

BOY SCOUTS OF AMERICA

Santa Clara County Council - Pioneer District



Family Handbook 2012
Service, Leadership &
Advancement

WWW.TROOP325.COM

Table of Contents

Welcome to Troop 325	1	Moreland Woods – A Brief	
Troop 325 Website	2	History	77
Fact Sheet	3	Summer Camp	79
Eagles Scouts of Troop 325	4	Advancement Binder	82
Annual Report	5	Other Reference Material	83
Joining Boy Scout Troop 325	7	Check Lists	84
Troop 325 Overview	10	The 10 Essentials	84
Purpose	11	Camping	86
Meeting Policies	14	Winter Snow Camping	87
Advancement	19	Backpacking	88
Uniform Policy	22	Summer Camp	89
Costs	24	New Scout Outing	90
Commitment & Responsibility	25		
Troop Organization	27		
Youth Leadership, Position		Attachments:	
Descriptions	28	<input type="checkbox"/> Outing Expense Form	
Adult Leadership, Position		<input type="checkbox"/> Driver Expense Form	
Descriptions	37	<input type="checkbox"/> Scout Account Expense	
The Merit Badge Process	46	Form	
The Impact of Scouting	47	<input type="checkbox"/> Activities Calendar	
Boards of Reviews	48	<input type="checkbox"/> Committee Meeting Notes	
<input type="checkbox"/> Purpose	49	<input type="checkbox"/> Troop Roster	
<input type="checkbox"/> Mechanics of a Board of		<input type="checkbox"/> Troop Merit Badge	
Review	50	Counselor List	
<input type="checkbox"/> Tenderfoot	52	<input type="checkbox"/> Annual Planning	
<input type="checkbox"/> 2nd Class	53		
<input type="checkbox"/> 1st Class	54		
<input type="checkbox"/> Star	55		
<input type="checkbox"/> Life	56		
<input type="checkbox"/> Eagle	58		
<input type="checkbox"/> Eagle Palm	59		
Eagle Board of Review			
Guidelines	60		
Scout Accounts	74		
Troop 325 – A Brief History	75		

Welcome to Troop 325!

As a new member of our troop, you will be welcomed into the troop in a special ceremony, either at your Cub Scout Pack meeting, or at one of your first troop meetings. At that time, you will receive your troop neckerchief, neckerchief slide, troop number patch, and your *Boy Scout Handbook*.

You will join a patrol of from eight to ten other new Scouts like yourself. In this patrol, you will work with an older scout who will be your troop guide and an adult advisor to elect leaders, develop a patrol name, flag and yell. You will also begin learning the skills necessary for taking care of yourself in the outdoors. These include: hiking, camping, backpacking, fire making, menu planning, outdoor cooking, use of knife and axe, map and compass, first aid, environmental awareness, and good citizenship. You will learn these skills by practicing them at meetings and on outings. As you learn them, you will advance in rank from Tenderfoot, to 2nd Class, to 1st Class. Completing the requirements for 1st Class means you have mastered the skills necessary to be a First Class Scout. For most Scouts, advancement to 1st Class takes about one year.

Once you reach 1st Class, you will advance to one of the patrols made up of more experienced Scouts. Scouts in these patrols are able to operate with minimum supervision, planning and carrying out most activities on their own.

First Class Scouts continue to work on advancement on the trail to Eagle, the highest rank in Scouting. They earn merit badges, complete service projects and hold positions of leadership while advancing from 1st Class, to Star, to Life, to Eagle. Nationally, about four Scouts out of 100 achieve the rank of Eagle. In our troop, it is closer to one Scout in 3, probably because we have such an active program.

Scouting is about having fun in the outdoors. It is also about learning to "Be Prepared," to take care of yourself in a variety of situations, and it is about caring for others. There are thousands of incidents every year where individuals save their own life or the life of others because of the skills they learned in Scouting. Many famous Americans were Scouts, including presidents John Kennedy, Gerald Ford, George Bush and Bill Clinton. Most of our Astronauts were active Scouts and many were Eagle. One astronaut, Dr. Gregory B. Burchett is an Eagle Scout from our very own troop! Almost half of our Senators and Congressmen were Scouts, as were many of America's corporate leaders and university presidents.

Now it's your turn. Welcome to Scouting. Good luck! Let's have some fun!

Troop 325's Website – WWW.TROOP325.COM

Check out our website for the latest information, calendar and pictures. There is a password for certain private information and pictures. Please contact the webmaster for more information.

Fraud monitoring is on

TROOP 325.com

HOME CALENDAR EVENT SIGNUP PHOTOS MIDWAY REGISTRATION

Welcome to Boy Scout Troop 325!

San Jose, California - Since 1960 - Service, Leadership, Achievement

Chartered by the Rogers Middle School Home and School Club.
Part of the [Santa Clara County Council](#), BSA.

Pat B., Senior Patrol Leader, Craig M. & Scott C., Assistant Senior Patrol Leaders

Troop Meetings are Tuesdays from 7:00pm to 8:30pm.
We meet at [Prince of Peace Church](#) during winter, and outdoors at [Moreland Woods](#) during summer.

2007 BOY SCOUT TROOP 325

Photo taken at Prince of Peace Church, Sep 26, 2007.

[Troop 325 Annual Merit Badge Midway](#)

Upcoming Events

- Tue Mar 11 - Troop Meeting at [Monroe Middle School](#)
- Sun Mar 16 - Troop Leader Training at Lynhaven School
- Tue Mar 18 - Troop Meeting / Parent Committee Meeting at [Monroe Middle School](#)
- Sat Mar 22 - Service Project - Serve dinner at Prince of Peace homeless shelter
- Tue Mar 25 - Troop Meeting at [Monroe Middle School](#)
- Fri Mar 28 - Cabana Club Service Project 5-7pm
- Sat Mar 29 - Troop 325 Merit Badge Midway
- Tue Apr 1 - PLC Meeting
- Sun Apr 5 - Gem Show for Geology Merit Badge (tentative)
- Tue Apr 8 - Troop Meeting
- Sat Apr 12 - Sun Apr 13 - Mt. Helena Rimrover
- Tue Apr 15 - Troop Meeting
- Tue Apr 22 - Troop Meeting
- Tue Apr 30 - Troop Meeting

Fun Fact: The average smell weighs 760 nanograms *.

William T. Hornaday Awards

Questions or comments? [Contact Us](#)

Fact Sheet

- Chartered February 1, 1960.
- Chartered to Parents of Troop 325.
The troop meets at Prince of Peace Lutheran Church, Tuesday evenings, 7:00 pm - 8:30 pm during the school year.
- During the summer months the troop meets at Moreland Woods. (4835 Doyle Road, San Jose, California 95129)
- Registered Scouts, January 2012 - 66.
- Registered adults, January 2012 - 45
- Total outings, year 2011 - 28.
- Number of Scouts attending summer camp, 2011 - 43.
- Number of adults attending summer camp, 2011 - 7.
- Total Eagle Scouts in history of troop through 2011 - 75.
- Some the high-lights of our scouting year include the following activities:
 - Summer camp at our council site - High Sierra or an alternate camp
 - Bear Paw, our council winter camping experience
 - Camporee - our district wide activity at Camp Lehei
 - Backpacking and Shooting at Los Gatos Rod & Gun Club
 - Hiking & Camping at Mt Helena, MT Madonna, Mission Peak, Yosemite, Pinnacles
 - Kayaking at Moss Landing
 - Backpacking at Pt Reyes
 - Canoeing and Canoe Camping
 - Skiing at Tahoe-Donner and Sugarbowl.
 - Fundraising at Stanford Football games

Eagle Scouts of Troop 325



Michael R. Rose ('65)	David W. Graul ('88)	Ben Peterson ('00)	
David R. Coleman ('66)	Brian Todd ('90)	Kenneth Kalchick ('00)	
R. C. Gilluly ('67)	Bret Steiner ('94)	Scott Burroughs ('01)	
Michael Gilluly ('67)	George Denise, Jr. ('94)	Louis Gagliasso ('01)	Scott Slifer-Mosher ('07)
Steven M. Kuhlman ('67)	Jon Goodell ('94)	Andrew Woodward ('01)	Alexander Duprey ('08)
Daniel Blunk ('69)	Sean McClay ('95)	Nick Cloupeck ('01)	Chris Vaggione ('08)
Jay R. Beebe ('70)	Michael Brewington ('95)	Greg Benson ('01)	Doug Wells ('08)
John M. Stewart ('70)	Renny Wright, Jr. ('96)	Michael Denise ('01)	Ryan Hauschildt ('08)
Robert C. Couch ('73)	John Oh ('97)	Brian Campanella ('02)	Shohei Takagi ('08)
Michael J. Score ('74)	Erick Baldwin ('98)	Steve McFarland ('03)	Craig Morrison ('08)
Gregory Hall ('75)	Donald Gagliasso ('99)	Mark Hernandez ('04)	Dennis Tracey ('09)
Steven W. Score ('75)	Robert Long ('99)	Ben Levy ('04)	Patrick Boyden ('09)
Todd D. Kingery ('76)	James Anderson ('99)	Derek Parker ('04)	Zachary A Campbell ('09)
Kevin P. Remus ('78)	Chris Denise ('99)	Allen Hoover ('04)	Walter S Campbell ('10)
Jeffery D. Williams ('78)	Michael Weisz ('99)	Brad Parker ('06)	Kale Duprey ('10)
Gregory Chamitoff ('80)	G. Andrew Mellors ('99)	Jeremy Hauschildt ('06)	Garrison Wells ('10)
John Douthit, Jr. ('80)	Peter Hoover ('99)	Erik Polyak ('06)	Ameya Deshpande ('11)
Andrew J. Worth ('81)	Michael Rodriguez ('00)	Andrew Shantz ('07)	Makoto Lalwani ('12)
Scott Nicholas ('84)	Doug Benson ('00)	Eddie Barshow ('07)	Joey Miller ('12)
Mike Swertfager ('88)	Scott Crisel ('00)	Robert Yegge ('07)	
Mark L. Williams ('88)	Mason Sakoda ('00)	Dale Lucas ('07)	
		Matthew Thomas ('07)	

Annual Report (2011)

I am proud to report that Troop 325 is now in its fifty second year of service to the youth of West San Jose. We are one of the largest of the 36 troops in Pioneer District, which is one of four districts in Santa Clara County Council. A Cub Scout Pack and a Venture Crew (a coed program for older youth) have also evolved out of the troop. The troop was formed in 1959 and first chartered to Country Lane Home & School Club in 1960. The pack was formed one year later in 1961, and the Venture Crew (as an Explorer Post) in 1973. Originally, Country Lane Home & School Club sponsored all three, but now the Parents of Troop 325 sponsors the troop and crew. The troop meets at Prince of Peace Church during the school year and outdoors in Moreland Woods (adjacent to Easterbrook Discovery School) during the summer. In the fall of 2006, Rogers Middle School merged with Castro Middle School to form Moreland Middle School. We were sponsored by the Rogers Middle School Home & School Club and are now chartered by the Parents of Troop 325.

Troop 325 is one of the more active troops in the Council, with an outing at least once a month. In addition, Troop 325 is one of the more active troops at regional, national, and international events. These include the yearly District Camporee, International Rendezvous held every two years, and the National Scout Jamboree near Washington D.C. which is held every four years. In previous years, the troop has also organized trips to the all three High Adventure bases which are Florida Sea Base, Philmont in New Mexico and Northern Tier in Minnesota. This year the troop is planning Summer Camp in Oregon via train, as well as a canoeing trip on the Russian River.

Outings in 2011 included a ski/snowboard trip to Tahoe Donner, hiking and camping as part of the RimRover (a series of hikes in the Bay Area), a wilderness canoe camping trip, Elkhorn Slough kayaking, and overnights at the Balclutha (Tall Ship), Santa Cruz Boardwalk and the Monterey Bay Aquarium. One of the highlights of the year in which we strive for 100% participation is Summer Camp. We find that this weeklong camp provides the perfect opportunity for scouts to bond and make friends with each other, as well as learn essential scout skills. In 2008 we attended Camp High Sierra, our Council's own camp, located in the Sierra Nevada mountain range. In 2012, we will be going to Camp Makualla, near Crater Lake in Oregon via train.

Through various fundraising events, including popcorn sales, and manning concession booths at Stanford football games, the Scouts are able to pay for much of their participation in these outings. Half of the profits of what a scout earns through fundraising is kept in a personal "scout account" which he can use for outings or equipment.

Community service is an integral part of Scouting. Over the years, the Scouts of Troop 325 have logged thousands of hours of service to local parks, schools, and churches, including projects in Moreland Woods at Easterbrook Discovery School, projects at Castro Middle School and Country Lane School, the VA's Stand Down (a homeless veterans outreach program), as well as service to our current meeting place provider, Prince of Peace church. The troop received, with leadership of Mr. Denise, the William T. Hornaday Award in 2007 - a national conservation award.

Nationally, approximately four Scouts out of 100 achieve Scouting's highest award, Eagle Scout. To date, Troop 325 has graduated a total of 75 Eagle Scouts, almost four times the national average. Eight of our scouts have achieved Eagle since 2009, and we currently have a dozen Life scouts in various phases of their Eagle project.

The members of Troop 325 are very proud of their record. With the support of our adult leaders and parents we intend to continue the traditions and customs of our troop and continue our outstanding record of Service, Leadership, and Achievement.

