

TROOP 73

CHARTERED BY ST. LUKE'S KNIGHTS OF COLUMBUS, ANKENY

Founded January 1st, 2007



SCOUTING'S HISTORY AND PHILOSOPHY

Lord Robert Baden-Powell founded the Boy Scouting movement in 1907. The first organized activity was a camp out on Brownsea Island with 20 boys. Lord Baden-Powell knew that boys needed to develop skills in self-reliance, leadership and in working in small groups. Although many years have passed since that first camp-out, the fundamentals of Scouting have remained. Becoming a Boy Scout opens the door to adventure, learning, challenge and responsibility. It gives boys the tools they need to become good citizens and valuable assets to their community and country.

Scouting is designed to be run by Scouts. A Scoutmaster trains boys to be leaders, makes available to them the resources and guidance they need to lead well, then steps into the background and lets them do their job.

In Boy Scouts, primarily older Scouts teach each boy the skills he needs. He then has the opportunity to practice those skills he needs, make his own mistakes, and gain confidence in his own abilities. Adult Scouters provide Scouts with a safe environment within which to experiment, fail if necessary, and ultimately succeed; all the while having fun!

Adults need to be available if and when Scouts ask for help. Scouts do not want adults to do their work and have their experiences for them. They want adults to cheer them on and give them the opportunity to grow. It feels good to know that someone believes in you. Parents should tell their Scouts that they are there for them, but please let them learn for themselves.

Scouting is a program whereby boys learn to become men. In 1907 and now, the focus of the Scouting program was, and still is, on boy leadership and teaching with the advice of a Scoutmaster.

In Troop 73, the Scouts elect the Troop officers, plan the meetings and activities and execute those plans. The adult Scouters provide resources, guidance and, when necessary, resolve disputes and discipline problems. In short, the Scouts themselves have the responsibility for the day-to-day Troop operation. The Troop is structured with a chain of command and standard operation procedures. This philosophy permits the Scouts to learn leadership skills through experience.

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WELCOME TO TROOP 73!

WELCOME to Scouting in Troop 73! Many of you may be familiar with Scouting from your experience as a youth or your son's Cub Scout involvement. Some of you will be joining Scouting for the first time. There's a lot of jargon, as in any large organization, and this handbook will help you to make sense of it, learn about scouting, understand the policies of Troop 73, and hopefully find the answers to most of your questions. Let us know if you still have questions after reading through this booklet.

Troop 73 is a member of the Mid-Iowa Council, which covers quite a large area in Iowa. The Council is divided into Districts and our Troop is within the Hawk Eye District. The Mid-Iowa Council headquarters, along with the Mid-Iowa Scout Shop, is located at 6123 Scout Trail, Des Moines, IA 50321.

All Troops must have a chartering organization that adopts the Scouting program as their youth program. The charter for Boy Scout Troop 73 was originally approved by the Boy Scouts of America, Mid-Iowa Council on January 1st, 2014. Troop 73 is chartered by St Luke's Knights of Columbus.

The members of Troop 73 are committed to guiding this troop forward by way of the Boy Scout program as it is written and promoted by the Boy Scouts of America.

DISCLAIMER:

This handbook is intended to be a resource for parents, scouts and registered leaders. Although every effort has been made to achieve accuracy and timeliness; the policies and procedures described herein are subject to changes and/or compliance of the policy of Troop 73 Committee, The Boy Scouts of America, Knights of Columbus and adherence to local, state and federal law. A current copy of this handbook, with any and all updates, can be found on the troop website:

www.ankenytroop73.org

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OUR FOUNDATIONAL BELIEFS:

BOY SCOUTS OF AMERICA'S 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.

TROOP 73'S MISSION STATEMENT

"To administer an exciting, fun, safe program for boys, designed by boys, and led by boys. To explore the outdoors while giving them the opportunity to lead and learn from both positive and negative experiences."

BOY SCOUTS OF AMERICA'S VISION STATEMENT

The Boy Scouts of America is the nation's foremost youth program of character development and values-based leadership training.

TROOP 73'S SCOUTMASTER VISION STATEMENT

Our troop will be a premier youth-led and adult-supported organization postured toward developing lifelong skills in boys and helping them to develop into men of character.

They will possess Scouting and citizen skills; adhere to the Scout Oath and Scout Law; serve their families, schools, communities and nation; and help others to achieve Scouting's goals.

They will do this through an exciting and challenging Scouting program.

PURPOSE

The purpose of the Boy Scouts of America – incorporated on February 8, 1910, and chartered by Congress in 1916 – is to provide an educational program for boys and young adults to build character, to train in the responsibilities of participating citizenship, and to develop physical fitness.

SCOUTING WILL CONTINUE TO:

Offer young people responsible fun and adventure;

Instill in young people lifetime values and develop in them ethical character as expressed in the Scout Oath and Law;

Train young people in citizenship, service, and leadership;

Serve America's communities and families with its quality, values-based program.

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AIMS AND METHODS OF THE SCOUTING PROGRAM

The Scouting program has three specific objectives, commonly referred to as the "Aims of Scouting." They are character development, citizenship training, and personal fitness.

IDEALS - WHAT WE FOLLOW

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 MOTTO;

Be Prepared.

SCOUT SLOGAN;

Do A Good Turn Daily

SCOUT LAW;

A Scout is Trustworthy, Loyal,
Helpful, Friendly, Courteous, Kind,
Obedient, Cheerful, Thrifty, Brave,
Clean, and Reverent.

OUTDOOR CODE;

As an American, I will do my best to
Be clean in my outdoor manners,
Be careful with fire,
Be considerate in the outdoors, and
Be conservation minded.

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THE METHODS OF SCOUTING

The methods by which the aims are achieved follow in random order to emphasize the equal importance of each:

IDEALS

The ideals of Boy Scouting are spelled out in the Scout Oath, the Scout Law, the Scout motto, and the Scout slogan. The Boy Scout measures himself against these ideals and continually tries to improve. The goals are high, and as he reaches for them, he has some control over what and who he becomes.

PATROLS

The patrol method gives Boy Scouts an experience in group living and participating citizenship. It places responsibility on young shoulders and teaches boys how to accept it. The patrol method allows Scouts to interact in small groups where members can easily relate to each other. These small groups determine Troop activities through elected representatives.

OUTDOOR PROGRAMS

Boy Scouting is designed to take place outdoors. It is in the outdoor setting that Scouts share responsibilities and learn to live with one another. In the outdoors the skills and activities practiced at Troop meetings come alive with purpose. Being close to nature helps Boy Scouts gain an appreciation for the beauty of the world around us. The outdoors is the laboratory in which Boy Scouts learn ecology and practice conservation of nature's resources.

ADVANCEMENT

Boy Scouting provides a series of surmountable obstacles and steps in overcoming them through the advancement method. The Boy Scout plans his advancement and progresses at his own pace as he meets each challenge. The Boy Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help a Boy Scout grow in self-reliance and in the ability to help others.

ASSOCIATIONS WITH ADULTS

Boys learn a great deal by watching how adults conduct themselves. Scout leaders can be positive role models for the members of the Troop. In many cases a Scoutmaster who is willing to listen to boys, encourage them, and take a sincere interest in them can make a profound difference in their lives.

PERSONAL GROWTH

As Boy Scouts plan their activities and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Boy Scouting.

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Boys grow as they participate in community service projects and do Good Turns for others. Probably no device is as successful in developing a basis for personal growth as the daily Good Turn. The religious emblems program also is a large part of the personal growth method. Frequent personal conferences with his Scoutmaster help each Boy Scout to determine his growth toward Scouting's aims.

LEADERSHIP DEVELOPMENT

The Boy Scout program encourages boys to learn and practice leadership skills, a skill that can be best learned by doing. Every Scout in a patrol and Troop will find that he is filling leadership positions of increasing responsibility. Through leadership experiences, boys learn planning, organization, and decision making. For many Scouts, accepting the role of patrol leader is the first real leadership position they ever hold. Understanding the concepts of leadership helps a boy accept the leadership role of others and guides him toward the citizenship aim of Scouting.

UNIFORM

The uniform makes the Boy Scout Troop visible as a force for good and creates a positive youth image in the community. Boy Scouting is an action program, and wearing the uniform is an action that shows each Boy Scout's commitment to the aims and purposes of Scouting. The uniform gives the Boy Scout identity in a world brotherhood of youth who believe in the same ideals. The uniform is practical attire for Boy Scout activities and provides a way for Boy Scouts to wear the badges that show what they have accomplished.

Scouting is much more than just a wholesome and enjoyable activity. Scouting in Troop 73 means fun and challenges for your son and for you. Scouting is a GAME with a purpose: to develop future leaders of strong character, good citizenship, and personal fitness. Scouting helps boys to become leaders and achievers in the adult world. It is Scouting's eight methods that make it unique. Active scouts develop initiative, leadership, self-reliance, and self-confidence.

As you read through this Troop 73 Handbook you will learn how we utilize the eight methods of Scouting to achieve the three Aims of the Boy Scout Program.

