

Akela District
Old North State Council



**BSA TROOP 68
ORIENTATION GUIDE**

Chartered Organization
Jamestown Presbyterian Church
Jamestown, North Carolina

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Welcome to Boy Scouting

Troop 68 is happy you have decided to join our unit. We know you will have a wonderful time.

The organization of the Boy Scout program differs significantly from the Cub Scouting program. Two very important aspects of the Boy Scouts program are what we call the Patrol Method and the Boy-Led Troop.

The **Patrol Method** emphasizes the Patrol, a group of 6-10 scouts who work together to accomplish the work of the troop. Within the patrol the young men are learning how to organize themselves and to accomplish a shared goal.

Troop 68 fully embraces the idea of a **Boy-Led Troop**. The scouts elect a set of youth leaders who then run the scouting program with assistance from the adult leadership. The key point in a Boy-Led Troop is that meetings and campouts are organized and conducted by the youth themselves providing a wonderful leadership development opportunity. You will notice this difference during meetings when you see our youth standing in front of their peers and running the meeting.

The Boy Scout program focuses on the development of character, citizenship, and physical fitness. The ample opportunities to learn and practice leadership help in character development. One of the significant differences in the Boy Scout program which you will notice is the expectation that the young man can manage himself, learn to be self-sufficient in the outdoors, and manage his own affairs. This is one of the primary ways Scouting develops character.

Troop 68 prides itself on having strong Advancement and Outdoor programs. The Advancement program provides ever increasing challenges to a young man developing his self esteem and feelings of accomplishment. The Outdoor program provides both fun and the skills needed to be self-sufficient in the outdoors.

Troop 68 has a web site (www.bsa68.org) which contains the official calendar, permission slips, advancement instructions, current news, special forms, event pictures, and many other links and resources. BSA policy requires that the troop have a signed photo release form for each scout shown in event pictures posted to the web. Parents who are willing to have their son's picture on the web should see the webmaster and complete a form.

Troop events will be announced at the meetings and will also be posted on the website. Sometimes, printed information and forms will be handed out at meetings for the scouts to take home. After each meeting, parents might want to ask their scouts to share announcements made at the meetings – it's a good prompt for the scouts to remember information to pass along to their parents. Periodic newsletters to parents will update parents about upcoming events and parent activities.

Throughout this guide all references to parents should be understood to mean a young man's parent(s) or legal guardian.

Program Overview

Troop Meetings

Troop 68 meets weekly on Monday nights, from 7:00 – 8:30, at Jamestown Presbyterian Church. Regular attendance at these meetings is necessary for the Scout to learn and advance. Scouts should arrive at the church on Monday nights by 6:55 so that the meeting can begin promptly at 7:00.

At the first meeting of each month, scouts holding a troop leadership position are expected to attend a short Patrol Leaders' Council (PLC) meeting. PLC meetings are held after regular troop meetings and usually conclude by 8:50.

Troop 68 will meet on school holidays which fall on Monday except for Labor Day, Christmas Break, MLK Day, Spring break, and Memorial Day. Printed calendars may be out of date, remember that the official calendar is the one found on the troop web site.

In times of inclement weather, an e-mail will notify people of the decision to cancel. This decision will also be posted on the troop website.

Attendance

Many Scouts are involved in a variety of activities, but regular participation in Scout meetings is essential for the Scout to learn and advance and for scouting to be meaningful. The Scout's absence not only hurts him—it undercuts his patrol's activities and the troop as a whole. In addition, attendance is required for advancement for all ranks.

To be considered active in the troop a Scout needs to:

1. Attend 50% of campouts over the previous 12 months (or since joining the troop if that is less than 12 months).
 - a. Reward trips (as defined by the Scoutmaster) do not count as a regular campout. Therefore, they also do not count towards campout attendance.

- b. Venture patrol campouts or summer camp can replace a troop campout.
2. Attend 60% of meetings over the previous 12 months (or since joining the troop if that is less than 12 months).
3. Attend 3 service projects over the previous 12 months. Service projects are Scouting for Food, trash pick-up, and any scout rank service project (i.e., for Star, Life, or Eagle).

Note. A scout who has difficulty maintaining his active scout status due to school activities needs to obtain a waiver from the Troop Committee. A waiver is for active scout status only and does not count towards qualification for a reward trip.

Uniforms

Troop 68 prides itself on being a well-uniformed troop. All Scouts are expected to have a full Class A uniform and to wear this uniform to **all meetings and camping trips**. Meetings are conducted in full Class A uniform (no jackets, coats, vests, or non-scouting related hats). Troop 68 always travels in full Class A uniform.

Class A uniform consists of the following (* = Required):

- * Long or short sleeve BSA shirt with proper insignia
- * Long or short pants
- * BSA socks
- * BSA belt (web belt or leather belt with buckle)
- * Neckerchief (provided by the troop)
- BSA hat & merit badge sash

We realize the cost of uniforms is high. However, part of being a Scout is wearing the uniform. If one uniform will be purchased, we recommend short sleeve shirt and long pants. Other uniform parts (long sleeve shirt; short pants) can be added later.