Yours in Scouting,

Greg Knepp

Scoutmaster

Joining Boy Scout Troop 325

What Is Scouting?

Scouting is an organization for young men, ages 11 through 17, which emphasizes camping and outdoor adventure. Scouts also learn outdoor skills, such as proper use of knife, axe and saw, fire building, first aid, knots and lashings, and so on. Scouting also encourages good citizenship, individual responsibility, team participation, leadership, and community service. The process is developed through a mostly boy-run program of weekly meetings and monthly outdoor adventures. Scouts also participate in community service projects, and they hold fund-raising activities that help the Scouts pay their own way.

Requirements to Join

To join Scouting, a young man must be 11 years old, or 10 years old and have completed Arrow of Light in Cub Scouts, or 10 years old and completed fifth grade.

How to Join

To join Boy Scout Troop 325, you must submit a completed Boy Scout Application (available from the Scoutmaster), a check for the first year dues of \$75 per year. The dues include registration in the Boy Scouts of America, subscription to Boys Life Magazine, and they go to cover the cost of providing patches to the Scouts and other miscellaneous costs throughout the year.

Are There Other Costs Besides Dues?

Uniform and the cost of outings are in addition to the dues. The complete uniform costs about \$75-\$100. The troop committee also maintains a pre-owned uniform exchange. As Scouts outgrow their uniform, they are asked to contribute them back to the troop. Please contact one of the troop's adult leaders for more information. For more information on costs, refer to the "Costs" section. If cost might prevent a boy from becoming a Scout, please see the Scoutmaster or Committee Chair as scholarships may be available if troop finances allow.

When and Where Does the Troop Meet?

The troop meets every Tuesday evening, 7:00 pm - 8:30 pm in one of two locations. From September 16 through May 31, we meet in the Fellowship Hall of Prince of Peace Lutheran Church (at the corner of Saratoga and Cox - check the website for a map). June 1 through September 15, the troop meets

at Moreland Woods, adjacent to Easterbrook Discovery School. (4835 Doyle Road, San Jose, California 95129)

The first meeting of each month is a Patrol Leaders Council meeting. For this meeting, we expect all holders of troop level leadership positions to attend. (See section on Troop Organization.) Attendance is optional for other Scouts. This means that most Scouts will attend 3 meetings per month and leaders will attend every Tuesday.

Who Belongs to Troop 325

Troop 325 primarily serves boys living in the Westgate Area/Moreland School District as well as Campbell Union School district. Members of the troop live in Campbell, Cupertino, San Jose, Santa Clara and Saratoga. They attend Country Lane, Rolling Hills, Payne, Easterbrook Discovery School, Moreland, Monroe, Redwood, Harker, Prospect, Lynbrook, Del Mar, Westmont, Mitty and Bellarmine (among others).

How Do the Fund Raising Activities Work?

The troop typically sells Scout popcorn in the Fall, Scout-O-Rama tickets in the Spring, and works the concession stands at Stanford football games in the Autumn and Winter. Money earned is split between the Scouts that work and the troop. The Scout's portion is allocated among the Scouts that work according to the hours each one works.

Uniforms

Scouts wear the uniform as a visual demonstration of their membership and to show their pride in being a Scout and the values it stands for. The complete uniform consists of Scout shirt with correct insignia, Scout neckerchief, Scout pants, Scout belt, and Scout socks. The neckerchief (ours is distinct to our troop) and the Boy Scout Handbook are provided by the troop. The troop t-shirt is available through the troop. These are selected and ordered by our troop each summer prior to summer camp.

Equipment

While there are certain equipment needs, such as backpack, sleeping bag, sleeping pad, ground cloth, cook kit, and so on, we discourage new Scouts from accumulating too much too quickly. If they do not have equipment they can use, we have some equipment available to borrow, and we can refer Scouts to local places to rent equipment. It is better that a new Scout go on one or two outings, see what the other boys are using, and get a feel for what equipment will work best for them. Also, you want to make sure Scouting is something that appeals to the new member before making too large of an investment.

Further questions? Call *Greg Knepp*, Scoutmaster, at (408) 247-3577, or *Kathy Thomas*, Committee Chairman, (408) 374-5713.

Troop 325 Overview



Troop 325 is a part of the Pioneer District of the Santa Clara County Council of the Boy Scouts of America.

The troop is sponsored by, and chartered to The Parents of Troop 325. It was originally chartered to Country Lane Home & School Club, however, in 2000 we finally outgrew Country Lane and moved to Rogers. Country Lane first opened for classes in September 1959. Troop 325 was formed that same year and was formally chartered February 1, 1960 by the Country Lane Home and School Club. The Boy Scouts of America was founded in 1910 and chartered by the Congress of the United States of America in 1916.

Out of some 122 scouting units in the Santa Clara County Council, Troop 325 is the seventeenth oldest in continuous existence.

Over the past 52 years, over 720 young men have passed through Troop 325, including seventy-eight who have achieved scouting's highest honor, Eagle Scout. Nationally, fewer than two scouts out of 100 earn the rank of Eagle. Within Troop 325, that number is closer to eight out of 100. Our success in this area is not because we make it easier. We adhere to the rules and regulations of scouting very carefully. Rather, we believe it is because our troop has a good, strong; "boy run" program that keeps scouts participating longer, which just naturally leads them to that ultimate goal. They also have an opportunity to see many of their fellow Scouts in the troop achieve Eagle, making them more aware of the award, making it seem more reachable, and encouraging and inspiring them to pursue it for themselves.

Purpose

The aims of Scouting are to build character, foster citizenship, and develop physical fitness in Scout-age youth. These aims are achieved through the eight methods of Scouting:



I - Ideals

The motto,	"Be Prepared,"
The slogan,	"Do a good turn daily,"
The 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."
The Scout Law,	"A Scout is: Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind Cheerful, Thrifty, Brave, Clean, and Reverent"
Outdoor Code,	"As an American, I will do my best to: Be clean in my outdoor manners, Be careful with fire, Be considerate in the outdoors, and Be conservation-minded.

These are the values of scouting. They engender personal responsibility, leadership, and service to others, and they foster the acquisition of skills that enable them to put into practice these values.

II - Patrols

Every Boy Scout Troop is composed of patrols, groupings of from three to eight boys who work together as members of a team. Small groups or teams give everyone a chance to voice their ideas and to participate.

III - Outdoors

In the outdoors, perhaps for the first time, a boy can meet the natural world face-to-face and begin to develop a keener sensitivity toward our wildlife, forests, rivers, mountains, and open space - and the growing environmental dangers that threaten them. In the process of planning, preparing for, and participating for this "meeting," he also begins to come face-to-face with himself and his own strengths and weaknesses.

IV - Advancement

The Boy Scout advancement program provides a ladder of skills that a scout climbs, each at his own pace. As he acquires specific skills, he moves up through a series of ranks for which he is recognized and awarded badges. Awards are presented and the Scout is recognized at the next troop meeting following his earning of them (or as close as possible) so that he may be recognized as soon as possible. He is then recognized a second time, at the quarterly Court of Honor in front of his family and the families of the other members of the troop. The first badge earned is called Boy Scout. It is awarded for completing the joining requirements when the young man first enters the troop. The advancement ranks are: Tenderfoot, Second Class, First Class, Star, Life and Eagle.

V - Personal Growth

All of scouting's methods help a boy grow. In striving to achieve Scouting's goals, we have seen that striving itself often becomes ingrained. Working first in a New Scout Patrol with other young men of similar age and experience, he works closely under the guidance of an older Scout called a Troop Guide. When he achieves First Class, he graduates and advances into a more advanced patrol. Here there is no Troop Guide. Rather, the Scouts work together under their own elected patrol leader to accomplish their goals. Within the patrol, the Scouts elect their own leaders. Each Scout has an opportunity to be elected to positions of leadership within the troop. As the Scout reaches age 14, he is invited to join an older Scout patrol. These Scouts take an even greater hand in developing their own program. They also often act as instructors for the other members of the troop. Through this process, the Scouts learn through watching, they learn through doing, and finally, they learn through teaching. Along the way, they grow into remarkable young men.

VI - Adult Association

Boys learn from the example set by their adult leaders. Troop leaders may be male or female. Association with adults of good character is important at this stage of a young person's development.

VII - Leadership Development

Providing opportunities for leadership is one of the most valuable experiences scouting provides. Leadership opportunities exist at the troop and patrol levels, as well as in higher levels of scouting. Short-term responsibilities, such as leading an opening ceremony or demonstrating a skill at a scout meeting help prepare the scout for greater responsibility later, such as holding the position of patrol or troop leader, or even higher positions at the district, council or regional level. Scouts from Troop 325 have held the positions of chairman of the Pioneer District Camporee (district), Chapter Chief for the Hattape Chapter of the Order of the Arrow (district), Lodge Chief of the Miwok Lodge of the Order of the Arrow (council), Senior Patrol Leader for Bristlecone, the Annual Junior Leader Training Course (council), Senior Patrol Leader for the National Jamboree Troop (council), and Crew Chief for the World Jamboree Crew (regional).

VIII - The Uniform

The uniform is an outward sign that the scout believes in certain values and is willing to be recognized for them. It gives him a reason to take pride in the way he looks, and in the badges and awards he displays that testify to his achievements, both in skills acquired and leadership. Lastly, it reminds him that he belongs, not only to his patrol and troop, but to a worldwide organization with 20 million others whose beliefs and ideals he shares.

Meeting Policies

1. **Troop Meetings** are normally held each Tuesday night in the Fellowship Hall of Prince of Peace Lutheran Church (at the corner of Saratoga and Cox - check the website for a map). June 1 through September 15, the troop meets at Moreland Woods, adjacent to Easterbrook Discovery School. At the troop meetings, scouts meet to plan and prepare for their upcoming outings, work on advancement and play and compete in related activities. There is a theme for each month, such as Aquatics, Backpacking, Canoeing, Citizenship, Emergency Preparedness, First Aid, Hiking, Leadership, Pioneering, Winter Camping, and Wilderness Survival.

There are seven parts to the weekly meeting:

- 1) **Pre-Opening:** consists of two things: Set-up and a Pre-opening Activity. The set up includes unloading the Scoutmaster's and other's cars of the flags, flag stands, advancement board and easel, attendance board and easel, administrative boxes, and any materials being brought for the nights meeting. The pre-opening activity can be anything from permission slips and sign-up sheets lined up on a table at the entry to the meeting for the Scouts to check out as they arrive, to a display of materials to be used later in the meeting (such as the ten essentials laid out on a tarp or a sloppy campsite set up), to an easy to join in game.
- 2) **Opening:** this usually includes an Opening Ceremony (self-explanatory), Song or Yell (also as the name implies), recognition of guests and new members, and once a month, uniform inspection. One of the reasons we have a PLC and patrol meetings is so the patrol leaders can get their assignments and carry them back to the patrol and plan ahead so they have a ceremony or song already selected and prepared when it is their turn to lead.
- 3) **Skills Instruction:** this might be a presentation to the overall troop, or it might be by patrol (each patrol teaching itself using instructors and the handbook as required). As much as possible, the skills should be learned and practiced at the patrol level.
- 4) **Patrol Meetings:** these are for preparing for upcoming opening ceremonies, songs, leading inter-patrol activity, menu and outing planning, making flags, decorating patrol equipment like the patrol box (which should be encouraged), and so forth.
- 5) **Inter-patrol Activity (Game)** ideally alternates between a free-form game like Steal the Bacon one week, and a competition using the skills that were learned at this meeting or a recently passed meeting the next week (for example, work on knots, have a knot relay).
- 6) **Closing:** includes recognition/advancement, announcements, closing ceremony, and Scoutmaster Minute.
- 7) **After the Meeting:** includes two things: cleaning up the room and carrying everything back to the cars they came in, and a short PLC in which the SPL and PLs review how the meeting went, what worked, what could have gone better, how can we improve the next one. Most of this actually happens, it's just not always obvious when 11 to 17 year-olds are doing it, though how

well it is carried out is dependent on how well the SPL leads the meeting. When he takes it all seriously and conducts it conscientiously and enthusiastically, it shows more so than when he is more casual about it. And that's a matter of personality, training, and experience.

2. Patrol Meetings are held during regular troop meeting as well as outside the troop meeting. Patrol meetings should be held a minimum of twice monthly. In the patrol meetings, scouts plan for their areas of responsibilities within the troop, for example, an opening ceremony, a song, or running a training session or activity. Scouts might plan their menu for an upcoming outing. Or they might get together to re-decorate their patrol flag, or re-paint and decorate their Patrol Box. Discussions of individual scout advancement and signing off advancement requirements by older scouts also take place during the patrol meetings. (Scouts 1st Class and above can test and sign off requirements for scouts still working toward 1st Class.)

3. Patrol Leaders Council (PLC) consists of the Senior Patrol Leader, Assistant Senior Patrol Leader, Troop Quartermaster, Troop Scribe, Chaplain's Aide, Patrol Leaders, Troop Guides, and Scoutmaster. Junior Assistant Scoutmasters and Assistant Scoutmasters are encouraged to attend, but are not required to. The PLC meets the first Tuesday of the month. This follows by week, the Pioneer District's Adult Leaders' Roundtable, which, as the name implies, is an open forum for sharing ideas, discussion, and networking by and for adult leaders within the Pioneer District (one of six districts within the Santa Clara County Council).

