

# SCOUT TROOP 1182

Manassas, Virginia



## **Troop Handbook (ver 2.0)**

For Parents and Scouts

28 October 2024



# Troop 1182



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## 1. INTRODUCTION and WELCOME

Welcome to Troop 1182! This handbook explains the Troop's guidelines and procedures and supplements information already in the *Scout Handbook* and other Scouts BSA (BSA) publications. It is intended to provide Scouts, their parents, and adult leaders a ready reference as to how Troop 1182 operates.

Our Troop has a long and rich heritage in the Bull Run District of the National Capital Area Council. May your kid(s) and you find Scouting in Troop 1182 as rewarding as those who have gone before! Troop 1182 is committed to providing an outstanding Scouting program to fulfill the mission of the Scouts BSA:

“To prepare young people to make ethical choices over their lifetime by instilling in them the values of the Scout Oath and Law.”

The goal of Scouting is to help develop kids into honorable citizens. The three aims of the program are to develop character, citizenship, and fitness (physical, mental, and emotional). The aims are best described in the Scout Oath and the Scout 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, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful,  
Thrifty, Brave, Clean, and Reverent.

Your Youth has promised to follow the Scout Oath and the Scout Law at all times. This is the definition of Scout Spirit. The Scout also has the option to climb the Eagle Trail - the difficult path to achieve the rank of Eagle Scout. These goals are difficult to attain and they will need the help of their parents, Leaders, fellow Scouts, and friends. Troop, District, Council, and National programs provide the opportunities to climb the Eagle Trail one-step at a time, but parents must provide the love, interest, encouragement, and support for their Youth so they can participate whenever possible.

The aims of Scouting cannot be achieved unless your Youth is an active member and you, the parents, support your Youth(s) and the Troop. It is very much a joint commitment – your Youth's, yours, and the Troop's – to helping your Youth become the person you want them to be.



## 2. GUIDELINES

Each Scout promises to follow the Scout Oath and Scout Law. If the Scout fails to abide by these principles, they are breaking their promise to be a Scout. If we all live up to the Oath and Law, we will have more time for fun and positive Scouting experiences. The following are the Troop's general guidelines implementing the Scout Oath and Law.

### A. Troop 1182 Code of Conduct

1. The Scout Oath and Scout Law will be my guides.
2. I will be an active participant in the Troop.
3. I will be on time and ready to participate.
4. I will always be neat and presentable.
5. I respect other's property, space, and person.
6. I will live free from drug and alcohol use and will not smoke, chew, or consume tobacco.

### B. General Guidelines for Scout Activities

1. If you (Scout) cannot attend an activity, utilize your chain of command and notify your immediate Leader.
2. Scouts are responsible to keep their own gear and Troop gear neat, functional, and secure.
3. No rough-housing.
4. There is no hazing or other initiation.
5. Electronic equipment is permitted at Scout functions if it is an appropriate tool at an event such as in the case of when a Scout utilizes their smartphone as a GPS, camera, star finder, weather radio, etc. Individual youth smartphone usage for phone calls, texting, music, internet use, and games, however, is discouraged during Scout events. Adults can facilitate phone calls with their devices in the event of an emergency. Radios, iPods, and similar devices may be enjoyed while driving to/from events but should not be used by the youths during an event such as a campout or hike.
6. No swearing.
7. Food and Beverages are discouraged during regular meeting sessions, with the exception of water in spill-proof containers. Snacks are permitted during outings. The types of these snacks may be limited as needed with respect to Scout allergies such as peanuts.
8. Scouts are not permitted to access any literature or other content on their electronic devices that would violate the Scout Oath or Law.

### C. Youth Protection and Adult Leadership

The BSA has a Youth Protection Program in place in which every adult must be trained, Youth Protection Training (YPT), before they can become a Scout Leader. This includes Scoutmasters, Committee Members, and even Merit Badge Counselors. A synopsis of the BSA YPT barriers to abuse is listed below:

1. **Two-deep leadership on all outings required.** Two registered adult leaders 21 years of age or over are required at all Scouting activities, including meetings. Notwithstanding the minimum leader requirements, age- and program-appropriate supervision must always be provided.



2. **Registered Leaders.** All adults accompanying a Scouting unit who are present at the activity for 72 total hours or more must be registered as leaders. The 72 hours need not be consecutive.
3. **One-on-one contact between adults and Scouts prohibited.** One-on-one contact between adult leaders and youth members is prohibited both inside and outside of Scouting. In situations that require personal conferences, such as a Scoutmaster's Conference (SMC), the meeting is to be conducted in view of other adults and Scouts.
4. **Separate accommodations for adults and Scouts required.** When camping, no youth is permitted to sleep in the tent of an adult other than their own parent or guardian.
5. **Privacy of youth respected.** Adult Leaders must respect the privacy of Scouts in situations such as changing clothes and taking showers at camp, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.
6. **Inappropriate use of cameras, imaging, or digital devices prohibited.** While most Scouts and Leaders use cameras and other imaging devices responsibly, it has become very easy to invade the privacy of individuals. It is inappropriate to use any device capable of recording or transmitting visual images in shower houses, restrooms, or other areas where privacy is expected by participants.
7. **No secret organizations.** The Scouts BSA does not recognize any secret organizations as part of its program. All aspects of the Scouting program are open to observation by parents and Leaders.
8. **No hazing.** Physical or verbal hazing and initiations are prohibited and may not be included as part of any Scouting activity.
9. **No bullying.** Verbal, physical, and cyber bullying are prohibited in Scouting.
10. **Youth leadership monitored by Adult Leaders.** Adult Leaders must monitor and guide the leadership techniques used by Youth Leaders and ensure that BSA policies are followed.
11. **Discipline must be constructive.** Discipline used in Scouting should be constructive and reflect Scouting's values. Corporal punishment, to include any physical activity as discipline, is never permitted. Disciplinary activities involving isolation, humiliation, or ridicule are prohibited.
12. **Appropriate attire for all activities.** Proper clothing for activities is required. For example, skinny-dipping or revealing bathing suits are not appropriate in Scouting.
13. **Members are responsible for acting in accordance with the Scout Oath and Scout Law.** All members of the Scouts BSA are expected to conduct themselves in accordance with the principles set forth in the Scout Oath and Scout Law. Physical violence, theft, hazing, bullying, verbal insults, drugs, and alcohol have no place in the Scouting program and may result in the revocation of a Scout's membership.

The Adult Troop Leadership is responsible for enforcing Youth Protection policies. Any violations of the BSA's Youth Protection policies must immediately be reported to the Scout executive. Additional information about YPT and other BSA policies for Safe Scouting can be found at: <http://www.Scouting.org/Scoutsource/HealthandSafety/GSS/toc.aspx>. All Adult Leaders should review the *Guide To Safe Scouting* at least once a year. All parents are strongly encouraged to download the Portable Document Format (PDF) and understand the BSA's policies and procedures to help ensure the youth's safety. All registered adults are required to complete online YPT every two years. All parents are encouraged to complete YPT so that they are aware of the safety protocols in place in the BSA.

*"Discipline is not gained by punishing a (Youth) for a bad habit, but by substituting a better occupation, that will absorb (their) attention, and gradually lead (them) to forget and abandon the old one."*  
– Baden-Powell



#### D. Tobacco, Alcohol, and Unauthorized Drugs

1. The Troop recognizes the BSA policies addressing this subject. It is the policy of the Troop that any Scout not adhering to the BSA policy will be required to meet with Troop Leadership (Senior Patrol Leader, Scoutmaster and Troop Committee) to review potential dismissal from the Troop.
2. Registered adults as well as parents are reminded that they too must adhere to the BSA policies regarding tobacco, alcohol, and unauthorized drugs. Adults must support the position that they, as well as Scouts, are better off without using these stimulants. It is the policy of the Scouts BSA that the use of alcoholic beverages and controlled substances is not permitted at encampments or activities on property owned and/or operated by the Scouts BSA, or at any activity involving participation of youth members. All Scouting functions are conducted on a smoke-free basis, with smoking areas located away from all participants.

#### E. Troop Guidelines

1. Adults and youth will interact in groups. As noted above, there should always be “two deep” leadership with two adults present with any Scout(s). For practical matters, a rule of “three” will be used only for transportation to/from events when there are not enough adults to have two in each vehicle. For example, an adult driver and two youth are riding in the same car to a campout.
2. Two deep leadership extends beyond the physical and into the virtual including email, Facebook, etc. Adults should have no one on one contact via email, social, media, or other electronic means. For example, if a Scout sends a note directly to an Adult Leader, the adult should add another adult on the to/cc line for the response. This includes all Troop related communications.
3. Adults will never enter into agreements with youth, such as trading or selling items.
4. The Troop, Chartered Organization, or BSA, cannot be liable for loss of personal equipment. When Scouts sign-out Troop equipment, they assume responsibility for its accountability and maintenance. The cost of loss or intentional/negligent damage to the equipment will be at the expense of the borrower.
5. Any Scout caught with “contraband” (“**not permitted**” listed at the end of section 5A) at a Scout function will have the item removed from their possession. The item will be returned to the parent.
6. Scouts must ensure they arrive on time for scheduled activities and are picked-up within 15 minutes of scheduled dismissal times.
7. Parents are expected to support the Troop by participating in fund-raising activities, campouts, outings, and Merit Badge skills, to the best of their abilities. A good rule of thumb is for parents to participate in at least one Scout activity each quarter. All parents are encouraged to become Scout Leaders whether as a Scoutmaster, Assistant Scoutmaster (ASM), Committee Member, or Merit Badge Counselor. The Troop cannot function without adult volunteer leadership!