The Troop Committee maintains a uniform bank of used pants/shirts that other Scouts have grown out of. Using these uniforms will be free of charge. We ask, however, that they be turned back in after your Scout outgrows them or leaves the troop.

If the Scout is going to wear a hat, then the hat must be a scouting-related hat. No baseball hats or hats with other logos are to be worn. Troop 68 hats can be purchased; ask a leader for more information.

Troop 68 has a special neckerchief which only the members of our troop wear. The troop provides this neckerchief at no cost. The neckerchief is presented to the new scout in front of the entire unit once he attends a meeting in full Class A uniform. Troop 68 also presents a special leather woggle (a neckerchief slide) to a scout once they have earned the Scout rank and are in full Class A uniform.

On some occasions, such as work days, game nights in June, pizza party night in December, and summer camp, scouts may wear Class B uniforms. A Class B uniform consists of scout pants, socks, and t-shirt. Any scout-related t-shirt is acceptable. Troop 68 t-shirts are available for purchase; ask a leader for more information.

Annual Troop Dues

Annual troop dues are \$62.00 and are due in February of each year. This amount includes a subscription to *Boy's Life*, national BSA registration, BSA insurance, and advancement expenses, along with money to support the troop activities. No Scout will be allowed to join the troop unless dues are paid. Dues are prorated when joining during the fall of the scout year. Households with multiple scouts only need to purchase one subscription to *Boy's Life*.

Health Forms

BSA policy requires each scout and leader to complete BSA Health Forms (see Appendix) each year. The form is in three parts. Parts A & C are required to participate in any scouting activity. Part B is required for backpacking trips and for summer camp.

Medical Insurance

One dollar of your Scout's registration is for medical insurance which becomes secondary to a family's major medical insurance. If a family does not have major medical insurance, BSA's medical insurance becomes primary and

covers much of the medical expenses incurred due to an accident during an outing.

Troop Elections

Elections of Junior Leaders (i.e. Scouts) are held twice each year—in September and March. The Senior Patrol Leader (SPL) and Patrol leaders are elected; the Senior Patrol Leader appoints other leadership positions. The second highest vote recipient for SPL will be the Assistant Senior Patrol Leader. If the membership is large enough to warrant two Assistant Senior Patrol Leaders then the incoming SPL will select the second one. The Senior Patrol Leader position follows a formal process of nominations, speeches, and election with each step a week apart from the other. Prerequisites for elected officers are as follows:

Patrol Leader

1. Achieved the rank of First Class
2. Active for one year in Troop 68
3. 10 nights of camping since joining the troop
4. Summer camp attendance once
5. Scoutmaster approval

Note – Items 1 through 4 above do not apply to new scout patrols.

Senior Patrol Leader

1. Achieved the rank of Star
2. Active two years in Troop 68
3. 15 nights of camping since joining the troop
4. Summer camp attendance twice
5. Has held rank of Patrol Leader
6. Scoutmaster approval

Only the Scoutmaster may waive any of these requirements if he feels it is necessary.

Patrol Leaders Council (PLC)

The PLC consists of the following youth leaders within the troop: Senior Patrol Leader, Assistant Senior Patrol Leader, all Patrol Leaders, Troop Guides, Quartermaster, Librarian, and Scribe.

These Scouts are chosen by their peers to plan and carry out the troop program. They are selected as described above under *Troop Elections* and will serve for six months. Leadership training (one afternoon) is provided to the PLC prior to their induction. Attendance at this training is necessary to serve on the PLC.

The PLC will meet at least monthly to plan upcoming meetings and conduct other business. These meetings will usually be held right after regular troop meetings.

Chartering Organization

Jamestown Presbyterian Church sponsors Troop 68. We celebrated 30 years of continuous support from Jamestown Presbyterian Church in 2005. The church generously provides the unit with meeting facilities, a large scout room in which to store our equipment, as well as support within the community.

Without the aid of the Chartering organization, many Scouting units would not exist. Other than the use of the church facilities, it is easy to overlook the benefits we receive from the church. We are directly sponsored by Jamestown Presbyterian Church and are a part of their youth ministry program. We are allowed to reserve and use the church activities buses for scouting activities. A member of the church serves as our Chartered Organization Representative and is our liaison to the church.

One of the small ways we return the support we receive from the church is through scout work days for the beautification or benefit of the church. We also encourage the scouts to attend Scout Sunday (usually in February). We like to attend en mass so the Church sees the large number of youth they are reaching via their sponsorship of Troop 68. In addition, the parents offer thanks to the church by providing coffee and refreshments before and after the 9:00 service on Scout Sunday.

Troop Committee

The Troop Committee is the official governing body of the troop and consists of adults who work to support and assist the troop. The Troop Committee Chair determines the meeting dates and times, usually every other month during the regular scout meeting time. All parents are encouraged to become more active by joining the committee.

The Troop Committee oversees fund raising, social events, and the uniform bank; conducts the troop Boards of Review; handles the troop finances and the annual troop re-chartering process; and assists the uniformed adult leadership within the troop.

