

Boy Scout Troop 18
Plaistow, NH
www.PlaistowTroop18.org

PARENT'S HANDBOOK

July 2012

Chartered Organization:
Plaistow Fish & Game Club
18 May Ray Ave.
Plaistow, N.H. 03865
382-9773

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1. Abbreviations

Throughout the remainder of this document, the following terms will be abbreviated as follows:

<i>Abbreviation</i>	<i>Term</i>
DE	District Executive
COR	Charter Organization Representative
CC	Committee Chairman
SM	Scoutmaster
ASM	Assistant Scoutmaster
Trea	Treasure
ADV	Advancement Chairman
Fund	Fundraiser Chairman
Equip	Equipment Chairman
Activ	Activities Chairman
SPL	Senior Patrol Leader
ASPL	Assistant Senior Patrol Leader
PL	Patrol Leader
APL	Assistant Patrol Leader
SM	Scoutmaster
ASM	Assistant Scoutmaster
JASM	Junior Assistant Scoutmaster
JLC	Junior Leader's Council
MB	Merit Badge
QM	Quartermaster

2. Joining The Troop

- A)** The Scout and his parent will fill out a Boy Scout Application.
- Fill out the Health History on the back.
- B)** There is a registration fee of \$40.00. This includes:
- Troop Neckerchief
 - Troop Hat
 - Troop Tee Shirt
 - National BSA Registration
 - Boy's Life Magazine
- C)** You will also need to purchase :
- A Boy Scout Handbook
 - A Scout Uniform with:
 1. Council strip
 2. Unit numerals 18
 3. Shoulder loops (green)
 4. Olive Green Pants
 5. World Crest

Except for the shirt, all of the above may be purchased at the BSA office on Kenoza Ave. in Haverhill, MA.

NOTE: Scout supplies can be purchased at:

- Bob's Scouting Supply, 513 Andover St., Lawrence, MA
- Osgood Landing 1600 Osgood Street North Andover, MA.
- W. E. Fuller, 45 Main St., Amesbury, MA
- Kittery Trading Post has limited supplies
- Scout Shop, 42 Blondin Rd, Manchester, NH. Tel: 603-622-5060

- D)** The scout and his parents must read the Troop By-laws and Parents Hand Book, then complete and sign the last page of the Parents Handbook then give it to the SM.

- E)** As soon as the scout gets his Boy Scout Handbook, the scout and his parents should read and review the "How to Protect Your Children from Child Abuse" pullout section in the front of the book. The parent should review "Section I. Information for Parents" then initial that requirement on the page of scout requirements in the handbook. The scout should then review "Section II. Information for Youth" for the remaining requirements and be prepared to have them signed off at the meeting.
- F)** New scouts will be formally invested into the troop during an investiture ceremony after completion of the joining requirements.

3. The Scout

- A)** As a member of the troop, he should
- Attend troop meetings and outings/activities.
 - Must attend all troop service projects
 - Must participate in the troop fundraising activities
- B)** As a member of a patrol he should participate in all patrol activities such as:
- Help plan patrol menus for camping trips
 - Take turns shopping for food for camping trips
 - Help with patrol duties on camping trips
 - Take part in opening/closing ceremonies for troop meetings and courts of honor
 - Help with patrol duties at meetings, such as setup and cleanup
- C)** When a scout does the shopping for his patrol's food, it is expected that he will do the shopping. He will be given the menu, the shopping list,. He is to buy what is on the list and **ONLY** what's on the list. The Scout must turn in the receipt for the food to the Treasure for reimbursement of the food.
- D)** He must wear his complete uniform to all meetings and activities unless otherwise directed.
- E)** He should bring his handbook, pen and 3 ring binder to all meetings and his handbook on camping trips.

- F)** He should work on his advancement in rank. His goal should be to reach First Class within his first year in the troop.
- G)** He should feel free to ask questions and make suggestions. He should talk to his PL first, then the SPL, and then the SM.
- H)** He must make every effort to attend all meetings and campouts/activities. A number of other activities exist that may present schedule conflicts such as sports, band, and the like. A scout does have the right to participate in a variety of activities and he is encouraged to experience other activities. But he must also realize that Scouting is every bit as much of a commitment on his part as playing on a sports team or other group. Without him, the whole group suffers. It is expected that unless a direct conflict exists, (game/meet/concert is the same night AND time as the scout meeting) that the scout will maintain his commitment to Scouts. If an unavoidable conflict does occur, he is to inform the SM.