WHO CAN JOIN?

Troop 73 welcomes any interested boy of Scouting age, (either between the ages of 11 to 18 years old OR have completed the 5th grade OR have earned the Arrow of Light Award, whichever comes first). A boy does NOT have to graduate from Cub Scouts or Webelos Scouts to become a Boy Scout. We encourage you to make visits or inquiries with other Boy Scout Troops so that you can be sure Troop 73 is the best Troop for you.

Boys joining Troop 73 are promised the fun and adventure in Scouting that they seek. This troop functions completely as a boy-led, patrol-method troop as promoted by the Boy Scouts of America. Webelos Scouts from the same den who are bridging into Troop 73 may stay together

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as a group to form a “new scout patrol” within the troop. The only situation that would cause consideration to splitting a boy from his patrol is if behavioral issues/conflict would arise where repositioning boys would benefit those involved. The new scout patrol will spend several months learning the operation of the troop, learning new skills, and working on advancement in rank before filtering into other patrols.

Boys get to do more fun things and have a say in what the troop does and where it goes. Boys will gain the knowledge and skills to lead their troop, and to teach these skills to the Scouts who follow after them in the years to come. Through their experience, they will build strong character, becoming strong leaders and citizens of our community and of our nation!

NEW SCOUTS

Scouts typically join the Troop when they bridge over from their Cub Scout program. This is not a requirement, since boys often join without having previously participated in Cub Scouts. Registration requires filling out a Scouting Application and paying the annual registration fee. Joining fees include the BSA national registration fee or unit transfer fee.

A Personal Health and Medical Record form is required to be completed, signed, and on file with the Troop for participation in all of our activities for both Scouts and participating adults.

Parents will be asked to provide driver’s license and vehicle insurance information required by the BSA in the event that you or your spouse should volunteer to help with transportation for a Scouting activity.

In addition to the Troop 73 Handbook, please reference the Troop 73 website available at www.ankenytroop73.org. The following items will assist with registration and orientation to the troop.

- o Scout application – to register your son with the Troop
- o Leader application – to register yourself or your spouse to be a leader or committee member in the Troop.

TROOP ORGANIZATION

THE TROOP

The Troop is made up of young men ages 11-18 that are the scouts. It also requires adults to help ensure the program is followed. The boys are broken down into smaller groups, called Patrols of which there can be many Patrols in a Troop. The adults in the troop are also formed into patrols and will emulate what an effective patrol looks like- leading by example. The Troop provides support services that a Patrol could not have on its own; equipment, meeting place, adult guidance, etc. The Troop creates conditions that help the Patrols succeed.

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THE PATROL

The key unit within the Troop is the Patrol. As quoted by Lord Baden-Powell, Founder of Scouting, "The Patrol is the unit of Scouting always, whether for work or play, for discipline or for duty". In Troop 73, new scout patrols are created when the Webelos Scouts join the Troop. All boys joining the Troop will be placed in a patrol. They will choose the name of their patrol, and elect their own leaders within that patrol. A patrol is generally made up of about 6 to 10 scouts. Scouts tent and eat with other Scouts in their patrol, led by an elected patrol leader.

PATROL METHOD

Troop 73 is structured on the patrol method. This small group gives the Scouts a good team-like atmosphere to work in. The Patrol works by itself, but it also needs the support and competition of other Patrols. The Troop also gains from this system because the planning, teaching and directing come from the Scouts, not the adults. (The adult leaders are always there for guidance and help, but the boys run the program.) Patrol meetings take place during Troop meetings and should also be set up outside of Troop meetings by the Patrol Leaders and their assistants to work on other areas of the program. Patrol meetings can occur just about anywhere. The meetings are planned and run by the Patrol Leader, his assistant and observed by an adult mentor. The Patrol Leader may call in other people as resources as needed.

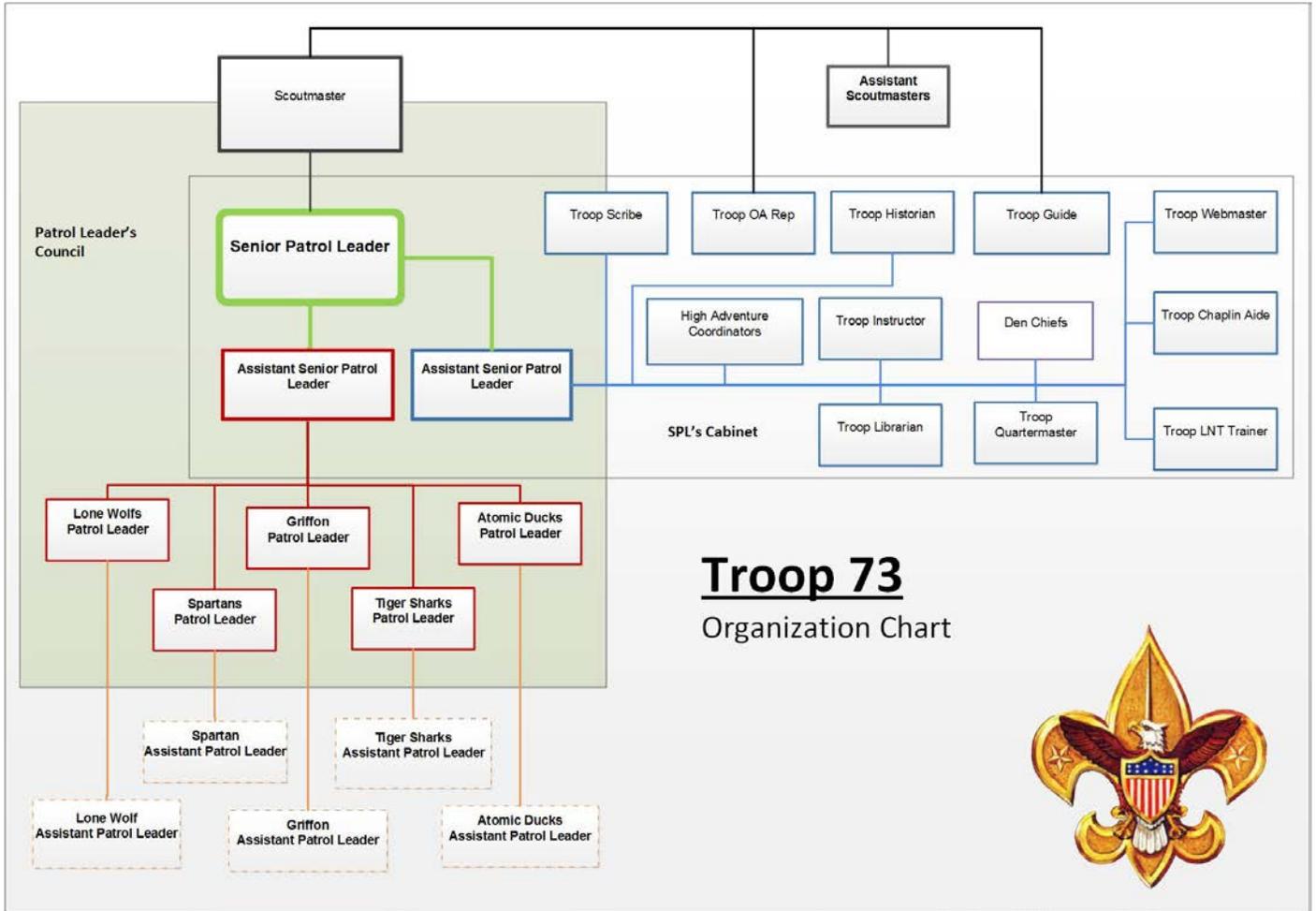
WHY PATROL MEETINGS?

It is an opportunity for Scouts to work on advancement, Scoutcraft skills and Patrol spirit; prepare for camp outs (e.g., plan menus, purchase food, determine equipment and transportation needs); practice for Troop competition; rehearse skits; design a Patrol flag; repair or work on Patrol equipment; brainstorm ideas to present to the Patrol Leaders' Council, etc. With well-planned Patrol activities, Scouts will advance faster and everyone will have more fun. For those patrols that "go the extra mile," the Baden Powell Patrol Award can be earned (see the Junior Leader Handbook.)

This entitles each Patrol member to wear an embroidered star beneath his Patrol emblem. Every member is part of the Patrol and all of the boys in the Patrol must learn to work together for the good of the Patrol.

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TROOP ORGANIZATION CHART



THE FOUNDATION OF SCOUTING

Due to the realization that boys frequently join Scouting in order to be with one or more friends, every effort is made to enable Scouts to share the journey of the Scouting Trail with a friend. At times, this is not always possible, but great effort is made in order to insure that all Scouts belong to a Patrol that will foster their growth and development in the Scouting program.

