

Boy Scouts of America

Troop 230

Chartered by
St. Peter's United Methodist Church
Katy, Texas

Operations Manual

Revised & Approved by committee 12/09/2015

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FOREWARD

This booklet is to be used by new and existing Scouts and parents as the primary source of information, rules, and philosophy by which Troop 230 operates.

The operations manual is to be used as a supplement to the **Guide to Safe Scouting** and the official **BSA Advancement Guide**.

Boy Scout Troop 230, chartered by St. Peter's United Methodist Church in Katy, Texas, holds Troop meetings on Monday evenings from 7:00 to 8:30PM at building H of St. Peter's at 20775 Kingsland Dr. in Katy, Texas.

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Charter Organization

Troop 230 is chartered by St. Peter's United Methodist Church, located at 20775 Kingsland Dr. in Katy, Texas. St. Peter's is the charter organization for Troops 230 and 209 and two Cub Scout Packs. St. Peter's UMC also provides space for Girl Scout Troop meetings. In 2001, St. Peter's was awarded the Mustang District Charter Partnership Award and is the only church in the district that charters two Troops and two Packs. Scouting is an integral part of St. Peter's Children's and Youth Programs and is listed as one of its available activities. Troop 230 meets in the Deren-Huff Scout house at St. Peter's United Methodist Church, shared with Troop 209.

The Boy Scouts of America Program

The goal of scouting is to help enrich the lives of boys and to make a difference in the kind of men they become. Since 1910, it has been the mission of the Boy Scouts of America to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

Scout Oath

On my honor, I will do my best to do my duty to God and my country, and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake, and morally straight.

Scout Law

A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

Aims

Boy Scouts of America (BSA) works towards the following aims:

Moral Strength and Character

his is defined as what the Scout is -his personal qualities, values, and outlook.

Participating Citizenship

Citizenship means dealing with others. A Scout learns about his obligations to other people, society, and to the government that presides over our society.

Development of physical, mental, and emotional fitness

This includes fitness of the body (health), mind (thinking and problem solving), and emotions (self-control, courage, and self-respect).

Methods

To accomplish these three aims, BSA has developed its program using eight methods.

1. Ideals

The ideals of Scouting are spelled out in the Scout Oath, Law, motto, and slogan. The Scout measures himself against these ideals and continually tries to improve.

2. Patrols

The patrol method gives Scouts an experience in group-living and participating citizenship. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it.

3. Outdoors

Boy Scouting is designed to take place outdoors. It is in the outdoors that Scouts share responsibilities and learn to live with each other. It is here that the skills and activities practiced at troop meetings come alive with purpose.

4. Advancement

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

5. Adult Association

Scouts learn from the examples set by their adult leaders. Troop leadership may be male or female and association with adults of high character is encouraged at this stage of a young man's development.

6. Personal Growth

As Scouts plan their activities and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Scouting. Scouts grow as they participate in community service projects and do Good Turns for others. The religious emblems program is also a large part of the personal growth method.

7. Leadership Development

Boy Scouting encourages Scouts to learn and practice leadership skills. Every Scout has the opportunity to participate in both shared leadership and total leadership situations. Understanding the concepts of leadership helps a scout accept the leadership roles of others and guides him toward the citizenship aim of Scouting.

8. Uniform

The uniform makes the Troop visible as a force for good and creates a positive youth image in the community. Wearing the uniform is an action that shows each Scout's commitment to the aims and purpose of Scouting. The uniform gives the Scout identity in a world brotherhood of youth who believe in the same ideals.

Duty to God, Country and Self

The three points of the Scout Oath — *“duty to God and country, duty to self, and duty to others”* — are an active part of the program of the BSA and Troop 230. Each Scout is encouraged to earn the religious award of his faith and is reminded frequently that a Scout is Reverent. Scouts are also encouraged to remain physically active, both through the vigorous Troop outdoors program and through participation in organized sports programs.

Troop 230 pursues an active role in community service with regular Good Turns (service projects) performed for our charter organization and for our community as a whole. Our Scouts will participate with the Troop in group service projects and individual acts of service to their community and others, not only to fulfill requirements for advancement, but also for the sake of giving.

About Troop 230

History

Troop 230 was originally chartered in 1996 by Epiphany Catholic Church on Highland Knolls in Katy, TX starting out with 20 scouts who split off from Troop 209 when its membership reached 125 scouts. The Troop's first Scoutmaster was Mr. David Huff and the Committee Chairperson was Mrs. Sue Rode. Due to the fast growth of the Troop, a decision was made in 1997 to seek a larger meeting location. Rev. Richard Baumann from St. Peter's United Methodist Church and Mr. Ty Gaston, Charter Organization Representative, helped re-charter Troop 230 at St. Peter's in early 1998. In 1999, Troops 230 and 209 jointly proposed the building of a Scout House on St. Peter's property, to the Church Trustees. Construction on the Scout House began in 2002 and it was formally dedicated as the Deren-Huff Scout House in November 2002. Troop 230 is presently home to about 100 active scouts.

Joining Requirements

To become a registered Boy Scout a boy must have completed the fifth grade or have earned the Arrow of Light Award as a Cub Scout, or be between the age of 11 and 18. You do not have to be a member of St. Peter's to join Troop 230.

Registration as New Scout (or Parents of new Scout)

The key steps to register as a new Scout and Scout parent or guardian are as follows:

1. CONTACT

The prospective Scout must contact the **Scoutmaster** or **Committee Chairman** via email through the Troop's website (www.troop230.org) or phone and arrange a Troop visit. This will allow both the Scout and his parents an opportunity to determine whether the Troop 230 program meets their individual needs. It is recommended that prospective Scouts visit several Troops prior to making their final decision. Selecting a Troop to join should ultimately be the boy's decision.

2. MEET

Parents and Scouts are required to meet with the **Scoutmaster** or **Committee Chairman** to review expectations and obligations of the new Scout, parents and the Troop before formally joining the Troop.

3. COMMIT

If the Scout is ready to commit to Troop 230, he and his parents then meet with a representative from the **Membership Committee**, or **Committee Chair** to complete the necessary paperwork:

a. **Scout Registration Form**

b. **Scout Adult Application** (a background check and completion of BSA's Youth Protection Training is mandatory for all Troop Leaders)

c. **Annual Health and Medical Record**. (Parts A and B are required annually; Part C is required for any activity greater than 72 hours or is strenuous in nature.)

d. **Consent to Treat** for both Scout and Parent(s)

e. signed **Camping Policy**

f. signed **Behavior Policy**

4. COMPLETE

All necessary forms listed above should be completed fully and submitted with the appropriate annual fee to the **Committee Chair**.

5. JOIN

The Scout next meets with the **Scoutmaster** and the **Senior Patrol Leader** to determine which patrol he will join. They will also introduce him to the appropriate **Assistant Scoutmasters** and **Troop Guides**.

6. LEAD

The Scout parent(s) meet with the **Troop Committee Chairman** or **Advancement Chairman** to determine where adult leadership position needs exist in the Troop. The parents then meet with the **Adult Training Coordinator** to identify the necessary and appropriate training to be scheduled. To be "Scout-Led" there must be a support structure of trained and committed adult leaders to guide and train the Scouts in their growing duties. **At least one parent or guardian of each Scout is expected to register and assist with the Troop.** Registered parents can serve various roles such as: Scoutmaster, Assistant Scoutmaster, Troop Committee Member, and/or Merit Badge Counselor. **All adult leaders must be registered with the BSA and complete YPT prior to any contact with the Scouts.**

Annual Health & Medical Record Forms

Safety is the number one concern for all involved in the BSA program. The AHMR serves many purposes. Completing a health history promotes health awareness, collects necessary data, and

provides medical professionals critical information needed to treat a patient in the event of an illness or injury. It also provides emergency contact information.

