



Valley Forge Troop 73 Handbook

I. Introduction

Welcome to the Troop 73 Handbook. This handbook was prepared in a format to welcome new Scouts, Scouters, and parents to Troop 73, but we want to be sure that every family involved in Troop 73 receives one. Please take time to read every page.

There is valuable information included that affects us all. There is a tremendous benefit to our Troop to have this information in writing to minimize misunderstandings. This handbook represents many of the policies and procedures developed by the Boy Scouts of America (BSA) and the Troop 73 Committee.

The Troop 73 Committee is responsible to The Chartering Organization (Valley Forge Volunteer Fire Co.) that the Troop program is to be conducted according to BSA policies and The Chartering Organization's expectations. Modifications to the policies and procedures contained in the Troop 73 Handbook is the responsibility of the Troop 73 Committee, and will only be made according to BSA policy.

It is The Troop's policy to abide by the procedures and rules set forth in this handbook. If you have any questions or concerns regarding this handbook, please feel free to contact any Troop Committee member.

II. Meetings

A. Troop meetings are every Wednesday of the month, unless otherwise announced. Meetings are at the Valley Forge Volunteer Fire Co. at 630 Valley Park Rd. in Valley Forge, PA. The meetings begin promptly at 7:30pm and end at 9:00pm. Meetings are usually not held if there is no school and canceled if school is closed due to inclement weather.

Please be courteous and arrange to pick up your Scout on time; the adults must stay until all Scouts have left the meeting room.

B. Patrol Leader Council (PLC) meetings are the organizational meetings for the Scouting program in Troop 73. This meeting is led by the Senior Patrol Leader (SPL), and includes the Assistant SPL (ASPL), patrol leaders (PL), and Troop Guides for the new Scout patrols.

Each patrol must have a member at this meeting; if the PL cannot attend, then the assistant PL attends, etc. These Scouts make up the voting membership of the PLC. Adults who may participate (but do not vote) include the Scoutmaster, Assistant Scoutmasters, and Patrol Advisors.

The Troop Scribe attends as the "minutes" taker for the PLC. Other Scouts and adults are, of course, welcome to attend, but they should not expect to participate unless called upon by the PLC. All Troop 73 general activities are approved by the voting members of the PLC. This meeting is called by the SPL or the Scoutmaster and usually takes place once per month.

Brief PLC meetings are held after the regular meeting to be sure everyone knows what the following week's program will be.

C. Troop Committee meetings are held once a month on the third Thursday of the month. Typically, the committee meeting begins at 7:30pm and ends at 9:00pm. The Troop Committee oversees the Scouting program. All parents are welcome to attend the meetings.

III. Troop Organization

- The Troop includes all Scouts and Scouters registered to Troop 73. We are sponsored by the Valley Forge Volunteer Fire Co., which is our "Chartering Organization" or "Charter Partner".
- "Scouts" are registered Boy Scouts under the age of 18 years. A "Scouter" or "Adult Leader" is a registered adult at least 18 years of age belonging to the Boy Scouts of America (BSA).
- The troop is comprised of several patrols. New Scouts will be assigned to the New Scout Patrol(s), where they will concentrate on learning Scouting skills. When they have achieved the rank of First Class or enter seventh grade, whichever occurs first, they will transfer to one of the experienced patrols.
- Troop activities are chosen and arranged by the Scouts, with the approval of the Scoutmaster's Corps and the Troop Committee. This is done through the monthly Patrol Leaders' Conference, or PLC (Ref. "Troop Meetings").
- Scout leadership in the troop includes the Senior Patrol Leader (SPL), Assistant Senior Patrol Leader(s) (ASPL), Patrol Leaders, Assistant Patrol Leaders, Troop Guides, Quartermaster, Scribe, Librarian, and Photographer.
- Scouters are members either of the Scoutmaster Corps, which is responsible for direct advising of the Scouts, or the Troop Committee, which ensures the quality of the troop program. Troop Committee members interact with the Scouts under the guidance of the Scoutmaster Corps.
- Adults are also needed to participate as Merit Badge counselors, who must be registered with the Chester County Council, and for many functions such as fundraising, logistics, transportation, etc.

IV. Leadership Responsibilities

Junior Assistant Scoutmaster



GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
- Term:** 1 year
- Reports to:** Scoutmaster
- Description:** The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18. He's appointed by the Scoutmaster because of his leadership ability.
- Comments:** In many cases the JASM has the same responsibilities as an Assistant Scoutmaster.

QUALIFICATIONS

- Age:** At least 16 years old
- Rank:** Eagle
- Experience:** Previous leadership positions
- Attendance:** 75% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
- Effort:** You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout spirit in everything you say and do.
- Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Functions as an Assistant Scoutmaster.
- Performs duties as assigned by the Scoutmaster.

Senior Patrol Leader

GENERAL INFORMATION

Type: Elected by members of the troop.

Term: 6 months

Reports to: Scoutmaster

Description: The Senior Patrol Leader is elected by the Scouts to represent them as the top junior leader in the troop.

Comments: The Senior Patrol Leader is the focal point of the troop. He needs to attend as many troop functions as possible.



QUALIFICATIONS

Age: None

Rank: Star or higher

Experience: Must have taken NYLT

Attendance: 75% over the previous 6 months

PERFORMANCE REQUIREMENTS

Attendance: You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout spirit in everything you say and do.

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Runs all troop meetings, events, activities, and the annual program planning conference.
- Runs the Patrol Leaders' Council meeting.
- Appoints other troop junior leaders with the advice and counsel of the Scoutmaster.
- Assigns duties and responsibilities to junior leaders.
- Responsible for weekly calls.

Assistant Senior Patrol Leader



GENERAL INFORMATION

- Type:** Elected by members of the troop.
- Term:** 6 months
- Reports to:** Senior Patrol Leader
- Description:** The Assistant Senior Patrol Leader is the second highest ranking patrol leader in the troop. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the SPL or when called upon. He also provides leadership to other junior leaders in the troop..
- Comments:** The most important part of the ASPL position is his work with the other junior leaders. The ASPL should be familiar with the other positions and stay current with the work being done.

QUALIFICATIONS

- Age:** None
- Rank:** 1st Class or higher
- Experience:** Must have taken NYLT
- Attendance:** 75% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
- Effort:** You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout spirit in everything you say and do.
- Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Helps the Senior Patrol Leader lead meetings and activities.
- Runs the troop in the absence of the Senior Patrol Leader.
- Helps train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian, and Chaplain Aide.
- Serves as a member of the Patrol Leaders' Council.
- Assists in making calls if requested by SPL.

Troop Guide



GENERAL INFORMATION

- Type:** Elected by members of the troop.
- Term:** 6 months
- Reports to:** Scoutmaster & SPL
- Description:** The Troop Guide works with new Scouts. He helps them feel comfortable and earn their First Class rank in their first year.
- Comments:** The first year as a Boy Scout is a critical time with new places, new people, new rules, and new activities. The Troop Guide is a friend to the new Scouts and makes first year fun and successful. This is an important position.

