# BSA TROOP 27
## Jacksonville, Florida

### Parent/Scout Handbook

**January 2013 Release**

## A Welcome from the Troop Committee

Dear Parents:

This Troop 27 Parent/Scout Handbook was created for both the Scouts and the Parents in mind. We have included information in this guide as a tool to understand how we function as a troop and what some of the duties and responsibilities are of the Adult leaders and the Scouts in the troop.

This booklet covers many different areas. However, there may be some things we may have forgotten or omitted, if you feel some items should be included in future editions of this booklet, please feel free to contact one of the committee members with your ideas and suggestions. We are open to any suggestions and ideas, not only towards this booklet but also towards any troop activities.

Scouting depends greatly on the involvement of both the boys and their parents. Parent involvement with the program is very important to making sure your son has an enjoyable experience in Boy Scouts.

Almost all communications to parents is done VIA email – so please give the Troop a reliable email address – and check it often. The Troop Website is : www.jaxtroop27.com. On right menu, troop "calendar" shows all events and "events and camping" has more detailed links to upcoming camping events. "BSA Forms" link has applications and health forms.

Parent input to troop activities is critical in order that your Son has FUN! Although it is not mandatory that parents get involved, we strongly encourage it. Later on in this manual, you will see that parent involvement is separated into two main categories: Committee members and Adult Scouters. The main difference between the two is the Adult Scouters are the "front line" leaders with the boys and the Committee is more "behind the scenes". Adult Scouters are expected to wear the full uniform in every instance the boys are, and are expected to attend the majority of meetings and other functions (camping, outings, etc.). They are expected to intervene if they see activities needing some guidance. They are expected to learn and somewhat master the various skills and requirements – so that they can teach and mentor the "right way" to do things. An Adult Scouter's initials are required for all rank requirement sign-offs. If this sounds like a lot . . . keep in mind, none of us knew all of the skills the day we started.

For the safety of the boys, BSA has stringent registration and training requirements for all involved adults. Although we encourage and welcome parent participation at events such as camping, we mandate that adults on overnight events be registered and trained. What this means is that if you are a parent and wish to camp with your son on even one event, you need to become registered (probably as a committee member), and complete certain training. This is explained later on in this document.

We look forward to a positive Scouting experience for your Scout and yourself in Troop 27.

Sincerely,

BSA Troop 27 Committee

## Introduction to Troop 27 Program

Troop 27 is transferring it's Charter from the Episcopal Church of the Redeemer 7500 Southside Blvd, Jax, FL 32256 to Crossroads Church UMC, 10005 Gate Pkwy N Jacksonville, FL 32246. (Across from Blue Cross between Town Center and Southside Blvd.)

Troop meetings are held Monday nights from 7:00PM – 8:30PM at the churches Wherehouse room. There are no meetings when schools in Jacksonville are closed, most of the Summer & generally not on the Monday following a camping weekend.

The Scouts themselves plan meeting activities. Activities include learning and practicing Scouting skills, planning trips and special activities, working on Merit Badges or other projects of interest to the Scouts, games and fun.

## Boy Leadership

Troop 27 is a boy-run troop. Boy leaders plan and execute their own program, with parent participation, guidance and support. New Scouts begin with small jobs under the guidance of more experienced Scouts. As their skills and knowledge improve, new responsibilities are given to them.

Learning leadership skills is one of the most important aspects of being a Boy Scout. Troop 27 will conduct a Troop Leader Training program for Boy Leaders after each election. Scouts will learn the skills needed to carry out his job in the Troop and will learn to pass those skills on to other boys. Some of the older Scouts have attended a national leader-training program called National Youth Leadership Training.

## Family Values

BSA Troop 27 is supportive of family values. All family members are welcome at all Troop activities, with the understanding that those members not registered with the BSA are not covered by BSA insurance, and only Registered and Youth Protection Trained Adults may attend overnight events.

## Council Information

Troop 27 operates in the Riverbend District of the North Florida Council (087), BSA. The Council office is located at 521 South Edgewood Ave. The office has a trading post (Scout Shop, 384-9256) that stocks merit badge books, badges, insignia, forms, religious medal pamphlets, uniforms and other scouting related items. The Council phone number is (904) 388-0591.

## Uniform Requirements

If you are buying a new uniform, the best place to purchase it is from the Scout Shop described above. The ladies working there are well versed on uniform and Insignia requirements – it is safe to purchase what they recommend.