#### F. Disciplinary Actions

While we recognize every situation holds its own needs, In the event a Scout becomes a discipline problem, Troop Leaders will generally follow the guideline of “three strikes.” The Troop’s Leaders’ goal is to keep kids in the Scouting program while making the Scouting experience positive for all.

1. The first occurrence will result in a verbal warning by a Troop leader with a follow-up verbal counseling session between the Scout and the Scoutmaster.





2. The second occurrence will result in the Scout being removed from the activity and the parents being notified of the circumstances.
3. The third occurrence will result in a formal meeting between the Scout, their parent(s), and the Troop Leadership (Senior Patrol Leader, Scoutmaster and Troop Committee). Following that meeting, the Scout might be suspended for a period of time, required to perform some tasks to develop themselves, or dismissed from the Troop.

## G. Photo and Social Media Policy

Troop 1182 leadership will usually take pictures of events to share with parents and others. We believe that using photos and video of Scouts and their families in our print and web publications shows the vibrancy and excitement of our community. We use these media to enhance the quality of our print materials, website, social media, publicity and fundraising.

These images may be posted on our internal website which requires access credentials and can only be seen by members and parents of the Troop. Our policies for the *internal web site* are:

1. Your participation in Troop events implies permission for use of images taken at those events.
2. Adults are encouraged to submit any pictures they took at a particular event or outing.
3. The Troop will post any and all photos received for any and all events.
4. Specific adults, Scouts, or other participants may be identified as well as the location of the photo.
5. Adult Leaders, Parents/Guardians of Scouts, and other participants can opt out of having their photos published by completing the Troop 1182 Internal Web Site Photo Release Opt Out Form in Attachment A.
6. Only authorized members and parents/guardians will be able to see any of these photos.

The Troop may also desire to publish photos in newsletters, social media sites (e.g., Facebook), and other venues as deemed appropriate to promote the Troop and can be accessed by the Public. The Troop generally adheres to the NCAC policies for publishing images with some restrictions. The NCAC policy pertinent to Troop images published on *publicly accessible social media/web sites* is summarized below:

1. Your participation in Troop events implies permission for use of images taken at those events.
2. Troop 1182 will never post images with identifying information such as name, email address, address, or family members' names without prior authorization.
3. Troop 1182 may not always contact individuals to notify them if or when their images are used.
4. Adult Leaders, Parents/Guardians of Scouts, and other participants can opt out of having their photos published by completing the Troop 1182 Social Media Photo Release Opt Out Form in Attachment B.
5. The public will be able to see any of these photos.

## 3. SCOUT UNIFORM

### A. Purchasing the Scout Uniform

The proper wearing of the Scout uniform demonstrates a Scout's pride in themselves, the Troop, and the BSA. A new Scout is encouraged to obtain their official uniform shirt as soon as possible. Scouts are also required to have olive green pants, official BSA or other, to complete their uniform. Uniformed scouts feel they are a part of the Troop and are more willing to participate in scouting events. The total cost for a complete Scout uniform is currently approximately \$90. Registered Scouters defined as – Scoutmaster, ASMs, and Committee Members – are encouraged to wear the appropriate BSA uniform as well. Adults should lead by example.



## Troop 1182

The Scout uniform and other BSA supplies may be purchased from the Scout Shop at Camp William B. Snyder in Haymarket at 6100 Antioch Rd, Haymarket, VA (571) 248-4904; the Scout Shop in Springfield at 5234 Port Royal Road, Springfield, VA (703) 321-4836; the National Capital Area Council (NCAC) headquarters at 9190 Rockville Pike, Bethesda, MD, (301) 564-1091; or online (<http://www.Scoutstuff.org>).

All registered Scouts and Adults can also receive a copy of the *Scout Catalog* from the BSA National Distribution center. Scouting items may also be purchased through the catalog but will incur a shipping charge.

The Troop will maintain a Swap Shop of uniforms and uniform parts from which a Scout may take any item so long as they use it for its intended purpose. When a Scout outgrows a uniform or uniform part (i.e., a belt), we ask that they consider tossing it into the Swap Shop. Most uniforms and uniform parts are for smaller kids and are most useful for new Scouts, although the Swap Shop is not restricted to any group of Scouts.

### B. Uniform Variations

The **Field Service Uniform** (often-times referred to as the **Class A Uniform**) is the most formal uniform and is worn to most Scout activities including: all regularly scheduled Troop Meetings, SMCs, Boards of Review (BOR), Courts of Honor, to/from all outings especially where we will be stopping for a meal and therefore be in “the public eye,” and Summer Camp. The uniform consists of:

- **Shirt:** Official BSA khaki shirt, long or short sleeve, with forest green shoulder loops (Once at the campout/outing, when directed by the Scoutmaster, the khaki shirt will be packed away or hung to minimize its wear and tear)
- **Pants:** Official BSA (or other brand) green pants, long or short
- **Neckerchief:** BSA red/black for all Scouts who have not yet camped out with the troop; or the Troop’s embroidered neckerchief; (replacement embroidered neckerchiefs, or embroidered neckerchiefs for family members, are available through the Scoutmaster for approximately \$15 each); neckerchief slide is Scout’s choice. Scouts may also wear BSA approved Bolos.
- **Merit Badge Sash:** Required after the first Merit Badge is earned (worn to SMC, BOR, and Courts of Honor only; never draped over belt!)
- **Belt and Buckle**
- **Socks**
- **Shoes:** Hiking, tennis, walking, or running shoes as appropriate for the activity.
- **Order of the Arrow (OA) Sash:** Worn **ONLY** to OA functions (never draped over belt!)

The **Utility Uniform** (often-times referred to as the **Class B Uniform**) is worn to activities at which the Scouts may become dirty, such as weekend campouts or service projects. It consists of:

- **Shirt:** Official Troop T-shirt (The first T-shirt is provided free of cost to each Scout when they joins the Troop.) A second is provided free of cost when they attend their first summer camp. Replacement shirts, or shirts for family members, are available through the Troop committee for \$15 each.
- **Pants:** Jeans, jean shorts, or other similar green/khaki outdoor apparel are acceptable
- **Belt and Buckle**
- **Socks**
- **Shoes:** Hiking, tennis, walking, or running shoes, as appropriate to the activity.



- Other "official BSA" articles, like the Merit Badge sash, OA sash, and neckerchief should not be worn.

Scouts will normally wear their Utility "Class B" uniform at every outdoor activity, including campouts and hikes. For safety purposes, the participants are prohibited from wearing the following items to all Scout functions:

- Flip-flops (except to/from shower facilities), sandals, and other open-toed type footwear.
- Military Battle Dress Uniform (BDU) pants, shirts, coats, or hats. Their camouflage nature is not compatible with any Scout activity.
- Jewelry: Jewelry can be a safety concern during many activities and should remain at home. Small Stud earrings and Watches are allowed.

### C. Shoes

For all outdoor activities, each Scout should have a pair of sturdy, properly fitted hiking boots. Footwear is very important; Scouts do a lot of walking, hiking, climbing; therefore, this is not a place to skimp. Although good boots are moderately expensive and a Scout's feet keep growing, a Scout on a long hike in poorly fitted boots can be miserable. For the first few months in the Troop, the Scout may be able to work with a good, sturdy pair of tennis shoes. However, as soon as possible the Scout should get a pair of sturdy hiking boots. The Troop Leaders can help with selecting a good quality shoe. If they grow out of them, they can put them in the Swap Shop.

Additionally, a Scout should have a pair of closed-toe water shoes. These are required for water events such as canoeing, whitewater rafting, and some Summer Camp water events. It is essential that they are closed-toe.

### D. Uniform Inspections

Uniform inspections are another way the Scouts are taught responsibility as well as duty. Scouts must keep their uniforms clean and neat, as well as ensure the badges and insignia are worn properly. Periodically, the Troop's Scout Leaders will conduct a uniform inspection. A checklist is available at the Scout shop.

## 4. TROOP ACTIVITIES

### A. Attendance requirements

Active attendance is expected at all Scout events; however, sometimes a Scout may not be able to attend an event. On those occasions, the Scout must notify their Patrol Leader prior to the event. Of significance, to advance in rank, a Scout must participate regularly in Troop events, including overnight camping and individual day events. These requirements are listed in the *Scout Handbook*. The Handbook requires active participation in order to advance in rank and defines it as follows; 1) the Scout is registered, 2) the Scout is in good standing, and 3) the Scout meets the Troop's reasonable expectations; or, if not, a lesser level of activity is explained.

1. **Registered.** The Scout is registered with the Troop for at least the time period indicated in the requirement, and they have indicated in some way, through word or action, that they consider themselves a member.
2. **Good Standing.** The Scout is in good standing with the Troop as long as they have not been dismissed for disciplinary reasons. Also, the Scout must be current with their annual dues.
3. **Unit's reasonable expectations.** To be considered as active in the Troop, a Scout must attend at least two Troop activities per month. This may be a combination of weekly Troop meetings and / or Troop outings / events. The active period for rank advancement need not be consecutive.



The Troop Scribe keeps track of each Scout's attendance. This record can be reviewed any time, but is most often considered during the BOR.