QUALIFICATIONS

- Age:** 13 or older
- Rank:** 1st Class or higher
- Experience:** Must have taken PLDC
- Attendance:** 75% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
- Effort:** You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout spirit in everything you say and do.
- Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Introduces new Scouts to troop operations.
- Guides new Scouts through early Scouting activities.
- Shields new Scouts from harassment by older Scouts.
- Helps new Scouts earn First Class in their first year.
- Teaches basic Scout skills.
- Coaches the patrol leader of the new Scout patrol on his duties.
- Works with the patrol leader at Patrol Leaders' Council meetings.
- Attends Patrol Leaders' Council meetings with the patrol leader of the new Scout patrol.
- Assists the Assistant Scoutmaster with training.
- Counsels individual Scouts on Scouting challenges.

Patrol Leader



GENERAL INFORMATION

- Type:** Elected by members of the troop.
- Term:** 6 months
- Reports to:** Senior Patrol Leader
- Description:** The Patrol Leader is the elected leader of his patrol. He represents his patrol on the Patrol Leaders' Council.
- Comments:** The Patrol Leader may easily be the most important job in the troop. He has the closest contact with the patrol members and is in the perfect position to help and guide them. The Patrol Leaders, along with the Senior Patrol Leader and Assistant Senior Patrol Leader are the primary members of the Patrol Leaders' Council.

QUALIFICATIONS

- Age:** None
- Rank:** 1st Class
- Experience:** Must have taken PLDC
- Attendance:** 75% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
- Effort:** You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout spirit in everything you say and do.
- Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Appoints the Assistant Patrol Leader.
- Represents the patrol on the Patrol Leaders' Council.
- Plans and steers patrol meetings.
- Helps Scouts advance.
- Responsible for weekly calls.
- Keeps patrol members informed.
- Knows what his patrol members and other leaders can do.

Assistant Patrol Leader



GENERAL INFORMATION

- Type:** Appointed by the Patrol Leader
- Term:** 6 months
- Reports to:** Patrol Leader
- Description:** The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in his absence.
- Comments:** Substituting for the Patrol Leader is only part of the Assistant Patrol Leaders' job. The APL actively helps run the patrol.

QUALIFICATIONS

- Age:** None
- Rank:** None
- Experience:** None
- Attendance:** 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
- Effort:** You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout spirit in everything you say and do.
- Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Helps the Patrol Leader plan and steer patrol meetings and activities.
- Helps the Patrol Leader keep patrol members informed.
- Helps the patrol get ready for all troop activities.
- Represents his patrol at Patrol Leaders' Council meetings when the Patrol Leader cannot attend.
- Lends a hand controlling the patrol and building patrol spirit.
- Assist PL in weekly calls if needed.

Den Chief



GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
- Term:** 6 months
- Reports to:** Scoutmaster and Den Leader
- Description:** The Den Chief works with the Cub Scouts, Webelos Scouts, and Den Leaders in the Cub Scout pack.
- Comments:** The Den Chief provides a knowledge of games and Scout skills that many Den Leaders lack. The Den Chief is also a recruiter for the troop. This function is important because no troop can thrive without new members and most new members will come from Cub Scouting.

QUALIFICATIONS

- Age:** 12 or older
- Rank:** 1st Class
- Experience:** Must have taken Den Chief training
- Attendance:** 75% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must complete Den Chief Training.
- Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office. In terms of attendance with your den, you are expected to attend 90% of den meetings and pack functions. You must inform the Den Leader if you will be absent.
- Effort:** You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout spirit in everything you say and do.
- Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Knows the purposes of Cub Scouting.
- Helps Cub Scouts advance through Cub Scout ranks.
- Encourages Cub Scouts to join a Boy Scout troop upon graduation.
- Assists with activities in the den meetings.
- Is a friend to the boys in the den.
- Helps out at weekly den meetings and monthly pack meetings.
- Meets with adult members of the den, pack, and troop as necessary.

Troop Scribe



GENERAL INFORMATION

- Type:** Elected by members of the troop.
- Term:** 6 months
- Reports to:** Assistant Senior Patrol Leader
- Description:** The Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council, advancement and Scout attendance at troop meetings.
- Comments:** To be a good Scribe, you need to attend nearly all troop and Patrol Leaders' Council meetings.

QUALIFICATIONS

- Age:** None
- Rank:** None
- Experience:** None
- Attendance:** 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
- Effort:** You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout spirit in everything you say and do.
- Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Attends and keeps a log of Patrol Leaders' Council meetings.
- Records individual Scout attendance at meetings and other activities.
- Records individual Scout advancement progress.
- Works with the Troop Committee members responsible for records and finance.

Troop Quartermaster



GENERAL INFORMATION

- Type:** Elected by members of the troop.
- Term:** 6 months
- Reports to:** Assistant Senior Patrol Leader
- Description:** The Troop Quartermaster keeps track of troop equipment and sees that it is in good working order.
- Comments:** The Quartermaster does most of his work around campouts. There are times when the Quartermaster has to be available to check equipment in and out.

QUALIFICATIONS

- Age:** None
- Rank:** None
- Experience:** None
- Attendance:** 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
- Effort:** You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout spirit in everything you say and do.
- Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Keeps records on patrol and troop equipment.
- Makes sure equipment is in good working condition.
- Issues equipment and makes sure it is returned in good condition.
- Makes suggestions for new or replacement items.
- Works with the Troop Committee member responsible for equipment.
- Gets the US, troop, and patrol flags for meetings and ceremonies and puts them away afterwards.

Instructor



GENERAL INFORMATION

- Type:** Elected by members of the troop.
- Term:** 6 months
- Reports to:** Assistant Scoutmaster in charge of the 1st year Scouts
- Description:** The Instructor teaches Scouting skills for the first year Scouts.
- Comments:** The Instructor will work closely with both the Troop Guide and with the Assistant Scoutmaster for new Scouts. The Instructor does not have to be an expert but should be able to teach the Scout craft skills needed for Tenderfoot, Second Class, and First Class ranks. The troop can have more than one instructor.

QUALIFICATIONS

- Age:** 13 or older
- Rank:** 1st Class or higher
- Experience:** Must have taken PLDC
- Attendance:** 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
- Effort:** You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout spirit in everything you say and do.
- Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Teaches basic Scouting skills to first year Scouts

Troop Librarian



GENERAL INFORMATION

- Type:** Elected by members of the troop
- Term:** 6 months
- Reports to:** Assistant Senior Patrol Leader
- Description:** The Troop Librarian takes care of troop literature.
- Comments:** The library contains books of historical value as well as current materials. All together the library is a troop resource worth hundreds of dollars. The Librarian manages this resource for the troop.