When Scouts first enter the Troop, they may be organized into their new scout patrols (NSP). An older Scout, called a Troop Guide, is traditionally assigned to each NSP and will oversee the patrol operation for the first 6 months. In this period, the NSP will choose their patrol name, work on early rank advancements and learn the basics of Boy Scouting and Troop procedures. The members of the patrol will choose one among their patrol to serve as the Patrol Leader, Assistant Patrol Leader, Patrol Scribe, Patrol Quartermaster, etc. The New Scout Patrol will rotate leadership positions on a monthly basis. Patrol elections for existing patrols and Troop elections

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will take place twice a year. When a scout enters the Troop without a group of other new Scouts, he will be assigned to either a NSP or an existing patrol at the discretion of the Scoutmaster and Senior Patrol Leader.

Boy Scouts is "Boy-Led." The Patrol Leaders' Council (PLC), not the adult leaders, is responsible for planning and conducting the troop's activities. The [Scoutmaster](#) (and [assistant Scoutmasters](#)) provide direction, coaching, and training that empowers the boy with the skills he will need to lead his troop. The [Troop Committee](#) provides resources to help the PLC.

PATROL LEADERS COUNCIL

All troop activities and meetings are planned and executed by the Senior Patrol Leader (SPL), with the support of the Patrol Leaders Council (PLC), under the advisement of the Scoutmaster. The meetings are designed to be Scout led with support from the Scoutmaster and his assistants.

The PLC is composed of the following members:

[Senior Patrol Leader](#) - Elected by boys in the troop, SPL runs the Patrol Leaders' Council (PLC) meetings.

[Patrol Leader](#) - Elected by his patrol, the PL represents his patrol PLC meetings and the annual planning conference. Reports PLC decisions to his patrol.

[Assistant Senior Patrol Leader](#) - Serves as a member of the patrol leaders' council and fills in for the SPL as needed. The ASPL may be asked to lead an activity for the rest of the troop during the PLC if necessary.

[Troop Guide](#) - Attends patrol leaders' council meetings with the patrol leader of the new-Scout patrol.

[Scribe](#) - Attends and keeps a log of patrol leaders' council meetings. The scribe is a non-voting member of the PLC.

At its monthly meetings, the PLC organizes and assigns activity responsibilities for the weekly troop meetings. The [Troop Committee](#) interacts with the patrol leaders' council through the Scoutmaster.

ROLES FOR ADULTS

Adults play a crucial role in guiding the Troop, although the emphasis is on letting the boys lead. The primary adult leader of any Scout Troop is the Scoutmaster (SM), who is responsible for leading the boys in executing the Boy Scout Program.

The Scoutmaster depends on two groups of adults for help; the Assistant Scoutmasters (ASM) and the Troop Committee. The ASM's are more typically involved with the boys at meetings and on activities, while the Troop Committee manages and administers key functions with the Troop, such as finances, equipment purchase and maintenance, registration, fundraising. Parents are

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encouraged to register with the BSA and participate in either capacity as an ASM or Committee Member. Registered adults can also become merit badge counselors, and can be listed on the required Local Tour Permit as either a leader or assistant leader for any troop activity. BSA requires a minimum of 2 adult leaders for all activities; however, Troop 73 prefers a minimum of 4 adults. Adult participation is encouraged and necessary to meet safety and youth protection, supervision, and transportation needs.

Parents that are not registered leaders with the troop may participate in overnight outings as long as they have completed Youth Protection Training and have submitted this to the Committee Chair for documentation. Adult participants on High Adventure trips will need to be registered, trained adults. By trained, you must be considered "trained" for the position you hold at the time of the trip.

MEETINGS & ACTIVITIES

TROOP MEETINGS

Troop 73 meets regularly on Monday evenings, throughout the entire year, at Snyder and Associates, 2805 SW Snyder Blvd Suite 109, Ankeny. Troop meetings start at 7:00 PM and end at about 8:30 PM. At the meetings, we plan and train for the monthly activities, work on advancements and merit badges and typically hold some form of activity. Parents are always welcome at our meetings.

COURT OF HONOR

Four times a year we meet to hold a special "Court of Honor" in February, May, August, and November. These formal ceremonies recognize each Scout's leadership, advancement, significant accomplishments, participation, and contribution through the Scouting program, in front of his family and peers. Some Courts of Honor may be preceded by a family potluck supper or we may ask families to bring a dessert to share after the formal ceremony. You will be advised what is needed prior to the event.

PATROL MEETINGS

This is a meeting of all members of a patrol. They may work on skills, merit badges, skits, flags, yells, etc. These are generally not heavily attended by parents and are intended for adults to get out of the way a bit and let the program work! It is up to each patrol to schedule these and are not a requirement to be a part of the troop.

OTHER MEETINGS

The Troop also has special meetings throughout the year. These may consist of meetings about summer camp, High Adventure (for our older scouts), new member orientation, etc. These are announced at troop meetings and also posted to our troop's planning calendar as quickly as possible. Parents are welcome/encouraged to attend these.

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ACTIVITIES

The troop actively participates in numerous activities every year. We try to include one overnight activity every month and this usually consists of camping. During the winter months, we may have a lock-in or an overnight in cabins, but we still aim for one activity (minimum) per month.

TROOP CALENDAR

All troop activities require organization in order to be successful. Upcoming meetings and activities are announced at each Troop meeting. In support of this, the Troop maintains a calendar on the Troop website, <http://ankenytroop73.org/calendar> that should be a reference for meetings and activities.

OUTDOOR PROGRAM

Keeping the Outing in Scouting!

Outdoor activities are the outing in Scouting! Troop 73's activities are planned through the Patrol Leaders' Council (PLC) with the goal of one activity per month. The dates and itinerary of campouts will be announced in advance of the outing. Because many locations are a few hours away, the Assistant Scoutmaster (Outdoor Activities) will coordinate Troop transportation provided by adults. Parents are always needed to assist in the transportation area of outings. With regard to Patrol outings, the appropriate adult Scouters will coordinate patrol transportation through the Patrol Leader. The Patrol Leader will communicate with parents and Scouts about patrol activities and transportation arrangements. A BSA Tour Plan will be completed by a designated registered adult (Scoutmaster, Committee Chair, Outdoor Activities Chair) prior to departing on the trip. The Mid-Iowa Council provides personal injury insurance for all Scouts and Scouters traveling pursuant to an approved BSA Tour Plan.

Scouts attending outings will pay their portion of all fees. Fees are to be collected prior to departure on the trip. Scouts who cancel their participation in an activity will be held responsible for any committed fees or costs (unless there are extenuating circumstances, as approved by the Scoutmaster).

In keeping with our commitment to providing a boy-lead troop, Troop 73's program is planned by the Scouts. In order to help these scouts carry out their program, parental involvement is encouraged and necessary to provide safety and youth protection, supervision, transportation, and guidance when needed. Since neither the Troop nor the Boy Scouts of America can assume responsibility for non-Scouts, we require that all non-Scout youth be under direct parental supervision at all times. Please note that Troop 73 has a zero-tolerance policy for possession of guns or illegal drugs at any meetings or outings.

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ACTIVITY INTEREST SURVEY

In August each year, the troop fills out an Activity Interest Survey. This is a private online survey put together by registered adults within the troop. It is an opportunity for the boys to tell us what level of interest the boys have in around 50 activities. It also gives them the opportunity to suggest other things as well. This becomes the foundation for the Annual Program Planning Summit.

ANNUAL PROGRAM PLANNING CONFERENCE

Upon completion of the troop's participation in the annual survey, the troop will kick off the Annual Program Planning Conference. This is a multi-tiered process and involves many of the key youth leaders in the troop all the way down to the scouts in the patrols. The Scoutmaster will work with the Senior Patrol Leader (SPL) to ensure he understands the importance of proper planning. The Scoutmaster will gather the appropriate calendars from the local community, schools, and availability of key adults prior to the creating a draft plan. The Scoutmaster drafts a proposed plan based on the survey results of the troop and shares it all with the SPL. They make adjustments based on feedback from the SPL and once ready, the SPL shares this with the Patrol Leaders Council (PLC). Here, the troop leadership makes any necessary adjustments then the patrol leaders are then tasked with sharing it with their patrols. Once all patrols have weighed in, it is taken back to the PLC for final approval.

The Troop Committee is made up of adult volunteers, serves as the troop's board of directors and supports the troop program. The Troop Committee for Troop 73 operates per the Troop Committee Guidebook from the Boy Scouts of America. The Troop Committee meets typically on the second Sunday of each month and the location is announced via email the week before the meeting. All parents are welcome to attend. You must be a BSA registered adult and a trained member of the Troop Committee to hold a position on the Committee for Troop 73. Please consider supporting your son's Scouting success by registering as an adult volunteer with Troop 73.

GENERAL INFORMATION

PERSONAL INFORMATION & HEALTH & MEDICAL RECORDS

Personal Information Request Form – this is the form to include your email address, your driver's license and car insurance information. There is a form for both [youth](#) and [adults](#) on our website. This information will be stored in our Troop records and is used to file Local Tour Permits for Troop outings. Each youth and adult attending weekend campouts, summer camp, or high adventure trips must also complete Personal Health & Medical Record Forms. This information is critical when we are in a situation where first aid or medical assistance is required to help ensure the scout or adult's safety. [Parts A&B](#) are required for weekend campouts. [Parts A, B, & C](#) are required for summer camp. [Parts A, B, C, D](#) are required for high adventure.