4. Advancement

- A)** A scout should study, learn, practice and prepare to be tested on the requirements for each rank.
- B)** The requirements will be signed off in his handbook when he knows or can meet the requirements.
 - Requirements for rank can be signed off by the SM, ASM, or scouts of higher than the rank of the requirement. This is for ranks below 1st Class
 - Requirements for merit badges can only be signed off by approved MB counselors. See Sec 6 for more details.
- C)** It is the Scout's responsibility to keep the Advancement Chairman up to date with respect to his advancement.
 - He should bring his handbook to the Advancement Chairman and ask them to update the record book.
 - If a Scout loses his handbook, the advancement Chairman will sign off the requirements in his new book. If the requirements are not recorded in the Troop Master, the Scout will have to do the requirements again.

D) When all the rank requirements have been met, the scout should ask the SM for a Scoutmaster Conference.

- The SM will only give a SM conference if the Advancement Chair and Troop Master shows that all requirements have been met.
- The purpose of the SM conference is to help the Scout accept the responsibility for his growth in scouting and to establish a positive relationship with the SM that will make this possible. The scout is challenged and helped to set his own goals towards achievement.
- At a SM conference, the SM will discuss the rank requirements the scout has recently completed and his interests in school, home, etc. The Scout will also be asked if he is having a good experience in Scouting and if he has any problems in the troop. Lastly, a review of the next rank requirements will be discussed, and goals will be established by the Scout towards achieving the next rank.

E) After the SM conference, the scout should ask the advancement Chairman to schedule a board of review.

F) As he advances in rank, the scout will hold positions such as PL, QM, , SPL, ASPL, Historian, Chaplain's Aide, OA Representative, Guide, Instructor, Den Chief and Scribe. Holding a position of leadership is a requirement starting with Star rank.

G) A scout will be involved with service projects for rank advancement.

H) The Scout will be recognized for advancement and participation in special events at the Parent Nights.

NOTE: The scout should keep ALL cards received with badges of rank and Merit Badges in a safe place such as a loose-leaf binder. The cards should be placed inside protectors such as used with baseball card collections. This is his only proof that he earned the rank or merit badge.

5. Board of Review

A) The purpose of the board of review is:

- to determine the readiness of the Scout to perform the level of leadership required of the rank being sought.
- to make sure the Scout has done what he was supposed to do for the rank.
- to see how good an experience the Scout is having in the troop.
- to encourage the Scout to progress to the next rank.
- to perform a full dress inspection of the Scout to ensure he correctly reflects full rank and Scout memberships.

NOTE: It is not a re-test of requirements.

B) Boards may occasionally, at the request of the Advancement Chairman, review a Scout who has been at the same rank for a prolonged period of time, or who does not seem to be making any progress in rank. The purpose of these reviews will be:

- to help the Scout identify the obstacles or the reasons for his lack of advancement
- to see what type of experience the Scout is having in Scouts
- to encourage the Scout to progress in rank
- to help the Scout establish his own goals towards reaching the next rank

C) Boards will consist of:

- for Scout : SM or ASM
- for Tenderfoot, Second Class, First Class, Star and Life : 3 -5 members of the Troop Committee
- for Eagle: conducted by the Council Advancement Committee

D) Responsibilities and expectations of a Scout seeking a board of Review:

- request a board of review from the Scoutmaster
- contact the Scoutmaster or Advancement Chair with any questions regarding his review
- present himself in his Class A dress for the review.
- for each increase in rank a Scout is expected to exhibit progressive levels of teamwork, pro-activeness, leadership and general Scout spirit.
- if a Scout at anytime prior to starting a Board of Review believes he is not ready, he may postpone the review. It will be up to the Scout to request a rescheduling of the Board of Review.

6. The Merit Badge Process

- A) The Scout may choose a MB to work on at any time. First he asks the SM for a blue card (MB application). Then he will fill it out and the SM will sign it.
- B) The Scout will ask the Advancement Chairman to see the MB counselor list. He will select a counselor for the MB he will be working on and will write down the phone number and address. It is a good idea to obtain a number of names from the list to assure that a counselor will be available.
- C) The Scout will obtain a current MB book. MB books can be obtained at scouting supply stores. *NOTE:* A few MB books can be obtained through the Troop.
- D) The Scout will contact the MB counselor:
- to get any special instructions for completing requirements
 - to make arrangements to meet with the counselor.
- E) The Scout will continue to meet with the counselor until the MB is complete.