QUALIFICATIONS

- Age:** None
- Rank:** None
- Experience:** None
- Attendance:** 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
- Effort:** You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout spirit in everything you say and do.
- Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Sets up and takes care of a troop library.
- Keeps records of books and pamphlets owned by the troop.
- Adds new or replacement items as needed.
- Keeps books and pamphlets available for borrowing.
- Keeps a system for checking books and pamphlets in and out.
- Follows up on late returns.
- Issues vouchers for purchase of used merit badge books

Chaplain Aide



GENERAL INFORMATION

- Type:** Elected by members of the troop
- Term:** 6 months
- Reports to:** Assistant Senior Patrol Leader
- Description:** The Chaplain Aide works with the Troop Chaplain to meet the religious needs of Scouts in the troop. He also works to promote the religious awards program.
- Comments:** "Duty to God" is one of the core beliefs of Scouting. The Chaplain Aide helps everyone in the troop by preparing short religious observations for campouts and other functions. The Chaplain Aide does not always lead the observation himself and can have other troop members help.

QUALIFICATIONS

- Age:** None
- Rank:** None
- Experience:** None
- Attendance:** 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
- Effort:** You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout spirit in everything you say and do.
- Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Assists the Troop Chaplain with religious services at troop activities.
- Tells Scouts about the religious emblem program for their faith.
- Makes sure religious holidays are considered during troop program planning
- Helps plan for religious observance in troop activities.

Troop Historian



GENERAL INFORMATION

Type: Elected by members of the troop

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Troop Historian keeps a historical record or scrapbook of troop activities.

Comments: The true value of a good Historian does not show up until years later. The Historian provides material for displays and presentations of current activities. In addition, the work of the Historian provides a link with the past.

QUALIFICATIONS

Age: None

Rank: None

Experience: None but interest in photography is helpful

Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

Attendance: You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout spirit in everything you say and do.

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Gathers pictures and facts about past troop activities and keeps them in a historical file or scrapbook.
- Takes care of troop trophies, ribbons and souvenirs of troop activities.
- Keeps information about former members of the troop.

Troop WebMaster



GENERAL INFORMATION

- Type:** Elected
- Term:** 6 months
- Reports to:** The Adult Webmaster or Assistant Adult Webmaster
- Description:** The Troop Webmaster keeps a current record for the Troop 73 Website of events, announcements and updated photos of Troop 73.
- Comments:** The true value of a good Historian shows up as soon as it is uploaded the Troop 73 Web site. The WebMaster provides material and setup for displays and presentations of current activities. In addition, the work of the WebMaster provides a link with the past, present and future of Troop 73.

QUALIFICATIONS

- Age:** None
- Rank:** None
- Experience:** Knowledge of computer's and an interest in Web Pages Design and photography is very helpful
- Attendance:** 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
- Effort:** You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout spirit in everything you say and do.
- Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Gathers pictures and facts about troop activities and keeps them in Web pages for upload the Troop 73 Web Site

V. Responsibilities of Troop Members

- Participate in troop and patrol activities.
- If you cannot make it to a troop or patrol meeting, let your Patrol Leader know before the meeting.
- "Be prepared." Always bring your Boy Scout Handbook, notebook, and a pen or pencil to meetings and on camp-outs.
- Listen to your patrol leader. Take notes so you remember key dates and places, and so you do not forget anything you promised to do.
- Cooperate with others in your patrol. Things go more smoothly if everyone does their fair share then a little bit more. Follow the direction of your Patrol Leader.
- **All Boy Scouts and Scouters should regularly check the Troop 73 website (<http://www.vftroop73.org/>) for the Troop 73 calendar as well as other valuable and timely information and forms.**

VI. Parents Responsibilities

- The Troop cannot function without the active involvement of the parents. Accordingly, the Troop may ask each parent to volunteer for a committee or adult leader position as needed, participate in at least one outing or activity annually in a supervisory capacity and sit on Boards of Review for the scouts on a rotating basis.
- Scout Commitment. On an annual basis, by being registered with Troop 73 every family commits to the following:
 - Each Scout will attend at least four monthly outings during the year.
 - Each Scout will attend all Courts of Honor, and all Troop required functions.
 - Each Scout will participate to the best of his ability in Goodwill Good Turn and Scouting for Food
- **Parents should regularly check the Troop 73 website (<http://www.vftroop73.org/>) for the Troop 73 calendar as well as other valuable and timely information and forms.**

Transportation to Outings.

The troop makes every attempt to provide transportation to every event except summer camp. Carpools will be coordinated wherever possible; however the ultimate responsibility will lie with the parents. All carpool drivers must carry liability insurance of at least \$50,000 (each person), \$100,000 (each accident) and \$50,000 (property damage). All riders must wear seat belts while traveling as required by Pennsylvania law. Parents and adult leaders must provide updated information about their vehicle(s) and associated insurance to the Troop annually. Meeting time for camping trips is: 6:47 PM for Friday nights and 7:01 AM for Saturday mornings all at the troop shed.

Transportation Home

Parents are responsible for picking up their sons after a Troop activity, or make other arrangements with another Troop Parent. As a general rule, no leader should leave a Scout at home after a Troop activity unless a responsible adult is present. If a boy is to be dropped off somewhere other than the troop shed or to be picked up by someone other than a family member or the parent of another Scout in the Troop, the adult leader must be informed by the parent in writing prior to the Troop activity (e.g., a note on the permission slip for that activity). Adult leaders are to use common sense, and consider what is in the best interest of the Scout, should the occasion arise that a parent is not available when a Scout must be dropped off, or no parent is available to pick up a Scout. Pickup time on Sunday is 11:12AM or as directed !!!

VII. Adult Troop Leadership Positions

A. Charter Representative:

- Is a member of the chartering organization who serves as a liaison between the organization and the troop.
- Helps recruit the right leadership.
- Encourages service to the chartering organization.

B. Scoutmaster's Responsibilities:

- Deliver the Promise. The Scoutmaster is the adult leader responsible for the public image and program of the troop. The Scoutmaster and assistant Scoutmasters work directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of guidance will affect every youth and adult involved in the troop. The Scoutmaster is appointed by the chairman of the troop committee.
- The Scoutmaster's duties include
 - Train and guide boy leaders.
 - Work with other responsible adults to bring Scouting to boys.
 - Use the methods of Scouting to achieve the aims of Scouting.
 - Meet regularly with the Patrol Leader Council for training and coordination in planning troop activities.
 - Attend all troop meetings (or arrange for qualified adult substitute) and committee meetings.
 - Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation
 - Take part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation.
 - Develop with the troop treasurer an annual troop budget that plans for future equipment needs and fundraisers to pay for them

C. Assistant Scoutmaster:

- Has specific responsibilities and duties that are assigned by the Scoutmaster.
- Types of assistant scoutmasters include:
 - Patrol Advisor -- New Scouts
 - Patrol Advisor -- Experienced Scouts
 - Assistant Scoutmaster -- Venture
 - Assistant Scoutmaster -- Activities
 - Assistant Scoutmaster -- Physical Arrangements