Parent Meetings and Newsletters

To help parents be better informed about various troop activities and to obtain feedback from parents, parent meetings are held on the first Monday of every other month. In addition, newsletters are e-mailed to parents about once a month or so. Most information is also available on the troop website.

Fundraising

Troop 68 has an active fundraising program coordinated by the fundraising team of the Troop Committee. Our annual events usually include the following:

Attraction Books (August - September)
Popcorn Sales (October)
Church Lunch or Dinner

Fundraising is essential to support the quality of the camping program emphasized by the troop. Therefore, the support of ALL parents in these projects is necessary.

Portions of the fundraising profits are shared with the scouts via individual Scout Accounts. These amounts are held by the Troop Treasurer for the scout. The funds in the scout account may be used to pay for any scout activity -- monthly camping trips, summer camp, or high adventure scouting outings. Funds can also be used for the purchase of uniforms and individual camping equipment (backpacks, sleeping bags, etc.) and for expenses related to advancement service projects. The use of these accounts helps give the scouts a sense of responsibility for their own expenses.

A scout loses all the money in his scout account if he leaves the troop. However, if the scout transfers to another troop, the money in his scout account will be transferred to his scout account in his new troop.

For all fundraising opportunities in Troop 68, the profits are divided between the scout and the troop: 60% of the profit to the scouts and 40% to the troop. For individual fundraisers (like Attraction Books and popcorn sales), 60% of the profits produced by the individual scout will be deposited in his scout account and 40% of the profit will remain with the troop. For group fundraising activities (like church dinners), 60% of the profit of the event will be divided among the scouts present and placed in their scout accounts with 40% of the profit remaining with the troop.

Popcorn Sales: The individual scout is asked to sell at least \$30 of popcorn through booth sales and/or door-to-door sales. From this base \$30, 70% (\$21.00) goes to the Council and 30% (\$9.00) to the troop. After the initial \$30, the Council retains 70% of all sales and the remaining 30% is shared by the Scout and the troop. Of the 30% of sales over \$30 that remains with the troop, the Scout earns 60% (18% of total sales over \$30) and the troop retains 40% (12% of total sales over \$30).

Use of Funds

Funds raised by the troop will be used for the purchase of needed equipment, leader training, awards, and other costs of operation. The Troop Committee, with input from parents and leaders, develops an annual budget for the use of troop funds. All troop expenses must be approved by the Scoutmaster and the Troop Committee Chair.

Permission Forms

Troop 68 uses permission forms for each troop activity. This form must be *signed by the parent* and returned to the troop Leaders **before** any Scout may participate in an activity. The signed permission form gives the scoutmasters authorization for medical treatment in the event of an emergency.

Permission slips for weekend campouts are available on the web site and during the weekly meetings 2-3 weeks prior to the trip. Completed forms with the necessary payment in cash are due by 7:30 on the Monday prior to

the trip. Late registrations cannot be accepted due to the impact on the trip logistics. An earlier deadline may apply for certain trips. In the event that slips are not made available in sufficient time before the trip then suitable accommodations will be made to ensure everyone has an opportunity to participate.

Advanced Scouting Opportunities

Scouts who have reached the rank of First Class are eligible to participate on backpacking outings. Upon reaching the rank of First Class a young man has learned the requisite skills to be self sufficient on the trail.

Once a scout has attained the rank of First Class and is at least 13 years of age he is eligible to participate in activities offered to the internal Venture Patrol. The Venture Patrol offers advanced outdoor activities such as shotgun shooting, rock wall climbing, and extended backpacking trips. Participation is optional.

Troop Camping Equipment

Troop 68 is fortunate to have accumulated quite a bit of excellent quality camping equipment over the years. Scouts are free to use troop equipment and are expected to care for it as if it were their own.

The troop provides base camping equipment including tents, cooking equipment, fuel, and lanterns. A brand new scout only needs a duffle bag for his clothing and personal gear and a sleeping bag. The troop gear meets all other gear needs. A scout may elect to use his own tent for weekend trips if he so desires. Personal tents are not used during summer camp.

Additional personal gear is needed to backpack. There is no rush to acquire this equipment since on average a scout will be in the troop approximately one year before they are eligible to go on backpacking trips (need to have attained the rank of First Class). When backpacking the scout will pair up with another scout and they will provide their own equipment and food for the entire trip.

For all camping trips, the scout is expected to provide his own personal gear and clothing. Be Prepared!!

Diversity

Troop 68 is committed to the Old North State Council's Diversity policy which states a zero tolerance for disrespectful behaviors. From time to time we teach the policy within the troop. Any scout who feels he is not being treated with the full respect he deserves is invited to approach either the Scoutmaster or the Troop Committee.

Safety

Troop 68 is committed to having fun while observing all BSA safety policies. We have a zero tolerance for unsafe behaviors. Young men love knives, axes, saws and fire. Before any of these items may be used the scout must complete the appropriate safety training.

The Tote 'n Chip training program covers the safe use of what we call 'woods tools' (axe, saw, knife). The Fire 'em Chit training program covers fire safety. Any scout acting in a behavior which violates either training will lose that privilege until he has completed the training again as well as a Scoutmaster conference discussing safety.