Poor health and/or lack of awareness of risk factors have led to disabling injuries, illnesses, and even fatalities. Because we care about our participants' health and safety, the Boy Scouts of America has produced and required the use of standardized health and medical information since at least the 1930s.

The medical record is used to prepare for high-adventure activities and increased physical activity. In some cases, it is used to review participants' readiness for gatherings like the national Scout jamboree and other specialized activities.

Because many states regulate the camping industry, this Annual Health and Medical Record also serves as a tool that enables councils to operate day and resident camps and adhere to state and BSA requirements. The Boy Scouts of America Annual Health and Medical Record provides a standardized mechanism that can be used by members in all 50 states.

Part A and B Health Form

All participants in all Scouting activities complete Part A and Part B. Give the completed forms to the Health Forms Coordinator. This applies to all activities, day camps, local tours, and weekend camping trips less than 72 hours. Update at least annually.

Part A is an informed consent, release agreement, and authorization that needs to be signed by every participant (or a parent and/or legal guardian for all youth under 18).

Part B is general information and a health history.

Part C Health Form

Physical exam by licensed medical professional

Part C is a pre-participation physical required for resident, tour, or trek camps or for any Scouting event of more than 72 hours, such as Wood Badge and NYLT. The exam must be completed by a certified and licensed physician (MD, DO), nurse practitioner, or physician assistant. If your camp has provided you with any supplemental risk information, or if your plans include attending one of the four national high-adventure

bases, share the venue's risk advisory with your medical provider when you are having your physical exam.

BSA high adventure camps

Each of the four national high-adventure bases has provided a supplemental risk advisory that explains in greater detail some of the risks inherent in that program. All high-adventure participants must read and share this information with their medical providers during their pre-participation physicals. Additional information regarding high-adventure activities may be obtained directly from the venue or your local council.

Prescription Medication

Taking prescription medication is the responsibility of the individual taking the medication and/or that individual's parent or guardian. A leader, after obtaining all the necessary information, can agree to accept the responsibility of making sure a youth takes the necessary medication at the appropriate time, but the BSA does not mandate or necessarily encourage the leader to do so.

Additional standards and policies regarding administration of medication may be in place at specific BSA camps. If state laws are more limiting than camp policies, they must be followed. The AHMR also allows for a parent or guardian to authorize the administration of nonprescription medication to a youth by a camp health officer or unit leader, including any noted exceptions.

Fees

The Troop is required to re-charter with the BSA's Sam Houston Area Council (SHAC) once a year in December. All members of the Troop are required to register for the coming year at re-charter time. The Troop Committee collects annual dues in preparation for December re-charter. Fees for Scouts new to the Troop are collected at the time the Scout joins the Troop.

Troop 230 Annual Membership Fee for Scouts is set by the committee. This annual fee covers only a portion of the total costs associated with providing a quality scout experience for our sons. Each scout (and scout family) is **STRONGLY ENCOURAGED** to participate in at least one of the Troop 230 primary fundraising projects – Flags Across America or the annual Council popcorn sales drive. This not only helps the Troop and Council, but also provides our Scouts with the opportunity to self-fund all of their personal scouting expenses. This is a great method for demonstrating the “Thrifty” portion of the Scout Law.

Advancement Philosophy

The Troop 230 philosophy toward advancement is to provide the opportunities and encouragement for a Scout to achieve the appropriate rank advancements at a reasonable pace. The goal is to offer the boys a fun, yet challenging experience that provides exposure to a variety of life-skills. It is not the intent of the Troop 230 to guarantee that every Scout will achieve the rank of Eagle. This is a personal decision by the Scout. He alone must decide whether the additional time and energy necessary to acquire the additional skills and demonstrate the leadership capabilities necessary to achieve the highest Scouting rank is a worthy goal. If he is prepared to make this commitment, the Troop will assist through numerous opportunities within the Troop, District, Council and National BSA.

Troop Expectations – Youth

Active Membership

Troop 230 abides by BSA National definition of active.

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

1. Registered in his unit (registration fees are current), AND
2. The Scout is in good standing. He has not been dismissed from his unit for disciplinary reasons and is in good standing with the local council and Boy Scouts of America, AND
3. The Scout meets the unit's reasonable expectations. For Troop 230, reasonable expectations are defined as at least 50% participation in all of the following activities
 - Scheduled Troop monthly campouts
 - Scheduled Troop Meetings
 - Other Troop Activities (service projects, Eagle projects, etc.)

Advancement

The ranks of Scouting are Scout, Tenderfoot, Second Class, First Class, Star, Life, and Eagle. The requirements for these ranks are described in the Boy Scout Handbook.

The ranks up to First Class involve learning various skills and the ranks above First Class focus on demonstrating leadership skills, charitably serving others, and earning merit badges. Each Scout's progress is recorded in his personal copy of the Boy Scout Handbook. Troop 230 considers the Boy Scout Handbook to be the definitive record of a Scout's advancement.

Although the initiative for advancement should come from the Scout, with assistance from the Scoutmaster and other adult leaders, it is especially vital that the Scout's parents take an active interest in their son's advancement. It has been noted that parents who "don't care" produce Scouts that "don't care".

Advancement is a four-step process:

1. LEARNING

The Scout first studies the requirements either on his own or in a skills session class held periodically by the troop, at Summer Camp, or Winter Camp

2. TESTING

The Scout must show the Assistant Scoutmaster that he has passed all the requirements

3. REVIEW

The Scout then asks an Assistant Scoutmaster or Troop Guide to work with him on fulfilling the requirements.

Upon completion of all requirements for rank advancement, the Scout has a Scoutmaster Conference with the Scoutmaster or an Assistant Scoutmaster to discuss Scout Spirit, review rank requirements, set advancement goals, and prepare for the Board of Review. Parents may not sign-off for their son as a Scoutmaster or Assistant Scoutmaster.

4. RECOGNITION

Upon successful completion of a Board of Review, the Scout will have successfully advanced to the next rank, and will be awarded his rank badge at the next available opportunity meetings. Additionally, all advancements for a given yearly session will be commemorated and recognized at Court of Honor Ceremony scheduled at the end of that yearly session.

Review Process

It is the Scout's responsibility to schedule a Scoutmaster Conference and Board of Review when he has completed the requirements for rank advancement.

Scoutmaster Conference

BEFORE requesting a Scoutmaster Conference, the Scout should contact an Advancement Committee member to make sure participation, merit badge, and Leadership Position requirements have been completed AND properly documented and recorded.

The Scoutmaster of the troop conducts all Life and Eagle conferences.

For other ranks, the Scoutmaster or an assigned Assistant Scoutmaster for that Scout's Patrol will conduct the conference. The Scout should contact the Scoutmaster or Patrol ASM via phone, email or in person scheduling.

For the rank of Life and Eagle the scout is required to wear a Class A uniform. For ranks below Life, a scout may wear either a Class A or AB uniform. The Scout must have his Boy Scout Handbook and show up on time and prepared for the Scoutmaster Conference.

Board of Review

After successfully completing a Scoutmaster Conference, the Scout should ask an Advancement Committee member for a Board of Review appointment. They will assign a time and location. For the rank of Life and Eagle the scout is required to wear a Class A uniform. For ranks below Life, a scout may wear either a Class A or AB uniform. The scout should bring his Boy Scout Handbook, any documents requested by the Scoutmaster or BOR coordinator, as well as show up on time and be well prepared for his Board of Review.