1. New Scout Assistant Scoutmaster - Program

- Serves as advisor to Patrol Leader of New Scout Patrol
- Advise, guide and assist the Patrol Leaders Council with the execution of the New Scout Program themes during weekly meetings and camping trips
- Structure the Troop guide and Troop instructor goals and assist with goal setting along with ASM for advancement

2. **Experienced Scout - Indoor Assistant Scoutmaster - Program**
 - Serve as advisor to ASPL for Indoor program
 - Advise, guide and assist the PLC with the implementation of scouting program and monthly themes at weekly meetings
 - Attend PLC meetings to advise the PLC in monthly program planning
 - Ensure instructors selected are well trained and prepared.
 - Ensure instructors are notified well enough in advance
 - Track completion of merit badge requirements covered during monthly program, and issue partials or merit badges as appropriate
 - Ensure preparation of thank-you letters to outside guest speakers
3. **Experienced Scout - Outdoor Assistant Scoutmaster - Program**
 - Serve as advisor to ASPL for Outdoor program
 - Advise, guide and assist the PLC with the implementation of scouting program and monthly themes at outdoor activities
 - Attend PLC meetings to advise the PLC in monthly program planning
 - Coordinate with QM equipment needs for camping trips
 - Coordinate with PLC program material and instructor needs for camping trips
 - Arrange with the PLC obtaining campground reservations
 - Secure Tour Permits
 - Oversee collection of Camping fees and food charges if applicable for trips and turn over remainder to treasurer if any
 - Arrange for purchase of food for Troop Food Trips
 - Arrange for submission and collection of permission slips for all excursions
 - Ensure instructors selected are well trained and prepared.
 - Ensure instructors are notified well enough in advance
4. **Venture Program/OA Assistant Scoutmaster - Program**
 - Serve as advisor to youth holding leadership positions in venture patrol
 - Advise, guide and assist the PLC with the development and implementation of a high adventure program, including one patrol meeting a month and one excursion every 3 to 4 months. Program themes will run 3 to 4 months.
 - Attend PLC meetings to advise the PLC in monthly program planning
 - Coordinate with QM equipment needs for camping trips
 - Coordinate with PLC program material and instructor needs for venture patrol meetings and camping trips
 - Coordinate selection and purchase of program materials and equipment with Venture patrol and troop committee
 - Monitor effectiveness of OA as an incentive and reward program
 - Encourage active OA participation
 - Act as troop liaison with Lodge concerning elections etc....
5. **Advancement/Administration Assistant Scoutmaster - Administration**
 - Serve as advisor for Troop guide and Troop instructor

- Maintain Phone List and troop Roster on a monthly basis
- Create and maintain a Scout Profile Book, including but not limited to, most recent medical, application and picture
- Ensure Rechartering is prepared and submitted timely
- Preparation and submission of advancement paperwork for council
- Preparation of advance rewards for Court of Honors
- Schedule Board of reviews and line up board members
- Ensure maintenance of advancement and attendance records
- Coordinate program handout preparation with Special events chairperson from committee
- Monitor adult recognition program and recommend to committee adults for nominations
- Coordinate with unit representative and unit commissioner
- Structure the Troop guide and Troop instructor goals and assist with goal setting along with ASM for New Scout Program

6. Equipment and Logistics Assistant Scoutmaster - Administration

- Serve as advisor to Troop QM
- Coordinate and ensure adequate transportation is available for all trips
- Solicit and maintain all appropriate insurance and driver information for tour permits
- Ensure QM is maintaining an up to date inventory of all troop equipment
- Assist QM with preparation of annual equipment budget detailing items needed estimated cost and month to be purchased in
- Determine best way to liquidate old excess equipment
- Ensure maintenance of trailer and update trailer registration

7. Training and Communications Assistant Scoutmaster - Administration

- Ensure all ASM's have completed either Basic Leader Training or Fast Start Training
- Train committee as appropriate regarding scouting and their roles
- Prepare and update periodically the adult resource survey
- Implement PLC training agenda and execute
- Train instructors as necessary
- Ensure presentation of training awards with advancement chairman
- Ensure coverage at roundtable
- Serve as advisor to Troop Scribe
- Ensure Scribe issues newsletter on a monthly basis
- Assist Scribe with selection of content for monthly newsletter

D. Troop Committee

1. Responsibilities

- Ensures that quality adult leadership is recruited and trained.

- In case the Scoutmaster is absent, a qualified assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is recruited.
- Provides adequate meeting facilities.
- Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization.
- Supports leaders in carrying out the program.
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtains, maintains, and properly cares for troop property.
- Ensures the troop has an outdoor program (minimum 10 days and nights per year).
- Serves on boards of review and courts of honor.
- Supports the Scoutmaster in working with individual boys and problems that may affect the overall troop program.
- Provides for the special needs and assistance some boys may require.
- Helps with the Friends of Scouting campaign.
- Assists the Scoutmaster with handling boy behavioral problems.

2. Key Committee Positions include the following:

- Troop Committee Chairman
- Treasure
- Secretary
- Outdoor Program Coordinator
- Advancement Coordinator
- Fundraising Coordinator
- Membership Coordinator

3. Other Committee Positions and Subcommittees.

In addition to the Key Committee Positions, the Troop Committee Chairman will seek persons to carry out numerous other tasks such as:

- Refreshments/Court of Honor Subcommittee
- Board of Review Subcommittee
- Troop Equipment Coordinator
- Training Coordinator
- Transportation Coordinator
- Communication/Internet Coordinator
- Building and ground maintenance Coordinator
- Campmaster Coordinator
- Chaplain

4. Committee Meetings. The Key Committee Officers shall meet regularly to discuss Troop Business. Meetings shall be scheduled by the Troop Committee Chairman who will provide a written agenda. The meetings shall be open to parents, registered members of Troop 73 and non-key Committee officers. All Troop parents and other adults registered in Troop 73 have the authority to vote, when a quorum exists. A quorum will exist when any four of the seven key committee officers are present at a committee meeting. Meetings are permissible without a quorum; however, no matters requiring a vote may be decided.

5. **Expedited Approval.** Should a need arise to obtain committee approval of an expenditure on an expedited basis, the Committee Chairman shall be authorized to contact the other key committee officers by telephone or electronic mail to discuss the matter and conduct a vote. In any such instance where a telephone vote has been conducted, the results of that vote shall be ratified at the next regular Committee meeting.
6. **Amending the By-laws.** Interim amendments to the By-laws may be made by majority vote of the key Committee officers after introducing the amendment at one Committee meeting and/or publishing the proposed amendment in the Troop newsletter. The amendment will be voted upon at the next committee meeting. Any interim amendment passed in this manner shall remain in effect only until the next Annual Parents Meeting, at which time it will be offered as a permanent change.
7. **Committee Approvals.** As a minimum, the committee must approve the following:
 - Troop's Scout of the Year nominee
 - Scouts to attend training events paid for by the Troop
 - Adults to attend training events paid for by the Troop
8. **Boards of Review.** It is the responsibility of the Troop Committee and the Advancement Coordinator to arrange timely Boards of Review for Scouts who have completed all of the requirements and Scoutmaster's Conference for Tenderfoot, Second Class, First Class, Star, Life and Eagle Palms. It is the Scout's responsibility to contact the Advancement Coordinator to arrange for a Board of Review.