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EQUIPMENT

There is no need to rush out and fully equip your son. Starting with a minimum of gear allows him time to determine the extent of his commitment to scouting and to learn for himself from his patrol what equipment is most suitable for lightweight, low-impact camping. Please seek the advice of the Scoutmaster about major purchases if you are unsure or have little scouting or camping experience. The Scout Handbook contains guidance on personal clothing and equipment for a weekend camp and gives guidance to the Patrol on equipment for camping.

PERSONAL EQUIPMENT

At a minimum, each Scout should have:

- o Warm sleeping bag
- o Sleeping pad
- o Day pack (large enough to carry the "10 Essentials" to follow)
- o Boots or shoes suitable for hiking
- o Mess kit (plate, bowl, cup, utensils)
- o Toiletries

DAY PACK

Troop 73 Scouts will "Be Prepared" at every meeting, and at every outing, with their "Be Prepared Pack" commonly referred to as your "Day Pack". Your Pack can be in the form of a fanny pack, school bag, day pack, etc. It should be big enough to carry your Scout Handbook and several items listed below. Some items may need to be stored in moisture proof containers / zip-lock baggies to keep dry or avoid leakage in your pack.

BRING YOUR DAY PACK TO EVERY TROOP MEETING, ACTIVITY, CAMPOUT, etc., (except for Courts of Honor or otherwise instructed).

THE BSA "10 ESSENTIALS"

BSA has indicated that these 10 items are the most essential items to carry with you on any outdoor activity or adventure.

1. A **POCKET KNIFE** (presumably more than just a knife, a Swiss Army knife or Multi-tool for example) can come in handy in a wide variety of situations. It is useful for tasks as large as building an emergency shelter or lighting a campfire with poor fuel, or as small as repairing a damaged backpack.
2. A **FIRST AID KIT** can be a lifesaver. A basic kit for first aid might include adhesive bandages, medical tape, sterile gauze, moleskin, soap, antiseptic, a mouth-barrier device for CPR, and scissors.
3. **EXTRA CLOTHING** to match the weather. Multiple layers are superior to a single massive jacket, because layered clothing is adaptable to a wide range of temperatures.
4. **RAIN GEAR** is very important. Being wet from rain may result in hypothermia, a potentially fatal condition and it should be carried year round.

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5. A **FLASHLIGHT** is, of course, important for finding one's way at night. **Consider an LED headlamp for longer battery life and hands free operation.** Doing tasks at night allows for hands free operation of a head lamp.
6. **TRAIL FOOD** is good for maintaining your energy. However, the human body can reportedly survive for weeks without food, so starving to death should be the least of your worries if you become lost in the wilderness.
7. **WATER** is probably the most important of the 10 Essentials. Dehydration may develop into heat exhaustion and heatstroke. Portable water purifiers and water stills may be used to obtain potable water from virtually any source. Troop 73 recommends bringing Qty 2 – 1 Qt water bottles on all outdoor activities.
8. **MATCHES AND/OR FIRE STARTER KIT** may be used to light fires for heat, or for signaling purposes.
9. **SUN PROTECTION** may include sunblock, sunglasses, lip balm and a wide-brimmed hat. Used properly, it will prevent sunburn and possibly heat exhaustion.
10. **TRAIL MAP & COMPASS** are probably the most important tools one can carry in case of getting lost, but they won't be of any use to someone who does not know how to use them. In knowledgeable hands, they can be used to determine one's location and the best route to reach another location.

TROOP 73 DAY PACK ADDITIONS

In addition to the 10 essentials, Troop 73 expects you to also have in your Day Pack:

1. **BOY SCOUT HANDBOOK** must be in your pack at all times. You will need this book at troop meetings and on campouts.
2. **ROPE**, a 6 ft. piece of braided 1/4" nylon preferred. Rope ends are to be fused (this can be done as a troop or patrol activity). This rope is referred to as "MR. ROPE" and is used to learn and teach knots. Also consider a second rope, 50' of paracord, to be used for numerous things when outdoors (clothes line, tent tie down, lashing things to a pack, etc).
3. **TOTIN' CHIP CARD** will be earned by completing the requirements in your Scout Handbook. This card **MUST BE WITH YOU** at any time that you are using a pocket knife, ax, and saw. Refer to your Scout Handbook for details. Once earned, you may want to laminate your Totin' Chip card to protect it. If you abuse the safety rules you will lose your card and have to re-earn it!!
4. **KNIFE SHARPENER** to be used to sharpen your pocket knife as necessary. Whet stone or twin "stick" style are preferred.
5. **PAPER & PENCIL** are critical for you to Be Prepared. You will need these items at troop meetings and campouts for taking meeting notes, field notes, merit badge work, or even during an emergency.
6. **LEATHER WORK GLOVES** for use on service projects and other activities to protect your hands.
7. **HAND SANITIZER** for when you cannot immediately wash your hands. This can be in the form of a small travel size container, or "wipes". Store in moisture proof container to avoid leakage in your pack.
8. **INSECT REPELLENT** is a **MUST** item to carry during insect season. Store in moisture proof container to avoid leakage in your pack.
9. **CARABINEER CLIPS** – Carabineers can be used to clip many items to your belt / belt loops, or pack; such as your flashlight, water bottle, etc.

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BOY SCOUT HANDBOOK

The Boy Scout Handbook is required and should be purchased immediately. Scouts are required to bring it to ALL activities. Remember, your Scout Handbook is the key to your advancement. READ IT! Your handbook is a great place to document all your advancement criteria. Before a Scoutmaster Conference will be conducted, a Scout's handbook will be consulted for proof that all requirements have been met. The Scout is responsible for maintaining current documentation. Before signing up for a Scoutmaster Conference or Board of Review, the Scout should make sure he has met all requirements for the rank that he is seeking. In addition to The Boy Scout Handbook, a Scout should also bring notepaper and a pen or pencil to all activities. A book cover also helps protect your investment and avoids the possibility of pages being torn off and losing your documented records. Remember to legibly mark your handbook on the inside as well as the outside for easy identification.

UNIFORM

The next step is obtaining the uniform. Just as a sports uniform identifies a boy with a team, the Scout uniform identifies a boy with the largest voluntary youth movement in the world. The Scout uniform tends to diminish the importance of a person's financial, social, and ethnic background, while clearly showing each individual's scouting accomplishments. By dressing alike, Scouts show they are equals. As quoted from the Handbook for Boys, 3rd Edition, 1927; "...putting on the uniform does not make a fellow a Scout, but putting on the uniform is a sign to the world that one has taken the Scout obligations and folks expect Scout-like acts from one wearing it". There are MANY benefits to having our Scouts in complete BSA uniform.

Troop 73 "CLASS A" uniform policy requires members to wear a 100% complete and correct BSA uniform to participate in troop events. The uniform includes the following items:

- o Khaki shirt, American flag patch and World Scouting Crest patch (if your son has just bridged from Cub Scouts to Boys Scouts he may already own a khaki shirt that can be repurposed)
- o Boy Scout green "Switchback" pants (zip off into shorts, includes web belt w/buckle)
- o Custom Troop 73 neckerchief and slide/woggle (no designated slide/woggle)
- o Mid-Iowa Council shoulder patch (centered along shoulder seam on left sleeve)
- o Custom Unit Numeral "73" (located 1/2" below Mid-Iowa Council patch, centered)
- o Scout Badge or Rank (as it is earned, centered on left pocket)
- o Badge of office emblem (centered below custom unit numbers "73", touching bottom of numbers, left sleeve)
- o Patrol Emblem (centered directly below US Flag, touching flag, on right sleeve)
- o Arrow of Light emblem (if earned as a Webelos Scout, centered below left pocket, touching center-tip on bottom of pocket)
- o Green Scout socks
- o Green epaulets or shoulder loops (provided to boys crossing over from Cub Scouts)
- o Merit badge sash (worn on formal occasions such as Courts of Honor and Board of Review)

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- o Youth Religious Award knot if earned (above left pocket flap, touching top seam of pocket flap.)
- o Current Year Journey to Excellence patch (right sleeve, centered below Patrol emblem, touching patrol emblem)

The Scout Shop sells "Badge Magic" to apply the patches without sewing if you choose not to sew. You can consult the Troop's Insignia Guide for proper placement of all insignia, award medals, knots, etc.

At various activities, Scouts may be directed to wear the "CLASS B" activity shirt. This is a Scouting-related t-shirt (short or long sleeved). Class B uniforms also requires the Scout "Switchback" shorts or trousers w/ belt, and scout socks.