NOTE: An adult must accompany Scouts to ALL meetings with MB counselors. For the protection of the Scout and the counselor DO NOT leave them alone!

- F) Once completed, the Scout will present the blue card signed by the MB counselor to the SM for his second signature.
- G) The Advancement Chairman will record the MB in the Troop Master.

NOTE: A Scout should keep ALL "Applicant Record" sections of his blue cards. They are his only proof that he earned the MB. The Troop does not retain a copy of the blue card for the records. If there is ever a question about a MB during the Eagle Review process and the scout cannot produce a blue card, he may have to redo the requirements of that MB. The scout should keep ALL cards received with Merit Badges in a safe place such as a loose-leaf binder. The cards should be placed inside protectors such as used with baseball card collections.

7. Scout Parent

- A) Be aware of what your Scout should be doing. Refer to this handbook, his Boy Scout Handbook, the Troop calendar (which is issued in September and updated as required), and this Web Site.
- B) Become familiar with the advancement and rank requirement sections of the Boy Scout Handbook.
- C) Become familiar with the Merit Badge process.
- D) Be willing to:
 - Ask questions when you don't know or understand something.
 - Serve on the troop committee. Most jobs do not require special training. Keep in mind that "Many hands make for light work". These positions require logic and a minimal amount of time, yet without them, the boys will get nothing out of Scouting because the program will not exist. Any questions about them can be answered by the Committee Chairperson.
 - Share your hobbies, interests, occupation with the Scouts.
 - Participate in all or as many camping trips and activities as you can.
 - Assist with transportation whether you can attend the event or not.
 - Sit on Boards of Review. As you become more familiar with the system, you will feel more comfortable doing this.
 - Accompany your Scout to meetings with MB counselors.
 - Let your Scout do the food shopping for his patrol when it is his turn. Even though it may be more convenient for you to do it while he is in school or on your way home from work, it is his responsibility. He is to do the shopping and make the related decisions. He will be given the menu, the shopping list, and the money. He is responsible for buying everything on the list. Help with all major fund-raisers.(Especially Old Home Day in June) This is essential to keep your cost to a minimum.

8. The Dues

- A) Troop 18 dues are \$200 a year this pays for all the boys registration, food on camp outs, activity fees, rank, merit badges and position patches.
- B) Discount of \$50 will be given for volunteering for 2 of the 3 major fundraisers. An additional \$50 discount will be given for volunteering for the Old Home Day fundraiser. The current major fundraisers are Old Home Day (June), Pancake Breakfast (December), Knights of Columbus Middle School dance (Fall/Spring) and Spring Spaghetti Dinner.
- C) The Old Home Day event is the most visible, labor intensive and financially rewarding fundraiser. Consequently, all Troop families (adults and scouts), to the best of their ability must participate in some way prior to and/or during the event. Through early pre-arrangement another of the earlier fundraisers can be substituted.
- D) The dues have been broken up into 3 due dates. The first \$50 is due on the first meeting in Oct and the Second \$50 is due the first meeting in February. At the beginning of July if you have not participated fully in the fund raisers you will be expected to pay the balance.
- E) If the dues are not paid by Parents Night the scout will not be presented his earned Rank or Merit badges until the dues are paid.
- F) If for some reason you are not able to pay your dues, talk to the CC. There are ways that the troop can help in times of hardship. Unfortunately these times do happen and your request will be fully confidential.

9. The Troop

- A) Troop 18 is run by the boys. Adult leaders function as advisors and Committee members only. The JLC plans the annual program, all meetings and all activities.
- B) The Troop meets Wednesday nights from 7:00-8:30 PM at the Fish & Game Club. The last Wednesday of the month is reserved for the JLC meeting. Usually only those boys on the JLC attend JLC meetings.