Boards of Review shall also be held for Scouts who are not advancing, to determine how the program is working for the Scout.

Troop 73 supports the BSA goal of having every new Scout advance to First Class within one year. However, we believe that in order to get the most out of the program the Scout should not advance too quickly. Therefore, we recommend one month tenure between Scout and Tenderfoot, three months between Tenderfoot and Second Class, and three months tenure between Second Class and First Class.

9. **Committee Chairman:**
 - Call and conduct regular monthly meetings of the committee, and any special meetings deemed necessary.
 - Organize the committee to see that all functions are delegated, coordinated, and completed.
 - Maintain a close relationship with the chartered organization representative and the Scoutmaster.
 - Interpret National and local policies to the troop.
 - Prepare Troop committee meeting agendas.
 - Ensure troop representation at monthly roundtables.
 - Arrange for charter review and recharter annually.
10. **Secretary:**
 - Keep minutes of meetings and send out special committee meeting notices
 - Conduct the troop resource survey.
 - Send letters as directed by the committee

- At each meeting, report the minutes of the previous meeting
- 11. Treasurer:**
- Handle all troop funds.
 - Pays bills upon authorization, maintain savings and checking accounts.
 - Train and Supervise the troop scribe in record keeping.
 - Lead in the preparation of the annual troop budget
 - Reports to the Troop Committee at each meeting
- 12. Fundraising Coordinator:**
- Supervise money-earning projects, including obtaining proper authorizations.
 - Reports to the Troop Committee at each meeting
- 13. Transportation Coordinator:**
- Be responsible for transportation arrangements to out-of-town events, and file tour permits.
 - Reports to the Troop Committee at each meeting
- 14. Advancement Chairperson:**
- Arrange as needed boards of review.
 - Report to the council service center, and secure badges and certificates.
 - Conduct frequent courts of honor (at least quarterly).
 - Develop and maintain a merit badge counselor list.
 - Work with the Scoutmaster and troop scribe to maintain accurate advancement records.
 - Work with the troop librarian to build and maintain a troop library of merit badge pamphlets.
 - Reports to the Troop Committee at each meeting
- 15. Outdoor/Activities Coordinator:**
- Make sure the troop program plans provide for at least 10 days and nights of camping for each Scout.
 - Maintain a camping log.
 - Help in securing permission to use campsites.
 - Work with Scoutmaster and troop quartermaster on acquisition, inventory, storage and maintenance of troop camping equipment.
 - Reports to the Troop Committee at each meeting
- 16. Chaplain:**
- Provide a spiritual tone for troop meetings and activities.
 - Give spiritual counseling service when needed or requested.
 - Encourage Boy Scouts to earn the appropriate religious emblems.
 - Provide opportunities for Boy Scouts to grow in their duty to God and their fellow Scouts.
 - Reports to the Troop Committee at each meeting
- 17. Membership Coordinator:**

- Be responsible for implementation of troop recruiting plan.
- Conduct a troop resource survey within the troop/chartered organization/community.
- Serve as liaison with Pack Committee to prepare Webelos to crossover to Scouts.
- Conduct orientation for parents of new Scouts.
- Assist with annual charter review as related to status of each Scout member and adult.
- Reports to the Troop Committee at each meeting

18. Training Coordinator:

- Ensure Troop leaders and committee members have opportunities for training.
- Maintain an inventory of up-to-date training materials, videotapes, and other training resources.
- Work with the district training team in scheduling Fast Start training for all new leaders.
- Be responsible for BSA youth protection training within the troop.
- Encourage periodic junior leader training within the troop and at the council and national levels.
- Reports to the Troop Committee at each meeting.

19. Communication/ Internet

- Responsible for procuring and maintaining e-mail address and phone numbers of parents, scouts and leaders for the purpose of rapid communication.
- Create and maintain a Troop 73 Web site that the members can visit and procure information on a 24/7 basis. Advertising our troop to potential future members is also encouraged.
- Reports to the Troop Committee at each meeting

20. Camp Master

- Responsible for insuring that Troops that are scheduled to use the campground facilities at the Fire Co., and are checked in when they arrive, and have proper permits and fees.
- Maintains a list of volunteers to help with assigned duties and maintains a schedule to cover each weekend
- Communicates with troops that want to use the campground as to rules and Regulations pertaining to the site

21. Building and Ground Maintenance Coordinator

- Responsible for maintaining the meeting room area in conjunction with the Fire Co.
- Responsible for upkeep of troop facilities such as the Pavillion, camp road, Campsites, Eagle grove, and the campfire circle.
- Will head and run the annual service project at the fire co.
- Reports to the Troop Committee at each meeting

- E. Troop Parents** - The role of parents within Troop 73 is to be supportive of the Troop's efforts and to provide the atmosphere Scouts need to learn and excel. Parents should try to:
- Read their Scout's handbook and understand the purpose and methods of Scouting.
 - Actively follow their Scout's progress (or lack thereof) and offer encouragement and a push when needed.
 - Show support to both the individual Scout and the Troop by attending all Troop Courts of Honor.
 - Assist, as requested, in all Troop fund-raisers and other such activities. All such assistance lowers the cost of the program we offer to the Scouts and, therefore, lowers each family's cash outlay for their Scout(s). Be aware of the Troop program and annual calendar.
 - Parents are welcome to observe weekly Troop meetings, but remember that these are the scouts meetings that have been organized by the PLC. Parents are also welcome to attend various camping trips and events, but please remember when on camping trips they are Troop 73 Scouts!! Not your sons!

VIII. Troop Policies

A. Requirements for Junior Leaders

- 1. The Senior Patrol Leader (SPL)** must have earned the rank of Star Scout or above to hold this office.
 - 2. Patrol Leaders (PL)** should have obtained the rank of First Class Scout or above to hold this office. The New Scout Patrol would be an exception to this rule.
- The above guidelines can be waived by the Scoutmaster if Scouts of such rank are not available to fill these positions. "Active participation" by Scouts in these positions is defined as participating in 75% of Troop meetings and 50% of Troop outings. Scouts in leadership positions are highly encouraged to participate in all Troop activities.
 - The PL for the New Scout Patrols will rotate according to normal BSA practice and be chosen with the approval of the Patrol Advisor.
 - Scouts who are eligible for the office of SPL and PL, but know they cannot achieve "active participation" status, should remove their name from the list of eligible Scouts to be considered prior to the election.
 - The SPL, ASPL, and PL'S will be elected by the troop. For an election to be held, a quorum of 2/3 of the "active" members of the group must be present.
 - The PL will be responsible for naming his assistants and appropriate staff with approval of the Patrol Advisor.