Announcements and presentation of completion of rank will be made at the earliest Troop meeting possible (Recognition). Scouts are recognized again at a formal ceremony called the Troop Court of Honor, where the troop recognizes rank advancements and presents merit badges and special awards. Families are encouraged to attend all of the Courts of Honor.

Conduct

Appropriate conduct is essential for our Scouts to obtain significant benefits from the Scouting program. Each Scout is expected to participate in the planned activities, to conduct himself so that he does not cause a disturbance or interfere with other Scout's participation in the activities, and to obey the youth and adult leaders. The Scout Law provides very specific guidelines of how Scouts are expected to behave. Troop parents have expressed a desire to participate in any corrective actions needed in their son's conduct.

Should a Scout engage in unacceptable behavior, his parents will be notified and are expected to reinforce the necessary corrections. A Scoutmaster will first counsel the Scout and he will be reminded that upon joining, he agreed to live by the Scout Oath and Law. If the behavior is not corrected but instead continues, the Scout will be brought before a Board of Review. He will be reminded again to live by the Scout Oath and Law. He will also be warned that the next time his behavior is a problem, he will phone his parents to either accompany him for the remainder of the activity or take him home.

If necessary, after the third occurrence of a problem, his parents will be required to accompany the Scout to any future Troop functions, until the Scoutmaster feels the problem is resolved.

Leadership

Rank advancement requires a scout to serve actively in a position of responsibility for a minimum period of time, e.g., 4 months for Star, 6 months for Life, etc. In order to maintain relationships required to be effective in the positions of responsibility, Scouts must actively participate with their Patrol and Troop.

Participation

Troop 230 defines active participation as follows:

Annually participating in Troop Leadership Training (TLT)

1. Participate in at least 50 % of scheduled Troop Meetings and
2. Participate in at least 50 % of scheduled Troop Campouts
3. Participate in at least 50% of Troop Activities (Patrol meetings, Eagle projects, Eagle Courts of Honor, service projects, or other special events.)

It is during these activities that Scouts interact with, learn from, and teach other Scouts. Exceptions to this guideline may only be made by the Scoutmaster, subject to appropriate mitigating circumstances. When a Scout does not actively participate in these activities, it affects the functioning of his Patrol and of the Troop as a whole and he misses opportunities to demonstrate leadership.

The scout must also meet the specific requirements for the position of responsibility he holds. Progress on requirements is tracked by the **Troop 230 Monthly Leadership Report**. [The form can be found on Troop 230 website] **It is the scout's responsibility to complete the report on a monthly basis, acquire signature from the designated Assistant Scoutmaster signature and turn the completed report into the Advancement Chairperson each month.** The monthly

Leadership Reports will be reviewed as part of the Board of Review for Star, Life and Eagle Board of Reviews.

A scout's Monthly Leadership Report will be rejected if it is either incomplete, his attendance does not meet the position's requirements or his leadership activities do not fulfill the position's specific requirements. If the report is rejected, the reasons for rejecting the report will be discussed with the scout by his Assistant Scoutmaster and both will sign the report to acknowledge their discussion. The scout will be given a photocopy of the rejected report. The scout has the option of completing a new Monthly Leadership Report to replace the rejected report.

Service Hours

Troop 230 prefers the scouts to complete service hours for rank advancement with the troop. The troop has at least two service projects each year, service activities on camp outs, and multiple Eagle Projects. These events provide an opportunity for our adults to observe the scouts in action.

We want the adults to be familiar with the scouts so we have specific examples to talk about during scoutmaster conferences and boards of review. This is one of the opportunities where we get a chance to observe how well scouts apply scout spirit.

If a scout wishes to earn additional service hours outside the troop opportunities, they will count as "Other Service Hours" in TroopMaster.

To receive rank advancement credit for service hours completed outside Troop events, the scout should follow the following process:

1. The scout needs to get the service approved by an ASM before the event. To prepare for this meeting with the ASM, the scout should document the intended service noting place, anticipated time, date, specific activities and who benefit from the service. During the initial visit with the ASM the discussion should be around why the scout can't earn service hours at troop activities, who will benefit from the service, and what opportunities the scout will have to model proper Scouting behavior at the event.
2. The scout should wear a BSA uniform (class A or B) during the service and have an adult at the event sign the document from the meeting with the ASM.
3. After the event, the scout meets a second time with the ASM to talk about how it went.
4. The ASM then signs the paper previously signed by the adult at the event.

5. The scout turns it into the advancement window for credit.

When scouts earn service hours for merit badges and other specific awards (50 miler, Texas Award, etc), the service hours will not also count for rank advancement. The service hours will be recorded as Other Service Hours on the scout's individual history in TroopMaster.

Merit Badges

There are more than 100 merit badges that can be earned by a Scout. Some merit badges are required for advancement above the First Class rank while others are electives and are chosen by the Scout because of personal interest. There are many opportunities for Scouts to work on their merit badges. In addition to opportunities provided by or through SHAC and Summer or Winter Camps, the Troop holds two series of merit badge sessions each year. Even though many merit badge classes are taught at Summer and Winter Camps, the Scout is encouraged to earn some of his merit badges while working with a Merit Badge Counselor and a Scout-buddy in a non-camp setting. Refer to the merit badge section of the Troop Website for further details concerning merit badge opportunities.

The merit badge "blue card" provides a record of the work completed on each merit badge. The blue card is the official record and it is very important that the Scout gets the blue card completed properly and keeps it in a safe place. A copy of the actual blue card may be required when submitting the paper work for the rank of Eagle.

The steps that a Scout needs to follow prior to complete a merit badge are as follows:

1. Get a merit badge blue card and fill it out where appropriate.
2. Get the Scoutmaster or an Assistant Scoutmaster (authorized to sign blue cards) to approve work on the merit badge prior to starting work on that merit badge.
3. Complete the requirements and get the Merit Badge Counselor to sign the blue card. The counselor should tear off his portion of the blue card and return the other two portions to the Scout.
4. The Scout gets the Scoutmaster or an Assistant Scoutmaster (authorized to sign blue cards) to sign the blue card confirming completion of the merit badge.
5. The Scout gives the blue card to the Advancement Coordinator or Merit Badge Coordinator who will make sure that the blue card is completely filled out.
6. The Advancement Coordinator/Merit Badge Coordinator will tear apart the remaining two portions of the card and give one to the Scout and keep the other until the actual merit badge is presented to the Scout at a Court of Honor.

Uniforms

Classes of Uniform for all Scouts and Scout Leaders are as follow:

Class A

The formal, full dress official Boy Scout uniform, to be worn at Courts of Honor and other formal scout functions as designated by the Patrol Leaders Council.

Class A consists of closed toe shoes (no sandals or flip flops), BSA pants or shorts (not jeans), Class “A” shirt, BSA socks, belt, merit badge sash or Order of the Arrow (OA) sash as applicable.

Troop 230 does not require a scout to wear a hat. If a scout desires to wear a cap, it should be a BSA-badged cap.

The Eagle Neckerchief may be worn, as applicable. Proper insignia and patches should be correctly worn on the uniform.

Class AB

A more relaxed variant which be worn by all Scouts, Scoutmasters, and Assistant Scoutmasters to the Troop meetings and during transportation (to and from outings). In addition, the **Class AB** uniform is required at Boards of Review and Scoutmaster Conferences, daily flag ceremonies at all campouts and other special functions.