Typically, the troop has an outside speaker make a presentation pertaining to our monthly theme the first meeting of each month. Past speakers have included a County Supervisor, an undercover narcotics agent, a forest ranger, the head of the bicycling department at REI, the owner of Antelope Backpacking Shop, the Order of the Arrow Indian Dance Team, the head of the Fishing Department at Cope & McPheeters, Mountain Man re-enactors, the manager of the Ski Renter, and an officer in the Green Beret.

The boys themselves do most of the work of the troop. The adults primarily act as advisors to the Junior Leaders, who in turn run the meetings and activities.

4. Troop Outings are held monthly, and relate to the monthly themes selected by the scouts during their Annual Planning. They are the culmination of the month's planning and training. Permission slips with payment are required to be turned in at the meeting preceding the outing. If a scout decides not to go on an outing after the food has been purchased, he is still responsible for the cost of his share. Similarly, if reservations have been confirmed, he is responsible for his share of the fee. If a scout decides to go after the food has been purchased, he should do the following:

- Notify his patrol leader that he will be attending,
- Get or make a copy of the patrol menu and go shopping to buy his share of food,
- Inform the Scoutmaster, and
- Pay the required fee for the outing.

5. Troop Committee meetings are held every month in conjunction with the troop meeting, normally on the third Tuesday of the month, 7:00 pm - 8:30 pm. Check the troop calendar for exact dates. At the committee meetings, budget, resources (such as drivers and chaperones for upcoming activities),

service projects, and fund-raisers are discussed, policy established, and problems worked out. All parents are members of the troop committee and are invited and encouraged to attend.

The scout program is intended to be planned and run by the scouts themselves, with minimal adult supervision. Nonetheless, family participation is an important ingredient that helps ensure the scout's and scouting's success. Whether it is as an adult leader, an active member of the Troop Committee, attending outings, providing transportation, attending Troop Courts of Honor where scouts receive recognition for their achievements, or in simply encouraging their son in his scouting endeavors, a parent's enthusiastic participation will go far in making our program a success and in helping your son succeed.

6. Regular Attendance is encouraged and is essential if the scout is going to bond with the other members of his patrol, learn, advance, and assume positions of leadership within the Troop. The following information from the Boy Scouts of America gives us a guideline for what's considered "active". The guidelines use Star, Life and Eagle requirements as an example but the same guidelines apply to all ranks.

The purpose of Star, Life, and Eagle Scout requirements calling for Scouts to be active for a period of months involves impact. Use the following three sequential tests to determine whether the requirement has been met.

- The Scout is registered
- The Scout is in good standing
- The Scout meets the unit's reasonable expectations; or, if not, a lesser level of activity is explained. Impact - Since we prepare young people to go forth, and essentially, make a positive difference in our American society, we judge that a member is "active" when his level of activity in Scouting, whether high or minimal, has had a sufficiently positive influence toward this end.

Further detail:

- The Scout is registered. The youth is registered in his unit for at least the time period indicated in the requirement, and he has indicated in some way, through word or action, that he considers himself a member. If a boy was supposed to have been registered, but for whatever reason was not, discuss with the local council registrar the possibility of back-registering him.
- The Scout is in good standing. A Scout is considered in "good standing" with his unit as long as he has not been dismissed for disciplinary reasons. He must also be in good standing with the local council and the Boy Scouts of America. (In the rare case he is not, communications will have been delivered.)
- The Scout meets the unit's reasonable expectations; or, if not, a lesser level of activity is explained. If, for the time period required, a Scout or qualifying Venturer or Sea Scout meets those aspects of his unit's pre-established expectations that refer to a level of activity, then he is considered active and the requirement is met. Time counted as "active" need not be consecutive. A boy may piece together any times he has been active and still qualify.

If a young man has fallen below his unit's activity oriented expectations, then it must be due to other positive endeavors- in or out of Scouting-or to noteworthy circumstances that have prevented a higher level of participation (see below). In this case a Scout is considered "active"

if a board of review can agree that Scouting values have already taken hold and been exhibited. This might be evidenced, for example, in how he lives his life and relates to others in his community, at school, in his religious life, or in Scouting. It is also acceptable to consider and "count" positive activities outside Scouting when they, too, contribute to his growth in character, citizenship, or personal fitness. Remember; it is not so much about what a Scout has done. It is about what he is able to do and how he has grown.

Outings

Activities within Troop 325 include weekly troop meetings, monthly outings, service projects four times annually, and fund raising events four times annually. We also spend a week at camp each summer. Outings include backpacking, bicycling, body surfing, camping, canoeing, snow camping, cross country skiing, day hikes, downhill skiing and snowboarding, rock climbing, rifle and shotgun shooting, skim boarding, snow camping, water skiing, whale watching, whitewater rafting, and anything else the boys come up with which ties in with the monthly themes and aims of Scouting.

We emphasize low-impact camping and respect for nature and the natural environment in all of our activities. Our relationship to the environment and to natural resources is a stewardship. We believe we have a responsibility to use our resources wisely, to conserve and preserve them for future generations to enjoy.

Service to Others

Scouting emphasizes service to others. Part of being a responsible citizen includes making a contribution back to our community. We usually schedule four service projects annually; however, in recent years with so many Eagle Scout projects, we have been carrying out considerably more than four per year. (As part of their requirements, Eagle candidates must conceive of, plan, and carry out a project of significant benefit to the community.) Service projects are typically for a few hours to one day in duration. (Eagle projects are significantly larger, possibly taking hundreds of hours to complete). Previous projects have included building cabinets and planter boxes for Rogers School, selling hot dogs and hamburgers at the Rogers Carnival, providing trail maintenance and tree planting services for Los Gatos Youth Park, planting trees along the Campbell-Los Gatos Creek Trail, removing non-native species of plants from Angel Island and Ano Nuevo State Parks, spreading hay over a burn area on Mt. Tamalpais to help control erosion, providing recycling for the Saratoga Rotary's West Valley Art Show, helping to restore the Moreland Woods Open Space adjacent to Easterbrook Discovery School into a natural preserve, collecting over 8,000 pounds of canned foods for the 2nd Harvest Food Bank over the past six seasons, and much more.

Junior Leaders

Scouting is to be "boy run." In Troop 325, we emphasis this, with the Scoutmaster and assistants acting primarily as trainers and advisors. The junior leaders plan the programs and activities and they lead them.

Junior leaders meeting age and experience criteria, are elected by the troop to serve for six month terms of office. Generally, Senior Patrol Leaders must be fourteen years of age and at least Life Scout. Senior Patrol Leader candidates are also encouraged to attend Bristlecone Junior Leader Training, a one-week training program presented by the Santa Clara County Council each summer at Camp Chesebrough in the Santa Cruz Mountains. Assistant Senior Patrol Leaders must be thirteen and at least Star Scout. Patrol Leaders and Assistant Patrol Leaders must be at least twelve and First Class Scout, with the exception of leaders in the New Scout Patrol.

The New Scout Patrol is for new scouts, and accordingly, leaders in the new scout patrol do not have rank requirements. Scouts remain in the New Scout Patrol until they achieve First Class. When a scout earns First Class, he has learned and been tested in all of the basic skills he will need to know to be a "first class scout." At this point, he graduates into one of the Experienced Scout Patrols.

Other elected positions include Troop Quartermaster (responsible for inventory and repair of all troop gear) and Troop Scribe (responsible for maintaining attendance and advancement records for meetings and outings). Appointed positions include: Instructors, Troop Guides, Troop Historian, Troop Librarian, Troop Newsletter Editor and Assistant Editors, Troop Cheermaster, Troop Chaplain's Aide, Troop Bugler, Troop Photographer, and Patrol Quartermasters and Scribes.

Junior Assistant Scoutmasters must be at least sixteen and are appointed by the Scoutmaster. They must have held junior leadership positions of at least patrol leader level within the troop. They work as Patrol Advisors at troop meetings and on outings.

Advancement Information

A Scout learns by doing. He learns scout skills in patrol and troop meetings. He learns outdoor skills by hiking and camping. He learns to teach by teaching other scouts. And he learns to lead by assuming increasing levels of responsibility, first within the patrol, and later within the troop. He learns with the help of his Patrol Leader, other patrol members, Leadership Corps members, merit badge counselors, Assistant Scoutmasters, Scoutmaster, and outside instructors.

Advancement - As a new scout participates in weekly meetings, monthly outings, and summer camp, he learns the basic skills he needs to know in scouting. As he learns these skills and demonstrates them, he is recognized through a system of ranks: Tenderfoot, 2nd Class, 1st Class, Star, Life, and Eagle. The rank of Eagle is the highest attainable rank in scouting.

1. Ranks in Scouting.

Joining Requirements - The Joining Requirements for scouting are not a rank, but the basic requirements the scout needs to review with the Scoutmaster (or one of the Assistant Scoutmasters) during the first thirty (30) days following joining the troop. When the scout has completed this requirement, his book is signed off by the Scoutmaster and he will be rewarded the Boy Scout Badge at the next Troop meeting. Completion of the Arrow of Light Award in the Webelos Cub Scout Program meets most of the joining requirements.

Trail-to-First Class - These first three ranks recognize the scout for learning the basic skills required to be a "first class scout." They include Tenderfoot, Second Class, and First Class. As a scout participates in the troop meetings, outings, and summer camp, he will have the opportunity to learn, practice, demonstrate and put into practical use the skills or knowledge he needs to advance in these three basic ranks. The advancement requirements may be signed off in the scout's handbook by any scout who has already achieved First Class, or by any adult leader. There is a list in the handbook for each rank, which the scout may use to check off requirements he has mastered. In the back of the book is a second list of the requirements, which is where each requirement must be signed off as it is completed. The requirement sign-offs are on pages 432, 434 and 436.

Upper Ranks - The upper ranks, or "Trail-To-Eagle" ranks include Star, Life and Eagle. These ranks are earned through the learning of more advanced skills through attaining merit badges in specialized areas of study. Each rank has a certain number of required merit badges and electives. Only the Scoutmaster or Assistant Scoutmaster may sign off requirements for these ranks. The requirements for these three ranks are found on pages 438, 439, and 440 of the *Boy Scout Handbook*.

Merit Badges - Merit badges are awarded to scouts for completion of specific programs of study, for example: First Aid, Swimming, Emergency Preparedness, and Citizenship in the Nation. There are approximately 128 merit badges in all. Achieving upper ranks in scouting: Star, Life, and Eagle, depends on the scout completing a certain number of merit badges, some required, some elective.

Scouts may work on merit badges at any time, with the Scoutmaster's approval, though generally he focuses on them after achieving the rank of First Class.

When a scout wishes to work on a merit badge, he is responsible for getting approval from his Scoutmaster prior to starting a merit badge, by obtaining a "blue card" from an adult leader, filling it out, and having his Scoutmaster sign it. He then obtains a list of three merit badge counselors for the appropriate badge who have the same zip code as the scout (not a requirement, simply for convenience), as the first counselor is not always available. It is then up to the scout to contact the counselor, set up meeting dates, and meets with him to complete the badge.

Scouts should work on merit badges in groups of two or more (usually not more than five). While all scout leaders including Merit Badge Counselors are registered with scouting and therefore are screened, scouting has an exceptional record in the area of Child Abuse because of the strict guidelines it has incorporated which go well beyond reference checks to ensure youth safety. One of those guidelines is that a single youth may not be left alone with one adult at any time. If a scout must work on a badge alone, his parent should remain within visual contact at all times (for example, in an adjacent room with the door open) while the scout is working with his counselor. (One of the first requirements for new scouts is for the scout and parents to read the section on Youth Safety in the front of the *Boy Scout Handbook*.)

Scouts should obtain the merit badge pamphlets and review the requirements in advance, prior to contacting their counselor.

Pamphlets may be purchased for a nominal fee at the Scout Shop on West Julian Street. The Troop also has its own library of used pamphlets available for scouts to check out. See the Troop Librarian.

When the scout meets with his merit badge counselor, he should be in complete uniform, and have his blue card and merit badge pamphlet with him.

The blue card is a three-part card. When the scout has completed his merit badge, the counselor will sign the blue card, and keep one part for his records. The scout keeps one part for his permanent record, and the third section is signed by the scoutmaster then turned in to the advancement chair so that it can be recorded within the troop and at the council office and the merit badge and acknowledgement purchased.

It is very important that the scout's copy of the completed blue card be retained. When he completes all of his requirements for Eagle, the Eagle Board of Review and the Council representative will need to see them for verification. There are "back-up" records, but the ultimate authority is the completed, signed blue card.

Scouts who have completed a merit badge and wish to make their pamphlets available to other scouts should turn them over to the Troop Librarian for lending.

Merit badge counselors are always needed by the troop to assist scouts in earning these awards. Parents who have some knowledge or enthusiasm in given subjects due to previous training, job, career, hobby or interest are urged to become counselors. Merit badge counselors' classes (about three hours) are offered by the district at least six times annually.

2. When a scout has completed all requirements for a new rank, he should make an appointment through his patrol leader with the Scoutmaster (or an assistant Scoutmaster) for a Scoutmaster

conference. Scoutmaster conferences can be held any time, either at meetings or outside. The scout should present himself in full uniform, with his *Advancement Binder* and *Boy Scout Handbook*, with all required achievements signed off. Generally, the Scoutmaster Conference is to check and see that all requirements are completed, and also to discuss with the scout his progress, how he feels about the program, the troop, its activities, and his place within it. It also prepares him for his Board of Review.