Scouts should use matches rather than lighters. Matches are to be used for lighting stoves, lanterns, or fires only. Absolutely no chemical fire starting accelerants are to be used. Scout skills teach us to start fires with nature's materials and a match. No chemicals! Fireworks are strictly prohibited as is the igniting of any flammable chemical such as bug spray, deodorant etc.

Parents are asked to discuss fire safety at home with their young men. Since fire accidents can be so very hazardous a scout observed horse-playing with fire might be sent home immediately.

Electronics, Games, Reward Trips

Electronic devices whose purpose is entertainment are to be left at home and not brought to meetings or outdoor activities. This includes but is not limited to TVs, Gameboys, CD Players, Ipods, etc. If a cell phone is brought to a meeting it should be turned off. Cell pPhones brought on outdoor activities should remain in automobiles.

Games or cards such as Magic, YuGi Oh may be played AFTER dinner and until lights out time provided all of the patrol work is complete.

Special reward Trips are offered (like the January Ski trip). To be eligible to participate on these reward trips a scout must have active status as defined earlier.

Outdoor Program

The first of the two major programs in Scouting is the Outdoor Program. Camping and other outdoor activities are fun and enjoyed by scouts of all ages. These activities teach life long skills such as cooking, cleaning and first aid; boost confidence; teach teamwork,;and provide a young man with opportunities to be independent.

The chance to plan for an outing, to prepare equipment, to pack, and to attend to personal needs away from home is a great learning experience. Please allow your scout to learn and to do these things for himself.

Weekend Camping

Troop 68 is dedicated to the weekend camping program. Generally, we try to go on one camping trip each month. We will camp in all types of weather. Types of camping programs include winter camping, backpacking, bicycling, and canoeing. For most camping trips the following will apply:

1. Departure: We try to leave from the Church about 5:30 p.m. on Friday. Most of the time, the scout will need to bring a bag supper. Occasionally, we will leave earlier. Please refer to the specific permission slips for details. Scouts should arrive about 15 minutes earlier than the departure time so gear may be loaded.
2. Return: We try to return on Sunday about 1:00 p.m. to avoid crowding the Church parking lot during worship services. Although the scout will not return in time to attend a worship service at his church, the troop will conduct a worship service in the outdoors.
3. Fees: Typically, the cost of the camping trip is between \$20 and \$25, which covers the Scout's food and transportation cost. The money is due with the permission slip to the Assistant Scoutmaster in charge of Outdoor Programs by 7:30 of the Monday before the weekend camping trip—No exceptions. If the Scout later backs out of the camping trip, the fees will not be refunded.
4. Meals: Menus will be made before the campout and approved by the leadership. The Patrol Leaders or Assistant Patrol Leaders will be responsible for buying their Patrol's food. Parents please do not

cheat the scouts by doing either the planning or the shopping – this is an excellent learning experience for the young man. Older scouts assist new scout patrols until they are comfortable shopping and planning for themselves.

Equipment Checklist

An equipment checklist is provided beginning on page 216 of the Boy Scout Handbook to aid the Scout in packing for camping trips. Additional resources may be found on the troop website.

Summer Camp

The troop is dedicated to attending Summer Camp each and every summer. The cost of summer camp will vary, depending on which camp we attend and which merit badges the Scout chooses to take. Adult leaders accompany the scouts to camp.

All new scouts are strongly urged to attend summer camp, because:

1. There are excellent advancement programs specifically designed to aid the scout in completing many of the requirements needed from Tenderfoot through First Class.
2. The scout will spend focused time with his peers and develop friendships with other scouts from both inside and outside our troop.
3. The Scout will be able to put into practice the methods and ideals of scouting by participating in both individual and group activities and skill programs.

Prior to attending Summer Camp, the Assistant Scoutmasters in charge of summer camp and of advancement will assist the scouts with registration. This ensures maximum utilization of the programs offered and ensures that scouts register for merit badges appropriate for their age and rank.

Summer camp generally runs from Sunday afternoon until Saturday morning. There is usually a family night mid-week. At family night, the scout's family is invited to camp for a covered dish supper in the troop site.

After supper, there is a campfire put on by the camp staff. This is a fun time for the parents to visit the scouts and see the camp facilities.

To attend summer camp, the scout is expected to stay the entire length of time. No scout will be allowed to leave early unless there is a health or discipline problem. Exceptions to this policy must be pre-approved by the Scoutmaster.

If there is a discipline problem and the adult leaders (there will always be at least two Troop 68 leaders at camp) decide that the scout(s) should be sent home, the Scoutmaster will call the parents to come get the scout immediately.

If the Scout must leave camp for medical reasons, the Scoutmaster and/or the Camp Medical Staff will contact the parents. Complete physical exams are required prior to attending camp. Part B of the BSA Health Form must be used for this physical exam.

The parents of scouts at camp should be accessible for the entire week in case there is a medical or discipline problem. The parents should always be prepared to come to summer camp with very short notice. If the parent will not be at home, an alternate contact number should be left with the Scoutmaster.