## B. Troop Meetings

Weekly Troop meetings are conducted Wednesdays at the Park View Lions Club located at 8620 Sunnygate Dr, Manassas, VA from 7:00 p.m. – 8:30 p.m. The Troop meeting usually has several parts: the pre-opening, opening ceremony, Patrol meetings, skills instruction, inter-patrol activity, and closing. The Troop must be out of the building no later than 9:00 p.m. All Scouts are expected to help clean-up the areas we use, leaving it better than we found it upon our arrival. Scouts holding leadership positions are expected to arrive 15 minutes early and may need to stay a little later to perform leadership duties.

## C. Planning Conferences

The Troop's Patrol Leader Council (PLC), the Scouts' leadership group, meets monthly to plan and prepare for Troop activities. At its monthly meetings, the PLC organizes and assigns activity responsibilities for the weekly Troop meetings and the main event for the upcoming month. The Senior Patrol Leader (SPL) leads the meeting under the supervision of the Scoutmaster.

PLC membership includes: SPL, Assistant Senior Patrol Leader (ASPL), Patrol Leaders (Assistant Patrol Leader in the Patrol Leader's absence), Troop Guide(s), Troop Order of the Arrow Representative, Den Chief(s), and Scribe.

The Scoutmaster conducts a meeting of all ASMs simultaneously with the PLC at the same location to ensure the Scoutmaster and ASMs are prepared to meet the needs of the plans determined by the PLC.

The Troop's main activities are selected and planned at the Annual Planning Conference (APC) held during the Summer. The Troop's yearly plan is then submitted by the Scoutmaster to the Troop Committee for approval. The Troop Committee either approves the plan or makes alternative suggestions for the PLC to consider. The Troop Committee interacts with the PLC through the Scoutmaster. Once the yearly plan is approved by the Troop Committee, it is published and distributed at the Troop's Annual Program Launch, to be held at the beginning of the new school year. Additional information about Troop planning activities can be found in *Chapter 7 – Troop Organization*.

## D. Insurance

The Troop makes use of the insurance that BSA and the NCAC provide through chartering registered members. Each year, as part of yearly registration, Scouts pay a small fee (\$1) for insurance coverage (included in registration fee). This insurance provides limited coverage against accident and death. Details are available through the Troop Committee.

# 5. HIKING/BACKPACKING/CAMPING TRIPS

Outdoors is where the Scouting program and methods work best. Without outdoor activity, the Scouts lose the opportunity to practice and apply the skills they have obtained through Merit Badges and Rank Achievement. Not having this opportunity available will stagnate the Scouting organization and potentially lead to Scouts leaving Scouting. Scout Troops tend to become like any other organization. The aims are still there, but without the element of the outdoors, the effectiveness is very weak.

## A. Individual Equipment

Each Scout should have a backpack that allows them to hike with the following personal items:

- Tent (normally provided by the Troop)



- Bedroll: either a lightweight sleeping bag or blanket, with foam or inflatable pad.
- Minimum of two quarts/liters of water in canteens, bottles, or hydration bladders
- Personal first aid kit with antiseptic, band-aids, and moleskin, at a minimum
- Pocketknife: small folding type (if Scout is certified with a Totin' Chip)
- Extra Clothes (try to avoid cotton): shorts/pants, shirt, two pair of socks, and underwear
- Scout uniform shirt
- Rain jacket and pants or poncho
- Flashlight
- Compass
- Matches and fire-starters (if a Scout is certified with a Firemen Chit)
- Sun screen
- Eating kit: knife, fork, spoon (a spork covers all three), bowl, and cup
- Personal hygiene kit: wash cloth, towel, soap, toothbrush, toothpaste, and comb
- Watch
- Scout Handbook, notebook, and pen/pencil in waterproof bag
- Insect repellent
- Swimsuit, towel, and pool shoes (if swimming is planned)

Optional Items:

- Camera
- Prayer book, Bible, or other religious textbook
- Sunglasses

Scouts should have their names marked on all personal equipment. Everything should be packed in a waterproof manner. Freezer Ziplock-type bags work best, especially the gallon size.

In additions to the backpack, a Scout may want to bring a daypack for the hikes and activities during campouts that is large enough to contain the Scout ten essentials.

No Scout may carry or use a pocketknife, axe, or saw until they have earned their "Totin' Chip" card that certifies that they understand their proper care and use. The Troop provides axes and saws when needed.

Items generally **not permitted** on campouts are:

- Electronic games or radios (excluding weather radios)
- Individual items requiring liquid fuel, unless approved by Scoutmaster
- Drugs, tobacco products, and alcoholic beverages are never permitted. Scouts may have prescription drugs once the parents and Scoutmaster have discussed the circumstances in advance and the Scout is capable of administering the medication or the required form has been signed by the parent(s) authorizing a Scouter to administer the medication.
- Firearms and fireworks are not permitted unless part of an official activity and operated under the supervision of qualified Leaders.
- Soft drinks and candy (except chewing gum)
- Glass containers
- Sheath knives or switchblades (please review the Guide to Safe Scouting for full details)



## B. Troop Equipment

The Troop has a full complement of camping equipment. This includes tents, dining flies, cooking utensils, tools, and a uniquely designed Chuck Box. The Chuck Box is a portable field kitchen containing all the necessary cooking utensils and storable basics. The Troop's Quartermaster is responsible for maintaining Troop equipment.

## C. Weekend Campout

The Troop will conduct a weekend campout, hike, or other outdoor activity usually every month.

Generally, the Troop will depart from the Park View Lions Club on Friday between 6 and 7 p.m. Scouts must eat dinner before arriving at the Park View Lions Club for a weekend campout (largely due to the local commuting times). While on the campout, Scouts will prepare Saturday's breakfast, lunch, and dinner; and Sunday's breakfast. For these four meals, the troop will assign Grubmaster duties to a scout, who has the responsibilities to determine the items required by the Scout planned menu for the entire outing, purchase those items, bring the items to the outing in appropriate containers, and provide the Troop with an accounting of all purchases. Meals will be nourishing and scouts should avoid the use of pre-processed and packaged food items. These items are not conducive in furthering the lessons Scouting wishes to instill within Scouts. Under Scoutmaster and ASM mentoring, scouts will plan their campout menus at least one week prior to the campout. All meals are prepared by the scouts. The Scouters and Adults participating in the campout follow the same plan for meals for the Adult Leadership.

Troop tents are provided for the Scouts. While using them, the Scouts are responsible for their proper accountability (i.e., keeping control of all tent pegs, ropes, and components); their proper use (i.e., no aerosol spraying inside the tent, which destroys its waterproof seal); and their maintenance. At no time will tents be returned for storage while still dirty, wet, or damp. If the campout concludes and the tent is still wet, the Scout will take the tent home to properly dry and clean it **prior to the next Troop meeting**. Scouts must understand and accept responsibility for the care of their own and the Troop's equipment. Also, if parents of new Scouts would like to participate in the campouts but do not have a tent yet, they can use one of the Troop's tents.

## D. Summer Camp

Summer Camp is the highlight of the Scout year. In November/December, Scouts determine which camp they want to attend. Scheduled in June/July, camp provides many opportunities for the Scouts to earn Merit Badges, learn new skills, meet Scouts from other Troops, and grow. Parents should encourage their Youth to take part in this experience. The cost varies, but is approximately \$400 for 6 days (\$140 for adults). All meals and activities are included, though some Merit Badges require the purchase of additional supplies for a small fee. Each participant is required to have a BSA Annual Health and Medical Record. The form can be found on the Troop website or on line with BSA. The Troop Committee can provide necessary forms if required.

## E. Travel

Volunteer parents are always needed to drive the Scouts to and from all activities. This is an important support function that is expected of all parents. Driver and vehicle identification data are filed with the Troop and Local Council to ensure compliance with BSA rules. Each Scout will use a seat belt at all times. Vehicles must have minimum insurance coverage of \$25,000 bodily injury/death (one person), \$50,000 for more than one person and \$20,000 property damage. BSA recommends minimums of \$50,000/\$100,000/\$50,000. Scouts who are licensed drivers under 18 years old may drive to and from events but may not transport other Scouts, except siblings. Please provide the Troop's Advancement Chairman your vehicles' information and your insurance information as soon as possible. It must be on record before you can use your vehicle to provide Troop transportation.





## F. Troop Trailer

The Troop owns a two-wheeled trailer that contains all of the Troop's equipment for campouts and Scouting activities. The Troop usually hauls the trailer to Scouting events. The Troop looks to parents with a suitable vehicle to volunteer to bring it to Scouting events. The Troop Quartermaster is responsible for maintaining the equipment inside the trailer. The Troop usually conducts a trailer cleanout and inventory twice a year.

## 6. ADVANCEMENT

### A. BSA Advancement Guidelines and Mechanics

The BSA publishes the *Guide To Advancement* which every Troop Leader must read and every parent is strongly encouraged to read. **Leaders, parents, and Scouts must all understand that the Troop may not add, subtract, or otherwise modify any BSA requirement regardless of the Scout's specific situation.** The only exception involves alternative requirements that may be developed on a case-by-case basis for those Scouts with special needs. The Troop will make adjustments within Council guidelines in these situations. The *Guide To Advancement* is online: <http://www.Scouting.org/Home/GuideToAdvancement.aspx>. This document addresses all aspects of Scouting, so the most relevant section addresses the mechanics of Troop advancement. This section is online at: <http://www.Scouting.org/Home/GuideToAdvancement/MechanicsOfAdvancement/ScoutandVarsity.aspx>.