***Field Service Uniform – sometimes referred to as Class A:***

- BSA Scout Shirt (Field Service)
- BSA Scout Pants or Shorts (we recommend the combination zip-off leg pants with Belt built in. Extremely durable, fast dry and warm enough for the cooler trips).
- BSA Scout Belt. If you get the above convertible pants, belt is sewn in. If you get normal pants, need a belt.
- BSA Scout Socks (short or long)
- BSA Rank Patch - purchased by Troop and given out at Court of Honor, don't need to buy
- BSA Boy Scout Handbook
- BSA Scout Hat – Optional.
- Merit Badge Sash (to be worn at formal events – such as Court of Honor).

***Uniform Basic Insignia you purchase with the uniform – ask the ladies who work the Scout Shop – they know all the insignia:***

- American Flag (comes with all uniforms)
- Council Shoulder Patch (North Florida Council)
- Troop Numerals (27)
- World Crest Patch (purple circle)
- Shoulder Epaulets (GREEN to match the numerals)
- Patrol Emblem
- The boy's Position of Leadership Patch (i.e. the office they hold) ***The Troop provides these as they advance.

Troop 27 members wear their Field Service uniform (Class A) at ALL Troop meetings, special events, Courts of Honor and all Council and District BSA functions. We also wear the uniform to all camping events (they take them off soon after arrival).

***Field Activities Uniform:***

An activities uniform (Class B) is a designated Troop T-shirt and Scout pants/shorts. This uniform is used when we represent the BSA at an activity where a full Field Service uniform is NOT required.

**If there are any financial hardships in purchasing the required Field Service uniform, please see the Scoutmaster or Committee Chair.**

## BOOKS

***Boy Scout Handbook (required):***

Each Scout must have his own copy of the Boy Scout Handbook and should bring it to all Troop meetings and campouts where a sign-off activity will be performed. This Handbook contains all the basic information that a scout should know. The Boy Scout Handbook may be purchased at any Boy Scout store or through the BSA catalogue. In our area, Black Creek Outfitters and the Boy Scout Center both carry many of the BSA items including books and uniforms.

Merit Badge books are individual subject books which include the requirements, general information and reference material necessary to help the scout in working on the merit badge. The booklet is required for pre-badge briefings with counselors and for reference while working on the badge. The booklet should be read to assist in badge completion. Merit badge books are available through the Council, the BSA catalogue as well as our Troop library.

***Other Materials (optional):***

- BSA Field book - contains details about high adventures in the outdoors (suggested reading prior to or after outdoor outings)
- BSA Requirements Book - contains requirements for rank advancement and the requirements for all merit badges.
- Youth Leader Guides (JLT, SPL, ASPL and PL handbooks)
- Den Chief Handbook - excellent material for those scouts who have chosen to pursue a role as Den Chief to work with one of the Cub Packs.

## DUES (Boy & Adult)

- Boy Dues is $10/month and solicited quarterly from the Treasurer – the Troop's year is the calendar year. First dues payment is pro-rated at time of joining beginning with the month following the month you join. You are welcome to pay as much in advance as you wish.
- New scouts also pay one-time $10 equipment fee. New scouts also receive Troop 27 t-shirt – remind an Adult to discuss with the T-Shirt coordinator.
- Summing up the above two items, the **cost to join the Troop** is $10 + the pro-rated quarter's dues ($30 for the whole quarter) so the maximum join cost is $40.

- Troop 27 re-charters each January. The re-charter fee & Boy's life magazine subscription is included in their dues, but the Boy needs to be current to get re-chartered – this allows us to catch-up on the previous year's outstanding Dues.
- The Troop does not collect dues for adults, but national BSA charges a $15/year registration (re-charter) fee for all registered adults. At this time, the Troop pays for Adult leaders to join as well as their annual registration – as long as they remain active.

- Troop 27 organizes a fund raising activity each year. We need your help in making this event a success and thereby reducing the cost of activities for the Scouts.

- Although cash is accepted, for tracking purposes, the Troop requests all payments be made with a check. ALL checks, for any purpose, are made out to "Troop 27". Peggy Gyorog is Treasurer: peg-tom@comcast.net. You can hand payments to the Troop Scribe. If he is not available then you can give payments to Peggy or Tom Gyorog (Tom is at most meetings) – or mail them to:

  Peggy Gyorog
  7892 Turnstone Circle East
  Jax, FL 32256

- Generally, we plan camping trips monthly from September to May + Summer camp in mid-summer and High Adventure (for older scouts). It is not mandatory, but boys are encouraged to go as often as they can. Costs for camping events to cover boy's food + reservation and any rental (such as canoe) is not included in dues – emails are sent a few weeks prior about the camping event listing costs, permission slips, etc. These costs usually are:

  - Monthly normal camping between $15 and $25 each.
  - Summer camp usually $300 to $400.
  - High adventure (14 year old min.) usually $750 to $1,500.
- Boy's may have money in their Troop "Scout Account" – kept by the Treasurer from fundraising events or from paying for a trip and then backing out at the last minute. Scout Account money can be used toward dues, camping, or purchases at the scout shop. **If the boy leaves the Troop, the money is not reimbursable**. Scout account money can also be used for a parent's expenses.