Full-dress BSA shirt with the proper insignia and patches correctly sewn on the uniform, official scout belt, with pants or shorts or blue jeans, and close-toed shoes. Note: Regulation uniform long or short stockings must be worn if BSA pants or shorts are worn.

Class B

Informal Boy Scout uniform for use at campouts after travel and work projects or other activities requiring physical activity. BSA long or short pants, blue jeans, or solid color shorts are worn with a Troop 230 tee shirt. Headgear is optional, but if worn, only BSA, the official Troop 230 Hat, or a scoutmaster approved hat is permissible (no hats with logos other than BSA are permitted). BSA long or short socks should be worn with BSA shorts. Close-toed shoes are generally recommended for safety.

Fundraising

Fundraisers provide all Scouts the opportunity to assist the Troop, Council, and themselves financially by earning money that is deposited in their individual Scout Accounts. Troop 230 STRONGLY ENCOURAGES all Scouts to participate in fundraising activities (see Fees and Troop Finances).

Training

Scouting takes pride in giving its youth members unique leadership opportunities and training. Troop Leadership Training (TLT) is provided just prior or shortly after each election by the Troop. Troop 230 encourages all Scouts to take TLT. The Troop Scoutmaster has the discretion to request all troop members to attend TLT as he or she deems necessary. National Youth Leadership Training (NYLT) is offered through the Sam Houston Area Council for scouts who have completed JLT. National Advanced Youth Leader Experience (NAYLE) is available at Philmont Training Center for scouts who successfully complete NYLT. Information about training opportunities can be reached through the Troop or Council websites.

Troop Expectations - Adult

Conduct

Adults are expected to model the principles of the Scout Oath and Law and to abide by Guide to Safe Scouting. BSA guidelines ban all tobacco use around youth. Adults are role models. In order to accommodate those adults who cannot totally refrain from smoking, BSA camps do have designated smoking areas well away from the Scouts. In other non-BSA camping areas, it is appropriate for adults to remove themselves from the sight of the Scouts when smoking. Alcohol or illegal drugs are **never** acceptable at a Scout function — no how, no where, no exceptions.

Youth Protection Training

Youth Protection Training (YPT) is a nationally required training program for all adults registered in Scouting. This program explains how to protect both adults and youth from exposure to adult-youth, youth-youth, and adult-adult situations that do not provide positive reinforcement to the Scout Oath and Law. The program covers child abuse, volunteer leadership selection, policies and procedures to follow, and proper reporting. St. Peter's UMC requires any adults that have contact with youth participate in YPT every other year. A copy of the class completion card should be filed with the Troop Advancement Coordinator.

ONLINE YPT REQUIREMENT EVERY TWO YEARS

CLASSROOM YPT OFFER BY TEXAS SKIES DISTRICT: A REQUIREMENT FOR
SUMMER AND WINTER CAMPS IN TEXAS

Additional Training

ADULTS: ONLINE TRAINING AVAILABLE FOR THOSE IN SERVING IN COMMITTEE
OR ASSISTANT SCOUTMASTERS

ADULTS PARTICIPATING IN *HIGH ADVENTURE CAMPING*, CLASSROOM TRAINING IN
WILDERNESS SURVIVAL AND WILDERNESS FIRST AID.

ADULT EXPECTATIONS

TWO DEEP LEADERSHIP AND NO-ONE ONE CONTACT BETWEEN ADULT AND
SCOUT INCLUDING DIGITAL COMMUNICATION.

Uniforms

Adult leaders are expected to serve as role models and to follow the same uniform guidelines as
the Scouts.

Responsibilities

Clearly, many active adults are required to ensure that a Troop has the kind of high quality
program desired. All parents are expected to help with tasks that must be done by adults. At least
one parent from each family is expected to register as either an Assistant Scoutmaster or a
Committee Member. From these base positions, adults can serve the troop by providing
supervision on outings, driving to and from outings, serving as Merit Badge Counselors,
supervising fund raising and service projects, bringing something interesting for a meeting
program, etc. No matter what his/her interests and aptitudes, every parent can contribute
something to make the Scouting experience more beneficial for all our sons. There is a list of
activities requiring adult coordination or supervision within the Troop Organization - Adult
section.

Campouts provide many special opportunities for both Scouts and their parents. A minimum of
three adults and a ratio of one adult for every five Scouts must be present at all campouts.
Parents should appreciate these opportunities to spend some quality time with their sons and his
friends. Most parents have as much fun as the Scouts on these outings.

All parents should attend the Parent Meetings and generally get involved with the Troop. They may contact the Committee Chairman or one of the Scoutmasters to find out about needs or to express interest in a particular area. Parents should review the Troop calendar (found at www.troop230.org) for schedule changes, deadlines for registration, and additional activities in which they can participate.

Families are strongly encouraged to attend Courts of Honor for fellow Troop members, as well as any other family activities held by the Troop. As parents, you should understand how Boy Scouting works and help your son to achieve his goals.

If you have any questions, you should talk to any adult leader or, better yet, come to the next meeting or outing. Remember that the biggest cause for Scouts not advancing in the organization is the lack of parent interest.

Training

Numerous training opportunities are available for adults. Some of these are listed in the Troop Organization - Adult section.

Troop Organization — Youth

Patrols

*“The Patrol System is not one method in which Scouting for boys can be carried on. It is the **only** method.”*

—Lord Baden-Powell, Scouting's founder

A patrol is a group of Scouts who belong to a troop and who are probably similar in age, development, and interests. The patrol method allows Scouts to interact in a small group outside the larger troop context, working together as a team and sharing the responsibility of making their patrol a success. A patrol takes pride in its identity and the members strive to make their patrol the best it can be. Patrols will sometimes join with other patrols to learn skills and complete advancement requirements. At other times they will compete against those same patrols

in Scout skills and athletic competitions. Patrol size depends upon the troop's enrollment and the needs of its members.

New Scout Patrols

New-Scout Patrols are for 11-year-old Scouts who have recently joined the Troop and are together for the first year in the troop. At least one older, experienced Scout is assigned as a Troop Guide to help the New-Scout Patrol through the challenges of their first year. An experienced Assistant Scoutmaster will also assist the new-Scout patrol to ensure that each Scout has every opportunity to succeed right from the start.

Regular Scout Patrols

Regular Patrols are made up of Scouts who have been in Scouting for at least one (1) year. Troop 230 assumes that these Scouts are comfortable with their Patrol and Troop 230 operations and are well-versed in Scouting's basic skills (e.g. camping, group activities, etc.). An experienced Assistant Scoutmaster will be assigned to assist Regular Patrols conduct patrol business, learn more about Scouting, and address other patrol needs.

Elected Officers

Troop 230 elects the following troop positions:

- Senior Patrol Leader (SPL)
- Assistant Senior Patrol Leader(s) (ASPL)
- Troop Guide(s)
- Troop Quartermaster(s) including the Flag Quartermaster
- Troop Scribe(s)
- Troop Historian
- Troop Librarian
- Troop Bugler

• others deemed necessary by the Troop 230 Scoutmaster. Patrols elect Patrol Leader, Assistant Patrol Leader, and Patrol Quartermaster. Troop elections are held every six months. A Scout may not hold the same office for more than two consecutive terms unless no other Scout is eligible for the office. A Scout must be at least Star rank to be SPL and must be at least First Class rank to be a PL in a Regular Patrol.