Sources for BSA Scout uniform and supplies are the Mid-Iowa Scout Shop, 6123 Scout Trail, Des Moines, IA 50321. Phone (515) 265-5990 for hours and information. You can view items on the BSA Scouting web site at www.scoutstuff.org.

The troop has established a "uniform closet" for "experienced" uniforms. If you are in need of an experienced Scout uniform, please contact the Scoutmaster for assistance. Not all uniform sizes are available. Please help our future scouts by donating your son's outgrown uniform parts to the Troop's uniform closet.

Scouts wear complete BSA uniform to all meetings, when traveling to and from events, to all day outings, community service projects, and any activities where we will be in the public eye. This is a standard uniform rule, unless scouts are notified otherwise to dress in Class B.

THE FOLLOWING IS THE UNIFORM POLICY OF THE CHARTERED ORGANIZATION:

The Scouting program of the Boy Scouts of America has three specific objectives, commonly referred to as the "Aims of Scouting." They are character development, citizenship training, and personal fitness. The BSA has designed eight methods in Boy Scouting to accomplish these aims. One of the eight methods is UNIFORM.

It is the responsibility of the Charter Organization to ensure the quality of the Scouting units under its charter. One of the means that St. Luke's Knights of Columbus does this is through a consistent, conforming uniform standard. The BSA's official uniform includes a Scout shirt, Scout pants or Scout shorts, Scout belt, Scout socks and shoes or hiking boots and the Troop's selection of neckerchief. Caps or other headwear are optional, but must be of 'Official BSA Uniform' or a custom design selection designated by the Troop.

When any part of the official uniform is worn, the entire uniform must be worn. Uniform: as described above.

There will be no "mixing" of Official BSA uniform with civilian wear.

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Troop 73 Scouts and adult members not conforming to this standard of uniform may be excluded from participation and/or subject to removal from their position.

All Scouts and the following adult members in prominent position are permitted 60 days to acquire the BSA uniform and are expected to wear the uniform. These positions include, but are not limited to: Scoutmaster, Assistant Scoutmasters, Troop Committee Chair, and Troop Committee Outdoor Coordinator.

It shall be the responsibility of the Troop Committee and the Scoutmaster to maintain these standards.

This policy shall remain in effect until rescinded or amended by the Chartered Organization.

ATTENDANCE AND PARTICIPATION EXPECTATIONS

Scouts are expected to attend troop meetings, campouts, and activities.

Scouts holding leadership positions will be expected to have near perfect attendance, along with other prerequisites including rank and Introduction to Leadership Skills for Troops (ILST).

We understand that Scouts will not be able to make every meeting and every campout. Family, church, and school activities often conflict with Troop activities. High school sports and band activities often demand a large amount of time, but attendance is important. As the Boy Scout Handbook puts it "To gain full advantage of all that Scouting has to offer, you need to be present when things are happening. Take part in meetings, in planning activities, and in the fun of adventures. If you're there, you can do your part to make your patrol and Troop a success." All Scouts are appreciated whenever they can attend any event. Our Troop has historically been a very active Troop. The strength of the Troop depends on the attendance of its members. The Troop activities fall into mainly three primary areas of activities: Troop Meetings, Troop Outings, and Troop Service Projects. Being active in this Troop means you are being active in all three areas. Attending meetings only is not sufficient – Troop meetings are used to teach important skills and allow the older Scouts to lead and to prepare younger Scouts for these activities. Likewise, the Troop service projects are where points of the Scout Oath regarding duty to the Country and to others are put into practice.

All ranks require the demonstration of Scout Spirit, an important part of which is participation with the Troop.

Sometimes Scouts have trouble attending Scout meetings because of conflicts with school, sports, medical, or other reasons and may need a break from Scouting because of these conflicts. If a Scout finds himself in this position, he should notify the Scoutmaster of the situation and when he will be able to participate again. A Scout in this situation should realize that his advancement may slow down, but he will be advancing in another area (soccer, baseball, swimming, etc.). **Although it should be obvious, a Scout taking such a break should not hold a leadership position during this time.** Dues are expected to be paid for meetings missed. This is

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not intended as a penalty, but to ensure the budget for troop gear and maintenance of gear is accurate.

We also expect parents to be actively involved with their son in scouting, since Scouts with involved parents reap the greatest benefits from scouting. This involvement is defined by the parent's support and active encouragement of his Scouting pursuits, beyond that, parents should not compel their son to the point of having to choose between Scouting or other activities.

If a Scout is unable to attend a meeting or activity, it is the Scout's responsibility to contact his Patrol Leader or Senior Patrol Leader to notify them that they will be absent. The Troop and its Patrols count on all of its members to help carry out the program. We need you there!

POSITIONS OF RESPONSIBILITY/DEFINITIONS OF ACTIVE

The national advancement committee of the Boy Scouts of America has in the past addressed the definition of the active participation requirements. For current definitions please see "BSA Advancement and Recognition Policy and Procedures Manual".

A Scout will be considered "active" in his unit if he is:

- o Registered in his unit (registration fees are current)
- o Not dismissed from his unit for disciplinary reasons.
- o Engaged by his unit leadership on a regular basis

(Informed of unit activities through Scoutmaster conference or personal contact, etc.)

Merit badges are focused on learning skills in specific areas of interest. There are over 120 merit badges that can be earned! Merit badges are not required for Tenderfoot through First Class, but many Scouts may earn a few at Summer Camp or at a patrol activity or campout, or in a group session set aside specifically to earn a particular merit badge. For the remaining ranks of STAR, LIFE, and EAGLE, earning merit badges is mandatory. To reach the rank of Eagle Scout, there are specific required merit badges, and each rank above First Class requires the Scout to earn several of these. See the Scout Handbook for details.

To help your son take full advantage of the Boy Scout Advancement method, make sure your son attends Troop meetings, campouts, activities and summer camp! Offer encouragement and support. Know what your son needs for his next rank. Be active in scouting with him, and strongly encourage him to attend as many Scout activities as possible, because only active Scouts advance. Scouts should also maintain a notebook to keep track of their achievements. A spiral notebook brought to each meeting is a great tool for your son to take notes, and keep track of important information given out at meetings or during the PLC meeting if he holds a badge of office.

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SCOUTING AND OTHER ACTIVITIES

Experience shows that the most successful Scouts are those with a variety of activities and interests. We want all of our Scouts to be active in church, music, sports, school, and other activities. However, keep in mind that consistent participation in Troop meetings and activities will help your son to advance more quickly and have the opportunity to gain more from the program. It should be noted that there is no time limit for advancement other than age 18.

TROOP FINANCES

The Troop has a treasurer to manage the finances of the Troop. The Troop treasurer must be a registered adult leader with Troop 73. Financial decisions are made through the Troop Committee. Troop 73 utilizes the Scout Account functionality of Troop Ledger to maintain fund balances for registered Boy Scouts. Full details of the Scout Account policy can be found in the separate document titled "Scout Account Policy" via our web site but a summary of that document can be found below:

These funds are generally intended to come into the boy's account through fund raising such as Popcorn Sales, etc.

Payments are made out of the account along the following lines:

- o Registration for camping events or other Troop activities (no receipts required)
- o Reimbursements for equipment or other Scouting related purchases, receipts will be required
- o Scouts will be provided a statement of account on a quarterly basis such as at the Court of Honor or upon request.

Scout accounts will be closed according to the following:

- o If a scout leaves scouting all together, Scout Account funds will be transferred to the general fund of Troop 73. This includes them leaving by choice, being asked to leave due to disciplinary reasons or by "aging out".
- o A scout transfers to another unit also chartered by St Luke's Knights of Columbus and they utilize scout accounts, the money can be transferred to the scout account of that new unit.

NO SCOUT LEFT BEHIND

Regardless of the costs, it is the firm belief of Troop 73 that NO Scout should ever be turned away from an outing or activity due to a lack of finances. Anyone with a financial need - whether it is short-term or long-term - to participate in Troop activities are encouraged to contact the Scoutmaster or any other adult leader.

TROOP 73

FEES

The fee covers BSA national registration fee or unit transfer fee, patrol and leadership emblems through the scout's first year. All monies coming into the Troop 73 Treasury are used to pay for awards, equipment and various administrative functions of running the Troop. As with other youth programs, none of the adult leaders are compensated for their time. Each outing will have additional costs associated with it. This includes BSA Summer Camp, monthly outings, and high adventure trips.

In living the ninth point of the Scout Law (a Scout is Thrifty) each Scout will be responsible for paying his dues each week.

DUES

The purpose of the dues policy is to set expectations for Scouts and parents concerning the requirement of Scouts to pay dues.

Although dues provide a source of funds to the troop (i.e. equipment replacement, training materials), the primary purpose of the dues requirement is to assist in the development of Scout responsibility and in support of the scout law, "a scout is thrifty".