## ADULT REGISTRATION

- We encourage adults to become involved in the Troop. To do this, speak with any uniformed leader. You will need to complete an Adult Application (also on the website). At the time you submit your application, you need to include a copy of your "Youth Protection Training" certificate. This is an online course every registered adult takes every two years. This is the link: www.myscouting.org and follow the instructions to "create an account". When you complete the "Youth protection training" print the certificate and staple to

the adult app. **<u>**Keep track of your my.scouting.org login**</u> – all of your Boy Scout National records are kept on this database, and if you stay in scouting, you will need to refer back to this site frequently.

A summary of Procedures for Boy & Adult registration procedure is as follows:

**<u>Registration Procedures</u>**
North Florida Council Registrars office number is 388-5440 for any questions.
Adult or Youth Application may use copies from BSA website if original form is not available.
**<u>Applications should be given to Committee Chair for processing with Council</u>**.

<u>New Youth signing up</u>

- http://www.scouting.org/filestore/pdf/524-406A.pdf
- Fill out youth application form completely.
- Fill in Boy Scout Troop and put 27 in unit number.
- Parent completes all contact info.
- The 'I agree to be an active Scoutparent" box, if filled in, puts you on a BSA mailing list but does not denote any additional responsibility.
- Signed by applicant and any of the following: SM, ASM, or committee member.
- Fee payable as described in the Dues section of this packet
- Example: Boy that signs up February 15 would pay $10 for March plus $10 equipment fee = $20 total. Subject to change per Troop rules or require Troop fundraising.

<u>New Youth transferring from another unit</u>

- Fill out youth application form completely.
- Fill in Boy Scout Troop and put 27 in unit number. Fill in unit transfer information.
- Parent completes all contact info.
- The 'I agree to be an active Scoutparent" box, if filled in, puts you on a mailing list but does not denote any additional responsibility.
- Signed by applicant and any of the following: SM, ASM, or committee member.
- Fee payable as described in the Dues section of this packet
- Example: Boy that signs up February 15 would pay $10 for March plus $10 equipment fee = $20 total. Subject to change per Troop rules or require Troop fundraising.

<u>New Adult signing up</u>

- http://www.scouting.org/filestore/pdf/524-501.pdf
- Fill out adult application form completely.
- Don't forget position code – generally MC for committee member.
- Get charter rep & committee chair signatures.
- Complete Youth Protection Training online and provide a printed certificate of completion. The certificate and application will be submitted together by the Committee Chair.
- There is no Troop fee for Adults.
- Adult will receive Scouting Magazine automatically.

Merit Badge Counselors

- Fill out merit badge information form.
- Fill out adult application form. This is required even if an Adult holds another Troop position. (BSA rule)
- Put "MBC" in District position box. This stands for merit badge counselor.
- Signed by applicant only. No signature by charter rep or committee chair since this is a district position.
- Complete Youth Protection Training online and provide a printed certificate of completion. The certificate and application will be submitted together by the Committee Chair. If the Adult is already registered and youth protection trained, just attach the certificate. Taking the class a second time is not necessary.
- No fees.
- Re-fill out the Merit Badge information form annually.
- The Adult BSA Application form is filled out once for initial registration only. This is necessary when you register as a Merit Badge Counselor- regardless if the Adult is already registered and has submitted a separate form for another position previously.

# Equipment

Joining Boy Scouts should not be a financial burden. It is not necessary to purchase a lot of equipment or the best and most expensive equipment. Time should be allowed to make sure your son likes scouting before making major investments.

Check and see if any of the troop members have equipment they want to sell. Boys outgrow backpacks or upgrade some of their equipment and have older equipment to sell.

It is crucial that the backpack fits properly. It should be able to load all equipment needed for overnight hikes. The equipment loading ability and the arrangement of compartments should be appropriate for the boy's size. A knowledgeable backpacker should fit the backpack. Plastic bags should be used for changes of clothing, etc. within the pack to keep everything dry. Separate outfits in zip-lock bags work well.