The purpose of advancement in Scouting is to teach the Scout new skills and the BSA methodology can be expressed as four steps:

1. **The Scout Learns by doing.** They learn by doing, and as they learn, they grow in their ability to do their part as a member of the Patrol and Troop. As they develop knowledge and skill, they are asked to teach others; and in this way, they learn and develop leadership.
2. **The Scout is Tested.** The unit leaders authorize those who may test and pass the Scout on rank requirements. They might include their Patrol Leader, SPL, an ASM, another Scout, or the Scoutmaster. Merit Badge Counselors teach and test them on requirements for Merit Badges. Once a Scout has been tested and signed off by someone approved to do so, the requirement has been met.
3. **The Scout is Reviewed.** After they have completed all requirements for a rank, the Scout meets with a BOR. For Tenderfoot, Second Class, First Class, Star, and Life ranks, and Eagle Palms, members of the Troop Committee conduct the BOR. The Eagle Scout BOR is held in accordance with National Council and Local Council procedures. The Eagle BOR is typically chaired by the Troop Committee Chairman and is conducted with Troop Committee Members, an Bull Run District Eagle Representative, and potentially other members of the (Scouting) community.
4. **The Scout is Recognized.** When the BOR has approved their advancement, the Scout deserves recognition as soon as possible. This should be done at the next Circle-Up at the end of a Troop meeting. The certificate for their new rank may be presented later, during a formal Court of Honor.

The Troop Handbook will be updated whenever an updated BSA *Guide To Advancement* is published.

### B. Rank Advancement

The requirements for each rank are specified in the *Scout Handbook*. The Handbook is important not only for identifying the requirements, but for also serving as the official record of a Scout's advancement. The Scoutmaster or ASMs initials each successfully completed requirement. The Scout should take their Handbook to all Troop meetings, outings, SMCs, BORs, and any other time they plan to work on advancement.



The Troop utilizes our website (<http://troop1182.info>) and a computer program called “Scoutbook” to maintain records on each Scout’s accomplishments, as well as other Troop administrative data. When a Scout leaves the Troop, they should ask for a printed and electronic copy of their Scout records to take with them. The Scoutmaster and Troop Committee are responsible for maintaining up-to-date records for the Troop and the Scouts. **However, each Scout is responsible for ensuring “Scoutbook” correctly reflects their accomplishments as annotated in their *Scout Handbook*, the source document for all disputes.**

A Scout learns by doing. They learn outdoor skills by hiking and camping. They learn other Scouting skills in their Troop and Patrol. They learn to be a leader by helping other Scouts learn skills they have already mastered. They learn all of these things with the help of their Patrol Leader, Patrol Members, Senior Scouts, and Adult Scouters.

**The Scout must take the initiative to advance in rank!** The Patrol and Troop will support their efforts and provide them the opportunities, but ultimately each Scout must know which requirements they still must master, seek out opportunities to learn those skills, and ensure they are tested on each task. This is especially true for the ranks beyond First Class. Star, Life, and of course Eagle Scouts are expected to be examples and able to provide correct instruction to Scouts who are younger and/or junior in rank.

Parents can and should help their Scouts learn the material required for rank advancements. However, only the Scoutmaster, ASMs, and Star, Life and Eagle Scouts can sign requirements as being complete. Generally, the only two exceptions are: 1) A older Scout, such as a Troop Guide, designated by the Scoutmaster or ASM, may sign off requirements; and 2) The Scoutmaster or ASM may sign off their own Youth’s advancement requirements in the case where a group of Scouts fulfilled a requirement and that Leader is signing for more than their/her Youth.

### C. Merit Badges

Merit Badges are earned under the direction of a Merit Badge Counselor. This is an interested adult who has some knowledge or experience with the Merit Badge subject and is registered with the Local Council as a Merit Badge Counselor. Merit badges are required for ranks after First Class. A total of 21 Merit Badges are needed for Eagle Scout, of which 13 are required. A description of the Merit Badges and the associated worksheets are located at: <http://www.Scouting.org/Home/Kidscouts/AdvancementandAwards/MeritBadges.aspx>.

When a Scout decides to work on a particular Merit Badge, they should do the following:

1. The Scout **develops** an interest in a merit badge and may begin working on the requirements.
2. The Scout **discusses** their interest in the merit badge with their unit leader.
3. The unit leader (SM) **signs** a blue card and provides the Scout with at least one counselor contact.
4. The Scout **contacts** the counselor.
5. The counselor **considers** any work toward requirements completed prior to the initial discussion with the unit leader (SM).
6. The Scout, their buddy, and the counselor **meet** (often several times).
7. The Scout **finishes** the requirements.
8. The counselor **approves** completion.
9. The Scout **returns** the signed blue card to their unit leader (SM), who signs the applicant record section of the blue card.
10. The unit leader (SM) **gives** the Scout the applicant record. The Scout will then present the completed card to the advancement chair who will record the completed Merit Badge in “Scoutbook”.





11. The unit (Advancement Chair) **reports** the merit badge to the council.
12. The Scout **receives** their merit badge.

Scouts are **reminded to keep the Merit Badge “blue card”** once signed off by the counselor and presented with the badge and card at a Troop Court of Honor. This is the **only official record that shows the Scout has completed the badge.** It is extremely important to keep these in a safe place. When a Scout applies for the rank of Eagle, the local council will complete a review of the Scout’s official record. All Merit Badges recorded as “complete” will require proof of completion. The signed Merit Badge blue card is the only acceptable proof. A plastic insert for a three-ring binder designed for sports trading cards works well for maintaining the Merit Badge cards. We strongly suggest the Scout starts this “Eagle Book” when they earn your first Merit Badge or rank. There are other opportunities for the Scouts to achieve Merit Badges.

The Scout must follow the above process to obtain a “blue card” prior to attending these classes. Unless the posted “standard operating procedures” for the Merit Badge Day explicitly state that they are providing the blue card. In these cases, it still needs to be discussed with the SM.

#### D. Troop Leadership Requirements

Rank advancement for Star and above, requires that the Scout successfully complete a leadership position. This can be an elected position such as SPL or an appointed/volunteer position such as Librarian. The Scout must fulfill basic requirements of the position in order to be signed off as complete. As stated in the *Guide To Advancement*, “only in rare cases will Troop Leaders inform a Scout that time, once served, will not count.” In order to ensure that the Scout learns and grows while in the leadership position, Troop Leaders will regularly assess performance and work closely with the Scout to ensure that performance expectations are met. Scouts who do not positively respond to assessments and subsequent guidance may not get credit for “time served.” In these rare cases, the Scoutmaster and Committee Chairman will review the lack of progress with the Scout and their parents, if requested.

#### E. Service Project Hours

Advancement for the ranks of Second Class, Star, and Life require service hours by the Scout. Service project hours must be non-profit and benefit the community, school, church, or charity, but not the BSA. Nor can it benefit their family or be what is currently expected of a Scout as part of their daily task(s). There are numerous opportunities offered by the Troop through the Lion’s Club “Recycle for Sight” glasses program, Nokesville Park Trail Maintenance, and other group service projects. The Scout should enter the date, what was done, record the hours in their Scout Handbook on the particular page for advancement, have the ASM or Scoutmaster initial as being accomplished, and have it recorded in the Troop database by the Advancement Chairman. Scouts are encouraged to support as many Troop sponsored services projects as possible.

#### F. Scoutmaster Conference

Generally, when a Scout has completed all of the requirements for their next rank, they should make an appointment with the Scoutmaster, or an Assistant Scoutmaster (ASM) for a Scoutmaster Conference (SMC). The Scoutmaster or an ASM will conduct conferences for Scout through Star rank. The Scoutmaster will conduct the Life and Eagle rank conferences. This is an opportunity for the Scout to review their progress and to establish their goals for the next advancement period.

After completion of a conference, the Scout must contact a Troop Committee Member and request their Board Of Review (BOR). Every effort will be made to accommodate a BOR as soon as it is requested.

SMCs are an important component of one of the methods of Scouting – association with adults. In SMCs (as in BORs), Scouts are treated responsibly by adults in a non-threatening meeting format; are viewed as equals, not as kids; and are asked questions by adults who value their answers. Most of the interactions teens have with adults put them in a decidedly subordinate role – not so with Scoutmaster Conferences or boards of review. During SMCs or BORs, is where



Scouts are expected to show leadership and speak their mind. With each successive SMC and BOR, the Scout builds their confidence around adults.

The SMC is a valuable opportunity for a Scoutmaster or ASM to discuss with each Scout their activity in the Troop and their understanding and practice of the ideals of Scouting. The Scoutmaster or ASM uses these SMCs as an opportunity to understand the Scout's needs and interests. Together, they examine their goals and ambitions, and they reflect on what they like about their Scouting experience and what changes they would like to see made. The SMC is a forum for discussing topics such as ambitions and life purpose, goals for future achievement, and for obtaining feedback on the Troop's program. In some cases, work left to be completed—and perhaps why it has not been completed—may be discussed just as easily as that which is finished. The SMC is not a “test,” nor is there a pass or fail aspect. Assessment of a Scout's skills are made during the Troop meetings, campouts, and other activities of the Troop. SMCs are also “single sitting” events – they cannot, and will not, be continued or otherwise extended. Most SMCs should take about 30 minutes regardless of rank. Eagle SMCs may take up to one hour.