Advancement

The second of the two major programs in scouting is the Advancement Program. The aim of the advancement program is to provide the scout with ever increasing challenges. The advancement program has a four part focus: a scout learns, a scout is reviewed, a scout is tested, and a scout is rewarded.

Ideally, a scout progresses through several different ranks culminating with the highest rank of Eagle Scout. Each scout rank is comprised of multiple individual rank items (listed at the back of the scout handbook). Each item is worked on individually. Once all items are completed for a specific rank, the scout is tested on the entire set of items. Each step builds upon earlier learnings. Scouts learn the value of setting realistic goals and how to break a large task into small achievable steps. Achievement of these small goals serves to boost self confidence. Each success along the way is celebrated with a formal awards ceremony.

The first year scouts are taught and worked with very closely. As a young man becomes familiar with the program and experiences successes, we expect him to take an ever increasing level of responsibility for driving the advancement process. By the time a scout has reached the rank of First Class, he is expected to organize his advancements efforts on his own.

The Boy Scout advancement program is structured to teach responsibility. While a Cub Scout, the adult leaders and parents taught and reviewed the scout. Now as a Boy Scout, the young man is expected to drive the process. A scout decides when he is ready to be reviewed and he pursues this with a leader. Thus, a scout learns to feel comfortable addressing adults. Adult leaders who have children in the troop do not work with their own sons.

Parents have a very important role in this process. A parent's role is to encourage, to help review items, and, most importantly, to allow the scout to take responsibility for this process. Prior to a campout, a parent can encourage the scout to review requirements needed for advancement and to plan how he might meet any of those requirements on the campout.

Individual Rank Items

- A scout should study his handbook at his own pace.

- Whenever the scout feels ready to be reviewed on a single item, he should approach any Assistant Scoutmaster with his handbook and request he/she review him on the particular item. This may occur anytime – meetings, campouts, etc.
- The Assistant Scoutmaster will review the scout and if he knows the material, he/she will initial and date the scout's handbook.

Skills Review

Purpose – The purpose of the skills review is to test the scout on the full set of requirements for a specific rank.

Procedure

- A scout is ready for a full skills review once all items for a specific rank have been signed in the scout's handbook (with the exception of scout spirit and Scoutmaster's Conference).
- The scout should sign up for a review one week in advance with the Assistant Scoutmaster in charge of Advancement .
- To prepare for the review, the scout should study all items for the rank to be reviewed as well as all items for prior ranks.

Review Process

- The Assistant Scoutmaster conducting the review will mark each reviewed item as correct or incorrect.
- If any items are missed, the scout may take home the sheet showing the missed items
- The scout should study these items and be reviewed again the following week.
- Items correct at the first review are not covered again during the second review. However, if a scout loses the review sheet between weeks, he will have to start over completely.

- Once all items are marked correct, the scout is finished with the skills review and ready for his Scoutmaster Conference.

Note. To receive a skills review the scout must have his Scout handbook and be in full class A uniform unless the skills review is being conducted during a camping trip. Scouts who are Inactive may still complete the skills review.

Scoutmaster Conference

Purpose – The Scoutmaster conference provides an opportunity for the scout and the Scoutmaster to speak one-on-one and to get to know one another.

Procedure

- The scout should take his completed skills review form to the Scoutmaster and request a Scoutmaster Conference.
- The Scoutmaster will hold the conference with the scout as soon as he has time.
- The conference typically lasts about 5-10 minutes.
- Once completed, the Scoutmaster will sign the skills review form and initial and date the scoutmaster conference requirement for that rank in the scout's handbook.
- The scout then returns the signed skills review form to the Assistant Scoutmaster in charge of Advancement.

Note. Scouts who are Inactive may still complete the Scoutmaster Conference.

Board of Review

Purpose – The Board of Review is the last step in the rank advancement process. The Board confirms that the advancement process has been followed and decides if a scout is worthy of the new rank. Their decision is final.

Procedure

- The Board of Review is made up of 3-5 adults serving on the Troop Committee.
- The Review is conducted in a private room with the Board and a single scout.
- The Assistant Scoutmaster in charge of Advancement posts a schedule for the reviews.
- The skills review and Scoutmaster conference must be complete before 7:00 p.m. on the night of the Board of Review.
- When it is time for a scout, he enters the room with his handbook and stands facing the Board.
- The scout introduces himself to the Board by name and the rank he is seeking. He then recites the Scout Oath and Law.
- The Board will review the Scout for 5-10 minutes, and then excuse the Scout while they make their decision. Once the Board has decided, the scout is asked to return and their decision is announced to the scout.
- Assuming the Scout has passed, he is awarded that new rank at the meeting Closing Ceremony.

Note: To appear before the Board of Review a scout must have Active status with the troop (as defined earlier), be in full Class A uniform including his merit badge sash, and have his Scout handbook.

Merit Badge Procedure

- A scout selects a merit badge that he is interested in taking.