Sleeping bags should be lightweight, suitable for the lowest temperature the troop activities will encounter, and remain warm when wet (no down). Suggested bags are 20° rated. Blankets and the use of nesting bags will allow use in colder temperatures. **SEEK ADVICE BEFORE PURCHASING. KEEP SALES SLIPS IN THE EVENT AN ITEM MUST BE RETURNED FOR A MORE APPROPRIATE ONE.**

## *Camping and Backpacking Gear Recommendations:*

Hiking Boots-Rugged sole, good fit, waterproof-NO SNEAKERS ALLOWED ON ANY HIKING TRIPS (as PRIMARY FOOTWEAR)
Sleeping Bag-Lightweight, NO DOWN FILL, mummy style, rated for 20° or less
Ground Pad-For use under sleeping bag
Backpack-Internal or external frame, depending which fits the scout better
Lightweight flashlight or headlamp - With extra batteries and bulb
3 Large Trash bags for: Outer wrap of sleeping bag, wet or dirty clothing, misc. use such as quick poncho
Pocketknife (sharpened) - See Scout handbook for rules in carrying the knife
Boy Scout Compass (base plate you can see through)
Rain gear (jacket and pants are recommended over a poncho)
Mess Kit-included bowl, cup, silverware and canteen or water bottle (at least 1 liter filled with water)
50 feet of 4mm nylon cord
Matches in waterproof container
Large ziplock bags (to keep clothing dry inside the pack)

| Ziplock Bags containing: | **Toiletries:** | **First Aid Items:** |
|---|---|---|
| **Lavatory Items:** | Kleenex | Moleskin |
| Plastic Trowel (optional) | 3-4 paper towels | Band-Aids |
| Toilet Paper | Chap stick (unscented) | Lg. Gauze Pads |
| | Small soap, washcloth | Neosporin |
| | Toothbrush/toothpaste | Insect repellant |
| | Sunscreen (summer only) | |

| **General Clothing (all wool or synthetic only):** | **Writing Materials:** |
|---|---|
| Long Underwear-polypropylene (no Cotton) | Small pad |
| Shell type windbreaker | Pen/pencil |
| | Boy Scout Handbook |
| Gloves | |
| Wool Hat/Scarf | |
| Sweater | |
| Extra underwear/change of clothing | |
| Wool or Polyester Pants | |

ARMY NAVY Outdoors
127-1 Monument Road
Jax, FL 32225
(904) 725-5000

JACKSONVILLE BSA SCOUT SHOP
521 South. Edgewood Ave
Jacksonville, FL 32205
904-384-9256

Windsurfing Orange Park
410 Blanding Blvd
Orange Park, FL 32073

BOY SCOUTS OF AMERICA
SUPPLY DIVISION
NATIONAL DISTRIBUTION CENTER
P.O. Box 7143
Charlotte, NC 28241-7143
800-323-0732

## Troop Funding and Fundraising

Troop 27 re-charters each January 31st. At this time, each Scout registering is asked to provide a general registration fee and a start up fee for the troop account that is used to cover the cost of badge purchases, camp equipment, and equipment maintenance as well as supplementing the campground fees.

Troop 27 organizes a fund raising activity each year. We need your help in making this event a success and thereby reducing the cost of activities for the Scouts.

## Summer Camp

Attendance at summer camp is a great way for scouts to earn advancement and Merit Badges that they would otherwise not be able to get throughout the rest of the year. It not only involves the advancement but also creates a fun and memorable event for your son to remember for the rest of his life.

## Troop Camping Trips

Troop 27 plans a monthly camping trip and attendance at these trips is strongly encouraged and is necessary for advancement. If your son registers for any events including camping, and for any reason does not show up for this event, he is still responsible for the food cost to the troop or his patrol. If for any reason your son does not show up for a trip, please inform the Scoutmaster at least 24 hours prior to departure. This way other boys who want to go will be able to take his place. If you wish to pick up your son early or drop him off late, please advise the Sr. Patrol Leader and the Scoutmaster to this fact.

## Letters of Recommendation

Every Boy Scout Rank starting with Tenderfoot, has a requirement that the boy demonstrate Scout spirit by living the Scout Oath and Law in everyday life. Troop 27 uses a Letter of Recommendation form for this. The form can be found on the Troop Website, or with many Adults at the meetings, and can be shown to any Scoutmaster or Assistant Scoutmaster for the requirement sign off. For Star and Life Ranks, the Troop requires two letters. The Eagle rank requires different letters, not the Troop's.