3. The final step in qualifying for advancement is the Board of Review. Once the Scout has complete his Scoutmaster conference, he should contact the Advancement Chairman and schedule a Board of Review. This should be done by the Scout himself, not a parent. The Advancement Committee conducts the Board of Review for Tenderfoot through Life. The review board is made up of parents from the troop other than the Scoutmaster and Assistant Scoutmasters. The Troop Advancement Committee conducts the progress review for Eagle with a member of the District Advancement Committee in attendance. Again, the scout should present himself in full uniform with his *Advancement Binder* and *Boy Scout Handbook*. The Board of Review is the final step for completion of the rank. The date the Board of Review is completed and the rank signed off is the date of completion for that rank. The Board of Review chairman should all sign and date the entry for completion in the Scout's Handbook (all members may initial it).

Scouts will advance at their own rate. Scouting discourages pursuing advancement for the sake of advancement. Advancement should naturally follow active participation in the program. Generally, scouts will advance on average according to the following timetable from date of entry into scouting:

- 1 month to Boy Scout
- 3 to 6 months to Tenderfoot
- 6 to 9 months to Second Class
- 9 to 18 months to First Class
- 18 months to two years to Star
- Two to three years to Life
- Four to six years to Eagle

Again, this timetable should be regarded as a general guide only. Each scout progresses at his own pace. If the scout participates in the troop meetings and activities regularly, however, he will almost advance automatically, as much of the troop program mirrors the advancement requirements, and vice versa. At the same time, it is often helpful for a parent to sit down with their scout and discuss the requirements and his progress from time-to-time. Often, newer scouts forget to note their achievements. Parent support in this way can help get them off to a better start.

Merit badges and advancement awards will normally be presented to the scout at the first troop meeting (or as soon thereafter as possible) following the date of his Board of Review so that recognition is as immediate as possible. Numerous studies have found that the more immediate the recognition, more impact it has in encouraging the behavior being awarded. The acknowledgement card is presented at the next Court of Honor with the parents present. Courts of Honor are held four times annually: February, May, August, and November on the fourth Tuesday of the month. The Court of Honor provides a chance to recognize and honor the scouts who have advanced and earned merit badges or other honors over the preceding three months. Parents and family are encouraged to attend the Courts of Honor, especially if their scout is receiving recognition. Usually, the troop holds its annual banquet in February and a barbecue in August. Desserts are typically served at the others.

Uniform Policy

The scout uniform should be worn as follows:

Class A - Dress Uniform

To be worn at all Courts of Honor, Annual Banquets, District and Council Dinners, and similar functions.

- ☐ **Scout Shirt** with correct troop insignia
- ☐ **Scout Trousers** (short in summer, long or short in the winter)
- ☐ **Troop Neckerchief** with slide
- ☐ **Dark Shoes** (black or brown)
- ☐ **Merit Badge Sash**
- ☐ **Scout Belt with Scout Buckle**
- ☐ **Scout Socks**

Class A - Field Uniform

Same as above, but without merit badge sash. Athletic shoes with scout socks or hiking shoes or boots with scout socks preferable.

Class B - Activity Uniform

- ☐ **Troop or other Scout T-shirt** (all members of patrol should match)
- ☐ **Scout Shorts**
- ☐ **Athletic Shoes**
- ☐ **Scout Belt**
- ☐ **Scout Socks**

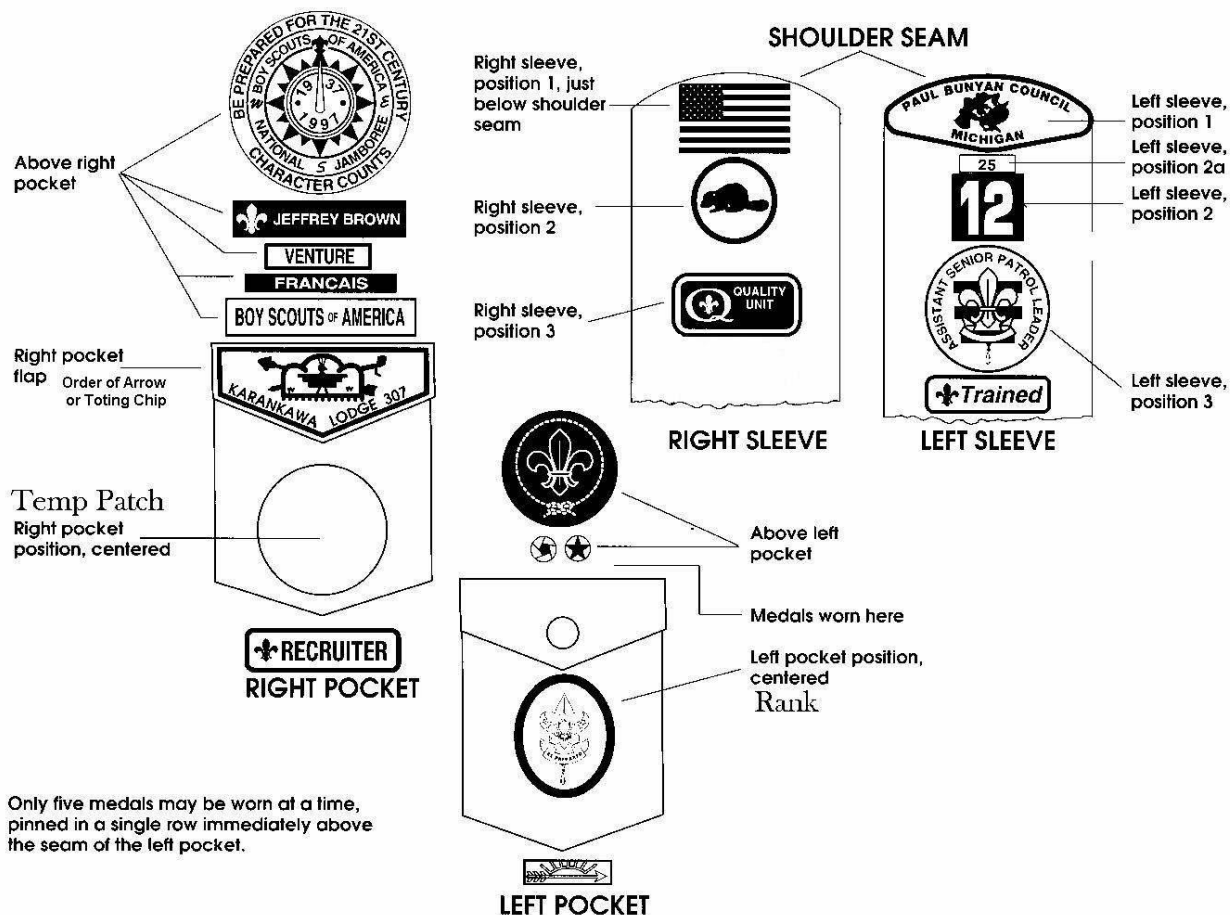
The collar of the scout shirt is to be worn out and over the neckerchief when the neckerchief is worn.

The Venture Patrol (older scout patrol, 14 and older) follows the same troop uniform code. However, they may elect their own scout hat style and neckerchief enhancement. They may also create their own T-shirt.

All scouts are expected to be in complete prescribed uniform at all troop activities.

The uniform in scouting serves several purposes: one, it identifies the member as a scout, a member of an organization known the world over for its values. It is not the purpose of the scout uniform to hide the differences between boys, but to make them feel they are all equal. Scouts come from all racial and ethnic backgrounds and from all economic backgrounds. They have their own religious beliefs and family traditions. Scouting wishes boys to take pride in these differences, rather than to hide them.

There is one way in which all scouts are alike, however. Whenever a scout sees another person in a scout uniform, he knows he is like that person because both have committed themselves to the principles of the scout Promise and the scout Law. This is important in a world where there are so many things, which work to divide people from each other. The Scout Promise and Scout Law bind all scouts of the world together in a common purpose. Membership in the Boy Scouts of America is something to be proud of. The uniform communicates that pride to others.



Costs

Registration with the Troop is \$75 per year. This includes Council and National registration, subscription to Boys Life Magazine, the Boy Scout Handbook, and the Troop Neckerchief.

The typical monthly overnight outing is \$35 to \$40. Certain outings, such as the annual ski trip are more. Day hikes and training classes are typically \$5-10. Summer camp is around \$275-\$325 per Scout.

If a Scout participates in every activity including summer camp over the course of a year (and many do), total costs might range from \$600 to \$700. So that no boy has to be left out, the troop holds several fundraising activities during the year. Boy Scout popcorn sales, working concession stands at Stanford football, and others are typical ways the scouts in the troop earn money. Typically, a scout earns \$20 to \$30 each fundraiser he works, though some have earned up to \$50 or more per event. Obviously sales are dependent on effort, but we have had a couple of scouts earn over \$1,000 selling Boy Scout popcorn. One scout in our troop used his fundraising earnings not only to fund his regular outings for the year, but also to attend the Boy Scout Jamboree in Scotland.

For most fundraising activities, the profits are split between the troop and the boys who work the event. The money thus earned by the troop is used to pay for the troop's equipment, supplement the outings, and to pay for patches, badges, training materials, etc.

There is a third purpose for the scouts carrying out their own fundraising activities. When a young person has to work to help pay his way, no matter how little he actually contributes he rightfully takes greater pride and ownership in the troop and its program. Included within the Values of Scouting are personal responsibility, service to others, and something sometimes referred to as the American work ethic.

Should a boy desire to become a member of Troop 325 but finds the costs out of reach, his parents should contact the Scoutmaster or Committee Chair. Depending on Troop finances, scholarships may be available.

Equipment

While certain activities have specific equipment requirements, we recommend that the scout and his parents talk to the Scoutmaster or an Assistant before purchasing expensive equipment. The troop has some items available to loan, there are stores that rent equipment, and there are a lot of considerations we can advise you on.

Ultimately, the scout will need a Scout type folding pocket knife, a compass, a water bottle, a duffel bag or large sports bag, a back pack, a ground cloth, a sleeping bag, and eating utensils practical for camping and backpacking. But don't rush!

Commitment and Responsibility

The Scout's Commitment

The Boy Scouts of America is open to any boy age 11 through 17 (age 10 with Arrow of Light award from Cub Scouts and approval of the Scoutmaster). Being a Boy Scout carries with it certain responsibilities: to the troop, its leaders, and the other scouts within the troop, and to himself. When you are a Scout, you are a member of a team. Several teams actually: the patrol, the troop, the Boy Scouts of America, and World Brotherhood of Scouting. A team cannot function and succeed unless each member is there, supporting his team and doing his best.

For its part, the troop committee agrees to provide trained, adult leaders, an active program of weekly meetings, monthly outings, and advancement program, fundraising events, and leadership opportunity.

As a member of Boy Scout Troop 325, each scout is expected to be active in meetings, outings and activities. He is expected to call his patrol leader in advance if he knows he cannot make a meeting or activity. He is expected to wear the Boy Scout uniform correctly to all troop functions. In addition, each Scout is expected to bring his Boy Scout Handbook and a pen or pencil to each meeting.

Finally, the boys within the troop have established their own rules of conduct, which all scouts in the troop are expected to be familiar with them and abide by.

Rules of Conduct

1. Attend meetings and activities, participate and do your best.
2. Respect others. Treat others the way you would like to be treated.
3. No hazing or putting down of others.
4. Keep your hands to yourself.
5. Pay attention to what is going on in the meeting.
6. No talking while leaders (junior or adult) are talking.
7. Follow instructions.
8. Think before acting.
9. Be serious during ceremonies.
10. No eating or chewing gum during meetings unless it is part of the program.
11. Wear your uniform correctly and show respect for it.
12. Learn and follow the Rules of Conduct.

Discipline

Disciplinary measures are progressive in nature. Boys of scout age often have relatively short attention spans, become bored easily and like to show off, often resulting in minor violations of the Code of Conduct. Holding up the Scout Sign, reminding scouts of what they are supposed to be doing, being told they are out of line by junior or adult leaders are the first steps in this process.

Where inappropriate behavior persists, or becomes particularly disruptive, a *Patrol Leaders Conference* might be in order. This is usually a discussion initiated by the scout's patrol leader of what behavior of the scout is a problem, why it is a problem, and how they can resolve it together.

When the behavior persists following the *Patrol Leaders Conference*, a conference with several members of the *Patrol Leaders Council* might be appropriate.

If the disruptive behavior still persists, and the *Patrol Leaders Council* requests it, the Scout's parents will be called and be asked to sit down with the Scout, a member of the *PLC*, and the Scoutmaster so that the problem can be discussed together in an effort to reach a solution.