Scouts are strongly encouraged to manage their advancement schedules – for example, not wait until the last minute to schedule a SMC. While it makes sense to hold a SMC after all other requirements for a rank are met, it is not required that it be the last step before the BOR. This is an important consideration for Scouts on a tight schedule to meet Eagle requirements before age 18. Last-minute work can sometimes make it impossible to fit the SMC in before then, so scheduling it earlier can avoid unnecessary extension requests.

During the SMC, the Scout's advancement record will be reviewed to ensure that all requirements have been signed-off properly and that the Scout has met the Troop's participation requirements as defined in This Handbook in Section 4A.

An ASM or Scoutmaster may not conduct their/her own Youth's conference unless approved by both the Committee Chairman and the Troop COR.

## G. Boards of Review

When a Scout has completed all of the requirements for their next rank, they are ready for their Board of Review (BOR). This review is conducted by a Board of at least three adults for all Scouts through Life rank. No parent or guardian may sit on their Scout's BOR. The Eagle Board of Review is normally comprised of at least four adults, including the Scout's Bull Run District Eagle Representative. No ASM or the Scoutmaster may sit on a BOR and all BOR members must be 21 years of age or older.

The purpose of the review is to ensure that all requirements have been met and that the Scout is advancing in their personal development. Each candidate is reviewed individually. The BOR is supportive of the Scout. Each BOR is designed to see if the Troop is fulfilling that Scout's expectations of what Scouting has to offer them. It is a check to see if the Scout is living the ideals of Scouting and how well the Troop is teaching those ideals through rank advancement, Merit Badge offerings, outings, and leadership/followership opportunities. As the Scout advances to higher ranks, the emphasis of the BOR is more on demonstrated leadership and the Scouting ideals and less on the Troop. Leadership skills are the main emphasis in the Star, Life, and especially Eagle BORs.

At the BOR, the Scout will present themselves in a proper Class A Uniform with their *Scout Handbook* with all requirements signed-off. The Board will ask the Scout a variety of questions intended to check their growth as a Scout and a person as well as develop their self-confidence. The BOR is not intended as a “test”; however, if the BOR feels a Scout is weak in certain areas, they will be informed of the areas and be offered ways of improving and scheduled for follow up BOR.



## H. Courts of Honor

A Scout's accomplishments should be recognized with a lot of fanfare. Ranks are awarded in front of the entire Troop at the closing of Troop meetings immediately after their successful BOR. In This manner, rank achievement is followed closely by recognition. The Scout will be recognized again at the next Court of Honor in the presence of their family.

Normally, there are three Courts of Honor throughout the year typically held in December, June, and September. These are major events at which the families of all Scouts are expected to attend. The atmosphere is more formal than regular Troop meetings and all of the Scouts are in full service (Class A) uniform. A typical Court of Honor will include the induction of new Scouts into the Troop, presentation of Merit Badges, re-recognition of rank advancements, and, on occasion, presentation of special awards.

For rank advancement, each Scout and their parent(s) are called forward. The Scout is then presented a certificate for their advancement. The Scout is also given a miniature pin of their new rank to present to their parent. This miniature pin, provided by the Troop, is called the "parent's pin" and symbolizes the support the Scout receives from their parents. When a Scout reaches the first Rank of Scout, the Troop will furnish each parent, often the mother, a small device to wear and display their collection of parent's pins; a clear testimony to each Scout's "Trail to Eagle."

## I. Eagle Scout

The "Trail to Eagle" really never ends, because "Once an Eagle always an Eagle." However, a Scout attains the rank of Eagle after learning all of their basic skills, earning the required and optional Merit Badges, conducting an Eagle Leadership Service Project, and fulfilling the responsibilities of a leadership position within the Troop. In other words, they have demonstrated their maturity and ability to lead.

The National Capital Area Council and the Bull Run District provide specific guidance for our Eagle candidates to follow. Upon attaining the rank of First Class, the Scout should contact the Troop Eagle Advisor to set up a meeting that will also include the Scout's parents. The purpose of This meeting is to ensure everyone understands their roles and responsibilities as the Scout progresses along the Eagle Trail. The goal is to teach, coach, and mentor the Scout as to specific actions they should take to achieve their Scouting goals. Upon attaining Life rank, the Troop Eagle Advisor will mentor the Scout in their Eagle project. The procedures for completing an Eagle Leadership Service Project are defined within the *NCAC Eagle Scout's Procedures Guide*. It is essential that the Eagle candidate develop the concept of their project in close consultation with their Troop Eagle Advisor / Scoutmaster. After the candidate determines their concept, they will consult with a representative of the benefited organization. After the organization representative approves the concept, the candidate will obtain the Troop Eagle Advisor / Scoutmaster's approval. With these two approvals, the candidate will then work with the Troop Eagle Advisor to complete the *Eagle Scout Project Workbook* Proposal Section. With the Eagle Advisor's approval, the Scout must sign the concept approval page, obtain the benefiting organization representative's signature, and then acquire Troop Eagle Advisor / Scoutmaster's signature on the proposal. After these three signatures are affixed, the candidate may pursue the Troop Committee's approval. Once the Troop Committee Chairman has signed the concept approval page, the Scout may then approach the District Eagle Representative for consultation and approval/signature. At that point in time, the Eagle candidate will work with the Troop Eagle Advisor converting the concept into a plan of action by completing to the Troop Eagle Advisor's satisfaction the Final Plan and Fund Raising (if required) sections of the workbook. Once the Troop Eagle Advisor has approved the Final Plan, the candidate can approach the Scoutmaster to schedule the project. After completing the project, the candidate will work with the Troop Eagle Advisor to complete the Project Report section of the workbook.

The Eagle SMC is conducted with each candidate with their *BSA Scout Handbook* and their "Eagle Book" in hand. The "Eagle Book" is a three-ring binder which includes the *Eagle Rank Application* (completed with the assistance of the Troop Eagle Advisor), the completed *Eagle Leadership Service Project Workbook*, and all Merit Badge "blue cards" with their accompanying presentation cards. [Hint: Start This book when the first Merit Badge is earned, keeping each blue card and presentation card in one sleeve of a plastic protector normally used for baseball cards; kept in the order in which they are earned (the date of the Counselor's signature stating the Merit Badge has been completed).]



After the Eagle SMC, the Scout's "Eagle Book" and their *BSA Scout Handbook* are passed to the Troop Eagle Advisor for review prior to the Eagle Board of Review. The "Eagle Book" is comprised of the following documents in order:

1. *Eagle Rank Application*,
2. A brief narrative of the Scout's future ambitions,
3. A list of any activities and awards outside of Scouting,
4. Verified copy of *Individual History Report* [Obtained/signed from/by Advancement Chairman],
5. *ScoutNet Member Summary* [Obtained from Advancement Chairman],
6. *Eagle Leadership Service Project Workbook*,
7. Blue Cards, and
8. Any project supporting materials the Scout wishes to present

The Troop Eagle Advisor will submit the *Eagle Rank Application* to the District Eagle Representative for review. Once the representative's approval is acquired, the application will be sent to the council for pre-certification. The Eagle BOR will be held only after a positive pre-certification notice from the Council. At the completion of a successful Eagle BOR, the approved pre-certification notice is submitted with the rest of the Eagle Book to NCAC for processing. At the conclusion of the Scout's Eagle BOR, the "blue cards" and their *BSA Scout Handbook* will be returned to the Scout. Only the pre-certification notice, and items 1 through 6 of the Eagle Book are sent on to Council for processing.

The specific steps for the Eagle Application Process after the Eagle SMC can also be found in Attachment C.

The most memorable Court of Honor is the Eagle Court of Honor, which recognizes the Scout's achievement in earning Scouting's highest rank, the Eagle rank. This court is normally conducted as a stand-alone ceremony and includes attendance by dignitaries, Scouting officials, and the Troop membership. Often a small reception is held after the ceremony.

1. The Troop provides the parents with examples of past Eagle Courts of Honor from which to select one for their Youth's Eagle Court of Honor. They are free to modify in consultation with the Troop Scoutmaster and Committee Chairman. The parents are responsible for setting the date, time, and location. Additionally, they send out all invitations and, if they so choose, provide for refreshments and a reception after the ceremony proper.
2. Troop Scouts provide the manpower to perform the ceremony.
3. The Troop Committee handles requesting Letters of Congratulations from dignitaries acknowledging the Scout's attainment of the rank of Eagle. The Troop Committee maintains a stock of Eagle Court of Honor devices, such as "Voice of the Eagle" box, candles, lighters, flags, etc. for the conduct of the ceremony. Additionally, the Troop provides the Eagle neckerchief and a shadow box of the Scout's "Trail to Eagle."
4. The National Capital Area Council provides the embroidered Eagle patch, the Eagle award, and the parent's Eagle pin.

## 7. TROOP ORGANIZATION

### A. Troop Structure



Troop 1182 is the Scout Troop chartered by the Park View Lions Club, which receives a national charter yearly from BSA to use the Scouting program as a part of its youth work. The chartered organization provides the meeting place, selects a Scoutmaster, and appoints a Troop Committee of at least three adults. The Troop is composed of the Scoutmaster, ASMs, and the Scouts who are organized into Patrols and Troop staff, and the Troop Committee.