Appointed Officers

The Senior Patrol Leader and Scoutmaster may appoint a number of officers after consulting with the appropriate adult leaders. These appointed positions can include Assistant Senior Patrol Leader, Scribe, Quartermaster, Librarian, Webmaster, Troop Guide, Instructor, Historian, Chaplain Aid, and Bugler. These appointments are primarily based on Troop 230 needs, but may also be based on a given Scout's interest, ability, participation in Troop activities, and advancement needs. Likewise, each Patrol Leader may appoint additional Assistant Patrol Leader(s) and Patrol Quartermaster(s) as well as additional positions based on Patrol needs.

Responsibilities of Officers

Troop 230 is a Scout-Led Troop. Adult leaders provide guidance, counseling and advice on how Scouts can improve operations or correct problems. Written job descriptions are available for all positions either on the Troop 230 website (www.troop230.org) or from the Troop Scribes during Troop meetings. Job descriptions should be the first reference for Troop and Patrol leaders regarding their responsibilities.

Regular attendance at Troop meetings and activities is required so that elected and appointed Troop and Patrol leaders can fulfill the responsibilities. If an officer cannot be present at a function he is to delegate his duties to his assistant (e.g. Assistant Senior Patrol Leader or Assistant Patrol Leader) or another Scout to ensure those duties are accomplished. However, this does not relieve him of the planning, organizational, or any other responsibilities associated with his office.

Patrol Meetings

Troop 230 Troop meeting agendas typically provide some time for New Scout Patrols and Regular Patrols to gather for planning and communications. Occasionally, Patrol time at Troop meetings will be activity based. Those occasions will be planned at the Patrol Leader Council (PLC-see below) meeting ahead of the Troop meeting in question.

Troop 230 also encourages patrols to also meet outside the Troop meeting as venues to accomplish more Patrol based tasks (e.g. organizing patrol camping gear, working on merit badges or NOVA activities, and more robust Patrol planning activities). Patrol meetings may be held at any time and place as long as two registered adults are present. Patrols desiring to meet at the Deren-Huff Scout House should be scheduled on the Deren-Huff Scout House calendar.

Patrol Activities

Most patrol activities take place within the framework of the Troop. However, patrols may also conduct day hikes and service projects independent of the Troop, as long as they follow these three rules:

- the Scoutmaster approves the activity before it happens
- at least two registered adults participate in the activity
- the patrol activity does not interfere with any scheduled Troop function

The Patrol Leaders' Council

The Patrol Leaders' Council (PLC) is made up of the SPL, who presides over the meetings, the Assistant Senior Patrol Leader(s), Patrol Leaders, and the Troop Guides. The PLC plans the yearly Troop Program and meets monthly to fine-tune the plans for the upcoming month's activities and Troop meetings.

Troop Organization — Adult

The basic pieces of the adult portion of the troop organization are the Charter Organization, Troop Committee, and the Scoutmaster and Assistant Scoutmasters. The Charter Organization is the owner and operator of the official charter from the Boy Scouts of America. St. Peter's United Methodist Church is the Charter Organization for Troop 230. St. Peter's provides a Charter Organization Representative who helps oversee and approve Troop membership and helps coordinate the availability of facilities.

Registered adults are either members the Troop Committee or Scoutmaster and Assistant Scoutmasters.

The Troop Committee approves Troop leadership, activities, and financing and is responsible to the Charter Organization. The Troop Committee assures that the Troop has the necessary resources to deliver the BSA program. Troop Committee members also have the responsibility of signing off on advancements.

The Scoutmaster's job is to train the boy leaders of the Troop to run the Troop. The Scoutmaster and Assistant Scoutmasters deliver the BSA program, teaching the Scouts skills and testing and signing off on their knowledge.

Troop Committee

The Committee is made up of the adults who have registered with the BSA and is led by the Committee Chairman. The committee's primary responsibilities are supporting the Scoutmaster in delivering a quality troop program and handling troop administration. Key functions of the Troop Committee are finances, facilities, advancement and membership administration, transportation, and communications with the Charter Organization and BSA personnel.

The Committee meets once a month or at special meetings when required. The committee members seek to fill all needed positions subject to volunteers available. Potential Troop Committee positions reporting to the Committee Chairman are as follows:

- Treasurer
- Membership and Advancement Committee
- Troop Record Administrator/Recharter Representative
- Webmaster
- Popcorn Kernal
- Flag Accountant
- Merit Badge Coordinator
- Summer Camp Coordinators (2)
- Winter Camp Coordinator
- Webelos-to-Scout Transition Coordinator
- Adult Training Coordinator
- Charter Organization Representative
- Troop Communications Coordinator
- Webmaster
- Scout House Maintenance/Scheduling Building Committee Coordinator
- Health & Safety Coordinator
- Life to Eagle Coordinator
- Hospitality Coordinator

REQUIRED Training for Troop Committee Members

- Youth Protection Training (YPT) – **Required** of all registered Adults
- Fast Start Training
- This Is Scouting
- Troop Committee Challenge

Scoutmaster & Asst Scoutmasters

The Scoutmaster and Assistant Scoutmasters work with the Scouts who run the program.

Assistant Scoutmaster positions reporting to the Scoutmaster:

- Patrol Advisor (one for each patrol)
- Venture Patrol Assistant Scoutmaster
- Troop Guide Coordinator
- PLC Advisor
- Troop Chaplain
- Youth Training Coordinator
- Instructor Coordinator
- Den Chief Coordinator
- New Scout Transition Leader
- Scribe Advisor
- Librarian Advisor
- Historian Advisor
- Quartermasters
 - Troop QM
 - Hi-Adventure QM
 - Flag QM

Training for Scoutmaster & Asst Scoutmaster

REQUIRED Training for SM / Asst SM

- Youth Protection Training (YPT) – Required of all registered Adults
- Fast Start Training
- This is Scouting
- Scoutmaster and Assistant Scoutmaster Leader Specific Training
- Introduction to Outdoor Leader Skills (IOLS)

Additional (Optional) Recommended Training for SM / Asst SM

- CPR/AED
- Weather Hazards
- Trek Safely
- Physical Wellness
- Safe Swim Defense

- Safety Afloat
- Flat Water Certification
- White Water Certification
- Woodbadge
- Climb on Safely
- Wilderness First Aid

Merit Badge Counselors

Adult Merit Badge Counselors are required to register with BSA for each badge they wish to counsel. They should follow the guidelines and procedures presented in the BSA pamphlet entitled "Merit Badge Counseling" (no.6517). Parents are requested to investigate which merit badges are offered and volunteer to be a counselor. Merit Badge Counselors are very important for the Troop to provide a varied and interesting program to the Scouts. The Troop prefers that a parent not serve as their own son's Merit Badge Counselor. However, it is allowed as long as the following are met:

- the parent is registered with BSA to counsel that merit badge
- the merit badge is publicly offered to other Scouts
- all work sessions for the badge are available to other Scouts working on it

Troop Activities

The Troop's calendar of activities runs from September to August of the following year. The calendar can be found on the Troop's website (www.troop230.org) and includes the dates of the Troop activities, Troop Committee and Troop Scoutmaster meetings, US flag display dates, as well as other important Scouting dates. The Troop Committee approves the Troop calendar. Troop activities consist of Program Planning, Troop and Patrol meetings, Outdoor Activities, Service Projects, and Fundraising. Scouts must actively participate in all of these activities in order to derive the maximum benefit from Scouting.

Program Planning

Each spring, in preparation for updating the calendar, the PLC provides all scouts in the troop an opportunity to participate in the nomination of monthly Outdoor Activities. Using these ideas, the SPL presents the ideas to the Troop Committee for approval. Dates for the activities are selected and approved by the Troop Committee, considering the ideas from the scouts, KISD school schedule, and events sponsored by the district and council.