- C)** There is usually at least one event per month (camping, trips, etc.)
- D)** Parents Night are held per year: (November, February, and June). These usually coincide with a Parents Night.
- E)** The Troop Committee usually meets on the second Monday of each month.
- The meetings begin at 7:30PM
 - The meeting usually last between 1 and 1 1/2 hours
 - The meetings are held at the Fish & Game Club
- F)** The first regular Scout meeting is the first Wednesday after schools open, and the last meeting is the 2nd Wednesday in June.
- G)** During the year, if there is no school due to vacation or inclement weather there are NO scouts that evening. The general rule is: "If there's school, there's Scouts".
- H)** Troop Junior Leader Council:
- Elections will be held annually. The SM has final approval on all elected and appointed positions. The procedure followed is:
 1. The SM will appoint the SPL and ASPL.
 2. Each Patrol will vote for their PL
 3. Each newly elected PL will appoint an APL subject to SM approval.
 - All other positions, with the exception of JASM, will be appointed and managed by the SPL subject to SM approval.
 - The SM will make all appointments of JASM
 - Minimum age and rank requirements for SPL, ASPL and PL will be determined by the SM and ASMs.
- I)** Cell / Smart Phone Use:
- A Scout may possess and use a cell phone / smart phone at all scout events (unless directed otherwise by the Scoutmaster or a leader designated by the Scoutmaster), in accordance with the rules of the 'NH Boy Scout Troop 18 Phone Chit'. The wording and content of the Phone Chit, requires approval from the Troop 18 Committee. Should a Scout break a rule, a minimum of one corner of the Phone Chit will be removed, depending on the severity of the event. After the 4th corner is removed, the Phone Chit becomes invalid and the Scout must re-earn the 'Phone Chit'.

NOTE: In order to receive credit for service time in a position of leadership, the Scout must actively participate in a minimum of 80% of the troop and patrol activities during the time of his service including camping trips unless prevented by extenuating circumstances and approved by the SM.

10. Going For Eagle

Once the scout has attained the rank of Life he can start on his Eagle requirements. The Advancement Committee of the Yankee Clipper Council holds a Life Scout Meeting to explain the Eagle Scout requirements and the form to Life Scouts and parents. Contact the Advancement Chairman to arrange for this meeting. The scout doesn't have to wait for high school to do most of the required badges! If he has time in middle school, he should use it! He can even do his Eagle project then. Remember that if the boy is busy in middle school he'll be even busier in high school! The scout should remember the following:

- Try to do things during school vacations, especially the summer! Keep all notes for the Eagle project in a separate folder. Use hand written notes or computer printouts. Do NOT rely on your computer memory or disc alone, you can lose it!
- You do not need to finish all your required merit badges before you do your Eagle project. If you hear about a good project or have the time to do it while you still have some badges remaining - go for the project! Make sure you keep lists and records to write the summary of the project after it is done and WRITE IT! You will not present it until you finish all your required badges (which may take a year or two) and you may forget details unless you write it down!
- When choosing an Eagle project, try to find something that will benefit many in the community (counts towards your success) as well as something that will appeal to the scouts so more will be willing to help you!
- Consult as many people as you can while planning the project. Count the time and list it. As you meet with adults, helpers, advisers, people with suggestions etc. keep a list! (dates and times) - it makes writing the report a lot easier. While preparing, planning and carrying out the project KEEP RECORDS of your time. Fifteen minutes here and there add up to hours. You need the total hours for your written report and scouts who help you need it for their advancement. (Don't forget to report their time to the SM)
- When working on your project you must include photos
- (e.g. before, during the project, as it is carried out, and after) and develop them to the "jumbo" size! Use charts, maps, drawings and other visuals. Colors, neatness and organization makes the report more appealing to the reader and leaves a greater impression

- When asking companies and individuals for donations, keep records of who you speak to! (names, dates and times)
- For any help with donations, etc. write thank you notes . Photocopy them and include them in your written report. When writing the thank you notes make sure you address the responsible person. Find out their name, address, etc.
- Notify as many reporters and newspapers about your project. Whatever is published, collect for your written report.
- Duplicate your written report including photos, drawings, maps, etc. If the original is lost or damaged you will have a record of it. It is also the only way you will have a record of your project as you will not get back the copies that you submit to Council.

11. Camping / Field Trips

- Adults attending campouts require both BSA Youth Protection Training (class or online) and registration with the Boy Scouts of America.
- Under the Scoutmaster or Trip Leader, all adults attending a campout are expected to proactively encourage and guide the boys to further their Scouting skills.
- For logistical or safety reasons, the number of adults accompanying the Scouts may be limited by the Scoutmaster or Committee Chair or trip leader.
- The general rule for a Scout to Adult ratio is 4:1 (with a minimum of 2 adults)
- Special exceptions for other attendees will be determined on a case by case basis by the Scoutmaster and Committee Chair.
- Any scout or adult who has signed-up for a scouting event and who has not been excused by the Committee Chair or Scoutmaster prior to the event. Must reimburse the Troop for any participation fees and food bought associated with said event. Excusable reasons include but are not limited to illness and family emergencies.

12. Troop By-Laws

Please refer to the Troop By-Laws Booklet.
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