

# TROOP 111 GUIDEBOOK FOR NEW PARENTS & LEADERS

{updated 3/26/2013}



“It is easier to build a boy than repair a man”

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{ Note: This guidebook is intended as a secondary document to Troop 111's Standard operating Procedures (SOP) which can be found on the troop website. The SOP is therefore the primary controlling document for our troop. The SOP and other resources are available at the troop website: [www.bsa-troop111.org](http://www.bsa-troop111.org) }

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### History of Troop 111:

Troop 111 was established on St. Patrick's Day, 1994 through the efforts of Dave and Sue Hietanen and Terry Hope. Our green neckerchiefs symbolize the troop's origination date. Since its inception Troop 111 has had only 5 scoutmasters: Terry Hope (3/17/1994-10/01/97; 12/11/01-9/28/03), Dave Hietanen (10/01/97-12/11/01 Skip Wooten (09/28/03-2/10/08), Steve Visokay (2/10/08-12/8/09), and Mike Nelson (12/8/09-present).

We in Troop 111 live by the guiding principles of the Boy Scouts of America.

Boy Scout vision statement: 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.

Mission Statement: 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

Our goal for the boys of Troop 111 is to have them independently grow into young men guided by the principles embodied in the Scout Oath and Law.

### **Boy Scout Oath or Promise**

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.

### **Boy Scout Law**

A Scout is:

- Trustworthy,
- Loyal,
- Helpful,
- Friendly,
- Courteous,
- Kind,
- Obedient,
- Cheerful,
- Thrifty,
- Brave,
- Clean,
- and Reverent.

## **Boy Leaders:**

One of the biggest differences between Cub Scouts and Boy Scouts is going from a parent-led to a boy-led organization.

The primary unit in Boy Scouts is the Patrol. As the founder of scouting, Lord Baden-Powell put it:

*"The patrol system is not one method in which Scouting for boys can be carried on. It is the only method."*

The patrol method allows Scouts to interact in a small group outside the larger troop context, working together as a team and sharing the responsibility of making their patrol a success. A patrol takes pride in its identity, and the members strive to make their patrol the best it can be. Patrols will sometimes join with other patrols to learn skills and complete advancement requirements. At other times they will compete against those same patrols in Scout skills and athletic competitions. The members of each patrol elect one of their own to serve as patrol leader. This scout generally has at least the rank of First Class.

Though guided by adults the boys make decisions on their program. The boy leaders meet monthly at a Patrol Leaders Council (PLC) to plan the following month's schedule and how each meeting should proceed. Traditionally this meeting is on the third Monday of the month.

There are a number of boy leader positions. The most senior position is the Senior Patrol Leader (SPL). He is elected by the boys of the troop for a six month period of service. The SPL picks the other boy leaders except Patrol and Assistant Patrol Leaders (Patrol Leaders are elected by the boys in his patrol then the patrol leader assigns his assistant). For more on specific positions/duties see the reference section.

## **Adult Leader's role:**

To Aide boys in making their own decisions so as to better themselves and their fellow scouts while upholding the Scout Law and Oath.

The overall troop leadership structure can be visualized in the Troop Outline attached at the end of this document.

## **Parent's Role:**

The key component of a great troop and an individual boy's success is his parent. It is the interested parent(s) who help to keep the child motivated. Showing interest in the gained knowledge, advancement, and activities of their child provides the best motivation and stability for the young scout. While the parent should not perform tasks for the scout, a child who knows his parent is interested will be self-motivated. Unlike in Cub Scouts a parent CAN NOT sign off on the boy's achievements.

There are many ways an interested parent can support their son(s) and the troop from formal positions in the troop structure, volunteering with fundraising efforts, transportation, merit badge counselors, etc. Contact the Committee Chair for current troop needs.

**Sample Annual Calendar:** {Details available in Troop's SOP}

**Troop Meetings:** Each Tuesday 7:00-8:30PM\* at Grace Community Church, located at 5146 Dickerson Rd.

Second Monday of each month: Troop Committee Meeting @ 7PM (same location).

Third Monday of each month: Patrol Leader's Council @ 7PM (same location).

Fourth Monday of each month: Assistant Scoutmaster's Meeting @ 7PM (same location).