Troop Meetings

Troop meetings are held on Monday night from 7:00 to approximately 8:30 PM at the Deren-Huff Scout House located at 20775 Kingsland Dr. in Katy, Texas, adjacent to St. Peter's United Methodist Church. The SPL, with the help of his Assistant Senior Patrol Leaders (ASPL) and the PLC, is responsible for organizing and running the meetings.

The typical Troop meeting format includes an opening flag ceremony, opening prayer, time for a meeting of the entire Troop, that night's program, and closing ceremonies and prayer.

The weekly program might include Patrol meetings to plan an upcoming event, skill, development, advancement, inter-patrol competition or games. At the end of each meeting, the Troop normally comes back together for rank advancement recognition, a Scoutmaster minute and the closing flag ceremony. Time is also allowed for setting up the room prior to the meeting and restoring the room to its initial condition at the end of the meeting.

Approximately every four months, the Troop holds a Court of Honor in place of its normal weekly Troop meeting to recognize Scouts that have advanced in rank or have earned a merit badge or other recognition. Parents of Scouts and relatives are invited to attend a Court of Honor. Parents of Scouts and visitors are always welcome to attend all Troop meetings. Adults having side conversations during the meeting are asked to use conference rooms or the garage in order not to disrupt or distract from the meeting.

Outdoor Program

Troop 230 has an active outdoor program designed to meet the demands of our Scouts. The Troop strives to have an outdoor activity every month that normally includes one to two nights of camping. Activities at these outings include skill sessions, rank advancement, or merit badge sessions. Most campouts will also include a service project.

Planning and communications for campouts starts weeks before it is to happen. Scouts are expected to sign-up for the activity at Troop meetings, or through the online sign up website, at least two weeks before the activity takes place. Each patrol plans its meals, and makes a duty roster and gets them approved by the Assistant Scoutmaster assigned to that patrol at a Troop meeting prior to the campout.

One Patrol member is assigned the job of Grubmaster, who is responsible for buying and packing his Patrol's food. The Patrol Leader assigns the job of being a Grubmaster on a rotating basis or to fulfill advancement requirements. The Grubmaster receives a cash advance from Scouts going on the campout of \$15 each. All Scouts attending, share in the cost of the Patrol's food. Any Patrol member who signs-up for a campout and cancels after food and supplies have been purchased is required to pay his share of the costs.

Some of the troop's outdoor programs require a fee to be paid to the organization or event we will be attending. Any extra fees associated to the event will be communicated in advance. If a scout signs-up for an activity and cancels after the time has passed for to receive reimbursement, will be required to pay the full amount of the activity.

To foster patrol and troop spirit and to increase the opportunity for scouts to cook and be in service to the camp sites Troop 230 utilizes, ALL scouts should be in attendance for the following campout events:

- A. Arrival at the scout house 30 minutes prior to the scheduled departure time to load the troop trailer. ("A Scout is helpful.")
- B. Hot breakfasts, cooked by each patrol using its own patrol box equipment, unless specific camp planning in advance contravenes the requirement (e.g. canoeing);
- C. Vespers service ("A Scout is reverent.")
- D. Camp clean up ("A Scout is helpful.")
- E. Attendance check and dismissal by 10:30 a.m. ("A scout is Obedient.")
- F. Unloading trailer upon return to scout house ("A Scout is helpful.")

Early Departure

In the event circumstances require any scout an early departure from a campout, the scout is to get approval in advance through the Senior Patrol Leader and organizing Assistant Scoutmaster. Written approval is encouraged to avoid misunderstandings on the departure day. Scouts departing early or arriving late should also recognize their actions may result in additional work for others in the patrol and troop, and are encouraged to offer additional service or actions with their request for early departure to demonstrate their commitment to the troop and respect of their fellow scouts. No scout is allowed to depart a campout early or not assist with unloading and cleaning of the troop trailer more than twice during a scout year. The troop and patrol methods require full participation in order to develop strong character and patrol teaming.

Prohibited Items

Scouts are not permitted to bring sheath knives, flammable liquids (except as specified by SHAC), fireworks, firearms, slingshots, cell phones, MP3 players, or electronic games on campouts or any other Scout function. Soft drinks are only permitted in the vehicles transporting the Scouts to and from outings, and should not be part of the patrol menu. Matches, folding blade knives, axes, and hatchets can only be brought and used at appropriate outings by Scouts who have earned and carry the appropriate Totin' and Fireman Chits.

Adult Campers

Registered adults in Troop 230 are welcome to attend any of the monthly campouts. In order to attend, the adults will need to have current **Youth Protection Training** and have signed up for the activity. Adults typically take turns cooking, eat and tent together, and are responsible for their own camping and personal gear. The Troop provides adult cooking equipment, but the cost of the food is the responsibility of the adults attending.

Equipment

A Scout will need some personal camping equipment in order to participate in the Troop's active outdoor program. While the total cost may seem high, the equipment may be purchased over a period of time. If you have any particular questions about equipment, please talk to one of the adult leaders.

The following camping equipment list is recommended for monthly Troop camp outs.

- Sleeping bag (cold temperature range from 25–75°F)
- Sleeping pad
- Eating kit (plate or bowl, cup, fork, spoon and knife)
- Rain suit (water-resistant)
- Two-quart water bottle or canteen (w/ strap or hanger, recommended)
- Flashlight (w/ spare set of batteries)
- Personal first aid kit (put together by the Scout from items at home)
 - NOTE: **requirement** for Tenderfoot rank advancement
- Toiletry kit (bug repellent, sunscreen, toothbrush/paste, deodorant, soap, towel, TP)

Other campout-specific items which might be recommended may include the following.

- Daypack
- Pocketknife (NO SHEATH KNIVES)
- Compass

- Emergency blanket

Label each item with the Scout's name. The Scout Handbook has more information about the items listed above. The Scout Handbook also contains a checklist of personal equipment, clothing and camping equipment that should be packed for each campout. The Troop also owns and maintains equipment that patrols use during campouts.

See **Troop Equipment** and **Tent Guidelines and Procedures** for a list of Troop or patrol equipment.

Long Term Camping

The goal of Troop 230 is to attend a fun and well-run weeklong Summer Camp every year. Each fall, the Troop Committee selects a number of camps in the US based on interviews with the camp staff, recommendations of other adult leaders, how the camp fits our Troop's needs, its cost, and its location. The final selection is left to the PLC and Scouts in the Troop.

BSA statistics show that Scouts who attend Summer Camp are more likely to remain in Boy Scouts and advance to the rank of Eagle than non-attendees. Many Scouts consider Summer Camp the highlight of the year and for many it's an experience that they remember the rest of their lives. Summer Camp programs vary but most include rank advancement for the younger scouts, opportunities to work on many different and exciting merit badges, free time activities at the water front or at the archery and rifle ranges. Older Scouts many times have the opportunity to do high adventure activities like overnight backpacking, ropes courses, rock climbing and mountain biking.

Depending on interest, Troop 230 will also attend Winter Camp that is organized and run by SHAC. Winter Camp takes place between Christmas and New Year's days and offers Scouts another opportunity to do long term camping and work on merit badges.

Registered adults in our Troop are welcome to attend summer and winter camp with the Troop. Our extended camps are well attended by Scouts and parents.

Service Projects

At least twice a year, the Troop performs service projects to benefit the community. Most service projects fulfill requirements for various rank advancement and merit badges but the primary purpose for doing them is to teach the Scouts to give back to their community and to assist those

that benefit from our service. Most Troop campouts will include a service project. Additionally, several Eagle Projects are scheduled throughout the year. Each Scout is expected to participate in these activities as a key demonstration of Scout Spirit.