B. Uniform

- Field Uniform (**Class A**) consists of the BSA uniform shirt with red or green epaulets and the various patches properly displayed, Scout shorts with Scout socks, or long Scout pants; a Scout belt; and the official BSA cap (if a cap is worn).
- When a Scout has earned six merit badges, a merit badge sash is added to the uniform. For a Scout to participate in a Scoutmaster Conference or Board of Review, he must be wearing a Class "A" uniform. Class A's are required for Summer and Winter Camps.
- Scouts and Scouters are required to wear their Class "A" uniforms to the Troop meeting on the first Wednesday of the month, and especially to special events like Courts of Honor.

- Activity Uniform (**Class B**) uniform is the Blue troop 73 T- Shirt or sweatshirt, Blue pants or Jeans, Sneakers, Scout handbook, and Pen and paper
- Class "B" is the minimum required uniform for Troop activities, including Troop meetings.
- Order of the Arrow sashes are ONLY to be worn at Order of the Arrow functions (e.g. OA weekends, OA Banquet, Troop Courts of Honor when an OA Tap Out will take place)

C. Behavior

1. The Scout Oath and Law will serve as our Code of Conduct at all times.
2. Misbehavior will not be tolerated and may result in dismissal from the activity.
3. It is the parents' responsibility to pick up their son if called by an adult leader.
4. Chronic misbehavior will result in probationary status. This period will not accrue towards rank advancement. Chronic misbehavior may result in dismissal from the Troop.
5. **The four responses to misbehavior are:**
 - a. In-Troop counseling by the Scoutmaster or Patrol Advisor.
 - b. Dismissal from the activity, with request for parent to pick up Scout.
 - c. Suspension from all troop activities for a period from 2 weeks to 2 months. Prior to rejoining the troop a counseling session involving Scout, Scoutmaster, and parent(s) must occur.
 - d. For chronic misbehavior, probationary status with behavior norms established by Scout, Scoutmaster, and parent(s).
6. May include parental participation requirement for Scout participation in activities.
7. For continued chronic misbehavior, the Scout may be asked to leave the Troop.
8. The adult leadership of Troop 73 will always abide by the policies and procedures of BSA including the use of two-deep leadership.
9. The Adult leader corp. is also subjected to behavior and disciplinary practices as well as the Scouts.
10. **Disciplinary Actions.**
 - a. The Scoutmaster, Assistant Scoutmasters, and/or the Troop Committee shall have the authority and discretion to contact parents and send home any boy who refuses to carry out the instructions of the Scoutmaster or his designated representative, or who, through his actions endangers lives, causes physical harm or damages property. In the event this occurs, the parents/guardians of the boy will be required to make arrangements to take custody of the boy. The Troop shall not be liable for any costs involved; these will be solely the parents/guardians' responsibility.
 - b. Any actions which might involve disciplinary action should be dealt with in strict confidence. The Scout's parents should be fully informed of the issue. Because serious or recurring behavioral problems may require the troop committee's involvement, the Scoutmaster should share discipline problems with the committee. Such problems should be addressed in a firm, fair manner with the goal to integrate the youth into the Scouting program. Problems that may lead to a youth's permanent removal from the Troop should be handled by the Troop committee and the Scoutmaster, and should involve the Scout's parents or guardians. Together, the troop committee, parents, and Scoutmaster should work

toward a solution with the troop's best interest in mind. (Troop Committee Guidebook, 1998).

- c. With regard to the above guidelines, the Committee Chair is empowered to act on behalf of the committee, so that disciplinary actions can be dealt with on a timely basis. The parent of a Scout involved in a disciplinary action, who is the Scoutmaster, outing leader involved, or the Committee Chair, shall defer to another leader or committee member during problem resolution.
Any disciplinary action will include conditions, if any, under which the Scout may return to the Troop's regular program.

D. INQUIRIES AND COMPLAINTS - All complaints and/or inquiries shall be directed to the Committee Chairman.

E. Attendance, Participating, and Advancement

- Scouts in leadership positions are expected to perform the responsibilities of that position, or resign the position.
- Each Scout is expected to take rank advancement seriously, and will advance at least one rank per year.
- The Scout must attend Troop activities to satisfy the "active participation" requirement for purpose of rank advancement. Attendance of at least 75% of Troop meetings and 50% of outings qualifies as "active participation".
- The Scoutmaster Corps (Scoutmaster, Patrol Advisor, or Assistant Scoutmaster) is responsible for signing off on rank advancement. Only under the direction of the Scoutmaster Corps may other adults or experienced Scouts sign off on Scouting skills required for rank advancement.
- For the purpose of defining "Active" and "inactive" Assistant scoutmasters, an Active ASM will attend 50% or more of program activities. Active Committee Members will attend 75% of committee meetings or more.
- Work at home on Scouting skills with parents, friends, or other Scouts is encouraged, but the Scout must demonstrate proficiency to the Scoutmaster Corps before signing off that requirement.
- Scouter parents should not, in general, sign off on their own son's advancement; the Scout should demonstrate his proficiency to another Scouter.
- All Scoutmaster Conferences and Boards of Review for rank advancement must be completed at least one Troop meeting before a Court of Honor.
- If a Scout misses more than three consecutive meetings without prior notification, he will be considered inactive. To be reinstated he will need to have a conference with the Patrol Advisor or Scoutmaster.
- A mandatory attendance at the Troop meeting immediately preceding a camp-out to assure the Scout intends to participate in the outing. If the Scout is unable to attend this meeting but still plans to attend the outing, he must contact his patrol leader. If the PL is unavailable, he can call the Scoutmaster.
- **All money due must be prepaid to participate in any activity.**

F. SCOUT EXPENSES

1. **Transfer Fee to Join Troop 73** - The parents of each new Scout registering with Troop 73 shall pay a fee of \$25.00, including any registered Boy Scout or Webelos Scout transferring into Troop 73.
2. **Dues.** Yearly dues are will be determined each year.
 - a. Any scout in arrears by more than \$10.00 from an activity or scout account may be suspended.

- b. A suspended Scout may be readmitted when he pays all back dues he owes.
3. **Uniform.** - It is the parent's responsibility to provide a complete uniform for the Scout, including shirt, pants or shorts, socks, insignia and green web belt. The Troop maintains a uniform exchange. Parents and scouts are encouraged to donate used uniform items to the Troop uniform exchange. If the Council Service patch, troop number and World Brotherhood of Scouting patches are left on the shirt, the Troop will supply those patches for the new shirts.
 4. **Summer Camp** - Summer camp costs are always increasing. Each Scout will be encouraged to earn this money himself through participation in Troop fund raisers or his own enterprise. Each year the Summer Camp Coordinator will provide parents with a monthly payment schedule, in order to minimize the financial burden of paying for summer camp. At the Committees discretion, one or more camper ships may be given each year to help Scouts attend summer camp who would not otherwise be able to go.
 5. **Outing Costs** - Each scout shall pay for his own food for each campout or other activity. Patrols will assume responsibility for purchasing their food for campouts. The Troop will not reimburse Scouts for food expenses. Camping permission slips and campout money shall be collected by the Scout coordinator for that event and turned in to the appropriate adult leader one week prior to the activity.
 6. **Additional Expenses** - Each Scout is expected to provide their own Mess Kit, knife/fork/spoon set, cup and necessary personal articles for each outing.