- Dues of \$1 per regular troop meeting will be required from each Scout.
- Dues are required even if a Scout does not attend a particular meeting.
- Scouts will be provided a statement of dues on a quarterly basis, generally at a Court of Honor along with the Scout account statement. Scouts that are behind on dues will be debited the outstanding balance from their Scout Account quarterly to coincide with their Court of Honor Scout Account statements (*see full Scout Account details from the finance section*).
- Outstanding dues may be collected with fees for upcoming events or deducted from scout account.
- Troop 73 holds regular troop meetings approximately 45 times per year (roughly weekly).
- During the school year, if Ankeny Community School district does not have school on a day, Troop 73 will not have a meeting that day (holidays, snow days, etc.), aside from extenuating circumstances or the boys vote to hold one anyway (spring break, winter holidays, etc).
- If Troop 73 does not have a meeting on a particular week, no dues are expected or accrued.

Consistent with the purpose of developing responsibility, the preference of Troop 73 is that the Scout should earn their dues in some manner. Dues may be paid ahead; however, paying \$1 each week as part of regular patrol and troop activities may drive the lesson home.

Adult registered leaders will pay the annual re-charter fee. We collect registration fees annually, and activity/campout fees are collected at a designated time prior to the activity/campout.

TROOP 73

Webelos Scouts who are currently registered with the BSA and are bridging into Boy Scouting will be required to have their application to join Boy Scout Troop 73 completed and submitted to the Troop with their joining fee prior to their Pack crossing-over ceremony. This shows their commitment to our Troop, and will cover the cost of all uniforming items provided to them at their ceremony. Troop 73 representatives will be in attendance at the Cub Scout Pack's crossover ceremony to welcome them into the Troop as they "cross the bridge", and will provide them with their new Scout neckerchief & slide, shoulder loops.

CAMPOUT FOOD & ACTIVITY FEES

Additional fees that are collected during the year depend upon what your Scout participates in. The cost of monthly Troop campouts and Summer Camp is not included in the registration / joining fees.

Troop camping fees will be announced and collected in advance of each outing that your son plans to attend. Fees vary according to the activities scheduled. These camping fees are based on meal costs, site fees, travel costs, supplies, etc. and will usually range from \$15 to \$50 per person for the entire weekend. Each Patrol plans their own menus for the weekend and appoints a grubmaster to do the necessary shopping for food and supplies. A receipt for cost of groceries is submitted to the troop treasurer for reimbursement. Sign-up sheets will indicate the expected cost of events that must be paid in advance by the date listed on the sign-up sheet. Fees must be paid prior to departure of the event.

SUMMER CAMP

Summer Camp is a great opportunity for your son! Scouts have the opportunity to earn merit badges while at Camp. Some merit badges may require completion following camp, however most requirements are done at Camp. Summer Camp is also a great way for younger Scouts to advance in rank by earning requirements towards their Tenderfoot through First Class ranks. If a Scout is in need of financial assistance to attend Summer Camp, "Camperships" may be available by applying through the Mid-Iowa Council service center, Des Moines, Iowa, or contact Scoutmaster for an application. All campership applications are kept strictly confidential. Even your Scout will not need to know that you have applied for assistance. Summer Camp fee is set by the host council with an additional amount allocated by the Troop for transportation costs and is approximately \$250 for a week-long program. Fees for Summer Camp are not included in your joining fee. Deadlines for payment of Summer Camp fees will be announced during the Troop's summer camp promotion meeting. Our local Council camp is Camp Mitigwa located near Boone, IA. Troop 73 may attend an out-of-Council camp if the Scouts choose to explore a new Summer Camp adventure. That decision will be made when they plan their year's calendar of events at the Annual Planning Conference in August.

FUNDRAISERS

The troop participates in fundraisers throughout the year to earn money for operating expenses, activities, high adventure trips, equipment, etc. Troop 73 has participated in the Fall Popcorn

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Sales, which is a BSA national fundraising program similar to Girl Scout cookies. A portion of the money earned by sales of these products is directed back to the Troop or Scout Accounts, while the balance is directed towards payment of the product and to the local Council.

Troop 73 also participates in an ongoing redeemable bottle & can drive to raise funds. Redeemable bottles & can donations are always being accepted from Troop families, their relatives, co-workers, etc. Please spread the word to those you know that we welcome their donations throughout the year. A door-to-door collection date is scheduled for neighborhood-wide donations.

Troop 73 may choose to raise funds through other opportunities as needed to fund the Troop's operating expenses, activities, equipment, and high adventure trips. By supporting these Troop fundraisers, a Scout can earn money to help pay his way towards Summer Camp, high adventure trips, etc.

National BSA offers a charitable means of supporting Scouting through the Friends of Scouting program. You can donate cash, in-kind gifts, or property to Scouting. You can also help Scouting through direct designation via your employer sponsored United Way.

DONATIONS

The Troop accepts donations of equipment, uniforms, money and especially time. Camping equipment is tough to maintain and many items are consumables that need to be stocked regularly. Instead of bombarding families with fundraisers, we ask that parents consider the Troop when updating camping/kitchen equipment at home or before holding a garage sale. Chances are good the troop needs something you don't want any more so please check with us often. Equipment needs refurbishing and repair regularly as well. Parents and Scouts are expected to volunteer time to help with their upkeep.

RANK ADVANCEMENT

HOW SCOUTS ADVANCE

Boy Scout advancement is much more challenging than Cub Scout or Webelos advancement, and it requires individual effort and initiative. It also emphasizes leadership and service as much as badges and skills. Advancement is one of the eight methods used to deliver the Boy Scout program. Boy Scouting provides a series of surmountable obstacles and steps in overcoming them through the advancement method. The Boy Scout plans his advancement and progresses at his own pace as he meets each challenge. The Boy Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help a Boy Scout grow in self-reliance and in the ability to help others.

WORKING THE REQUIREMENTS

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The definitive guide for all rank related information is the Boy Scout Handbook that every Scout is required to have. To advance, a Scout must be active, must do his best to live by the Scout Oath and Law, practice leadership, give service to others, learn Scout skills (mostly in the outdoors), and earn merit badges (primarily from adult counselors).

The first three ranks are geared towards learning general Scouting skills and consist of TENDERFOOT, SECOND CLASS, and FIRST CLASS. Requirements for Tenderfoot through First Class can be signed off by Patrol Leaders, Junior Assistant Scoutmasters, the Scoutmaster, Assistant Scoutmasters or someone designated by the Scoutmaster (NOT by the parents- even if they are a registered leader serving in one of these roles!). The Boy Scout Handbook has all of the information and requirements needed to achieve these advancements. Scouts should bring their handbook to all meetings and to outings where rank requirements are likely to be taught, tested, and signed off (in their handbook). BSA recommends that boys reach the First Class rank within 12-18 months, although there are no time limits for any rank advancement, other than age 18.

SCOUTMASTER CONFERENCE

Once a Scout has all requirements signed off in his Handbook for a given rank advancement, he will contact the Scoutmaster to arrange a Scoutmaster conference (parents do not do this, it is the Scout's responsibility). The Scoutmaster will review the Scout's skills and knowledge and discuss the Scout's progress and goals. They may discuss ways to improve the troop and check in to see if there are any conflicts with any other boys in the Troop or with any of the adult leaders.

BOARD OF REVIEW (BOR)

The Scout will then meet with the members of the Troop Committee at a Board of Review to discuss the Scout's overall experience within the Troop. The Board of Review is a great time to give feedback or suggestions on how the Troop may better meet the Scout's needs or interests. Once the scout passes his BOR, the Scout will receive his new rank badge (in a timely manner) and be recognized at the next Court of Honor.

The purpose of the Board of Review guideline is to set expectations for Scouts and to provide consistency between reviews relative to the rank being reviewed.

The members of a Board of Review should have the following objectives in mind:

- Assuring the Scout has completed the requirements for the rank
- Assessing the experience the Scout is having in the unit
- Encouraging the Scout to progress.

Additionally, the Board of Review provides quality control related to advancement within the unit, it provides an opportunity for the Scout to develop and practice skills needed in an

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interview situation, and it is an opportunity for the Scout to review his accomplishments. The Board of Review is NOT a retest.

Troop 73 conducts Boards of Review as followed and in accordance with the BSA Advancement and Recognition Policy and Procedure manual:

- On an as requested basis and typically after notification by the Advancement Chair.
- A minimum of 3 members of the Troop Committee sit on the Board.
- A Scout's parent may not participate or sit in on their son's Board of Review.
- Scouts must be in BSA uniform and are encouraged to wear sash for the Board of Review.
- The Scout will be asked to review the Scout Law, Oath, Motto, Slogan, and Outdoor Code for the rank of First Class and above. Lower ranks will be asked to review one or two as preparation for First Class and above.
- Questions will be tailored to the particular Scout and his responses on other questions.
- Scouts holding leadership positions will also be asked questions concerning position responsibilities.
- The decision to pass a Scout in a Board of Review must be unanimous by the members of the Board.

Topics discussed in a Board of Review may be reviewed with the Troop Committee, Scoutmaster and Assistant Scoutmasters.