- He consults the list of approved Merit Badge Counselors to identify potential MB Counselors.
- The scout contacts a counselor and arranges to have the counselor work with him on the desired badge.
- The scout acquires the merit badge pamphlet for that badge from either the Troop Librarian or the Council office.
- Once the counselor is arranged and the scout has the merit badge pamphlet, he should see the Assistant Scoutmaster in charge of Advancement and get a blue Merit Badge Card.
- The Scout should fill in his information on the card and have the counselor sign off on all requirements as they are completed.
- Once all requirements are completed, the scout should turn in the completed card to the Assistant Scoutmaster in charge of Advancement.

Note. A scout has until his eighteenth birthday to complete the requirements for the merit badge.

Service Projects

To complete the Second Class service requirement, a Scout needs to participate in a community service project – usually on another Scout’s service project. The ranks of Star and Life require a Scout to plan and lead a service project. Troop 68 has a service project form which describes in detail what is expected of the Scout for his Star and Life projects.

Process

- Get the Service Project form from the Assistant Scoutmaster in charge of Advancement or from the troop website.

- Discuss your project idea with the Assistant Scoutmaster in charge of Advancement and get it pre-approved.
- Carry out the project with the help of other scouts from the troop.
- Complete the project write up and turn it in to the Assistant Scoutmaster in charge of Advancement who will sign your service project requirement.
- In addition to the project write-up, turn in a list of scouts who assisted with the project.

External Merit Badge College

Each spring, the Akela District holds a two-weekend Merit Badge College (MBC). During this time, both merit badges and rank advancement skills are taught. A variety of different badges are offered and for many badges, the scouts can complete the requirements during the MBC. All non-Eagle-required merit badges taken and completed at MBC are awarded to the scout.

Only scouts at the rank of first-class or above are allowed to enroll in Eagle-required merit badges at the MBC. Eagle badges taken at the MBC will be reviewed by a Troop 68 Merit Badge Counselor.

Troop 68 Internal Merit Badge College

From time to time, our troop will hold an internal Merit Badge College. Badges offered are determined by the desires of the scouts and the availability of counselors. Any merit badge offered and completed is awarded to the scout since we are teaching the material.

Summer Camp – First Year Program

During summer camp, first year scouts participate in a first-year program in which they are taught Scout, Tenderfoot, and Second Class advancement skills. At the end of camp, a sheet detailing the items a scout has completed is provided to the troop by the camp. Because these skills are critical for camping and being outdoors, Troop 68 reviews each item with the

scout prior to signing his handbook. This ensures the scout has both learned and retained the information.

When the troop resumes its meetings in the fall, these items are reviewed. Scouts are encouraged to study their handbooks and may approach any leader when they are ready to be reviewed and have their handbooks signed.

Lack of Advancement

Our goal is to ensure that each scout continues along the Trail to Eagle. We want to ensure that each scout who is committed to the program has every opportunity to reach the rank of Eagle Scout by his eighteenth birthday.

Thus, if a scout fails to advance one rank over the period of one year, that scout will appear before the Scoutmaster and the Assistant Scoutmaster in charge of Advancement to discuss the reasons for his lack of advancement and to plan strategies for him to advance. Then, if the scout fails to advance one rank over the next year (i.e., two years with no advancement), that scout will be asked to appear before the Troop Committee to explain the reasons and offer a plan for advancement.

Appendix
BSA Health Forms

Annual Health and Medical Record

(Valid for 12 calendar months)

Medical Information

The Boy Scouts of America recommends that all youth and adult members have annual medical evaluations by a certified and licensed health-care provider. In an effort to provide better care to those who may become ill or injured and to provide youth members and adult leaders a better understanding of their own physical capabilities, the Boy Scouts of America has established minimum standards for providing medical information prior to participating in various activities. Those standards are offered below in one three-part medical form. Note that unit leaders must always protect the privacy of unit participants by protecting their medical information.

Parts A and C are to be completed annually **by all BSA unit members**. Both parts are required for all events that do not exceed 72 consecutive hours, where the level of activity is similar to that normally expended at home or at school, such as day camp, day hikes, swimming parties, or an overnight camp, and where medical care is readily available. Medical information required includes a current health history and list of medications. Part C also includes the parental informed consent and hold harmless/release agreement (with an area for notarization if required by your state) as well as a talent release statement. Adult unit leaders should review participants' health histories and become knowledgeable about the medical needs of the youth members in their unit. This form is to be filled out by participants and parents or guardians and kept on file for easy reference.

Part B is required with parts A and C for any event that exceeds 72 consecutive hours, a resident camp setting, or when the nature of the activity is strenuous and demanding, such as service projects, work weekends, or high-adventure treks. It is to be completed and signed by a certified and licensed health-care provider—physician (MD, DO), nurse practitioner, or physician's assistant as appropriate for your state. The level of activity ranges from what is normally expended at home or at school to strenuous activity such as hiking and backpacking. Other examples include tour camping, jamborees, and Wood Badge training courses. It is important to note that the height/weight chart must be strictly adhered to if the event will take the unit beyond a radius wherein emergency evacuation is more than 30 minutes by ground transportation, such as backpacking trips, high-adventure activities, and conservation projects in remote areas.

Risk Factors

Based on the vast experience of the medical community, the BSA has identified that the following risk factors may define your participation in various outdoor adventures.