The Parents' Commitment

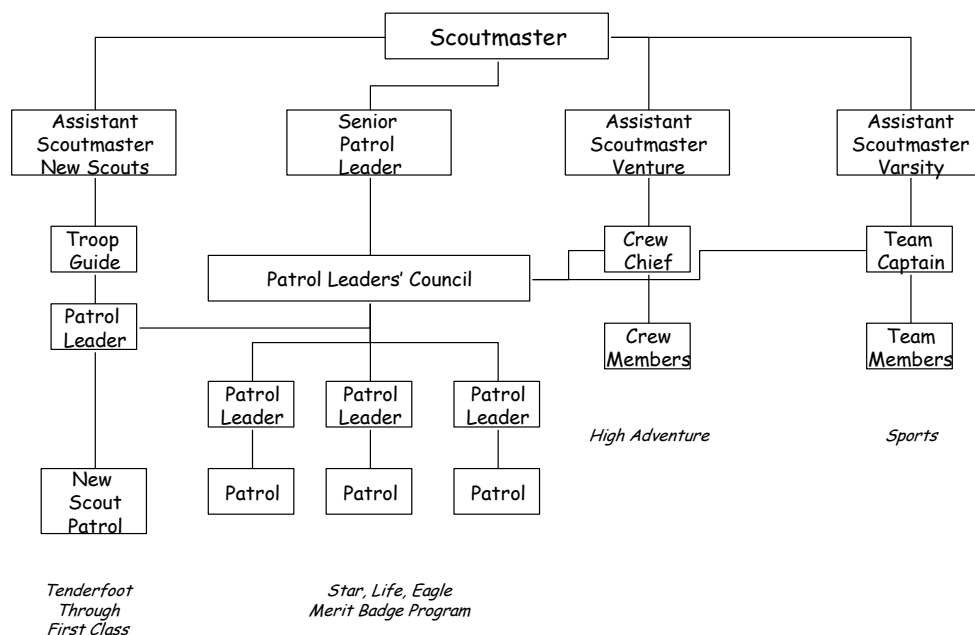
Scouting's values emphasize family and family commitment. Troop 325 cannot function without parental support. Parents are needed in leadership positions, in support positions as members of the Troop Committee, in providing transportation and/or participating on camping trips or other outings, as a merit badge counselor, by helping to ensure that your son attends meetings regularly, by attending quarterly Courts of Honor with him, and be supporting and encouraging him in all of his Scouting endeavors. It is expected that each family provide a minimum of 20 hours of parental support to the troop each year.

In the final analysis, scouting is not for every boy, and within scouting, every troop is not for every scout. We encourage all new scouts to attend three troop meetings and one outing as our guest before joining. We hope the new scout will like what he finds, have a good time, and choose to join us. However, if he does not, we understand.

If you do decide to make this commitment, however, we expect the scout to abide by our policies and procedures, and to conduct himself according to the Values of Scouting. He will also have 30 days from that point to complete his uniform.

Boy Scout Troop Organization

The Troop Operations Plan (effective September 1, 1989) changed the structure of Boy Scouts. The new Scout patrol is under the leadership of an assistant Scoutmaster for new Scouts who have not yet entered the seventh grade. An older Scout called the Troop guide assists the assistant Scoutmaster for new Scouts.



The new Scout patrol will elect a patrol leader who will serve only a short time to enable all the new scouts to have a leadership opportunity.

The troop guide will help the new Scouts through early troop activities and assist them in feeling comfortable in the troop and in the outdoors. He also works with the new Scouts to ensure they meet advancement requirements through First Class during their first year in the troop.

Two older Scout programs called Venture (high adventure) and Varsity (sports) should be made available to boys 13 years of age and older. These programs are under the leadership of an assistant Scoutmaster (Venture and Varsity). They are assisted by a boy leader call a crew chief (Venture) and a team captain (Varsity).

There has been a change in the troop-meeting plan. The regularly scheduled game has been deleted to allow more time for skills instruction, which may include an action-type activity.

Youth Leadership Position Descriptions

Senior Patrol Leader

Responsible to: Scoutmaster

Specific Duties:

- Preside at all troop meetings, events, activities, and annual program
- Chair the patrol leaders' council
- Name appointed boy leaders with advice and consent of Scoutmaster.
- Assign duties and responsibilities to other leaders.
- Work with Scoutmaster in training junior leaders.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.



Assistant Senior Patrol Leader

Responsible to: Senior Patrol Leader

Specific Duties:

- Be responsible for training and giving direct leadership to the following appointed junior leaders: scribe, librarian, troop historian, quartermaster, and chaplain aide.
- Help with leader meetings and activities as called upon by the senior patrol leader.
- Take over troop leadership in the absence of the senior patrol leader.
- Perform tasks assigned by the patrol leaders' council.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.



Patrol Leader

Responsible to: Senior Patrol Leader

Specific Duties:

- Plan and lead patrol meetings and activities.
- Keep patrol members informed.
- Assign each patrol member a job and help them succeed.
- Represent the patrol at all patrol leaders' council meetings and at the annual program planning conference.
- Prepare the patrol to take part in all troop activities.



- Develop patrol spirit.
- Work with other troop leaders to make the troop run well.
- Know what patrol members and other leaders can do.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Assistant Patrol Leader

Responsible to: Patrol Leader

Specific Duties:

- Assist the patrol leader in
 - planning and leading patrol meetings and activities.
 - keeping patrol members informed.
 - preparing your patrol to take part in all troop activities.
- Take charge of the patrol in the absence of the patrol leader.
- Represent the patrol at all patrol leaders' council meetings in the absence of the patrol leader.
- Help develop patrol spirit.
- Work with other troop leaders to make the troop run well.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.



Patrol Leader / New Scout Patrol

Responsible to: Senior Patrol Leader and Troop Guide

Specific Duties:

- With the assistance of the troop guide
 - plan and lead patrol meetings and activities
 - prepare your patrol to take part in all troop activities.
 - develop patrol spirit.
 - keep patrol members informed.
- Assign each patrol member a job.
- Represent the patrol at all patrol leaders' council meetings during your term of office.
- Know what patrol members and other leaders can do.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.



Troop Guide

Responsible to: Assistant Scoutmaster--new Scout Patrol

Specific Duties:

- Help Scouts meet advancement requirements through First Class.
- Advise patrol leader on his duties and his responsibilities at patrol leaders' council meetings.
- Attend patrol leaders' council meetings with the new Scout patrol leader.
- Prevent harassment of new Scouts by older Scouts.
- Help assistant Scoutmaster train new patrol leader when he is elected.
- Guide new Scouts through early experiences to help them become comfortable in the troop and the outdoors.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.



Troop Scribe

Responsible to: Assistant Senior Patrol Leader (and works with the other troop committee member responsible for records and finance)

Specific Duties:

- Attend and keep a log of patrol leaders council meetings.
- Record attendance.
- Work with appropriate troop committee members responsible for finance, records, and advancement.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.



Troop Librarian

Responsible to: Assistant senior patrol leader

Specific Duties:

- Establish and maintain a troop library.
 - Keep records on literature owned by the troop.
 - Add new or replacement items needed.
 - Have literature available for borrowing at troop meetings.
 - Keep system to check literature in and out.



- Follow up on late returns.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Troop Historian

Responsible to: Assistant senior patrol leader

Specific Duties:

- Gather pictures and facts about past activities of the troop and keep them in scrapbooks, wall displays, or information files.
- Take care of troop trophies and keepsakes.
- Keep information about troop alumni.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.



Troop Quartermaster

Responsible to: Assistant senior patrol leader (and works with the troop committee member responsible for equipment)

Specific Duties:

- Keep records of patrol and troop equipment.
- Keep equipment in good repair.
- Issue equipment and see that it is returned in good order.
- Suggest new or replacement items.
- Work with troop committee member responsible for equipment.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.



Chaplain Aide

Responsible to: Assistant senior patrol leader (and works with the chaplain)

Specific Duties:

- Keep troop leaders appraised of religious holidays when planning activities.
- Assist chaplain or religious coordinator in meeting the religious needs of troop members while on activities.
- Encourage saying grace at meals while camping or on activities.
- Tell troop members about religious emblem program of their faith.



- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Den Chief

Responsible to: Den Leader

Specific Duties

- Serve as the activities assistant at den meetings.
- Meet regularly with the den leader to review the den and pack meeting plans.
- If serving as a webbed den chief, prepare boys to join Boy Scouting.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.



Junior Assistant Scoutmaster

Responsible to: Scoutmaster

Specific Duties:

- Function as an assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 and 21 years of age or older).
- Accomplish any duties assigned by the Scoutmaster.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.



OA Troop Representative

Responsible to: OA Chapter Vice Chief

Specific Duties:

The Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and his troop. In his troop he serves, serves as a communication and programmatic link to the Arrowman and adult leaders and who are not presently members of the Order. He does this in a fashion that strengthens the mission of the lodge and purpose of the Order. By setting a good example, he enhances the image of the Order as a service arm to his troop.

- Serves as a communication link between the lodge or chapter and the troop.
- Encourages year round and resident camping in the troop.
- Encourages older Scout participation in high adventure programs.
- Encourages Scouts to actively participate in community service projects.
- Assists with leadership skills training in the troop.
- Encourages Arrowmen to assume leadership positions in the troop.



- Encourages Arrowmen in the troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Sets a good example.
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath and Law, as well as the OA Obligation.
- Shows Scout spirit.

Instructor

Responsible to: Assistant Senior Patrol Leader

Specific Duties:

The instructor teaches Scouting skills.

- Teaches basic Scouting skills in troop and patrols.
- Sets a good example.
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.



Patrol Quartermaster

Responsible to: Assistant Patrol Leader

Specific Duties:

- Keep patrol equipment.
- Keep patrol equipment in good repair.
- Issue equipment and see that it is returned in good order.
- Suggest new or replacement items to troop quartermaster.
- Work with troop quartermaster.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Patrol Scribe

Responsible to: Assistant Patrol Leader

Specific Duties:

- Record attendance
- Record advancement in patrol records.
- Work with troop scribe
- Set a good example.
- Wear the uniform correctly.

- Live by the Scout Oath and Law.

Newsletter Editor

Responsible to: Committee member responsible for overseeing the Troop newsletter

Specific Duties:

- Gather information from troop and patrol leaders, Scoutmaster etc.
- Write articles on the Troop's trips, events, or special occasions.
- Consult with committee member on editing articles
- Publish monthly newsletter
- Distribute monthly newsletter
- Set a good example
- Wear the uniform correctly
- Live by the Scout Oath and Law

Assistant Editor

Responsible to: Editor and Committee member responsible for overseeing the Troop newsletter

Specific Duties:

- Assist the editor in the collection of information
- Write articles based on the collected information
- Consult editor and committee member on editing articles
- Assist in the publishing of the monthly newsletter
- Assist with the distribution of the newsletter
- Take charge of the newsletter in the absence of the editor
- Set a good example
- Wear the uniform correctly

Live by the Scout Oath and Law

Bugler

Responsible to: Assistant Scoutmaster responsible for troop program

Specific Duties:

- Play Taps at close of weekly meetings
- Play Reveille in AM and Taps in PM while on outings and at camp
- Play at local District wide activities when asked
- Set a good example
- Wear the uniform correctly
- Live by the Scout Oath or Law

Cheer Master

Responsible to: Senior Patrol Leader and Patrol Leaders Council

Specific Duties:

- Plan and lead Troop in a song etc. at weekly meetings
- Plan campfire activities for Troop outings and camp
- Set a good example
- Wear the uniform correctly
- Live by the Scout Oath and Law

Webmaster

Responsible to: Senior Patrol Leader and Patrol Leaders Council

Specific Duties:

- Maintain and update the troop website as needed.
- Look for ideas to enhance the troop's website and make it better; present these ideas to the Website Advisor for feasibility, and to the troop PLC for approval.
- Implement new ideas that have been approved
- Set a good example
- Wear the uniform correctly
- Live by the Scout Oath and Law

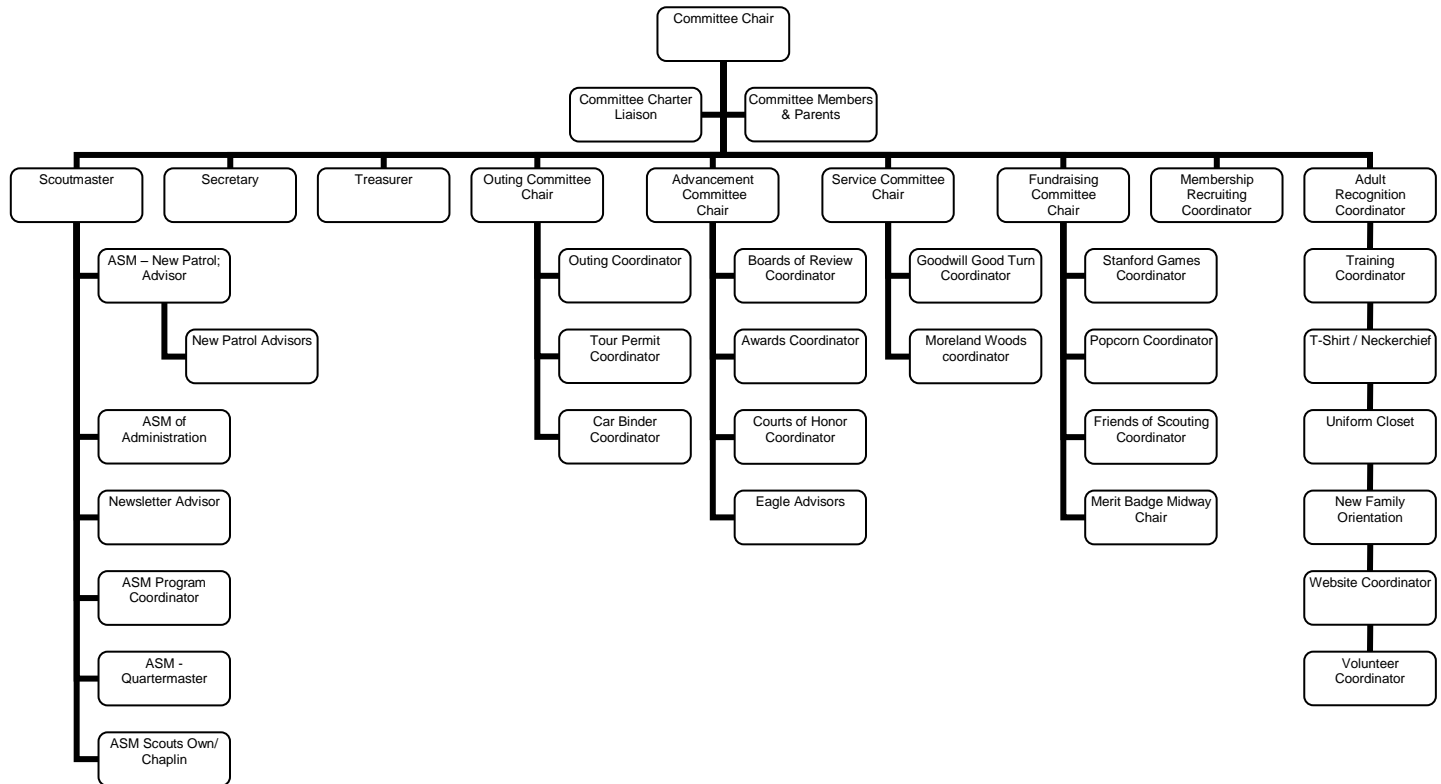
Moreland Woods "Woods Master"