MERIT BADGES

Merit Badges are the second main area of the Boy Scout advancement program. Unlike ranks, scouts are encouraged to explore areas of interest to them. These are known as electives. A sub-group of merit badges are known as Eagle required merit badges. To earn the rank of Eagle Scout, you must complete your Eagle required merit badges plus a number of electives. The remainder of the elective badges help with earning ranks as well as Eagle Palms after the Eagle Scout award has been earned.

Boy Scouts may work on merit badges from the time they join a Scout troop until they turn 18 years old. There is no time limit for completion of merit badges other than age 18. Worth noting- some merit badges require prior approval before starting certain requirements.

MERIT BADGE PROCEDURE

Get a "blue card" from the Advancement Chair; take it to the Scoutmaster for his approval and signature. Get the name of a merit badge counselor if one has not been assigned.

Meet with the merit badge counselor before working on the badge. Obtain the merit badge pamphlet from the Troop Librarian or the Mid-Iowa Scout Shop. Read it! Work with the counselor to complete the requirements for the badge. Some merit badge requirements can be done on your own, but you will need your counselor to sign off on your "blue card" for

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completion of requirements. Have your counselor sign and date your blue card as each requirement is completed.

Upon completion, have the counselor sign your card. They will keep one portion. Return the remaining two sections (completely filled out), to the Advancement Chair. Your section of the "blue card" will be returned to you, and you will receive your merit badge at the next Troop meeting. You will also be recognized for your accomplishments at the next Troop Court of Honor.

TROOP FINANCES

FINANCES OVERVIEW

The Troop has a treasurer to manage the finances of the Troop. The Troop treasurer must be a registered adult leader with Troop 73. Financial decisions are made through the Troop Committee. Troop 73 utilizes the Scout Account functionality of Troop Ledger to maintain fund balances for registered Boy Scouts. Full details of the Scout Account policy can be found in the separate document titled "Scout Account Policy" via our web site but a summary of that document can be found below:

- o These funds are generally intended to come into the boy's account through fund raising such as Popcorn Sales, etc.
- o Payments are made out of the account along the following lines
- o Registration for camping events or other Troop activities (no receipts required)
- o Reimbursements for equipment or other Scouting related purchases, receipts will be required
- o Scouts will be provided a statement of account on a quarterly basis such as at the Court of Honor or upon request. Negative balances are to be brought current at the Court of Honor. If payment cannot be made that evening, arrangements need to be made with the Committee Chair or Treasurer.

Scout accounts will be closed according to the following:

- o If a scout leaves scouting all together, Scout Account funds will be transferred to the general fund of Troop 73. This includes them leaving by choice, being asked to leave due to disciplinary reasons or by "aging out".
- o A scout transfers to another unit also chartered by St Luke's Knights of Columbus and they utilize scout accounts, the money can be transferred to the scout account of that new unit.

No Scout Left Behind! Regardless of the costs, it is the firm belief of Troop 73 that NO Scout should ever be turned away from an outing or activity due to a financial need. Anyone with a financial need - whether it is short-term or long-term - to participate in Troop activities are encouraged to contact the Scoutmaster or any other adult leader.

TROOP 73

FEES

The fee covers BSA national registration fee or unit transfer fee, patrol and leadership emblems through the scout's first year. All monies coming into the Troop 73 Treasury are used to pay for awards, equipment and various administrative functions of running the Troop. As with other youth programs, none of the adult leaders are compensated for their time. Each outing will have additional costs associated with it. This includes BSA Summer Camp, monthly outings, and high adventure trips.

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Dues

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Consistent with the purpose of developing responsibility, the preference of Troop 73 is that the Scout should earn their dues in some manner. Dues may be paid ahead; however, paying \$1 each week as part of regular patrol and troop activities may drive the lesson home.

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Webelos Scouts who are currently registered with the BSA and are bridging into Boy Scouting will be required to have their application to join Boy Scout Troop 73 completed and submitted to the Troop with their joining fee prior to their Pack crossing-over ceremony. This shows their commitment to our Troop, and will cover the cost of all uniforming items provided to them at

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RANK ADVANCEMENT

HOW SCOUTS ADVANCE

Boy Scout advancement is much more challenging than Cub Scout or Webelos advancement, and it requires individual effort and initiative. It also emphasizes leadership and service as much as badges and skills. Advancement is one of the eight methods used to deliver the Boy Scout program. Boy Scouting provides a series of surmountable obstacles and steps in overcoming them through the advancement method. The Boy Scout plans his advancement and progresses at his own pace as he meets each challenge. The Boy Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help a Boy Scout grow in self-reliance and in the ability to help others.

WORKING THE REQUIREMENTS

The definitive guide for all rank related information is the Boy Scout Handbook that every Scout is required to have. To advance, a Scout must be active, must do his best to live by the Scout Oath and Law, practice leadership, give service to others, learn Scout skills (mostly in the outdoors), and earn merit badges (primarily from adult counselors).

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The first three ranks are geared towards learning general Scouting skills and consist of TENDERFOOT, SECOND CLASS, and FIRST CLASS. Requirements for Tenderfoot through First Class can be signed off by Patrol Leaders, Junior Assistant Scoutmasters, the Scoutmaster, Assistant Scoutmasters or someone designated by the Scoutmaster (NOT by the parents- even if they are a registered leader serving in one of these roles!). The Boy Scout Handbook has all of the information and requirements needed to achieve these advancements. Scouts should bring their handbook to all meetings and to outings where rank requirements are likely to be taught, tested, and signed off (in their handbook). BSA recommends that boys reach the First Class rank within 12-18 months, although there are no time limits for any rank advancement, other than age 18.

SCOUTMASTER CONFERENCE

Once a Scout has all requirements signed off in his Handbook for a given rank advancement, he will contact the Scoutmaster to arrange a Scoutmaster conference (*parents do not do this, it is the Scout's responsibility*). The Scoutmaster will review the Scout's skills and knowledge and discuss the Scout's progress and goals. They may discuss ways to improve the troop and check in to see if there are any conflicts with any other boys in the Troop or with any of the adult leaders.

BOARD OF REVIEW (BOR)

The Scout will then meet with the members of the Troop Committee at a Board of Review to discuss the Scout's overall experience within the Troop. The Board of Review is a great time to give feedback or suggestions on how the Troop may better meet the Scout's needs or interests. Once the scout passes his BOR, the Scout will receive his new rank badge (in a timely manner) and be recognized at the next Court of Honor.

The purpose of the Board of Review guideline is to set expectations for Scouts and to provide consistency between reviews relative to the rank being reviewed.

The members of a Board of Review should have the following objectives in mind:

- Assuring the Scout has completed the requirements for the rank
- Assessing the experience the Scout is having in the unit
- Encouraging the Scout to progress.

Additionally, the Board of Review provides quality control related to advancement within the unit, it provides an opportunity for the Scout to develop and practice skills needed in an interview situation, and it is an opportunity for the Scout to review his accomplishments. The Board of Review is NOT a retest.

Troop 73 conducts Boards of Review as followed and in accordance with the BSA Advancement and Recognition Policy and Procedure manual:

- On an as requested basis and typically after notification by the Advancement Chair.
- A minimum of 3 members of the Troop Committee sit on the Board.
- A Scout's parent may not participate or sit in on their son's Board of Review.
- Scouts must be in BSA uniform and are encouraged to wear sash for the Board of Review.

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The Scout will be asked to review the Scout Law, Oath, Motto, Slogan, and Outdoor Code for the rank of First Class and above. Lower ranks will be asked to review one or two as preparation for First Class and above.

Questions will be tailored to the particular Scout and his responses on other questions.

Scouts holding leadership positions will also be asked questions concerning position responsibilities.

The decision to pass a Scout in a Board of Review must be unanimous by the members of the Board.

Topics discussed in a Board of Review may be reviewed with the Troop Committee, Scoutmaster and Assistant Scoutmasters.

GETTING INVOLVED

YOU are the single most important factor that will determine how successful your son will be in Scouting! If you want your son to reap the benefits scouting offers, you need to join scouting with your son, either as a uniformed leader or as an active member of the Troop Committee. Scouts whose parents are actively involved attend more activities and attain higher rank, succeeding along the Scouting trail toward the rank of Eagle Scout! Parent involvement is strongly encouraged with enrollment. Troop 73 has many opportunities for parents to participate at a level that meets your time allowance and interest. (See parent opportunities in the next section of this booklet).

Being an involved parent takes time and effort, but it's also rewarding and FUN! One of the reasons our Troop is starting off so successfully is because of the dedication of our parents! There is something to do that matches the talents of anyone, and your involvement is vital to your son as well as to our other Scouts.

BSA policy requires all adults who have contact with the Scouts to register with the BSA. That is why we encourage all parents to be registered. A criminal background check is done on all BSA registered leaders through the local Council.

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ADULT LEADER TRAINING

“Every boy deserves a trained leader”. To be considered “Trained”, you must complete all of the required training for your position. Parents wishing to join us on overnight activities must complete:

- **Youth Protection** – repeated every 2 years.