- Excessive body weight
- Heart disease
- Hypertension (high blood pressure)
- Diabetes
- Seizures
- Lack of appropriate immunizations
- Asthma
- Sleep disorders
- Allergies/anaphylaxis
- Muscular/skeletal injuries
- Psychiatric/psychological and emotional difficulties

For more information on medical risk factors, visit Scouting Safely on www.scouting.org.

Prescriptions

The taking of 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 BSA does not mandate or necessarily encourage the leader to do so. Also, if state laws are more limiting, they must be followed.



BOY SCOUTS OF AMERICA

Annual BSA Health and Medical Record

Part A

GENERAL INFORMATION

Name _____ Date of birth _____ Age _____ Male Female
 Address _____ Grade completed (youth only) _____
 City _____ State _____ Zip _____ Phone No. _____
 Unit leader _____ Council name/No. _____ Unit No. _____
 Social Security No. (optional; may be required by medical facilities for treatment) _____ Religious preference _____
 Health/accident insurance company _____ Policy No. _____

**ATTACH A PHOTOCOPY OF BOTH SIDES OF INSURANCE CARD (SEE PART C).
 IF FAMILY HAS NO MEDICAL INSURANCE, STATE "NONE."**

In case of emergency, notify:

Name _____ Relationship _____
 Address _____
 Home phone _____ Business phone _____ Cell phone _____
 Alternate contact _____ Alternate's phone _____

MEDICAL HISTORY

Are you now, or have you ever been treated for any of the following:

Yes	No	Condition	Explain
		Asthma	
		Diabetes	
		Hypertension (high blood pressure)	
		Heart disease (i.e., CHF, CAD, MI)	
		Stroke/TIA	
		COPD	
		Ear/sinus problems	
		Muscular/skeletal condition	
		Menstrual problems (women only)	
		Psychiatric/psychological and emotional difficulties	
		Learning disorders (i.e., ADHD, ADD)	
		Bleeding disorders	
		Fainting spells	
		Thyroid disease	
		Kidney disease	
		Sickle cell disease	
		Seizures	
		Sleep disorders (i.e., sleep apnea)	
		GI problems (i.e., abdominal, digestive)	
		Surgery	
		Serious injury	
		Other	

Allergies or Reaction to:

Medication _____

Food, Plants, or Insect Bites _____

Immunizations:

The following are recommended by the BSA. Tetanus immunization must have been received within the last 10 years. If had disease, put "D" and the year. If immunized, check the box and enter the year received.

Yes	No	Date
<input type="checkbox"/>	<input type="checkbox"/>	Tetanus _____
<input type="checkbox"/>	<input type="checkbox"/>	Pertussis _____
<input type="checkbox"/>	<input type="checkbox"/>	Diphtheria _____
<input type="checkbox"/>	<input type="checkbox"/>	Measles _____
<input type="checkbox"/>	<input type="checkbox"/>	Mumps _____
<input type="checkbox"/>	<input type="checkbox"/>	Rubella _____
<input type="checkbox"/>	<input type="checkbox"/>	Polio _____
<input type="checkbox"/>	<input type="checkbox"/>	Chicken pox _____
<input type="checkbox"/>	<input type="checkbox"/>	Hepatitis A _____
<input type="checkbox"/>	<input type="checkbox"/>	Hepatitis B _____
<input type="checkbox"/>	<input type="checkbox"/>	Influenza _____

Exemption to immunizations claimed.

(For more information about immunizations, as well as the immunization exemption form, see Scouting Safely on *Scouting.org*.)

MEDICATIONS

List all medications currently used. (If additional space is needed, please photocopy this part of the health form.) Inhalers and EpiPen information must be included, even if they are for occasional or emergency use only.

Medication _____ Strength _____ Frequency _____ Reason for medication _____ Approximate date started _____ Temporary <input type="checkbox"/> Permanent <input type="checkbox"/>	Medication _____ Strength _____ Frequency _____ Reason for medication _____ Approximate date started _____ Temporary <input type="checkbox"/> Permanent <input type="checkbox"/>	Medication _____ Strength _____ Frequency _____ Reason for medication _____ Approximate date started _____ Temporary <input type="checkbox"/> Permanent <input type="checkbox"/>
Medication _____ Strength _____ Frequency _____ Reason for medication _____ Approximate date started _____ Temporary <input type="checkbox"/> Permanent <input type="checkbox"/>	Medication _____ Strength _____ Frequency _____ Reason for medication _____ Approximate date started _____ Temporary <input type="checkbox"/> Permanent <input type="checkbox"/>	Medication _____ Strength _____ Frequency _____ Reason for medication _____ Approximate date started _____ Temporary <input type="checkbox"/> Permanent <input type="checkbox"/>

NOTE: Be sure to bring medications in the appropriate containers, and make sure that they are **NOT expired, including inhalers and EpiPens. You **SHOULD NOT STOP** taking any maintenance medication.**

Emergency contact No.:

Allergies:

DOB:

Last name:

Part B

PHYSICAL EXAMINATION

Height _____ Weight _____ Meets height/weight limits Yes No Blood pressure _____ Pulse _____

Individuals desiring to participate in any high-adventure activity or events in which emergency evacuation would take longer than 30 minutes by ground transportation will not be permitted to do so if they exceed the weight limit as documented at the bottom of this page. Enforcing the height/weight limit is strongly encouraged for all other events, but it is not mandatory. (For healthy height/weight guidelines, visit www.cdc.gov.)