Responsible to: Senior Patrol Leader and Patrol Leaders Council

Specific Duties:

- Plan for and lead the Troop in four Moreland Woods Clean-up and Planting activities annually.
- Ensure that sign-up sheets and permission slips are prepared and available at least three meetings prior to the events.
- Make timely announcements and work to ensure an adequate turnout on the Clean-up and Planting Days.
- Set a good example
- Wear the uniform correctly
- Live by the Scout Oath and Law

Troop 325 Adult organization



Adult Leadership Position Descriptions

Troop Committee:

All parents of the Scouts in Troop 325 and all registered adult leaders within the troop are members of the Troop Committee, including the Scoutmaster and Assistant Scoutmasters. All adult leaders are encouraged to attend monthly committee meetings. This is the place where much of the 'behind the scenes' planning for meeting, training seminars and outing takes place. Problems from past activities are discussed and final details for upcoming events reviewed. The Committee reports to the Charter Organization, Rogers Home and School Club, and in turn, appoints a Scoutmaster to lead the troop. All adult leaders within the troop may wear the scout uniform. The Scoutmaster and Assistant Scoutmaster should be in full uniform at all meeting and activities as example to the Scouts. The Scoutmaster and Assistant Scoutmasters may perform Scoutmaster Conferences for Scouts advancing in rank and sign off Merit Badge Blue Cards as "Scoutmaster". They may not participate in Boards of Review for Scouts advancing in Rank.

Committee Chairman

As committee chairman, you are responsible for the administrative workings of the troop. The committee chairman should be well organized, adaptable, familiar with the workings of the troop and BSA as a whole, and capable of doing many tasks. This job involves several hours working closely with the Scoutmaster, committee members, and outside interests.

Duties:

- Calls, presides over, and promotes attendance at the monthly committee meetings.
- Works closely with the Scoutmaster in preparing troop committee meeting agendas.
- Works with the committee and Scoutmaster and reviews and approves the annual calendar, oversees the Troop operations, and approves the Troop budget and expenditures.
- Working with the Troop committee, approves the appointment of the Scoutmaster and with 2/3 votes can remove the Scoutmaster.
- Appoints / approves the appointment of volunteer leaders.
- Organize a parent committee seeing that all functions are delegated, coordinated and completed.
- Maintains a close relationship with scoutmaster charter organization representative and charter organization.
- Sees that troop leaders and committee members know of available training.
- Ensures troop representation at monthly roundtable's.
- Sends out memos relating to troop business.
- Collects annual dues, medical forms, and car insurance forms.
- Re-charters the troop annually.
- Interpret national and local policies to the Troop.

- With committee approval, establishes new committees, policies etc. as necessary.
- Stands in the absence of other committee members.
- Assists in delivering awards at Court of Honors.
- Sits on Eagle and regular Board of Reviews.

Scoutmaster

Reports to the Troop Committee. Advisor to Senior Patrol Leader (SPL). Meets with Senior Patrol Leader monthly prior to Patrol Leader's Council (PLC) meeting to review the upcoming month's events and plan what needs to be accomplished at the PLC. Meets with SPL annually to prepare for troop Annual Planning. Responsible for Troop Junior Leader Training (JLT) twice annually. Overall responsibility for the quality of troop meeting and outings.

Assistant Scoutmasters, New Scout Patrol

Reports to the Scoutmaster. Advisor to Troop Guide. Working with syllabus: "One Year Program to First Class," meets with Troop Guide monthly prior to PLC to review and fine-tune Trail to First Class training schedule in relation to upcoming month's theme and planned activities. Responsible for assuring that Troop Guides has materials and other resources needed for training at each meeting and on outing. Ultimately responsible for seeing that new Scouts have training required to achieve rank of First Class within the first year of joining. Also, advisor to Troop Den Leaders. Works with Scouts who are qualified and would like to be Den Chiefs to place them in Cub Scout Dens. Follow up periodically with Den Chief and Den Leaders to ensure that the match is working. Responsible for Troop Den Chief Training once each year. Responsible for promoting Council Den Chief Training within the troop each year.

Assistant Scoutmasters, Venture Crew

Reports to the Scoutmaster. Advisor to Venture Crew Chief. Meets with Crew Chief monthly prior to PLC to review Venture program and fine tune in relation to upcoming month's theme and planned activities. There is no syllabus, as there is with for New Scouts. Using Venture and Varsity Scout program supplements (Hiking, Backpacking, Canoeing, Rock Climbing, etc.) The Venture Crew develops its own program around the troop's program. Typically, it might include four high adventure outings or activities during the year (in addition to the regular troop outing), responsible for four to six skill training sessions during the year, and responsible for the programs for one to two troop outings during the year. Ultimately responsible for seeing that a full Venture Program is developed and carried out.

Assistant Scoutmaster of Programs

Reports to the Scoutmaster. Responsible for ensuring all of the material are available for the meetings...

Assistant Scoutmaster of Administration

Reports to the Scoutmaster. Works with the troop scribe and troop quartermaster. Assists with attendance.

Assistant Scoutmaster of New Scout Advisor

Reports to the Scoutmaster. Works with the New Patrol Advisors and the Troop Guides. Attends all of the PLCs to plan activities.

Assistant Scoutmaster, Patrol Advisors

Reports to the Scoutmaster. Attend meetings and activities as available to help provide adult supervision and ensure safety. Work with assigned patrol to keep them on task during meetings and activities especially during patrol meeting), ensure menus are complete and chopping coordinated and encourage meetings outside of regular troop meetings to decorate patrol boxes, design and make patrol flag, etc.

Quartermaster

Reports to Scoutmaster. Advisor to Troop Quartermaster. Ensures that troop equipment, specifically the Patrol Boxes and their contents, are accounted for and are clean and in good repair prior to outing. Arranges to have all Patrol Boxes brought to the first troop meeting following outings so that Patrol Quartermaster can inventory, clean equipment, repair and/or send out for repair item needing it. Ultimately responsible for ensuring that Troop Patrol Boxes are complete, in good condition and ready for outings.

Secretary

Reports to the committee Chairman. The Secretary works with the Troop Scribe to ensure that the attendance log and the camping log are maintained, and that the Baden-Powell log is being maintained within the patrols. Reviews the troop roster with the Troop Scribe and updates it regularly. Produces the Annual Calendar Following Annual Planning. Takes notes during Committee meetings and produces minutes for that meeting for distribution to all parents.

Treasurer

Reports to the Committee Chairman. Works with the Troop Committee to produce an annual budget at the beginning of each year following the completion of the Annual Calendar. Oversees the troop accounts (checking and savings), and produces a monthly cash flow statement for presentation at the Committee Meeting. Maintains a log of Scout fundraising earnings, expenditures, and account balance in their individual troop accounts.

Charter Committee Liaison

This position is actually a member of the Charter Organization and appointed by them. The Committee Chairman actually reports to the Charter Organization through this position. Responsible for attending Charter Organization meetings and Troop Committee meetings, reporting on activities and progress of the troop to the Charter Organization, and any relevant information from the charter organization to the Committee.

Outing Committee Chairman

Reports to Committee Chairman. Maintains familiarity with troop Annual Calendar. Makes reservations for campgrounds and with concessionaires and obtains backcountry use permits, sno-park permits, etc. as required for specific trips well in advance of the trips (for many parks, three to six months, for USS Pampanito, eighteen months or longer). Coordinates the activities of the individual outing coordinators. Provide sign-up sheets for the first meeting following the previous month's outing, together with permission slips/trips plans. Works with Troop Scribe to maintain Camping Log.

Outing Coordinator

Reports to Outing Committee Chairman. Coordinates the activities of the individual outing. Provides sign-up sheets for the first meeting following the previous month's outing, together with permission slips/trips plans. Ensures PLC is engaged in the planning process of the outing, such as menu planning, shopping for food, and planning the actual activities of the activity.

Tour Permit Coordinator

Reports to Outing Committee Chairman. Ensure the BSA guidelines are followed for insurance purposes and coordinates/ensures that each outing that requires a Tour Permit, has one, and that it is filed with the Council Office.

Car Binder Coordinator

Reports to Outing Committee Chairman. Coordinates and distributes the Car Binders on each outing that requires transportation. The binders are to be updated annually with signed permission/liability forms as well as scout medical information and emergency contact information.

Summer Camp Coordinator(s)

Reports to Outing Committee Chairman. Coordinates all of the necessary activities for Summer Camp.

Advancement Committee Chairman

Reports to Committee Chairman. Oversees troop advancement program, including receiving, recording, and maintaining all completed merit badge blue cards. Completing and maintaining file for all advancement forms. Seeing that all advancement forms are filled out correctly and turned into Scout Office and awards purchased. Working with shoppers, seeing that awards earned are presented in a timely manner at the troop meeting and Courts of Honor as appropriate. Awards include: Advancement, merit badges, religious awards, Baden-Powell awards, Trained patches, certificates of position, training certificates, special activity awards, such as Camping awards, Rimrover Patches, Historic Trails, 50 Miles Afoot/Afloat, Summer Camp Patches, Scout Expo patches, Camporee Patches, Deep Freeze/BearPaw patches, etc. Working with Troop Scribe, seeing that Advancement Board is maintained and up to date. Optionally, maintaining computerized records of individual Scouts and their advancement, as well as a record of their training, tenure, and experience within the troop. (Some advancement chairmen may find this helpful and useful, others may not have the time to keep it up.)

Boards of Review Coordinator

Reports to Advancement Committee Chairman. Works with Advancement Chairman to schedule parents and scouts for Boards of Review. Including assisting Review Members with training and typical questions that are rank appropriate.

Awards Coordinator

Reports to the Advancement Chairman. Works with Advancement Chairman, PLC and Troop Committee and Scoutmaster to ensure all awards and tokens of recognition (patches, certificates, etc.) are purchased and signed by the appropriate leaders, and arrange for presentation in advance of the meetings. Includes Advancement, Merit Badges, Symbols of Office, Trained Patches, Certification of Recognition for Outgoing Officers, Attendance Pins, Perfect Attendance Pins, Outing Patches (Rimrovers, Alcatraz, Bear Paw, Camporee, Summer Camp), Baden-Powell Awards, Den Chief Awards, Totin' Chips and Firem'n'Chits, Neckerchiefs and White Woggles upon joining, Red Woggles upon achieving Tenderfoot, and the Troop Neckerchief Patch upon achieving First Class, a Sierra Cup upon achieving 15 days and nights of camping, Old Goat Patrol patch for Adult Leaders, and Over-Training patches for youth who complete Bristlecone, and adults who complete Woodbadge

Courts of Honor Coordinator

Reports to Advancement Committee Chairman. Works with PLC, Troop Committee, Scoutmaster, and Advancement Chairman to plan and carry out four Courts of Honor each year. Primarily ensures that a program outline is received from the PLC, that someone, usually a Scout, or Scoutmaster, Assistant Scoutmaster, or Committee Chairman is responsible for each part of the program, that an invitation and program are provided (newsletter editors) and that they are sent out to all Scout families, Charter Organization officials, and selected

Boy Scout officials. In addition, identifies the location of the meeting and get appropriate permission. Using other volunteers coordinates any items that are required for the meeting. For example, some Courts of Honor barbeque the meal, in which case the Coordinator and other volunteers would bring the grills to the appropriate location.

Eagle Candidate Advisors

Reports to Advancement Chairman. Acts as advisor to Scouts progressing from Life to Eagle. Ensures that Scouts received Council Eagle Packet when they advance to rank of Life Scout. Reviews joining, advancement and merit badge dates to ensure completeness and that time requirements have been met. Discusses project requirements with Scout, reviews projects and advises prior to presenting to Scoutmaster for review. (Note: Scoutmaster must review and approve prior to presentation to Troop Committee. Allow time to re-write.) Advises Scout prior to his presentation to the Troop Committee and the Council Advancement Committee, and through his project and the entire Eagle process. Coordinate with Troop Committee and Scout's family the setting of the date for and planning of the Eagle Court of Honor. At the Eagle Court of Honor, the troop is responsible for pins and badges, arranging for speakers and Master of Ceremonies and presentation of an American Flag that has flown over the White House. The family is responsible for refreshments, location (if other than regular troop meeting place, and "special guests" such as family members or former Scoutmaster from out of town. This advisor must work closely with the Scoutmaster, Troop Advancement Chairman, and the Courts of Honor Chairman.