Registered committee members, assistant Scoutmasters, and the Scoutmaster must take Youth Protection Training along with:

- **This is Scouting** – required for all Troop Committee members, no repetition. Troop Committee members may have completed New Leader Essentials as part of their training. This was later replaced by “This is Scouting” which adult leaders must complete for Troop Committee membership.
- **Fast Start: Boy Scouting** – This gets you acclimated to the Boy Scout program and it’s purposes.

Members of the troop committee will be considered “Trained” once they have completed the three items above along with:

- **Troop Committee Challenge** – required for all Troop Committee members, no repetition.

Scoutmasters and Assistant Scoutmasters will be considered “Trained” once they have completed Youth Protection, This is Scouting, Fast Start: Boy Scouting and:

- **Introduction to Outdoor Leader Skills** - Teaches Scoutmasters, assistant Scoutmasters, and Varsity Coaches basic outdoor leader skills. Offered by the district or council as hands-on training in the spring and fall (only) each year.

Additional training is available and encouraged by all of our registered adults including (but not limited to):

- **Wood Badge** – Considered to be the pinnacle of adult leader training. It is often described as an adult earning their Eagle. It focuses on how to be an effective leader, communicator, and advisor. It is offered through the Council and only every two years.
- **Weather Hazards** – required that at least one adult on an activity has completed Weather Hazards, repeated every 2 years. Troop 73 would prefer to have all adult volunteers complete this training to provide the most flexibility with Adult leadership requirements.
- **Safe Swim Defense** – required for one adult on each activity where there will be water based activities be trained, repeated every 2 years.
- **Safety Afloat** - required for one adult on each activity where there will be water based activities be trained, repeated every 2 years.
- **Trek Safely** – Required for high adventure trips. Not repeated.

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PARENT OPPORTUNITIES:

By now, you've caught a glimpse of the ways you can help out. With the natural turnover of boys over time as they progress through the program, Troops are always in need of fresh adult leadership to replace the loss of experienced leaders. Troop 73 is a growing Troop with many opportunities for new incoming parents. Many Webelos Scout's parents have been active parents while their son was involved at the Cub Scout level. We welcome parents to stay involved with their son at the Boy Scout level as well. In Troop 73 we have a friendly, dedicated group of parents ready to welcome you into our Scouting family!

The Troop Committee and Assistant Scoutmasters are the two primary ways of helping out within the Troop and to experience scouting with your sons. We also welcome parents who would like to take leadership for a specific activity, for example, coordinating our Fundraisers, organizing a camping trip, making arrangements for a Court of Honor, heading up public relations in our community, etc.

It takes the active involvement of every family to make our active Troop successful. And there is a job to suit your special talents and your available time. Many positions can be co-lead with another adult. It's challenging, it's FUN, and your son will reap the rewards of your involvement. THANKS ON BEHALF OF ALL OF OUR SCOUTS!

ADULT DUAL REGISTRATION

Dual registration with another BSA program (i.e. Cub Scouts, Sea Scouts, Venturing, and Varsity Scouts) may be permitted after consideration and approval by the Troop Committee. Adult dual registrations will be considered and permitted on a case by case basis.

ADULT POSITIONS WITHIN A TROOP

- | | |
|---|--|
| o Chartered Organization Representative | o Merit Badge Counselors |
| o Scoutmaster | o Quartermaster (equipment/gear/property supervisor) |
| o Assistant Scoutmasters | o Chaplain |
| o Troop Committee Chair | o Outdoor / Activities coordinator |
| o Troop Committee Members | o Summer Camp coordinator |
| o Treasurer | o Public/Community relations coordinator |
| o Secretary | o Training Chair |
| o Advancement Chair | o Court of Honor coordinator |
| o Board of Review member | |
| o Fundraising coordinators | |
| o Transportation coordinators | |

OTHER TYPES OF SUPPORT

- | | |
|--------------------|--------------------|
| o Sewing | o Copying/Printing |
| o Equipment repair | o Donations |
| o Drivers | o Special projects |

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KEEPING INFORMED

Announcements of pending activities are always made at Troop meetings, and may include a group email message sent out to the Troop members. Both the scout and his parents should check the Troop web site on a very regular basis to stay informed. The troop web site contains a wealth of information for both scouts and parents, and includes the troop calendar. Scouts should take notes in their notebooks that they bring to each meeting (along with their Handbook) and share the notes with their parents. If you don't attend the meetings with your Scout, make sure to ask them about upcoming activities and help them to schedule those into your family calendar. The troop's web site calendar contains important dates and information; mark these dates on your family calendar! Activities for each month's Troop meetings are planned out in advance at the PLC meeting. Your Scout should ask his Patrol Leader for a copy of the PLC meeting minutes so that he is aware of upcoming activities in order to "be prepared". The primary sources of Troop activities and announcements is at weekly troop meetings, the troop web site, and sometimes an email distribution to all Troop members, so it is recommended that your son take notes at his troop meetings, and that you check the web site and your email regularly to stay up to date with Troop news.

The online Troop calendar is an important resource for parents and scouts. It is crafted by the PLC and includes meetings, activities, service projects, training opportunities, District and Council events, and anything else we are planning to do during the year. However, changes arise as the year progresses, so check with your son often, and check the web site calendar regularly for updates! The annual calendar is reviewed and planned in detail at the Annual Troop Program Planning Conference in August.

To contact someone in the Troop with a question or concern, please contact the Scoutmaster or Troop Committee Chair. Another method of making contact is to attend a Troop meeting or Troop Committee Meeting. A Troop Roster, which includes youth and adult contact information, is provided to all members of the Troop.

BOY LEADERSHIP

In Cub Scouts and Webelos, adults provide all the planning and leadership. On the other hand, boys provide the planning and leadership for good Boy Scout Troops and patrols (with adult guidance). This takes some getting used to, especially when we adults think we can run things more efficiently than the boys can. But remember, it takes practice to learn anything, including leadership. Your son will elect his patrol and Troop officers, and later, he will hold some of these offices himself (leadership is a requirement for advancement beyond First Class rank). Troop 73 semi-annually holds youth leadership training courses to train boys in Positions of Responsibility in their leadership roles. Scouts will be required to attend this training to hold positions of leadership.

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STANDARDS OF MEMBERSHIP

We expect each of our Scouts to be active, to advance regularly, to wear complete BSA uniform head-to-toe, to practice good manners and behavior, and to do his best to live by the Ideals of Scouting as expressed in the Scout Oath and Law.

Official Policy of the Boy Scouts of America

Youth Member Behavior Guidelines

The Boy Scouts of America is a values-based youth development organization that helps young people learn positive attributes of character, citizenship, and personal fitness. The BSA has the expectation that all participants in the Scouting program will relate to each other in accord with the principles embodied in the Scout Oath and Law.

One of the developmental tasks of childhood is to learn appropriate behavior. Children are not born with an innate sense of propriety and they need guidance and direction. The example set by positive adult role models is a powerful tool for shaping behavior and a tool that is stressed in Scouting.

Misbehavior by a single youth member in a Scouting unit may constitute a threat to the safety of the individual who misbehaves as well as to the safety of other unit members. Such misbehavior constitutes an unreasonable burden on a Scout unit and cannot be ignored.

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Official Policy of the Boy Scouts of America

Member Responsibilities

All members of the Boy Scouts of America are expected to conduct themselves in accordance with the principles set forth in the Scout Oath and Law. Physical violence, hazing, bullying, theft, verbal insults, and drugs and alcohol have no place in the Scouting program and may result in the revocation of a Scout's membership in the unit.

If confronted by threats of violence or other forms of bullying from other youth members, Scouts should seek help from their unit leaders or parents.

Unit Responsibilities

Adult leaders of Scouting units are responsible for monitoring the behavior of youth members and interceding when necessary. Parents of youth members who misbehave should be informed and asked for assistance in dealing with it.

The BSA does not permit the use of corporal punishment by unit leaders when disciplining youth members.

The unit committee should review repetitive or serious incidents of misbehavior in consultation with the parents of the child to determine a course of corrective action including possible revocation of the youth's membership in the unit.

If problem behavior persists, units may revoke a Scout's membership in that unit. When a unit revokes a Scout's membership, it should promptly notify the council of the action.

The unit should inform the Scout executive about all incidents that result in a physical injury or involve allegations of sexual misconduct by a youth member with another youth member.

Primary reference: Rules and Regulations of the Boy Scouts of America

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CHARTERED ORGANIZATION

The Knights of Columbus, Ankeny, is the chartered organization that sponsors Boy Scout Troop 73 and Crew 73. The Knights of Columbus provides a representative (Chartered Organization Representative) to act as a liaison between the Troop and the Knights. The chartered organization approves the leadership of the troop, provides a meeting place, and operates the unit within the guidelines and policies of that organization and the BSA. In support of the organization, the Troop is available for service projects to the Knights when needed.

For more information about the Knights of Columbus, visit their web site at <http://www.saintluketheevangelist.org/kofc/>