	Normal	Abnormal	Explain Any Abnormalities	Range of Mobility	Normal	Abnormal	Explain Any Abnormalities
Eyes				Knees (both)			
Ears				Ankles (both)			
Nose				Spine			
Throat							
Lungs				Other	Yes	No	
Heart				Contacts			
Abdomen				Dentures			
Genitalia				Braces			
Skin				Inguinal hernia			Explain
Emotional adjustment				Medical equipment (i.e., CPAP, oxygen)			

Allergies (to what agent, type of reaction, treatment):

I certify that I have, today, reviewed the health history, examined this person, and approve this individual for participation in:

- Hiking and camping Competitive activities Backpacking Swimming/water activities Climbing/rappelling
- Sports Horseback riding Scuba diving Mountain biking Challenge ("ropes") course
- Cold-weather activity (<10°F) Wilderness/backcountry treks

Specify restrictions (if none, so state)

Certified and licensed health-care providers recognized by the BSA to perform this exam include physicians (MD, DO), nurse practitioners, and physician's assistants.

- To Health Care Provider:** Restricted approval includes:
- Uncontrolled heart disease, asthma, or hypertension.
 - Uncontrolled psychiatric disorders.
 - Poorly controlled diabetes.
 - Orthopedic injuries not cleared by a physician.
 - Newly diagnosed seizure events (within 6 months).
 - For scuba, use of medications to control diabetes, asthma, or seizures

Provider printed name _____
 Signature _____
 Address _____
 City, state, zip _____
 Office phone _____
 Date _____

Height (inches)	Recommended Weight (lbs)	Allowable Exception	Maximum Acceptance
60	97-138	139-166	166
61	101-143	144-172	172
62	104-148	149-178	178
63	107-152	153-183	183
64	111-157	158-189	189
65	114-162	163-195	195
66	118-167	168-201	201
67	121-172	173-207	207
68	125-178	179-214	214
69	129-185	186-220	220

Height (inches)	Recommended Weight (lbs)	Allowable Exception	Maximum Acceptance
70	132-188	189-226	226
71	136-194	195-233	233
72	140-199	200-239	239
73	144-205	206-246	246
74	148-210	211-252	252
75	152-216	217-260	260
76	156-222	223-267	267
77	160-228	229-274	274
78	164-234	235-281	281
79 & over	170-240	241-295	295

This table is based on the revised Dietary Guidelines for Americans from the U.S. Dept. of Agriculture and the Dept. of Health & Human Services.

Part B Last name: _____ **DOB:** _____

Part C

Parental Informed Consent and Hold Harmless/Release Agreement

I understand that participation in Scouting activities involves a certain degree of risk. I have carefully considered the risk involved and have given consent for myself or my child to participate in these activities. I understand that participation in these activities is entirely voluntary and requires participants to abide by applicable rules and standards of conduct. I release the Boy Scouts of America, the local council, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with the activity from any and all claims or liability arising out of this participation.

I approve the sharing of the information on this form with BSA volunteers and professionals who need to know of medical situations that might require special consideration for the safe conducting of Scouting activities.

In case of an emergency involving me or my child, I understand that every effort will be made to contact the individual listed as the emergency contact person. In the event that this person cannot be reached, permission is hereby given to the medical provider selected by the adult leader in charge to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for me or my child. Medical providers are authorized to disclose to the adult in charge examination findings, test results, and treatment provided for purposes of medical evaluation of the participant, follow-up and communication with the participant's parents or guardian, and/or determination of the participant's ability to continue in the program activities.

- Without restrictions.
- With special considerations or restrictions (list)

Talent Release Form

I hereby assign and grant to the local council and the Boy Scouts of America the right and permission to use and publish the photographs/film/videotapes/electronic representations and/or sound recordings made of me or my child by the Boy Scouts of America, and I hereby release the Boy Scouts of America from any and all liability from such use and publication.

I hereby authorize the reproduction, sale, copyright, exhibit, broadcast, electronic storage, and/or distribution of said photographs/film/videotapes/electronic representations and/or sound recordings without limitation at the discretion of the Boy Scouts of America, and I specifically waive any right to any compensation I may have for any of the foregoing.

- Yes No

I understand that, if any information I/we have provided is found to be inaccurate, it may limit and/or eliminate the opportunity for participation in any event or activity.

Participant's name _____

Participant's signature _____

Parent/guardian's signature _____
(if under the age of 18)

Date _____

Attach copy of insurance card (front and back) here. If required by your state, use the space provided here for notarization.



BOY SCOUTS OF AMERICA
1325 West Walnut Hill Lane
P.O. Box 152079
Irving, Texas 75015-2079
<http://www.scouting.org>



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Part C **Last name:** _____ **DOB:** _____