Service Committee Chairman

Reports to the Committee Chairman. Works with PLC and Troop Committee to plan upcoming Service Activities (typically four per year). Provides sign-up sheets and permission slip/trips plans or flyers approximately three weeks in advance of the upcoming activity. Works with ASPL to see that it is announced at the three meeting preceding the activity, and that an adequate number of troops members sign up for it.

Scouting for Food Coordinator

Reports to Service Committee Chairman or the Committee Chairman. Works with PLC and Troop Committee and Council to plan the annual Scouting for Food Service Event. Works with Committee Chair to record participants and hours for the activity.

Goodwill Good Turn Coordinator

Reports to Service Committee Chairman or the Committee Chairman. Works with PLC and Troop Committee and Council to plan the annual Goodwill Good Turn Service Event. Works with Committee Chair to record participants and hours for the activity.

Moreland Woods Coordinator

Reports to the Service Committee Chairman or Committee Chairman. Works with principal of Easterbrook Discovery School (Formerly Rogers Middle School), the science teacher charged with overseeing Moreland Woods, the Moreland School District facilities manager, the PLC and Troop Committee to plan upcoming Moreland Clean-up and Planting activities at least three times annually and as needed to keep the Woods looking neat, clean, and well-cared for. The purpose of Moreland Woods is to provide an open area planted in species native to the Santa Cruz Mountains as a resource for the science classes and others to use and enjoy. Part of these species includes native grasses and wildflowers, which are allowed to reach full development in the two main open areas, and which we do not mow until they have flowered, typically in late April. We do keep the bordering areas mowed all year long and we also mow the main open areas shortly after they have bloomed and begin to die in order to prevent creating a fire hazard. The coordinator oversees the youth chairman to ensure that sign-up sheets and permission slips or flyers are available at meetings approximately three weeks in advance of the upcoming activity. Works with ASPL to see that it is announced at the three meetings preceding the activity, and that an adequate number of troop members sign up for it.

Fundraising Committee Chairman

Reports to Committee Chairman. Works with PLC and Troop Committee to plan designated fundraising activity. Provides sign-up sheets and permission slips/trip plans or flyers approximately three weeks in advance of the upcoming activity (or earlier if appropriate). Works with ASPL to see that it is announced at the three meeting preceding the activity, and that an adequate number of troop members sign up for it. Works with Treasurer to record earnings from activities, which Scouts participated, and time each Scout put in.

Stanford Games Chairman

Reports to Fundraising Committee Chairman or the Committee Chairman. Works with PLC and Troop Committee to plan staffing the Stanford Football Concessions. Works with Treasurer to record earnings from activities, which Scouts participated, and time each Scout put in.

Popcorn Chairman

Reports to Fundraising Committee Chairman or the Committee Chairman. Works with PLC and Troop Committee to plan the Annual Popcorn fundraising activity. Works with Treasurer to record earnings from activities, which Scouts participated, and time each Scout put in.

Friends of Scouting Chairman

Reports to Fundraising Committee Chairman or the Committee Chairman. Responsible for coordinating and tracking the Friends of Scouting fundraising effort on behalf of the Council once each year.

Merit Badge Midway Chairman

Reports to Fundraising Committee Chairman or the Committee Chairman. Responsible for planning and developing Merit Badge Midway each year - usually in February. Includes advance publicity (should start with flyers to Roundtable six months in advance), site selection and coordination, recruiting merit badge counselors, registration, coordination of food sales.

Newsletter & Publications Advisor

Reports to the Scoutmaster. Works with Newsletter Editor and Assistants to produce a monthly newsletter. Editor and Assistants produce articles, and help select illustrations(s). Responsible for light editing, overseeing and completing production, coping, and distribution. Also responsible for coordinating or developing and producing occasional flyers for our various activities.

Membership Chairman

Reports to the Committee Chairman. Maintains membership development program, including gathering names and address of Webelos in neighboring Cub Scout Packs and providing to Newsletter Publisher for inclusion of Newsletter mailing list. Maintains and sends out Candidate Letters for boys (and families) inquiring about join the troop. Maintains and sends out Welcome Letters for new Scouts and their families. Ensures that new Scouts get the information they need: Welcome Letter, application, resource survey sheet, emergency medical information form and cost to join. Ensures that troops has the correct name, address, phone number, parents names, join date, birthday for new Scouts, and that we collect the completed application and membership fee. Ensures that we have an induction ceremony for the new Scout, and that we have a troop neckerchief, white woggles, Boy Scout Handbook, and the Troop Policies and Procedure pamphlet, An Introduction for his induction as soon after joining as possible. Follows up with parents of new members about one month after joining to see if they have any questions that need answering.

Adult Recognition Coordinator

Reports to the Committee Chairman. Works with PLC, Troop Committee, Scoutmaster to develop an awards and recognition program for the adult leaders in the troop, typically to be awarded once each year at the troop Annual Banquet in February. Also works with Unit Commissioner to recommend adult leaders from the troop for Training Knots, Troop Scouter of the Year, etc.

Training Coordinator

Reports to Committee Chairman. Responsible for being aware of adult and youth training opportunities, both within troop and district and council, and publicizing them within troop well in advance of the event.

T-Shirt, Hat & Patching Orders Coordinator(s) Reports to Committee Chairman. Publicizes ordering, provides sign up sheet, and collects payment where applicable, and orders as required.

Uniform Closet Coordinator

Reports to Committee Chairman. Coordinates the collection of donated and used uniforms. This entails periodic notification of the Closet's existence as well as how to request uniforms from it, or how to donate uniforms to it.

New Family Orientation Coordinator

Reports to Committee Chairman. Coordinates annual, or more frequently as needed, new family orientation. Ensures that each new scout family has a Troop 325 Family Handbook, and meets with them to discuss the troop as well as their responsibilities in it.

Troop Website Coordinator/Advisor

Reports to Committee Chairman. Works with the Scout Webmaster to facilitate any changes, updates and maintenance of the troop website.

Volunteer Coordinator

Reports to Committee Chairman. Coordinate all volunteers and ensures that all families carry out their responsibility to the Troop. Each family is asked to contribute to the troop fundraising as well as assist with the actually running of the troop. The volunteer coordinator ensures that all families sign up for their designated responsibilities.

The Merit Badge Process

The Scout must:

1. Obtain a blue card signed by the Scoutmaster after conferencing with the Scoutmaster or Advancement Chairperson (the Scoutmaster or Advancement Chairperson can suggest the name of counselors and provide contact information).
2. Contact a counselor BEFORE work is begun on requirements.
3. Obtain and use a CURRENT merit Badge book.
4. Wear uniform to appointments with counselor.

The Counselor Must:

1. Ask to see Scouts blue card at first meeting.
2. Because of the recent fears of child abuse accusation, ALWAYS meet with two or more scouts to be sure your meetings are proctored in some manner.
3. Review all requirements of the badge with scout to eliminate misunderstanding or confusion concerning his responsibilities.
4. Sign the Blue Card ONLY after the scout has fulfilled ALL requirements AS WRITTEN. NO MORE...NO LESS.
5. Keep counselor's part of Blue Card as record.

Completion:

1. Scout takes sign Blue Card to Scoutmaster
2. Scoutmaster sign 2nd half of card and returns it to scout.
3. Scout takes both sections to Advancement Chairperson.
4. Advancement Chairperson retains first part of the card for troop records and obtaining actual Merit Badge for presentation.
5. Scoutmaster or Advancement Chairperson MUST turn in record on an ADVANCEMENT REPORT to the COUNCIL.
6. Scout keeps third section as record of completion and places in Scout Binder.

The Impact of Scouting

For every 100 youths involved in Scouting:

- 12 will have their first contact with a church
- 5 will earn their religious emblem
- 1 will enter the clergy
- 1 will use Scout skills to save a life
- 4 will become an Eagle Scout
- 8 will enter professions first learned through merit badges in Boy Scouts
- 17 will become Scouting volunteers and pass their skills, inspiration and leadership to countless youth
- 18 will develop hobbies that will give them lifelong interest
- only rarely will one appear in juvenile court

And yet...Scouting reaches only 25% of the youth in this country!

Being Prepared ... For Life!



Boards of Review

Purpose of a Board of Review:

The members of a Board of Review should have the following objectives in mind:

- ☐ To make sure the Scout has completed the requirements for the rank.
- ☐ To see how good an experience the Scout is having in the unit.
- ☐ To encourage the Scout to progress further.

Additionally, the Board of Review provides "quality control" on advancement within the unit, it provides an opportunity for the Scout to develop and practice those skills needed in a interview situation, and it is an opportunity for the Scout to review his accomplishments.

The Board of Review is NOT a retest; the Scout has already been tested on the skills and activities required for the rank. However, the chairman of the Board of Review should ensure that all the requirements have been "signed off" in the Scout's handbook. Additionally, the chairman should ensure that leadership and merit badge records are consistent with the requirements for the rank.

Note: Once an item has been signed off by someone qualified to do so, it cannot be taken away. If there are questions about the care given by a given individual signing off advancement, this can be discussed either as a general topic before the troop or committee, or with the individual whose approvals are in question.

The Board of Review is an opportunity to review of the Scout's attitudes, accomplishments and his acceptance of Scouting's ideals, and also to assess the quality of the troop's program.

Composition of a Board of Review:

For all ranks (except Eagle) and Eagle palms, the Board of Review consists of three to six members of the Troop Committee. The Troop Advancement Chairperson typically acts as the chairperson of the Board of Review. Relatives or guardians may not serve as members of a Scout's Board of Review. Unit leaders (Scoutmaster, Assistant Scoutmasters, Varsity Coach, Post Advisor, etc.) should not participate in a Board of Review unless absolutely necessary. For lower ranks, Boards of Review might take fifteen minutes or so. For higher ranks, they should take progressively longer, up to 45 minutes to an hour for Eagle.

For the rank of Eagle, the Board of Review also consists of three to six members drawn from Scouting and the community. The members of the Board of Review are selected by the troop Advancement Chairman, however; in addition, at least one member of the District Advancement Committee must be on the Board of Review for Eagle, and serves as chairperson of the Board of Review. Uniformed leaders from the Scout's own unit, relatives, or guardians may not serve as members of a Scout's Board of Review. A Board of Review for Eagle may contain members of the community who are not registered Scouters; however, they should be knowledgeable of the principles of Scouting. For example, a representative from a chartering organization, an adult Eagle Scout (even if not currently registered), or a religious leader are frequently asked to assist with an Eagle Board of Review. The Scout may request an individual to be a member of his Board of Review.

Mechanics of a Board of Review:

The Scout is introduced to the board by the Chairperson of the board.

The Scout should be in full uniform. The chairman of the Board of Review may ask the Scout to come to attention, and recite one or more of the following:

- The Scout Law
- The Scout Oath
- The Scout Motto
- The Scout Slogan
- The Outdoor Code

For the lower ranks, one or two (usually the Law and Oath) should be sufficient. For higher ranks, more may be expected. One or two re-tries are appropriate, especially for younger Scouts, or if the Scout appears nervous.

The board members are invited to ask questions of the Scout (see the sections appropriate to each rank). The questions should be open-ended, offering an opportunity for the Scout to speak about his opinions, experiences, activities, and accomplishments. Avoid questions, which only require a simple one or two word answer. If an answers is too brief, follow up with a, "Why?" or, "How can that be done?" to expand the answer. The questions need not be restricted to Scouting topics; questions regarding home, church, school, work, athletics, etc. are all appropriate. The Chairperson should be made aware of any "out-of-bounds" areas; these should be communicated to the board before the Board of Review begins (e.g., if a Scout is experiencing family difficulties due to a divorce, it would be prudent to avoid family issues.)

The time for a Board of Review should be from 15 to 30 minutes, with the shorter time for the lower ranks. When all members have had an opportunity to ask their questions, the Scout is excused from the room. The board members then consider whether the Scout is ready for the next rank; the board's decision must be unanimous. Once the decision is made, the Scout is invited back into the room, and the Chairperson informs the Scout of the board's decision. If the Scout is approved for the next rank, there are general congratulations and handshakes all around, and the Scout is encouraged to continue advancing. If there are issues, which prevent the Scout from advancing to the next rank, the board must detail the precise nature of the deficiencies. The Scout must be told specifically what must be done in order to be successful at the next Board of Review. Typically, an agreement is reached as to when the Scout may return for his subsequent Board of Review. The Chairperson must send a written follow up, to both the Scout and the Scoutmaster, regarding the deficiencies and the course of action needed to correct them.

Mechanics of a Board of Review for Eagle Rank

The mechanics of a Board of Review for Eagle are similar to all other Boards of Review, except that a Board of Review for Eagle is more in depth, and might last as long as 45 minutes to an hour. Additionally, the Eagle Scout Rank Application, Letters of Recommendation and Eagle Project Notebook must be present and reviewed by the board. Questions about these documents are

appropriate, but the letters of recommendation are for the board's use only; any comments or questions about them should not reveal who wrote the letters. The letters are retained by the District Advancement Chairperson, and are never given to the Scout. After the application has been approved by National Eagle Board of Review and returned to the local council (typically 10 days), the letters of recommendation are destroyed.