# Troop 27 Organization

As stated in the opening letter, all Adults are encouraged to be involved with running the Troop. The Troop has strict guidelines for minimum Adult to Boy ratio which are generally exceeded (T27 has high parent involvement). However, in order to maintain this ratio, as the Troop grows, the Adult may be required to become active in order for the Boy to remain registered. There are many behind the scenes, do at home – Adult positions.

Also . . . keep in mind every single adult leader started with little to no Scout experience. **Your desire to become involved is the only pre-requisite.**

## Troop Adult Positions of Responsibility

**Committee Chairman:**

- Organize the committee to see that all functions are delegated, coordinated and completed
- Maintain a close relationship with the chartered organization representative and the Scoutmaster
- See that troop leaders and committee members have training opportunities
- Interpret national and local policies to the troop
- Work closely with the Scoutmaster in preparing the troop committee meeting agendas
- Call, preside over and promote attendance at monthly troop committee meetings and any special meetings that may be called
- Ensure troop representation at monthly roundtables
- Secure top-notch trained individuals for camp leadership
- Arrange for charter review and re-charter annually
- Delegate responsibility to other adults and groups (assistants, troop committee) so that they have a real part in troop operations

**Secretary:**

- Keep minutes of meetings and send out committee meeting notices
- Handle publicity
- Prepare a family newsletter of troop events and activities
- Conduct the troop resource survey
- Plan for family night programs and activities
- Plan a charter presentation program

**Treasurer:**

- Handle all troop funds. Pay bills on recommendation of Scoutmaster and authorization of the Troop Committee
- Maintain the Troop checking and savings accounts
- Keep adequate records in the Troop record book
- Supervise money earning projects
- Report to the Troop Committee at each meeting
- Lead in preparation of the annual troop budget

**Outdoor Activities:**

- Supervise and help procure camp equipment
- Work with quartermaster on inventory, storage, and proper maintenance of troop equipment
- Help in securing permission to use camping sites
- Serve as transportation coordinator
- Encourage monthly outdoor activities or special activities
- Promote National Camping Award

- Promote, through family meetings, attendance at troop campouts, camporees, and summer camp to reach the goal of an outing per month

**Advancement:**
- Encourage Scouts to advance in rank
- Arrange and conduct Troop boards of review
- Conduct Courts of Honor (COH)
- Provide a merit badge counselor list
- Maintain a prompt report on the correct form to the council service center when a Troop board of review is held. Secure badges and certificates
- An advancement review with each scout will be made two times each year

**Scoutmaster:**
- Train and guide youth leaders
- Work with other responsible adults to bring Scouting to boys
- Use the methods of Scouting to achieve the aims of Scouting
- Meet regularly with the Patrol Leaders Council (PLC) for training and coordination in planning troop activities
- Attend all troop meetings or, when necessary, arrange for a qualified adult substitute
- Attend Troop Committee meetings
- Conduct periodic parent's sessions to share the program and encourage parent participation and cooperation.
- Take part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation
- Conduct Scoutmaster conferences for all rank advancements
- Provide a systematic recruiting plan for new members and see that they are properly registered. (This is the direct responsibility of the Assistant Scoutmasters for new Scouts.
- Supervise troop elections for the Order of the Arrow
- Make possible for each Scout to experience at least 10 days and nights of camping each year
- Participate in Council and District events
- Build a strong program by using proven methods presented in Scouting literature
- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America

**Assistant Scoutmaster:**
- Work with new Scout Patrols
- Recruiting new members into the Troop
- Arrange Troop annual open houses
- Participate in District and Council recruiting events

# Troop Youth key Positions of Responsibility

**Senior Patrol Leader:**
- Lead Patrol Leader Council meetings
- Consult with Scoutmaster regarding troop activities
- Appoint Junior Leaders to positions of responsibility as needed

**Assistant Senior Patrol Leader:**
- Fill in for Senior Patrol Leader as needed in his absence
- Training and giving directions to quartermaster, scribe, troop historian and librarian

**Quartermaster:**

- Responsible for troop supplies and equipment

**Scribe:**
- The troop secretary
- Collects dues and keeps attendance and reports same to the Adult Troopmaster Software handler

**Troop Historian:**
- Collects and maintains troop memorabilia and information on former troop members

**Librarian:**
- Keeps troops books, pamphlets, magazines, audiovisuals, and merit badge counselor list available for use by troop members

**Den Chief:**
- Works with Cub Scout Den as guide

**Patrol Leader:**
- Gives leadership to members of his patrol and represents them on the patrol leaders council

**Assistant Patrol Leader:**
- Fills in for the patrol leader in his absence

## + many others . . .