deposits and money earned from troop fundraising. Individual accounts can be used to pay for camping and activity fees, as well as annual dues. The accounts can also be used to buy certain scouting needs such as uniforms and insignia, as a properly uniformed scout benefits the entire troop. Personal camping equipment to be used specifically on scouting events can be purchased with funds from an individual account. These purchases must be approved in advance by the Troop Committee and are allowed provided they enable an individual scout to participate in a scouting event, which in turn benefits the entire organization.

If a scout or adult decides to leave the troop, any deposits they made remaining in their account will be returned. All money from fundraising remaining in their account will be transferred to the troop account.

## **Camperships and Financial Assistance**

Troop 65 works with families that are in financial need to ensure that all Scouts are provided the opportunity to participate in our program. The troop helps these families apply to Northern Star Council for annual BSA membership fee waivers and camperships. The troop also provides for waivers of troop dues and event fees. The Scoutmaster, Committee Chair and Treasurer work with the respective family to discretely arrange funding help for their Scouts participation.

The adult leadership of Troop 65 is fully committed to ensure that no eligible youth is denied the opportunity to be a Scout or to fully participate due to financial difficulties.

## **Annual Health and Medical Record**

All Scouts and Adults participating in Scouting activities are required to have an Annual Health and Medical Record on file with the troop. For events greater than 72 hours pre-participation physical is needed. The form may be retrieved from the BSA website:  
[https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001\\_ABC.pdf](https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf)



## **Policy on Behavior Banned Material**

The goal of the adult and scout leaders is to have troop activities that are fun and safe for everyone. It is expected that all Scouts and adults will conduct themselves in accordance with the Scout Oath, the Scout Law and the Outdoor Code.

Some items are not to be brought to any troop meeting or outings by a scout or adult. These items include beer, liquor, illegal drugs, sheathed open blade knives (with the exception of filet knives for cleaning fish), firearms, fireworks, and adult publications. Smoking and chewing tobacco use is banned by any scout, even if they have their parent's permission. Adults are discouraged from using tobacco in the presence of any scout during a meeting or outing per BSA policy. These items will be confiscated by the Scoutmaster and returned to the parents of any scout involved or spouse of any adult involved.

Electronic devices are highly discouraged. Video games, TV's, radios, media players, & tablets are not allowed at any events unless prior approval has been given by the Scoutmaster. Scouts may be given permission by the Scoutmaster to utilize cell phones but should only be done so away from others and must not cause any disruption. The Scoutmaster may at any time tell a scout to shut off a device and may also prohibit use.

It is expected that behavior will be guided by the Scout Oath and Law. As such, certain behaviors by a scout or adult are not allowed at any troop meeting or event. These behaviors include foul language, abusive or suggestive gestures, fighting, bullying, disrespect, and destruction of property or nature.

All BSA Youth Protection policies are strictly enforced. Boys are not permitted in girls tents. Girls are not permitted in boys tents. The buddy system is to be used by Scouts on outings and buddies must be the same gender. Taking inappropriate photographs of oneself or others is prohibited.

If a scout is disruptive or otherwise prevents a scout leader from running a meeting they will be spoken to by the Patrol Leader and/or Senior Patrol Leader. If the scout is unwilling to abide by the requirements of the scout leader, the situation will be brought to the attention of an adult leader. If the problem continues, the scout's parent will be called to pick up the scout immediately, whether at a troop meeting or an outing regardless of distance.

An adult leader will intervene immediately in any situation they believe is unsafe or threatening. Scouts and parents are required acknowledge their understanding and agreement to comply with this policy annually by signing a copy of this policy. This is a prerequisite to most troop activities and all troop camping trips.

## **Uniforms and Equipment**

### **Scout and Adult Uniforms**

The Boy Scouts of America allow several options for uniforms. The troop has decided on a formal and informal uniform. The Scouts BSA Field uniform (a.k.a. Class A uniform) is worn for regular troop meetings, courts of honor, certain service projects and troop events and when travelling to and from an event. The Activity uniform (a.k.a. Class B uniform) is worn during certain active activities and often at campouts when the Class A uniform is not required. During the summer months, the Class B uniform may be worn for regular troop meetings as determined by the PLC.

The Class A uniform consists of the khaki colored shirt with olive green epaulet loops on the shoulder and troop number, Northern Star Council, and world crest patches sewn on the correct locations as shown in the scout handbook. Patrols may choose to wear patrol patches. Troop Leaders (youth and adult) wear a patch indicating their position of responsibility.

The shirt and patches can be bought at the Scout Shop on County Highway 10 at 35W across from Taco Bell and just northwest of The Mermaid. The troop sometimes has experienced shirts that troop members have outgrown. Donations of used shirts to the troop are always welcome.

The Class B uniform consists of a designated red Troop 65 T-Shirt. It is ordered from ClassB.com when there is enough demand to place an order.

Official Scout pants and shorts are encouraged to be worn as part of both the Class A and Class B uniforms. For proper placement of patches on the scout uniform consult the Scout Handbook.