{\*During the summer months the troop continues to meet weekly beginning at 7PM. The locations vary and uniforms are NOT required. Special activities are planned for these meetings. If Albemarle County schools are closed for vacation/weather events the troop will not meet unless the phone tree is used}

The troop has monthly camping trips. Locations and themes for the year are planned at the Annual planning meeting, pending Troop Committee approval. The planning meeting is generally at the beginning of September.

There are several camping experiences the troop has typically participated in. These include district/council events such as the Klondike Derby (Jan.); Webelos Crossover Camporee (Mar.) and the Apple Harvest Camporee (Oct.). In addition each June the troop goes on a 5 day beach trip, usually to either Oregon Inlet, NC or Assateague Island, VA. The troop also usually attends scout camp at Camp Shenandoah the 5<sup>th</sup> week of summer camp (usually 4<sup>th</sup> week of July).

**Meetings:**

Troop 111 is a uniformed troop. That means for all regular meetings (excluding summer schedule) AS WELL AS camping trips the scouts are expected to wear complete "Class A" uniforms, unless otherwise specified. This includes BSA shirt (with correct insignias), pants, hat, neckerchief and slide and socks. IF a boy shows up for a camping trip out of uniform he will be asked to go home and get his missing uniform parts or will not be able to participate. The Boy Scout handbook, Troop's SOP as well as general scouting website (see below) have complete diagrams of proper uniform attire.

**Discipline:** {Details available in Troop's SOP}

Scouts should strive to live by the Scout Oath and to obey the Scout Law. However, our boys are not perfect, nor are they expected to be. In the event that the Scoutmaster, Assistant Scoutmaster or other registered adult finds the actions of a Scout to endanger anyone, including himself, or to be so disruptive of others that a program objective cannot be achieved, or to be disrespectful, or disobedient, then disciplinary actions will be necessary.

Normally, the first step of a disciplinary action is a verbal warning. If the situation continues or is of a more serious nature, there will be a Scoutmaster Conference with the Scout.

If the situation still continues or is of a serious nature, the parents will be called and asked to pick up their son and take him home from the meeting, campout, or summer camp. The Troop Committee will review the situation with the scout and parent and take appropriate actions. There are two chits that can be awarded that permit the Scout to handle fire or cutting tools, but these chits can also be taken away for repeated poor performance.

## **Commonly asked Questions:**

1) What are the requirements to become an adult leader of the troop?

All adult leaders must submit an official BSA application form. This includes space for background reference checks. Potential leaders also must complete full training, as described below, before they can interact with the boys.

2) What are the specific roles for the adult leaders?

Trained Assistant Scoutmasters mentor youth leaders, provide skill training, coordinate outings, and sign-off on advancements in their areas of expertise.

Trained Committee Members help keep the troop running smoothly without significant interaction with scouts, except at Boards of Reviews. Requirements and expectations for each of the adult leadership roles are noted in the Boy Scout Handbook, the Scoutmaster's Handbook or the Troop Committee Handbook.

3) What are the specific roles for the boy leaders?

Requirements and expectations for each of the boy leadership roles are noted in the Boy Scout Handbook, the Scoutmaster's Handbook or the Troop's SOP. Specific handbooks are available for the SPL and PL to use as well.

4) How are the boy leaders trained?

There are several levels of training for the boy leaders. The SPL is trained by the Scoutmaster before he assumes his duties with ongoing mentoring during his tenure. It is the responsibility of the SPL and ASPL to monitor the leadership roles beneath them. In addition one adult ASM is assigned to each patrol to provide ongoing mentoring to the patrol leader. The performance of the boys is to be self-monitored at the monthly PLC. At least annually the boy leaders also participate in New Troop Leadership Training.

5) What are the requirements for the different ranks in Boy Scouts?

The specific requirements can be found in the Boy Scout Handbook, Boy Scout Requirements Book as well as on the national website. Each scout is responsible for his own advancement and must seek an adult leader to sign-off on requirements.

6) When can my son begin to use a knife? Build a fire?