### B. The Patrol Method and Organization

1. The Troop is made up of Scout Patrols. A Patrol is a team of eight to sixteen kids who work together. Each Patrol elects its own Patrol Leader and Assistant Patrol Leader. The position of Assistant Patrol Leader does not count toward advancement requirements. It is within This Patrol that Scouts learn leadership, responsibility, and the aims of Scouting. The Patrol method means all Scouting activities are conducted by and center on the Patrol.
2. The SPL leads the kids. They are the top youth Scout Leader in the Troop. They lead the PLC and, in consultation with the Scoutmaster, appoints other Youth Scout Leaders and assign specific responsibilities as needed.
3. An Assistant Senior Patrol Leader (ASPL) fills in for the SPL in their absence. They also is responsible for training and giving direction to the Quartermaster, Scribe, Historian, Librarian, Troop OA representative, Chaplain's Aide, and Instructors.
4. The PLC is the primary Scout leader group in the Troop. The Council is comprised of Scouts holding leadership positions of SPL, ASPL, Venture Patrol Leader, Patrol Leader (Assistant Patrol Leader if the Patrol Leader cannot attend), Troop OA Representative, Troop Guide(s), Den Chief(s), and Junior Assistant Scoutmasters. The Troop Scribe is a non-voting member of the Council. The **PLC**, not the Adult Leaders, is responsible for planning and conducting the Troop's activities. The Council meets once a month to make plans and preparations for upcoming events. The Council leads the Troop under the supervision of the Scoutmaster and the support/oversight of the Troop Committee.
5. Other Scout leadership positions are: Instructor, Quartermaster, Scribe, Troop Historian, Librarian, Chaplain Aide, Webmaster, Leave No Trace Trainer, and Bugler. SPL, ASPL, Patrol Leader, and Assistant Patrol Leader are elected positions; all other positions are appointed by the SPL in consultation with the Scoutmaster. Elections are normally held twice a year in May and November and the elected Scouts serve six month term of office. The SPL and ASPL are elected by all Troop members. The Patrol Leader and Assistant Patrol Leader are elected by their patrol members. If a member does not receive a majority of the ballots, then the position will be filled by a run-off between the two top nominees.

### C. The Scoutmaster

1. The Scoutmaster is the Adult Leader responsible for implementing the Troop program as defined by the Committee and National standards. The Scoutmaster and their ASMs work directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of their guidance will affect every youth and adult involved in the Troop. The Scoutmaster will:
  - Train and guide Scout leaders,
  - Work with other responsible adults to bring Scouting to kids,
  - Use the methods of Scouting to achieve the aim of Scouting, and
  - Meet regularly with the PLC for training and coordination in planning Troop activities.



2. No Scoutmaster can run the Troop program by themselves. They need ASMs to assist in specific tasks, projects, mentoring, and general supervision duties. Indeed, BSA rules require a minimum of two Adult Leaders during all Troop functions.

#### D. The Assistant Scoutmasters

The Assistant Scoutmasters (ASMs) help the Scoutmaster in leading the Troop program. The ASMs actively participate in developing the Scouts into model citizens. They provide leadership, mentoring, and overall supervision duties similar to the Scoutmaster. The ASMs all bring unique skillsets to the Troop that allow the Scouts to experience a broad spectrum of activities. This is an excellent opportunity for parents, even those with no previous Scouting experience, to assist the Troop in developing its Scouts. With proper training and the mentorship of other ASMs, a parent can assume this role in the Troop. The Troop will recruit as many ASMs as possible. The objective is to have one or more ASM(s) assigned to each Patrol.

#### E. The Troop Committee

1. The Troop Committee is in place to make sure that the Troop is managed according to Scouts BSA policies and is responsible for conducting the business of the Troop, setting policy, and helping the Scoutmaster and Scouts with the outdoor program and other planned activities. The Committee is composed of the Chairman, Chartered Organization Representative, Secretary, Treasurer, Outdoor/Activities Chairman, Advancement Chairman, Board of Review Chairman, Chaplain, Quartermaster, and other registered adult volunteers. These positions provide excellent opportunities for Scout parents to support the Troop in any of a variety of positions described below. The Committee also has the responsibility to provide adults for BOR. This is an important responsibility and is one area where help is always needed and appreciated. The Committee consists of parent volunteers who fulfill various roles on the Committee. The Troop will recruit as many Committee Members as possible. The Scoutmaster and ASMs are key Adult Leadership positions but are not members of the Committee. Specific duties of the Committee include:
  - a. Ensures that quality Adult Leadership is recruited and trained. In case the Scoutmaster is absent, a qualified ASM is assigned. If the Scoutmaster is unable to serve, a replacement is recruited.
  - b. Provides adequate meeting facilities.
  - c. Advises the Scoutmaster on policies relating to Scouting and the chartered organization.
  - d. Supports Leaders in carrying out the program.
  - e. Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
  - f. Obtains, maintains, and properly cares for Troop property.
  - g. Ensures the Troop has an outdoor program (minimum 10 days and nights per year).
  - h. Serves on Boards of Review and Courts of Honor.
  - i. Supports the Scoutmaster in working with individual kids and problems that may affect the overall Troop program.
  - j. If possible, provides for the special needs and assistance some kids may require.
  - k. Helps with the Friends of Scouting campaign.
  - l. Assists the Scoutmaster with handling Scout behavioral problems.
2. The Troop Committee meets once a month, normally on the second Wednesday, during the Scout Meeting. All Committee Members should make an effort to attend as many meetings as possible throughout the year. Parents are also welcome to attend. (Parents should understand that only Committee Members can vote.) Although not a Committee Member, the Scoutmaster is always invited to present any program issues or to make requests of the Committee for equipment, supplies, and other capital expenses. During This period, Committee Members should ask the Scoutmaster any questions about the program or capital requests. After the Scoutmaster presents, he/she may choose to stay or leave the meeting depending on their schedule. An example agenda follows:





- a. Prior Meeting Minutes Approval
  - b. Old Business
  - c. New Business
  - d. Scoutmaster Thoughts and Issues
  - e. Outdoor / Activity Report
  - f. Summer Camp
  - g. Treasurer's Report
  - h. Advancement Report
  - i. Training Report
  - j. Committee Chairman's Thoughts
  - k. Next Month's Meeting Date
  - l. Adjourn
3. Troop Committee Positions:
- a. Committee Chairman responsibilities include:
    - i. Organizes the Committee to see that all functions are delegated, coordinated, and completed;
    - ii. Maintains a close relationship with the Chartered Organization Representative and the Scoutmaster;
    - iii. Sees that Troop Leaders and Committee Members have training opportunities;
    - iv. Interprets national and local policies to the Troop;
    - v. Calls, presides over, and promotes attendance at monthly Troop Committee Meetings and any special meetings that may be called;
    - vi. Ensures the Troop is represented at monthly roundtables usually through Scoutmaster or ASM participation;
    - vii. Secures top-notch, trained individuals for camp leadership; and
    - viii. Arranges for charter review and re-charter annually.
  - b. Charter Organization Representative responsibilities include:
    - i. Coordinates meeting venue;
    - ii. Approves adult membership; and
    - iii. In general, supports the Troop needs.
  - c. Secretary responsibilities include:
    - i. Keeps minutes of meetings and sends out Committee Meeting notices;
    - ii. Handles publicity;
    - iii. Prepares a family newsletter of Troop events and activities;
    - iv. Ensures all new Scout paperwork is obtained in a timely fashion and is distributed to the appropriate person(s). New Scout paperwork includes, but may not be limited to: Scout application, Scouter application (one for each parent/guardian), Troop Resource Survey (filled out by each parent/guardian), Class One Medical Form (for Scouts) "Scoutbook" Scout Personal Data sheet, and "Scoutbook" Parent Personal Data sheet;
    - v. Ensures required yearly paperwork is obtained in a timely fashion and is distributed to the appropriate person(s). Yearly paperwork includes: Scout Class One and Two/Three Medical forms, Scouter Class Two/Three Medical forms, and other forms as required for Summer Camp;
    - vi. Coordinates with Troop Advancement Committee Chairman to ensure the "Scoutbook" database is current and correct; and
    - vii. Coordinates with Summer Camp Coordinator to ensure all required paperwork is obtained in a timely fashion and consolidated into a single folder/file for transport to/from Summer Camp.