G. TROOP EXPENSES

1. **Major Expenses** - The Troop shall be responsible for paying the following expenses from the general fund:
 - Troop Registration (annually)
 - Boy's Life (annually)
 - Troop Insurance (annually)
 - Troop equipment (as needed - Committee Approval required)
 - Advancement pins, merit badges, rank patches, etc.
 - Leadership Training Costs for selected Scouts from the Troop. (Committee Approval required)
 - Troop Red and Black neckerchief.
 - order of the Arrow Ordeal fees after completion and annual membership dues for all adult and Scout OA members in the Troop.
 - Leadership Training Costs for selected Troop Adult Leaders. (Committee Approval required)
2. **Routine Expenses** - In addition, the Troop has ongoing expenses which are normally paid from the general fund:
 - Newsletter printing and postage
 - Bank charges and check printing
 - Office Supplies
 - Propane, and other immediate outing necessities
 - Court of Honor expenses
 - Copying, postage and refreshment expenses associated with the annual parent's meeting.

3. **Expenditure Approval** - A vote of the key committee members will be necessary to approve any expenditure of Troop funds beyond the major and routine expenses described above, and the discretionary \$50.00 per month (noncumulative) allotted to the Scoutmaster. Approval must occur prior to the expense, or the individual runs the risk of non-approval and non-reimbursement.

H. TROOP FINANCING AND FUND RAISING

1. **Fiscal Year** - The Troop 73 Fiscal Year is defined as October 1 through September 30.
 2. **Budget** - Annually, the troop expends anywhere from \$8,000 to \$18,000. To the extent that these funds are not entirely raised by fundraisers, they must come from the scouts.
 3. **Rechartering and Fees** - The process of rechartering is the annual collection of registration fees for the Scouts and Leaders. The Troop also makes a formal visit to the chartering organization to renew their commitment for the coming year. The process of rechartering the Troop must be completed by the end of November of each calendar year.
 4. **Annual Registration Fees**
 - a. How much does Boy Scouting cost? As little as possible, but nothing worthwhile is free. The annual fee for each Scout in Troop 73 is determined annually.
 - b. A cost for *Boys Life* magazine (optional, but really enjoyable, and gives the Scouts ideas for activities and outings. A good buy)
 - c. **The entire obligation is due to Troop 73 by October 31st each year.**
 5. **Fundraisers** - Fund raising sufficient to support the Troop is the responsibility of the Troop Committee. All scouts in the Troop will be afforded ample opportunities to participate in fundraisers and other projects to earn enough money to pay for summer camp, thus ensuring the Troop's ability to meet its obligations. Fund raising activities shall be supervised by the Fund Raising chairman and will be conducted as needed. These activities will include recycling drives, hike-a-thons, car washes, and Christmas tree sales. Participation in at least one Council-sponsored fundraiser (i.e.: Trails End Popcorn) and other activities suggested by the PLC or the Troop Committee and agreed to by the key Troop Committee officers. (partly from the Troop Committee Guidebook, 1998)
 6. **Friends of Scouting** - Each year, the Council operates its Friends of Scouting (F.O.S.) campaign to raise money for the Council operations. The Council is responsible for maintaining the Council Camps, the Council Scout-O-Rama, the Council Camporees, as well as other Council activities, Local BSA administration and local advertising. Contributions are voluntary, but the troop has a good record of support for this activity. As years go by, F.O.S. is becoming a critical source of BSA funding.
- I. **SCOUT SHOPS** - There are two Scout Shops in the Valley Forge area where you can purchase scout uniforms and supplies:
1. **Chester County Council Scout Shop**
504 S. Concord Road, West Chester, PA 19382
610-696-2900 extension 10.

Hours (as of 1/11/2011 and subject to change)
8:30 am to 5 pm Monday -Thursday
7:30 am to 4 pm on Fridays.
We are closed Saturday and Sunday.

2. **Cradle of Liberty Council Scout Shop**
1485 Valley Forge Road, Route 252 North, Wayne, PA 19087
610-989-9626

Hours (as of 1/11/2011 and subject to change)
Monday & Friday: 8:30 AM – 5:00 PM
Tuesday – Thursday: 8:30 AM – 7:00 PM
Saturday: 9:30 AM – 2:00 PM
Closed Sunday

J. Courts of Honor

- Courts of Honor are normally held four times per year. All merit badges and rank badges are presented at Courts of Honor.
- Parents are encouraged to attend each Court of Honor to share in the Troop's progress and their son's achievements.
- As a boy joins Scouting we encourage at least one of his parents to join.
- It is the intent of Troop 73 to provide a Scouting experience for any eligible boy in the area regardless of financial condition as approved by the Troop Committee.

IX. **Merit Badge Procedures**

- Most Scouts attending Summer Camp earn a number of merit badges while attending camp each year. This is an excellent opportunity for the Scouts; they experience the camaraderie, fun, and challenge of camp while earning significant advancement.
- Merit badges can also be earned throughout the year. Each Scout who has an interest in a particular merit badge should obtain the name of the merit badge counselor from the Troop Advancement Chair who maintains a list of "Troop Approved Counselors". The merit badge counselor should be selected before work begins on the merit badge. Also, BSA requires that the "buddy system" be used in obtaining individual merit badges. **A Scout should NEVER work alone with a merit badge counselor.**
- A **Blue Card** (obtain from the Troop) for each merit badge must be filled out, signed by the Scoutmaster or Troop Advancement Chair, and returned to the merit badge counselor before starting work on a merit badge. Any work done on a merit badge before filling out the blue card will not be applied towards the merit badge.
- A scout may not be a merit badge counselor. Parents are not allowed to be merit badge counselors unless the parent is counseling at least two Scouts.
- Merit badge counselors must be registered with BSA.

X. **Individual Scout Accounts**

- To help defray the costs to parents the Troop Committee instituted individual scout accounts.
- This is to give the individual Scouts a method to earn money that they could use for scout expenses in the troop. It is administered by the Troop Committee Treasurer. The accounts are funded by troop money-raising projects. In most of our fund-raisers, part of the money earned goes to the troop and part to the account of the boy responsible for the earnings.
- So, for what can your son use the money in his account? Basically, for anything that has to do with Scouting activities. This would include fees for long term camping events (Summer Camp, Camporee, High adventure camp, Jamborees, etc.) or training sessions (i.e., Arrowhead or Den Chief Training), and expenses for select troop outings, where cost is in excess of \$50.00. Money that is requested to be used for Camping gear or equipment must first be approved in writing from the Troop Committee.
- How do you know how much money your boy has in his account, and how does he access it? The balances of a Scouts account are kept by the Troop Treasurer. It is the responsibility of

the Scout to notify the Troop Committee when he wishes to apply the funds in his account to a given expense.