High Adventure

In addition to activities open to all members of Troop 230, several High Adventure Activities are organized for scouts who are at least 14 years of age and have earned Star rank. Exceptions may be made to the rank requirements by appealing to the Troop High Adventure Committee comprised of the Scoutmaster, Committee Chair, High Adventure Coordinator, and Chartered Org Representative. The High Adventure Committee cannot make exceptions to the basic requirements of the High Adventure organization hosting the event. The activities are typically more physically and mentally challenging and appropriate for the more mature age.

In the event of overbooking, the High Adventure Committee will allocate space based upon participation, advancement record, and prior participation in event.

Transportation

Registration Forms

All parents are needed to help in transportation of Scouts and equipment. Upon joining the Troop, all parents are required to turn in a Troop 230 Automotive and Insurance Information Form identifying the vehicles they could potentially use for scouting activities, the driver's license number and insurance coverage. If you change vehicles or insurance coverage after submitting a form, please resubmit this form to the Advancement window for recording in TroopMaster™. In addition to the rules and regulations set by the Boy Scouts of America in the Guide to Safe Scouting (copies available on the Troop website or from the Troop Safety Coordinator), Troop 230 has adopted the following policies regarding transportation to and from Troop events.

Vehicles and Transportation of Scouts

ALL ADULTS:

- MUST HAVE REGISTERED THEIR MOTOR TRANSPORTATION IN TroopMaster™. ANY CHANGES ON THEIR VEHICLE MUST BE SUBMITTED FOR RECORDING TO TROOP MASTER.
- MUST HAVE CURRENT AUTOMOBILE LIABILITY COVERAGE.
- MUST BE OVER THE AGE OF 21 TO DRIVE A VEHICLE CARRYING SCOUTS.
- LIMITED TO NO MORE THAN 10 HOURS PER DAY DRIVING TIME TO A SCOUTING DESTINATION

Boy Scouts will be transported in vehicles or in church owned buses or vans. Vehicles must not be overcrowded and all passengers and drivers must use Individual seat belts when in personal vehicles. If only one passenger can ride in a vehicle, that passenger must be another adult or the son of the driver. Immediately prior to departure for any outing, each driver will register with the activity coordinator listing the Scouts and adults traveling with that individual, a contact point (mobile phone number), and their travel buddy vehicle.

Aligned with our green policies and to demonstrate thriftiness, scouts are not allowed to drive to troop travel events (i.e. camp outs). By the Guide to Safe Scouting, scout drivers cannot transport other scouts. Allowing scouts to drive would negate efficiencies of troop carpooling.

If there are mitigating circumstances, a scout can request approval from the Scoutmaster or Committee Chair to drive to a troop travel event (if he is not available to travel with the troop).

This approval must be secured in advance and the information provided to the trip coordinator before application for the tour permit.

Travel

Caravanning is discouraged due to the increased possibility of accidents. Each driver should arrange to travel with a “buddy vehicle” and to check on the buddy vehicle progress periodically during the trip. Prior to departure, each driver will receive a map of the designated route. This map will identify designated checkpoints for re-grouping. All drivers are expected to follow the designated route unless prior arrangements have been made with the outing coordinator. Copies of Consent to Treat/Health Forms must be available for all and are kept by the Outing Coordinator, the Scoutmaster or his designate. In the event of an accident, insurance carried by

the owner of the vehicle is the primary applicable insurance. BSA maintains secondary coverage if appropriate tour permits are utilized.

Transportation Planning

Scouts and adults planning to attend a weekend activity must commit by the Troop meeting preceding the activity. This is important to determine the number of drivers required and to obtain a Local Tour Permit from the SHAC office. If a parent has committed to be a driver for an activity and subsequently is unable to drive, it is his/her responsibility to find a qualified replacement from our Troop and to inform the Transportation Committee of this change. On long trips, the Troop may ask to defray the cost of transportation by assisting the drivers with money for gasoline.

Troop Finances

Troop Expenses

The Troop Committee approves expenditures for the Troop and the methods for raising funds to pay these expenses. Every December, the Treasurer and Committee Chair will present a proposed budget for the upcoming Scout year. This will identify major expenses and estimated revenue streams throughout the year. Annual dues and special fundraisers such as Flags Across America subscriptions provide most of the Troop's funding. Normal expenses include money for training materials, advancement and merit badges, and BSA membership fees. The Troop will also need to purchase a variety of camping equipment and maintain the current equipment. The Troop Committee may elect to cover some Troop registrations with general revenue funds.

Fundraising

The Scout Leaders and Committee will identify appropriate fundraisers. Current activities include Counsel sponsored Popcorn Sales and the Troop sponsored Flags Across America program. All Scouts are strongly encouraged to actively participate in at least one fundraising activity. Each scout is expected to support fundraising activities that return a minimum of \$130 to the Troop general fund each year. All proceeds from fund raising will go into the Troop general fund, and be spent in line with budgets approved by the Troop Committee, or into individual Scout Accounts maintained by the Troop in each Scouts name. Those scouts who do not contribute \$130 annually to the general fund will be assessed the difference by the troop.

Individual Scout Accounts

To assist Scouts with the costs of Summer or Winter Camp, major scouting equipment purchases, or other scout related costs, the Troop maintains an individual Scout Account for each registered Scout. Funds can accrue to this account based on the Scouts participation in Troop fundraising activities. Other sources of deposits may be in the form of donations or account transfers from other scouts with the approval of both parties. Currently, net BSA Popcorn Sales revenue is allocated 100% to the individual Scout Account and \$17 of the \$30 Flags Across America annual subscription fee is allocated to the individual Scout Account. To the extent the Scout has a positive balance available in his Scout Account, funds from this account can be used toward the above major expenditures upon submittal of approved receipts and Scout Account Transfer Request form to the Committee Chair and the treasurer.

If a scout leaves the troop, any remaining balance in the individual Scout's Account after 6 months from departure will be transferred to the Troops General Fund. Prior to transfer of any funds, the scout will be notified of the pending transfer. Scouts are not allowed to have a negative balance in their Scout Account.

Troop Resources

Deren-Huff Scout House

Troop 230 and its brother troop, Troop 209, call the Deren-Huff Scout House their home. The house on the eastern edge of St. Peter's property was built and is operated through the voluntary efforts and monetary support of both troops, and the generous support of St. Peters United Methodist Church. The house has room to store both Troop's equipment as well as a large meeting room for Troop meetings, smaller meeting rooms, offices, bathrooms, and a kitchen.

Troop 230 is very proud of its Scout House and is grateful to St. Peter's for the donation of its land and continued support for its operation. Periodically, the Troops will organize workdays to perform necessary maintenance and improvements to the Scout House and expects its Scouts and parents to support these efforts. Troop 230 pays for its portion of the maintenance and operations of the Scout House through its fundraiser (see Troop Finances).

Troop Equipment

The Troop maintains some Troop camping gear and trailers. Presently, Troop gear includes dining flies, lanterns, tents, gas distribution trees, first-aid kits, Dutch ovens, shovels and propane tanks.

Each Scout is responsible for insuring general Troop gear in Clean, Dry, and Serviceable condition. Troop equipment is maintained by the Troop Quartermaster(s) and is overseen by Adult Quartermaster(s) all of whom report equipment purchase and maintenance costs to the Troop Council. If a Scout sees that a specific piece of Troop gear becomes Unserviceable, he should work with his Patrol Quartermaster who should inform the Troop Quartermaster to coordinate repair or plan to purchase a replacement.