- d. Treasurer responsibilities include:
- i. Handles all Troop funds;
  - ii. Pays bills on recommendation of the Scoutmaster and authorization of the Troop Committee;
  - iii. Maintains checking and savings accounts;
  - iv. Trains and supervises the Troop scribe in record keeping;
  - v. Receives Troop income each week from the Troop scribe;
  - vi. Keeps adequate records in the Troop/Crew Record Book;
  - vii. Supervises money-earning projects, including obtaining proper authorizations;
  - viii. Supervises the camp savings plan;
  - ix. Reports to the Troop Committee at each meeting; and
  - x. Leads the preparation of the annual Troop budget.
- e. Outdoor/Activities Chairman responsibilities include:
- i. Supervises and helps procure camp equipment;
  - ii. Works with Quartermaster on inventory, storage, and proper maintenance of Troop equipment;
  - iii. Helps in securing permission to use camping sites;
  - iv. Serves as transportation coordinator;
  - v. Encourages monthly outdoor activities or special activities;
  - vi. Promotes, through family meetings, attendance at Troop campouts, camporees, and Summer Camp to reach the goal of an outing per month; and
  - vii. Organizes Lead Adult for each Troop campout and works with these adults in organizing the events.
- f. Advancement Chairman responsibilities include:
- i. Encourages Scouts to advance in rank;
  - ii. Conducts Courts of Honor, at least quarterly (during school year);
  - iii. Develops and maintains a Merit Badge Counselor list;
  - iv. Makes a prompt report on the correct form to the Council Service Center when a Troop BOR is held and secures badges and certificates;
  - v. Ensures Troop acquires the necessary patches to support all Courts of Honor, Junior Leader Training, elections, etc.;
  - vi. Works with the Patrol Leaders and Troop Scribe to maintain all Scout advancement records;
  - vii. Provides "Scoutbook" reports as requested/required;
  - viii. Works with the Troop Librarian to build and maintain a Troop Library of Merit Badge Pamphlets; and
  - ix. Manages the annual recharter effort in coordination with the Committee Chairman.
- g. Chaplain responsibilities include:
- i. Provides a spiritual tone for Troop meetings and activities;
  - ii. Gives guidance to the Chaplain Aide;
  - iii. Promotes regular participation of each member in the activities of the religious organization of their choice;
  - iv. Visits homes of Scouts in time of sickness or need;
  - v. Gives spiritual counseling service when needed or requested;
  - vi. Encourages Scouts to earn their appropriate religious emblems; and
  - vii. Provides opportunities for Scouts to grow in their duty to God and their fellow Scouts.





- h. Quartermaster
  - i. Maintains Troop trailer in good repair, licensed, and inspected;
  - ii. Maintains inventory of basic green BSA neckerchiefs, BSA neckerchief slides, and shoulder loops for presentation to new Scouts when they bridge from Cub Scouting or join the Troop as a new Scout;
  - iii. Maintains an inventory of Troop embroidered neckerchiefs for presentation to each Scout when they attend their first campout;
  - iv. Maintains an inventory of Troop T-shirts for purchase;
  - v. Acquires replacement inventory items in coordination with the Troop Treasurer should any inventory item quantity fall below the necessary level;
  - vi. Mentors Scout Quartermaster in the performance of their duties; which includes a complete inventory and assessment of the condition of the Troop’s gear at least once a year; and
  - vii. Assists Scout Quartermaster in obtaining replacement parts, new items, and necessary repairs.
- i. Fund-Raising Chair responsibilities include:
  - i. Coordinates transferal of funds with Troop Treasurer;
  - ii. Records Scout and Scouter/parent participation at all flyer and mulch events; and
  - iii. Coordinates and executes fund raising activities as appropriate.
- j. Training Chair responsibilities include:
  - i. Maintains accurate training records for all adults;
  - ii. Reports Troop training status to the Troop Committee;
  - iii. Ensures all adults are Youth Protection Trained;
  - iv. Encourages all adults to become fully trained for their currently registered position;
  - v. Encourages all adults to seek out other training opportunities (i.e., University of Scouting, Wood Badge, etc.); and
  - vi. Contacts adults with expired/expiring training and promotes completion of needed training.
- k. Web Master responsibilities include:
  - i. Maintains Web Site Tool to ensure accurate information is available;
  - ii. Generate and revise web pages;
  - iii. Manage membership and access rights for users;
  - iv. Assist anyone who experiences an issue with the site;
  - v. Maintains member lists and mailing lists; and
  - vi. Assists in maintaining the Troop Calendar.

**F. Annual Planning**

Each year, the Troop must plan and budget for the upcoming activities in the following year. Planning for the Scout year is aligned with the school schedule. The schedule below lays out the sequence of events. Activities that are placed on the calendar by the Troop Committee are flagged (\*). This is the slate that the PLC will start with when they plan their annual program for approval. The final calendar will have many hiking, camping, service hour, and other Scout events.

Month	Effort
MAY	<ul style="list-style-type: none"> <li>• Troop Committee develops/approves starting point for the Troop APC using the Council Program Planning Calendar distributed by Council at the May Roundtable/Program Launch</li> </ul>



Month	Effort
	<ul style="list-style-type: none"> <li>Starting point calendar will include items such as Scouting for Food, Troop fund raiser dates, one or more district events such as a camporee, etc. (The goal is that the Troop will participate in at least one District Camporee per year if it is a viable event)</li> </ul>
JUN	<ul style="list-style-type: none"> <li>PLC meets to prepare APC using starting point from Committee</li> </ul>
JUL	<ul style="list-style-type: none"> <li>Troop Committee approves/adjusts APC as necessary</li> </ul>
SEP	<ul style="list-style-type: none"> <li>Annual Planning Calendar is presented to troop</li> </ul>

G. Troop Communication

The Troops main way of communicating external to meetings is emails and the Troop Website. The website contains a public and private section.

The public section contains large amounts of information that should aid the transitioning from Cub Scouting or if you are new to Scouting. The Scouts and Parents should check the website first in they have a question. A few examples of information available from the Troop website are: Troop Calendar, activity permission slips, Troop Committee Business, and the Scouts' advancement in rank and Merit Badges. To access some of the information on the website, the parent will need to acquire the password to get into the private section. The password can be acquired from the Troop Committee Chairman.

## 8. TROOP FINANCES

A. Finances

1. The Troop Committee is responsible for managing the finances associated with operating the Troop. Each year in August, the Treasurer submits to the Troop Committee the proposed operating budget for the coming year along with the actual expenditures for the prior year. The Troop Committee reviews the proposed budget in detail, ensures that it supports the Troop's annual schedule of activities and makes modifications as needed before approving the operating budget.
2. Each Scout pays a rechartering fee, determined yearly by the Troop Committee and payable at the first meeting of December of each year. The Treasurer maintains an accurate record of each Scout's rechartering payments. These funds are used to defray expenses associated with materials for normal monthly activities, rank badges, Merit Badges, etc.
3. Individual Scouts will pay for the cost to participate in activities; but Troop Leadership will do its best to keep costs as low as possible. Some Troop events may necessitate a cost share by individual Scouts due to their excessive cost.
4. Periodically, the Troop may receive money from donations. This money usually is used to buy or repair equipment.

B. Registration

Each year in December, the Troop must re-charter itself with the BSA. During This time, Scouts pay their yearly registration fees and Troop dues. Adults are asked to pay their recharter fee cost to help keep the cost of dues to a minimum. The Scouts pay approximately \$75 in dues each year to be registered Scouts (the amounts change periodically and the total fee charged to each Scout is determined annually by the Troop Committee.) The Scout's costs cover



registration, insurance, and a *Scout's Life* magazine subscription. All fees that go to the national BSA are used to pay for administrative costs of maintaining a Scout's records and insurance.

## 9. PARENT INVOLVEMENT

### A. Ways to Help the Troop

**Any Troop's degree of success is directly proportional to the level of parental involvement!**

1. First, parents must actively support their Youth's advancements. Unlike Cub Scouting, which provided centralized training to advance Scouts within a den, Scouting relies on a Scout's individual initiative and drive to advance. Troop and Patrol assistance is always available to support the Scout, but they ultimately complete their own advancement. Parental support is vital to ensure their continued commitment.
2. Second, parents should actively support the Troop. There are a variety of ways in which to support the Troop. Choose the one that best utilizes your abilities to assist the Troop. Some ways to help are:
  - **Become an Assistant Scoutmaster.** Assist the Scoutmaster on Wednesday night meetings, on weekend campouts, hikes, and outings (where a minimum of two adult Leaders are required at all times), or by attending Summer Camp with our Troop. Several ASMs are needed to ensure one or two Scoutmaster(s) do not get "burned out" by the repeated monthly campout requirements.
  - **Become a Committee Member.** Attend the monthly committee meeting and perform your committee duties on your own at a time convenient for you. These duties are ideal for the volunteer who cannot commit to an entire weekend or weekly meetings, but is able to help out with a more flexible time schedule doing individual work. It is an ideal way for you to see how Scouting helps these kids mature into young leaders; your participation on BORs gives you opportunities to directly interact with Troop Scouts.
  - **Become a special projects Committee Member**, like Fundraising Chair, camporees, re-charter, Courts of Honor coordinator, or Summer Camp coordinator. Many of these events are once-a-year requirements. These duties allow you to focus your volunteer efforts on specific, but not long-duration, tasks.

### B. Tips for Scout Parents

1. Scouting asks all parents to step back a little, and to work with all of the kids, not just your own. You can still keep an eye on them and you will have plenty of opportunity to help one-on-one at home. But at meetings, activities, and outings, help us all by allowing your Scout the freedom to work with their Patrol to learn Scouting.
2. Up through First Class, a Scout's activities are primarily focused on learning new skills. Star, Life, and Eagle require Merit Badges and Leadership, both of which challenge a Scout to spread their wings intellectually, vocationally, and socially. All of this will require considerable study and time for the Scout.
3. At This age, many other activities will compete for your Youth's time, especially sports and friends outside of Scouting. Your Youth may begin to question authority and their dependence on others. You may hear all sorts of excuses for not participating in Troop functions, and small problems with other Scouts might become greatly exaggerated. During these times, Youths and parents must communicate their concerns about other Scouts and Troop activities with the Scoutmaster. It is common for Scouts to enter into a slump for months at a time, but with your support they will shortly resume their activities. You must help them through this period so that they can achieve the aims of Scouting and climb the Eagle Trail.
4. Parents are strongly encouraged to participate in the Troop whether as an ASM, Committee Member, or active parent. Scouting provides an excellent opportunity to help your youth mature and to share memorable



## Troop 1182

experiences that will last a lifetime. Few, if any, parents have lamented that they were sorry they ever got involved – rather they often lament that they did not. A Scout whose parent is actively involved is statistically more likely to achieve the rank of Eagle Scout.