### **Scout Camping Equipment**

A scout's personal camping equipment could be limited to essential items in the beginning and added to as they advance. Talk to the Scoutmaster before you make purchases if you are unsure what is needed. The Troop has an account with the Federal Surplus outlet and can obtain some equipment at very reasonable prices. The following equipment is usually acquired during a scout's career:

- 32 Ounce wide-mouth Nalgene water bottle
- sleeping rated to 32 degrees or lower or multi-bag sleeping system
- air mattress or foam ground pad
- flashlight with extra fresh batteries
- rain coat or full rain suit
- toiletry kit with tooth brush and paste, soap, shampoo, deodorant, towel
- backpack with frame (internal or external)
- hiking boots

### **Patrol Equipment**

The troop provides certain camping equipment for each patrol to be independent on a camp out. A patrol box with cooking and eating utensils, a gas cooking stove, and a gas lantern is supplied to each patrol. Tents are loaned to each patrol at a camp out. The tent's fabric, poles and stakes condition and repair are the patrols responsibility. Scouts who use a troop tent must dry it out after a campout and return it at the following meeting.

### **Troop Equipment**

The troop provides certain camping equipment for use by all members of the troop. A pop up dining fly, tables, ice chest coolers, water jugs, fire box, axes and saws are available for use by the troop members.

The troop also has three aluminum, and three ultralight Kevlar canoes, life jackets & paddles, Klondike Derby sleds, flags and much more. The troop equipment is stored in a garage supplied by the church at the rear of the property. Two covered utility trailers are used for hauling equipment to and from events, and a canoe trailer that can hold the six canoes.

## **Communications**

### **Email**

Email is often used to send communications to scout families and is required to use Scoutbook. A valid email address is necessary for the family of each scout.

### **GroupMe**

GroupMe is a communication tool our troop uses to broadcast messages. It is available on mobile devices and computers. It is frequently used to announce when we are returning from a campout and when the scouts will need to be picked up.

[www.groupme.com](http://www.groupme.com)

### **Scoutbook**

Scoutbook is a web application designed for mobile devices & computers. It is an easy-to-use Web-based tool that is helpful to Scouts, parents and troop leaders. It enables us to better communicate, update records, track advancement and manage activities. Our troop calendar is maintained in Scoutbook as well as individual scout records, such as advancement and attendance. Scoutbook required a valid email address to login at:

[www.scoutbook.com](http://www.scoutbook.com)

### **Facebook**

Troop 65 maintains a site on Facebook at:

<https://www.facebook.com/scoutsbsatrop65/>

LIKE the site to get updates on troop activities.

### **Webpage**

Troop 65 maintains a public facing web page at <http://scoutsbsatrop65.ScoutLander.com>.

This web site contains basic information about the troop and 'Contact our Troop' function.

### **Telephone/Text Message**

Telephone and/or text messages may be used for individual communications between adult leaders and parents. Please make sure that the troop has your current phone numbers.

### **Conclusion**

Hopefully this troop handbook will provide you with the basic information you need to begin to participate and enjoy scouting. If you have any questions please ask the Scoutmaster, Assistant Scoutmaster or other adult leader.



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The following list should be treated as a guideline. Adjust as appropriate for the Scout.

- ☐ Water bottle (32 oz. Nalgene type recommended)
- ☐ Mess kit with plate/bowl, silverware, and cup (the troop has extra place settings as well)
- ☐ Flashlight with extra batteries
- ☐ Sleeping bag (with extra blanket or fleece liner if lightweight summer bag)
- ☐ Sleeping pad (closed cell foam is best for cold ground)
- ☐ Scout book
- ☐ Class A & B Uniforms
- ☐ Hiking boots or other rough soled shoes (should be broken in before camping!)
- ☐ Rain Suit or Poncho
- ☐ Sunscreen
- ☐ Insect repellent
- ☐ Personal toiletries
  - ☐ Toothbrush & toothpaste
  - ☐ Deodorant
  - ☐ Comb or brush
  - ☐ Lip balm
  - ☐ Glasses case
  - ☐ Contact case and solution
  - ☐ Medications (give to leader with instructions – also include on health form)

**Optional items**

- ☐ Scout hat
- ☐ Paper and pen/pencil
- ☐ Compass
- ☐ Pocket Knife [requires Whittling chip or Totin' chip, should be folding, blade no more than 3"]
- ☐ Money for trading post
- ☐ Rope (clothes line)
- ☐ Watch
- ☐ Camera

**Clothing**

- ☐ Weather appropriate (typically shorts & long pants, short and long sleeve shirt, jacket)
- ☐ Extra shirt, extra pair of pants
- ☐ Change of underwear for each night and an extra pair of socks
- ☐ 2 pairs of shoes (or 1 pair of shoes and 1 pair of boots)
- ☐ Pajamas or night clothes
- ☐ Stocking cap for sleeping

## Scout Ranks & Merit Badges



**Scout**

**Tenderfoot**

**Second Class**

**First Class**

**Star**

**Life**

**Eagle**