- Any moneys remaining in a Scout's account when he leaves the Troop or turns 18 will be transferred to the general troop account.

XI. Camp-outs and Special Outings

- The goal is to conduct at least one special function each month.
- A BSA tour permit and parental release will be required for each outing before the scout will be allowed to participate in the event.
- Meeting time for camping trips is 6:47 PM for Friday night AM for sat morning and leave the troop shed @ 7:01 (unless otherwise stated).
- Pickup time on Sunday is 11:12AM (unless otherwise stated)!!!
- Patrols are encouraged to develop independent outings; the requirements are the same as normal troop activities including two deep leadership.
- The Scout must attend the Troop meeting before the camp-out, or arrange with his patrol leader. **"No show, no go."**
- Money for camp-outs or other special outings are due the Troop meeting before the event.
- Scouts will camp by patrols, and normally eat by patrols.
- Scouts will not leave the camp area without permission or supervision of the adult leaders present.
- Scouts will always use the "buddy system".
- No excessive noise after lights out.
- Troop 73 encourages the Scouts to not snack during outings. Please do not send excessive food or snacks with your Scout. In general, soft drinks or excessive chocolate are not allowed on camp-outs.
- No electronics (CD players, radios, tape players, electronic games, etc.) are allowed on camp-outs or outings. Electronics may be used during the travel period with driver permission.
- Scouts should respect each other patrol area, and request permission before entering or crossing another patrol's camp.
- **Destructive horseplay or hazing is absolutely not allowed**, and will result in immediate disciplinary action.
- BSA insurance policies and Troop 73 consider the activities to start when the Scout departs the Fire Co. until he returns home.

XII. Equipment

- Scouts may use equipment for patrol and troop sponsored events. The patrol QM must submit requisition list to Troop QM two (2) weeks in advance of need. The Troop QM will notify the patrol QM as to the availability of the requested equipment.
- The Wednesday before departure, the Troop QM along with the Patrol QM's will meet at the shed to pack all equipment as not to delay departure on Friday night.
- All equipment will be inspected prior to return. Damages will be billed to the individual Scout responsible. In addition, careless behavior with the equipment may result in the patrol/individual being banned from using certain equipment for a period of time to be determined by the SM, QM, or QM advisor.
- **All rules apply to Adult Scouters also!!!**

- **NO PERSONAL USE OF EQUIPMENT BY SCOUTS OR SCOUTERS** of any Troop Equipment without the express permission by the Troop Committee and the Scoutmaster is allowed.
- Family use of equipment - Unfortunately we cannot allow Troop families to use our equipment as we have experienced problems getting the equipment back in the past. In some cases the equipment has been returned damaged. The troop has over \$8,000.00 invested in equipment and cannot afford to pay to replace or repair equipment.

XIII. Recurring Events - The Troop Annual Program currently includes the following events. The remainder of the program year is determined by the PLC

- Fall Camporee (October)
- Fall Court of Honor (October)
- Parent-Son Weekend (November)
- Klondike Derby (February)
- Annual Banquet (February)
- Service Project Weekend (April/May)
- Spring Court of Honor, Picnic and Softball (June)
- Summer Camp (July)
- High Adventure trips every year on a rotating basis. Philmont, Northern Tier & Florida Sea Base.

XIV. Summer Camp at Horseshoe Scout Reservation

- This is a one week event that runs from Sunday to Sunday in July each year.
- Each scout's family provides transportation to and from Camp.
- Less than one (1) pound of candy and no soda are to be brought by each scout. There is a trading post that can be visited at limited times of the day.
- Completed physical forms are required to be turned in four weeks in advance for both Scouts and Adults.
- Troop T-shirts are required for attendance at breakfast and lunch. Full dress uniform is required at dinner.
- There is a nightly retreat ceremony where marching skills are judged.
- Patrols are assigned duties to be completed before camp inspection camp flag is awarded for passing inspection.
- Scouts are expected to attend at least four of the Merit Badge classes held each day.
- Health inspections are held daily. Showers are a requirement.
- Each Patrol must update their patrol daily log to attend the Troops' evening event.
- Saturday at camp is games day. Either the Water Carnival or the Paul Bunyon Field day is held.
- Family members are welcome to come for the day, but Scouts will NOT be dismissed from camp until Sunday.

XV. What To Take Camping - The items listed below are suggestions only, and should be modified based on the time of year and nature of the camp-out. Other items are optional, of course, depending on personal preferences. This list is made up for weekend camping, not summer or winter camp.

- Class "B" (or better) uniform should be worn while in transit. 2 T-shirts (preferably Class "B") & a long-sleeved shirt
- 2 pair underwear & socks
- 1 pair of shorts, 1 pair long pants

- 1 swimsuit
- 1 wind-breaker
- The above items should be worn or packed in waterproof or zip-lock bags. Items specific to the camping trip, as discussed in patrol meetings, must also be packed.
- Scout book, pen or pencil, notebook for Scouts Second Class and below.
- Sleeping bag and insulating pad
- Sturdy shoes suitable for hiking
- Mess kit (cup, plate, spoon, etc.)
- Rain poncho
- Hat
- Personal products (comb, sunscreen insect repellent, chap stick, etc.)
- Toiletries (toothbrush and paste, soap, shampoo, etc.)
- Washcloth, towel, with plastic bags for wet items
- Water bottle or canteen
- Flashlight and extra batteries
- Personal first aid kit (moleskin, adhesive bandages, some money, etc.)
- Personal medications (to be given, with written instructions, to tour leader before leaving for camp)
- Optional: camera and film
- Camp stool
- Pocket knife (no sheath knives)
- Work gloves
- Bandanna
- Compass

XVI. Rank of Eagle - The ultimate goal for all scouts. Because of the special nature of this recognition, the Eagle candidate and his parents are requested to lead the planning for this extremely important recognition. The recipient, upon successful completion of all requirements and board of review, must select his own recognition ceremony from several available. Eagle candidates will select all participants in the ceremony, date and location and develop and invite guests. We have available for parents a list of political dignitaries to solicit letters of commendations for the candidate. Parents are also requested to provide refreshments at the ceremony if deemed appropriate. Subsequent to the eagle ceremony, the Eagle Scout will be provided the opportunity to plant a tree in his honor in troop 73's eagle honor grove at our scout camp grounds.

XVII. Other policies

- Fireworks, matches, lighters, etc. are prohibited for all scouts. Please do not let your son bring these. (Exception is the scouts emergency supply kit for waterproof matches)
- Scouts are prohibited from operating all power tools.
- Smoking is prohibited as is the use of any tobacco product!!
- Alcohol is expressly prohibited on scout trips.

***This Troop 73 Handbook is not meant to be all inclusive
as to cover all situations that might occur.***