In order to have these privileges the boy must complete training. To use a knife/saw/axe he must earn his Totin' Chip card. To build a fire he needs his Firem'n Chit. The requirements for these can be found in the Boy Scout and Scoutmaster's Handbook. Just as with any privilege these cards can be taken away if misused.

7) How is the troop supported financially?

Annual Troop assessments are collected at the beginning of our fiscal year (February) and are usually deducted from the boy's "scout account". Weekly dues are collected from the boys. These fees go towards awards, camping equipment, Boy's Life, rechartering, etc. Extra fundraisers (Car Wash, Bake Sale) can be held to help purchase equipment. The troop also participates in Council Popcorn and Peanuts campaign as well as Christmas Tree sales each year. Part of the profits from the Scout's sales on these Council campaigns goes into his Scout account. We ask parents to consider also supporting the district/council by participating in the annual Friends of Scouting campaign each winter. We are always looking for parent volunteers to help in these adventures.

8) How much is Scouting going to cost our family?

The joining fee covers book, neckerchief, neckerchief slide, troop numbers, green shoulder tabs and his Boy's Life subscription. Nominal weekly dues are collected. Each camping trip has a fee associated that covers the cost of the trip. At the beginning of the fiscal year (February), troop dues are collected. A Scout can fund his program through participation in the Council fundraising activities. Scholarships are also available on a need basis.

9) What is the "scout account"?

As an incentive for the boys, a percentage of their annual sales in the above events go to an individual scout account. This money can be used by the individual scout for scouting related purchases with the approval of the adult leadership. Please see the troop SOP or treasurer for more details.

10) My son takes medicines and will need to have them on trips. What should I do?

Each scout is required to have a current (annual) physical form on file with the troop. The forms are available for download from the troop's website. For any trip the boy should bring his own medicine, in a labeled plastic bag with up-to-date schedule of medicines. He is to give it to the trip's assigned leader and is NOT to carry it on his person with the exception of an inhaler or EpiPen. We ask that any changes in the boy's physical condition or medical history be provided to the troop in a timely fashion.

11) What gear does my son need?

A gear list is available in the SOP on the troop's website and may vary depending on the type of trip. In general all scouts should have a backpack, good sleeping bag (10 degree), sleeping pad, mess kit with utensils, flashlight, pocketknife, canteen or water bottle. A personal first aide kit, compass, bed roll, and sun/bug screens are also useful.

Tents are provided by the troop. Some uniform pieces and camping gear are available from the troop's surplus closet. Ask the SM for more details.

12) How often does the troop meet?

Troop meets every Tuesday that school is held and also during the summer months. Patrols will sometimes schedule additional meetings to work on advancement or service projects.

13) What should my son do if he cannot make the shakedown before a camping trip? What is a shakedown?

A "shakedown" occurs before each camping trip, usually the Tuesday before the event. It is designed to ensure the younger campers have all the equipment packed that they will need for the trip. If he can not make the shakedown the Scout should contact the SPL to determine other arrangements for checking equipment prior to a camping trip.

14) What is a Board of Review?

A board of review is the last step in approving a rank advancement for the scout. The Board of Review is composed of Committee members and involved parents and is designed to ensure the scout has achieved all the requirements for his next rank.

15) What is a Court of Honor (COH)? Who attends? How about an Eagle COH?

A Court of Honor occurs quarterly and is an awards ceremony for the scouts. Currently these occur in February, May, September and December. The Eagle Court of Honor is for the scout who is earning their Eagle rank, the highest rank in Boy Scouts. It is special in that the event is scheduled by the receiving family. All scouts are expected to attend Courts of Honor.

## ADULT LEADER POSITIONS

All adult leaders (SMs and ASMs) in Troop 111 have to be fully trained through the BSA program before they are allowed to interact in an instructional manner with the boys. The adult leaders should only do those things that the scouts can not do themselves - driving, for example. The boys should be allowed to lead their own troop with only minimal guidance as needed, depending on the maturity and abilities of the youth leaders.



### SCOUTMASTER

The leader of the leaders, he/she guides the other leaders to help the boys fulfill their program. The Scoutmaster is a volunteer and must be fully trained by the Boy Scouts of America. The scoutmaster's main job is to do his/her best to ensure all scouts and their activities are kept safe. Other responsibilities include: 1) Train and guide boy leaders to run their troop. 2) Work with and through responsible adults to bring scouting to boys. 3) Guide boys in planning their program. 4) Help the troop committee recruit assistant scoutmasters and 5) Meets with each of the boys prior to their rank's advancement (Scoutmaster's conference) to ensure they have completed all their requirements.