5. Finally, of all the activities that your Youth could be doing, Scouting is probably the only one that emphasizes character development; citizenship; duty to God and country; helping other people; and mental, physical, and moral fitness. Initially Scouting may seem overwhelming. Later it may seem too much to complete in the face of other competing demands. There are Scouts and Scouters among us with many years of Scouting experience. They are willing to help you and your Youth grow in Scouting. All journeys are completed one-step at a time!

### C. Youth With Special Needs

All youth are eligible to join Troop 1182. To ensure that the Scoutmaster, ASMs, and the Troop Committee are fully aware of and equipped to meet the needs of special needs Scouts, their parents must discuss their Youth's needs with the Scoutmaster and Committee Chairman prior to joining the Troop to ensure the best possible Scouting experience for their Scout. Parents are always strongly encouraged to participate with their Youth in activities and assist Troop Leaders in anticipating their Scout's needs.



## Acronyms

APC	Annual Planning Conference
ASM	Assistant Scoutmaster
ASPL	Assistant Senior Patrol Leader
BDU	Battle Dress Uniform
BOR	Boards of Review
BSA	Scouts BSA
EDGE	Explain, Demonstrate, Guide, and Enable
GPS	Global Positioning System
NCAC	National Capital Area Council
OA	Order of the Arrow
PDF	Portable Document Format
PLC	Patrol Leader Council
SMC	Scout Master's Conference
SPL	Senior Patrol Leader
YPT	Youth Protection Training

## References

*Scout Catalog*  
*Scout Handbook*  
*Guide To Advancement*  
*Guide to Safe Scouting*  
*NCAC Eagle Scout's Procedures Guide*

## Websites

[www.troop1182.info](http://www.troop1182.info)

<http://www.kidscouttrail.com/Scout-Scouts/bsa-merit-badges.asp>

<http://www.Scouting.org/Home/GuideToAdvancement.aspx>

<http://www.Scouting.org/Home/GuideToAdvancement/MechanicsofAdvancement/ScoutandVarsity.aspx>

<http://www.Scouting.org/Scoutsource/HealthandSafety/GSS/toc.aspx>

<http://www.Scoutstuff.org>



**ATTACHMENT A – Troop 1182 Internal Web Site Photo Release Opt Out Form**

I do not give permission for Scout Troop 1182 to publish any images on their members' only internal website.

Adult's name (print): \_\_\_\_\_

Adult's signature: \_\_\_\_\_

Youth's name: \_\_\_\_\_



**ATTACHMENT B – Troop 1182 Social Media Photo Release Opt Out Form**

I do not give permission for Scout Troop 1182 to publish any images on any publically accessible social media platform or website.

Adult's name (print): \_\_\_\_\_

Adult's signature: \_\_\_\_\_

Youth's name: \_\_\_\_\_



### ATTACHMENT C - Troop 1182 Eagle Board Of Review and Application Process

Below is the process that we must follow before we can hold an Eagle Board Of Review (BOR.) Scouts, please note that you have several items that you must accomplish. This is drawn from the advancement guide which you can find here: <http://www.Scouting.org/Scoutsource/GuideToAdvancement/EagleScoutRank.aspx>. Some of the steps below are council specific. Consult with the Eagle Mentor throughout your Eagle Project and Application process.

This assumes that you have completed all of the Eagle Rank requirements and are ready (or had) a Scoutmaster Conference (SMC) for Eagle. ***You MUST complete all of the requirements AND the SMC BEFORE your 18th Birthday.*** We have three months from that point to hold a BOR.

1. **(Eagle Candidate)** Once you complete your SMC, please be sure to provide the Advancement Chair (AC) with the date the SMC was held. You may meet with the AC at a Troop meeting and have the dates entered into the database or you can scan the book or take a picture and send to the AC. Make sure that the dates are legible.
2. **(Eagle Candidate)** The first page of your Eagle Scout Rank Application includes Requirement 2, which requires you to “demonstrate that you live by the principles of the Scout Oath and Scout Law in your daily life . . . by listing the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.” At the conclusion of your Scout Master Conference (SMC), you should be prepared to confirm the references you have listed/expect to list under Requirement 2 of your Eagle Application. To that end and only after the SMC, you will give the SM 10-12 standard business envelopes. *(if not employed, there are 5 sets (2 envelopes per set) required. If employed, the sixth set goes to the Scout’s immediate supervisor)* The envelopes must be prepared as follows: 5-6 stamped envelopes, each one addressed to an individual reference and showing the SM’s name and mailing address as the “return address”; and 5-6 other stamped envelopes addressed to your SM at their mailing address, each one showing the author’s return address with a small notation confirming the author’s role or reference (e.g., Parents). All stamped and addressed envelopes should be given to your SM. As set out in the Eagle Scout Rank Application, the references are “Parents, Religious, Educational, Employer (if any), and two other references.” You do not need to draft the reference request letters yourself – the SM will complete that task once you provide the stamped and addressed envelopes. The Eagle Candidate may engage their references and let them know when the SM has mailed the letters. All reference letters received by the SM will ultimately be considered by those who participate in the Eagle BOR.
3. **(Eagle Candidate)** Obtain your updated Individual History Report (IHR) and ScoutNet Member Unit Advancement Summary (MUAS) from the AC. You will need your updated IHR **AND** MUAS to proceed. These have all of your rank advancement and Merit Badge (MB) dates which you will need. You had an IHR for your SMC, but you will need an updated one with everything on it post SMC. Be sure that the AC has affixed their signature to the IHR. Please be sure to include **BOTH** reports or you will not make it through the next few steps.
4. **(Eagle Candidate)** Get a copy of and complete the Eagle Application. If you cannot find it, please see This link: [http://www.Scouting.org/filestore/pdf/512-728\\_WB\\_fillable.pdf](http://www.Scouting.org/filestore/pdf/512-728_WB_fillable.pdf). Pay careful attention to the instructions using the checklist in the Eagle Scout Procedures Guide available on the NCAC BSA web site. List the non-Eagle MBs in the order in which they appear on your IHR. Leave the BOR date empty. Include the last two pages – the statement of your ambitions and life purpose goals and your awards – on separate, regular sheets of paper. (See instructions for the Eagle Application online) Review IHR, BSA MUAS, and Eagle Application to make sure that all dates (MBs, Ranks, Join Date, etc) match across all three documents. If there is a discrepancy between IHR and BSA Internet





Advancement, please see the AC to resolve. Accuracy is key – corrections will eat up calendar time. Prepare your Project Workbook and ensure that you have all of the necessary signatures. The Proposal should have five signatures, including the Eagle Candidate's. The last signature should be from your District Eagle Representative (DER). The Project Report should have all three signatures. Ensure that your District Eagle Representative (DER) and the Troop Eagle Mentor (EM) have signed off that the project book is complete and thorough. Give the completed application, inserted into your full Eagle workbook package, to the EM.

5. **(EM)** The Troop EM will review the application. They will work with the Eagle Candidate to make any corrections required. They will have the Eagle Candidate contact the DER and provide the package for DER Review. ***At This point, remove the IHR from your Eagle package – be sure to leave the MUAS in the book.***
6. **(DER)** The DER will review the application and note in the margins that they concur (they know what to do here). Some DERs will perform Step 8 themselves at This time. Some DERs will send their signed copy back to the EM to perform step 8.
7. **(DER, EM)** Your application will be sent to council for pre-certification. (Who does This depends on who is available and how the DER handles This step) This is to ensure that the council records match your records as well as the Troop records. If there is an issue, you'll go back to step 5. ***We cannot hold a BOR without the pre-certification from Council.***
8. **(Eagle Candidate)** Prepare your book for the BOR. Be sure you have all of the necessary parts included in the following order:
  - a. Eagle Application – all four pages – signed and all dates filled in – if there were no changes as a result of the pre-cert, then the BOR date will just need to be penned in.
  - b. ScoutNet Member Unit Advancement Summary (MUAS from AC)
  - c. Eagle Project Workbook
  - d. All of your MB Blue Cards (in the same order as on the app) and Rank Cards
  - e. Troop 1182 Eagle BOR Form (From AC)
9. **(Eagle Candidate)** Contact the Troop 1182 Committee Chair to schedule the BOR. There must be adequate time for the references to be returned – This can take up to three or four weeks. The reference responses will not be opened until your BOR, they will only be read by the members of the BOR, and they will be destroyed immediately after the BOR is concluded. Be sure to bring your Eagle BOR form from the AC, as well as your handbook. Wear your complete uniform to the BOR and don't forget your neckerchief, MB sash, and BSA socks.
10. **(CC)** After the BOR, assuming a positive outcome, the CC will retain your workbook and handbook. You will get your Blue Cards back. They will submit your complete application to council:
  - a. Eagle Application – all four pages – signed and all dates filled in – if there were no changes as a result of the pre-cert, then the BOR date will just need to be penned in.
  - b. ScoutNet Member Summary
  - c. Project Workbook
  - d. Pre-Certification from Council
11. **(Council)** Council will notify the Troop Committee Chair when the application has been processed and approved.