Each New-Scout Patrol and Regular Patrol maintains a Patrol Box containing patrol gear including cooking utensils, pots and pans, mitts, and other cooking items. Each Patrol is responsible for keeping their Patrol's gear in Clean, Dry, and Serviceable condition, even if it means holding a separate Patrol meeting to do so. Patrols are responsible for maintaining all gear in serviceable condition.

Tent Guidelines and Procedures

- 1 tent will be assigned to every 2 scouts on a campout
- Scouts who are Star rank and 14 years of age may elect to sleep in a tent alone providing the troop has enough spare tents available. If tents are limited, then the process will be first based on rank and then on age.
- Each Scout that signs out a tent is responsible for ensuring each tent they have signed out is Clean, Dry, and Serviceable before returning the tent. Any missing or broken parts should be noted on the tent. The Scout should at a minimum inform his Patrol Quartermaster and if possible the Troop Quartermaster(s) of the broken or missing parts.

The use of personal tents by scouts on a scout campout is prohibited.

PERSONAL TENTS ARE ALLOWED FOR HIGH ADVENTURE CAMPS

- Patrols will be issued tents and tent storage areas by the Troop Quartermaster(s) at the beginning of each Scouting session (Fall: August-December and Spring: January-May)
- Patrols will be responsible for taking care of tents assigned to them
- Patrols will be responsible for checking in/out tents to their patrol members for campouts

Roles and Responsibilities

Adult Quartermaster/ASM

- Reviews tent and camping equipment policies with the Troop Quartermaster(s)
- Updates Quartermaster policies as needed
- Works with Troop Quartermaster(s) to ensure the Tent Policy is clearly understood by all
- Ensures Troop Quartermaster(s) understand all position roles and responsibilities
- Keeps master record of all Troop tents, repairs and replacement parts
- Advises Troop Quartermaster(s) regarding equipment maintenance and replacement.
- Serves as an authorized purchasing agent for the Troop.
- Maintains Troop tents as needed.

Troop Quartermaster

- Signs in/out tents to each patrol; annually and as needed
- Replaces tents as required
- Ensures tent policy is understood by the Patrol Quartermaster(s)
- Helps the Patrol Quartermaster(s) enforce the Troop tent policy
- Maintains a supply of spare parts for the tents (poles, stakes, bags, and connectors)
- Reports any damaged tents or missing parts to the appropriate Adult Quartermaster/ASM
- Ensures tents are in working order at the end of each Scout session (Fall: Aug-Dec and Spring: Jan-May)

Patrol Quartermaster

- Ensures Troop sign-in/out log book is properly filled out by the Patrol members
- Enforces the tent policy within the Patrol
- Collects Tent Inspection Sheets after each campout and reviews any damaged or missing part requests with Troop Quartermaster(s) and/or Adult Quartermaster(s).
 - Ensures that the tents and Patrol Boxes assigned to the Patrol are well maintained and are Clean, Dry, and Serviceable

Annual Duties

At the beginning of each Scout session:

- Troop Quartermaster(s) will sign-out a sufficient number of tents to the Patrol Quarter Master for each patrol. The assigned tent numbers will be recorded in the Troop Tent Log.
- Patrol Quartermaster will verify that the tents received from the Troop Quartermaster(s) are Clean, Dry, and Serviceable.

- Patrol tents will be placed in the Patrol's assigned Tent Locker and the tent numbers will be attached to the tent bag and door.
- Patrol Quartermaster will be given the lock combination for that Patrol's Tent Locker.

At the end of the scout year:

- Patrol Quartermaster will check in the tents for his patrol to the Troop Quartermaster(s).
- Troop Quartermaster(s) will verify that the tents received from the Patrol Quartermaster are Clean, Dry, and Serviceable and will work Adult Quartermaster(s) to insure any repairs or replacements are scheduled and accomplished.

Monthly Duties

On the day of departure:

Patrol members will sign-out a tent from their Patrol Locker (2 scouts/tent) and fill out the Patrol Tent log book. Optionally, they inspect their tents at the Monday camp planning night and also assign tents and store it in the Troop 230 garage according to the Troop Quartermaster's guidance.

When breaking camp:

Patrol should refer to the Tent Parts list to ensure all tent parts are packed up.

Upon returning from camp:

- One of the scouts from each tent will take their tent home for cleaning, drying and inspection.
- Scout will collect a Tent Inspection Sheet from their Patrol Quartermaster to take home and fill it.
- Scout will be responsible for bringing back the tent and the Tent Inspection Sheet to the scout house the Troop Meeting following the campout. The tent should be Clean, Dry, and Serviceable.
- Scout will return the tent to the next Troop meeting.

When returning a tent after cleaning:

- If the tent was found to be damaged or missing parts, give the Tent Inspection Sheet and the tent to the Patrol Quartermaster.
- If the tent is Clean, Dry, and Serviceable; then **the Scout** will place the Tent Inspection Sheet in the Patrol Tent Log Book.

- If a tent needs repair or missing parts replaced, the Patrol Quartermaster will contact the Troop Quartermaster to rectify the situation.
- If a tent cannot be repaired or a parts replaced by the next campout, a Troop Quartermaster will assign a new tent to the patrol. As such, the new tent number will be placed on the Patrol's Tent Locker in place of the damaged tent.

Library

The Troop Librarian maintains a large number of the most popular merit badge books. These books can be checked-out at no cost by scouts working on merit badges by contacting the librarian. A scout is the responsible for the book that he checks out and must return it in the same condition it was in when it was issued. Scouts are expected to replace the book if it is lost or damaged. If a Scout finds that the Troop does not have a merit badge book that he needs, he can ask the librarian to purchase it for the library. Scouts are also asked to donate any merit badge books that they may have purchased to the library in order to build-up and maintain the library.

Troop Website & Online Presence

Troop 230 has developed a website for the use of its parents, scouts and guests. The website is maintained by the Troop Webmaster and a number of other parents and scouts and contains important information, forms, calendar events and links to other sites related to scouting.

The website also contains lists of telephone numbers and e-mail addresses of Troop parents and scouts along with their current patrol, rank, and leadership position. These lists are under user id/password protection. Contact a Scoutmaster or Committee member for the current user id/password, or use the link on the website for the Troop Webmaster to be contacted and will send you the information. The Troop uses its website as a centralized repository for scout documents and events, and tries to maintain the information on the website. The Troop expects that everyone is familiar with the website and uses it. The website address is <http://www.troop230.org/>.

In addition to [troop230.org](http://www.troop230.org), the troop also employs other digital communications avenues. The Troop has a **Facebook** page where you can join and after being accepted as a group member by the administrator, you can post pictures from activities, post information about upcoming events, as you would in your personal Facebook page. Search for “BSA Troop 230, Katy, TX” and Friend. The Troop maintains a **Twitter** Feed for real time communications primarily regarding camp out arrival information. Please see a scoutmaster for details.

Lastly the troop utilizes the BSA related **TroopMaster™** Web program and its mobile companion for allowing parents to send out group emails, view scout's progress and print history reports, participation reports, etc... Visit <http://www.troopmasterweb.com/t230katy> for the website. The troop's committee chair or TroopMaster™ web administrator can assist you with getting an account set up. Once you have that ID, you can download the Mobile app TM Mobile (search the app stores). The Server is TroopMaster™Web4, Customer ID for the troop is 020706. You will then provide your ID and password and should be able to connect and see scout's progress toward ranks, participation in activities, merit badges earned, partial merit badges, and other useful functions, all done from your smart phone.

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