Current Scoutmaster: Mr. Mike Nelson  
Current term began: December 2009  
Scouting awards: Wood badge  
[Mrcincy4@aol.com](mailto:Mrcincy4@aol.com)  
(434) 982-8402



### Assistant Scoutmasters (ASM):

Assistant Scoutmasters aide the Scoutmaster in fulfilling the troop's plan and helping the troop to function smoothly.

Each Assistant Scoutmaster is assigned specific program duties and reports to the Scoutmaster. They also provide the required two-deep leadership standard set by the Boy Scouts of America (there must be at least two adults present at any Boy Scout activity).

Note: zero adults are acceptable with approval of Scoutmaster for a patrol specific activity, with parent supervision.

Possible roles include: Mentor for the Quartermaster; Mentor for the Chaplain; Teaching roles; Mentor for the patrol leaders; Trip Coordination.



## **Troop Committee:**

The foundation of a well functioning troop, a troop committee is composed of the scoutmaster, parents or interested citizens. Their role is to support the troop's operation via strong financial planning, organization, and oversight. The Committee members ultimately advance the scouts in their ranks after a Board of Review. To be a Committee member one must complete committee training. However ANY parent may attend the Committee meetings.

### **Formal Training:**

#### **How to get started:**

All leaders who interact with the boys in Troop 111 need to be "fully trained". This includes completing the following official scout training programs:

- 1). Fast Start training
- 2) Youth Protection Training
- 3) This Is Scouting {New Leader Essentials}
- 4) Leader specific training including Outdoor Leader Skills (part of leader specific training).

We encourage all parents to take the first training programs so as to better understand the scouting program. This is available online at: [www.scouting.org](http://www.scouting.org) {Click "adult leader" in the Boy Scout section then "Training". Click "Online Learning Center" and register yourself in!} or through the council website (see below).

Local day training is also available on a rotating schedule. Contact the troop committee training coordinator for the most up-to-date training opportunities. You can also access that information any time directly at [www.bsa-sjac.org](http://www.bsa-sjac.org) , where it is posted by the district or council. You may always go out of district as well for training if there is a class that fits your schedule better. Training completion cards must always be turned in to the Advancement Chair in order for the troop to have up to date records.\_

## **Resources:**

General scouting information:

[www.usscouts.org](http://www.usscouts.org)

<http://www.scouting.org/>

<http://www.scoutorama.com/>

Troop 111 specific information:

<http://www.bsa-troop111.org/>

Scout supplies:

{ Troop SOP has a list of needed supplies }

## **Local scout shop:**

Seminole Square Shopping Center

169 Seminole Court, Charlottesville, VA 22901

Phone Number: (434) 978-3822

**Scout Shop Hours:** Mon 5:30–8:30 ; Tues 5:30–7:30 ;

Wed 5–7; Thurs/Sat 10–1 Friday: 5:30-7PM \*\*\*\*\*hours subject to change \*\*\*

[www.scoutstuff.org](http://www.scoutstuff.org)

BSA Troop leadership (Adult & Child) positions and structure

<http://scoutmaster.org/usscouts/boyscouts/bstroop.asp>

Scoutmasters Handbook

Senior Patrol leaders Handbook

Religious awards:

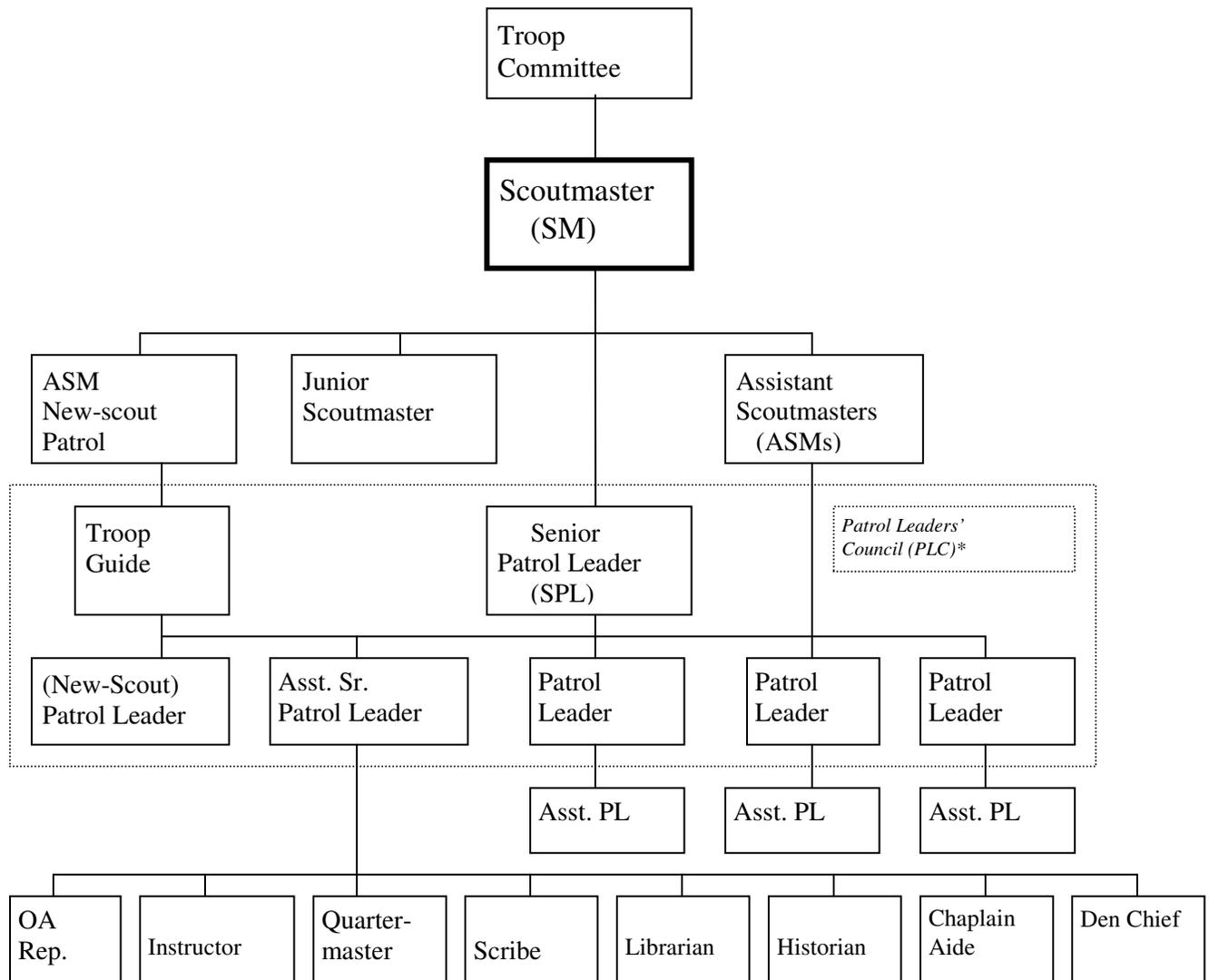
[www.praypub.org](http://www.praypub.org)

Merit badges:

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

## Appendix A:

### Troop Organization: Troop 111



{\*the Scoutmaster may require other boy leaders to be present at the monthly PLC}

### BSA Organization:

Troops are organized into a ***District*** based on geographic boundaries determined by the local Council. Troop 111 is located in the **Monticello District**. At the district level, summer camps, day camps, leader roundtables, and other events are planned. The district supports units through membership, finance, and program services. Your unit has a District Executive and that scout helps your troop and patrol get help and resources it needs. There are thousands of districts.

Districts are grouped into a ***Council***. Troop 111 is located in the **Stonewall Jackson Area Council**. A council is responsible for growing a successful scouting program in its locality. A Council owns camp property and runs summer camps. Camp Shenandoah, located in Swoope, VA is our local scout camp. It also offers fundraising programs, adult training, and service projects to support the troop units. According to the [BSA National Council](#) there are over 300 councils.