The Nature of the Questions:

On the following pages are typical Board of Review questions for each rank. The questions for the lower ranks are simpler and generally deal with factual information about the Scout's participation in his unit, and his approach to applying the skills he has learned toward earning the next rank. The questions for the higher ranks are less factual, and generally seek to aid understanding of how Scouting is becoming an integral part of the Scout's life. Remember: it is not the point of a Board of Review to retest the Scout. However, questions like, "Where did you learn about..." or "Why do you think it is important for a [rank] Scout to have this skill?" are valid.

If a Scout appears nervous or anxious about the Board of Review, it might be appropriate to ask one or two questions from the list for a lower rank, to help "break the ice" and establish some rapport. In general, within a rank, the questions are arranged from "easiest" to "most difficult".

For each rank, there is a question about advancing to the next rank. The purpose of this question is to encourage advancement, but it should not be asked in a way that pressures the Scout. [Note: If the Board of Review is for the Life rank, and the Scout is at or near his 17th birthday, some pressure towards Eagle may be in order. At the very least, be certain that the Scout realizes that his time is running out.]

For higher ranks, there is a question from The Boy Scout Handbook about basic Scouting history.

For Order of the Arrow members, there are questions about the role of OA within Scouting.

More questions are provided than can typically be accommodated in the time suggested. The Board of Review will need to select the questions, which are appropriate for the particular Scout and his experiences.

These questions are intended to only serve as a guide. Units should freely add to, or remove from, these lists, as they feel appropriate. Again, not knowing an answer does not disqualify a Scout from passing; he should be given the answer, however, along with a brief discussion by the questioner of why it was asked and why it is important.

Tenderfoot Rank

This is the Scout's first experience with a Board of Review. The process may require some explanation on the part of the Board of Review Chairperson.

The first few questions in the Board of Review should be simple. The Board of Review should try to gain a sense of how the Scout is fitting in to the Troop, and the Scout's level of enjoyment of the Troop and Patrol activities.

Encourage advancement to 2nd Class. Point out that the Scout may have already completed many of the requirements for 2nd Class.

The approximate time for this Board of Review should be 15-20 minutes.

Sample Questions:

1. When did you join our Troop?
2. How many Troop meetings have you attended in the last two months?
3. What did you do at your last patrol meeting?
4. Tell us about your last Troop campout.
5. How would the first aid skills you must know for Tenderfoot help on a campout?
6. Where did you learn how to fold the American flag? Tell us about your first experience with this skill.
7. How would you avoid poison oak (poison ivy, sumac)?
8. Where did you go on your hike? How did you choose the location?
9. If you were on a hike and got lost, what would you do?
10. Why do we whip or fuse the ends of a rope?
11. What is the "Buddy System" that we use in Scouting? When do we use it?
12. Why do you think there are physical fitness requirements (push-ups, pull-ups, etc.), and a retest after 30 days, for the Tenderfoot rank?
13. What does it mean to a Tenderfoot Scout to "Be Prepared"?
14. Do you feel that you have done your best to complete the requirements for Tenderfoot? Why?
15. What "good turn" have you done today?
16. Please give us an example of how you obey the Scout Law at home (school, church)?
17. What do you like best about our Troop?
18. What does it mean for a Scout to be "Kind"?
19. Do you have any special plans for this summer? The Holidays?
20. When do you plan to have the requirements completed for 2nd Class?



2nd Class Rank

This is the Scout's second Board of Review. The process should be familiar, unless it has been some time since the Board of Review for Tenderfoot.

Questions should focus on the use of the Scout skills learned for this rank, without retesting these skills. The Board of Review should try to perceive how the Scout's patrol is functioning, and how this Scout is functioning within his patrol.

Encourage work on the remaining requirements for 1st Class; many of the easier ones may have already been completed.

The approximate time for this Board of Review should be 15-20 minutes.

Sample Questions:

1. How many patrol meetings have you attended in the last 3 months?
2. What did your patrol do at its last meeting?
3. Tell us about a service project in which you participated.
4. Where did you go on your last Troop campout? Did you have a good time? Why?
5. Why is it important to be able to identify animals found in your community?
6. Tell us about the flag ceremony in which you participated.
7. What is in your personal first aid kit?
8. What have you learned about handling woods tools (axes, saws, etc.)?
9. How are a map of the area and a compass useful on a campout?
10. Have you ever done more than one "good turn" in a day? Ask for details.
11. Have you earned any merit badges?
12. If "Yes": Which ones? Why did you choose them? Who was your counselor?
If "No": Encourage getting started, and suggest one or two of the easier ones.
13. Did you attend summer camp with our Troop last summer?
14. If "Yes": What was your best (worst) experience at summer camp?
If "No": Why not?
15. Do you plan to attend summer camp with our Troop next summer?
16. If "Yes": What are you looking forward to doing at summer camp?
If "No": Why not?
17. What suggestions do you have for improving our Troop?
18. How do you help out at home, church, school?
19. What class in school is most challenging for you? Why?
20. One of the requirements for Tenderfoot is to participate in a program regarding drug, alcohol and tobacco abuse. Tell us about the program in which you participated.
21. How is it possible to live the Scout Oath and Law in your daily life?
22. What does it mean to say, "A Scout is Trustworthy"?
23. When do you expect to complete the requirements for 1st Class?



1st Class Rank

By this point the Scout should be comfortable with the Board of Review process.

The Scout should be praised for his accomplishment in achieving 1st Class (particularly if he joined Boy Scouts less than a year ago). In achieving the rank of 1st Class, the Scout should feel an additional sense of responsibility to the troop and to his patrol.

The 1st Class rank will produce additional opportunities for the Scout (Order of the Arrow, leadership, etc.).

Merit badges will begin to play a role in future advancement to the Star and Life ranks. Encourage merit badge work if it has not already begun.

The approximate time for this Board of Review should be 20 minutes.

Sample Questions:

1. On average, how many Troop meetings do you attend each month?
2. What part of Troop meetings is most rewarding to you?
3. What is the Scout Slogan? What does it mean for a 1st Class Scout?
4. Tell us about your last campout with the Troop. Where did you go? How did you help with meal preparation? Did you have a good time? (If "No", why not?)
5. If you were in charge of planning and preparing a dinner for your next campout, what would you select?
6. As a 1st Class Scout, what do you think the Star, Life, and Eagle Scouts will expect from you on an outing?
7. Does your family do any camping? What have you learned in Scouts, that you have been able to share with your family to improve their camping experiences?
8. Why do you think that swimming is emphasized in Scouting?
9. Why is it important for you to know how to transport a person who has a broken leg?
10. Why is it important for you to be able to recognize local plant life?
11. What did you learn about using a compass while completing the orienteering requirement?
12. What does it mean to say, "A Scout is Courteous"?
13. Why are merit badges a part of Scouting?
14. How frequently do you attend religious services? Does your whole family attend?
15. What is your most favorite part of Scouting? Least favorite?
16. How does a Scout fulfill his "Duty to Country"?
17. How do you define "Scout Spirit"?
18. What is the Order of the Arrow? What is the primary function of OA?
19. Who was Lord Baden-Powell?
20. When do you think you might be ready for Star Scout?



Star Rank

With the Star rank, emphasis is placed upon service to others, merit badges, and leadership. Scout skills remain an important element for the Star Scout; however, the emphasis should be on teaching other Scouts these skills.

Explore how the Star scout can assist with leading his patrol and troop. Attempt to understand how the Scouting philosophy is becoming part of the Scout's life.

Often the Star rank is a place where Scouts "stall out". Encourage the Scout to remain active, and participate fully in his patrol and troop. If the Scout appears to be looking for additional opportunities, suggest leadership positions such as Den Chief or Troop Guide.

The approximate time for this Board of Review should be 20 minutes.

Sample Questions:

1. How many Troop outings have you attended in the last three months?
2. Tell us about the last service project in which you participated.
3. What does it mean for a Star Scout to "Be Prepared" on a daily basis?
4. How have the Scout skills that you have learned helped you in a non-Scouting activity?
5. How many merit badges have you earned? What was the most difficult (fun, challenging, expensive, etc.)?
6. Which is more important: Becoming a Star Scout, or learning the skills prescribed for a Star Scout?
7. Why do you think a Scoutmaster's Conference is required for advancement in rank?
8. What is the most important part of a Troop Court of Honor? Why?
9. What leadership positions have you held outside of your patrol? What challenges did they present? What are your personal leadership goals and objectives?
10. How would you get a Scout to do an unpleasant task?
11. What extracurricular activities do you participate in at school?
12. What responsibilities do you have at home?
13. What is our "Duty to God"?
14. What does it mean to say, "A Scout is Loyal"?
15. How are the Scout Oath and Law part of your daily life?
16. What is the Outdoor Code? Why is it important?
17. If the Scout is a member of the Order of the Arrow:
18. When did you complete your "Ordeal", "Brotherhood"?
What does membership in the OA signify?
19. Have you received any special awards or accomplishments in school, athletics, or church?
20. Baden-Powell's first Scout outing was located on an island off the coast of Great Britain; what was the name of that island? [Answer: Brownsea Island]
21. When do you plan on achieving the Life rank?



Life Rank

The Life rank is the final rank before Eagle. The Life Scout should be fully participating in the Troop, with emphasis being placed on leadership in the unit, as well as teaching skills and leadership to the younger Scouts.

Merit Badge work should be a regular part of the Scout's career. Scouting values and concepts should be an integral part of the Scout's daily life.

At this point, the Scout is starting to "give back to Scouting" through leadership, training of other Scouts, recruiting, keeping Scouts active in the program, etc.

Explore suggestions for improving the program.

The approximate time for this Board of Review should be 20 - 30 minutes.

Sample Questions:

1. What is the most ambitious pioneering project with which you have assisted? Where?
2. What has been your worst camping experience in Scouting?
3. How many patrol meetings has your patrol held in the last three months? How many of them have you attended?
4. Have any of the merit badges you have earned lead to hobbies or possible careers?
5. What are your hobbies?
6. Of the merit badges you have earned, which one do you think will be of greatest value to you as an adult? Why?
7. Why do you think that the three "Citizenship" merit badges are required for the Eagle Rank?
8. What is your current (most recent) leadership position within the Troop? How long have you held that position? What particular challenges does it present? What is Leadership?
9. Do you have any brothers or sisters who are in Scouts (any level)? What can you do to encourage them to continue with Scouts, and to move forward along the Scouting Trail?
10. How do you choose between a school activity, a Scout activity, and a family activity?
11. Why do you think that Star and Life Scouts are required to contribute so much time to service projects? What service projects are most rewarding to you? Why?
12. Why do you think that a Board of Review is required for rank advancement?
13. How has Scouting prepared you for the future?
14. What does it mean to say, "A Scout is Reverent"?
15. What does "Scout Spirit" mean to a Life Scout?
16. Why do you think that Scouting for Food is referred to as a "National Good Turn"?
17. The Scout Oath refers to "Duty to Self"; what duty do we have to ourselves?
18. If the Scout is a member of OA:
19. What role does OA play in Scouting?
What honor do you hold in OA?
What is the difference between Scout "ranks" and OA "honors"?



20. In what year was Boy Scouts of America founded? [Answer: February 8, 1910 - BSA Birthday]
21. Have you begun to think about an Eagle Service Project? What are you thinking about doing?
When?

Eagle Rank

The Board of Review for the Eagle Rank is different from the other Boards of Review in which the Scout has participated. The members of the Board of Review are not all from his Troop Committee. Introductions are essential, and a few "break in" questions may be appropriate.

At this point, the goal is to understand the Scout's full Scouting experience, and how others can have similar meaningful Scouting experiences. Scouting principles and goals should be central to the Scout's life; look for evidence of this.

Although this is the final rank, this is not the end of the Scouting trail; "Once an Eagle, always an Eagle". Explore how this Eagle Scout will continue with Scouting activities, and continued service to his home, church, and community.

The approximate time for this Board of Review should be 30 - 50 minutes.

Sample Questions:

1. What would you suggest adding to the Scout Law (a thirteenth point)? Why?
2. What one point could be removed from the Scout Law? Why?
3. Why is it important to learn how to tie knots, and lash together poles and logs?
4. What is the difference between a "Hollywood hero" and a real hero?
5. Can you give me an example of someone who is a hero to you? (A real person, not a character in a book or movie.)
6. Why do you think that the Family Life merit badge was recently added to the list of required merit badges?
7. What camping experience have you had, that you wish every Scout could have?
8. Have you been to Philmont or a National (International) Jamboree? What was your most memorable experience there?
9. What is the role of the Senior Patrol Leader at a troop meeting (campout, summer camp)?
10. If you could change one thing to improve Scouting, what would you change?
11. What do you believe our society expects from an Eagle Scout?
12. The charge to the Eagle requires that you give back to Scouting more than Scouting has given to you. How do you propose to do that?
13. As an Eagle Scout, what can you personally do to improve your unit?
14. What will you be doing in your unit, after receiving your Eagle Rank?
15. Tell us how you selected your Eagle Service Project.
16. From your Eagle Service Project, what did you learn about managing or leading people? What are the qualities of a good leader?
17. What part of your Eagle Service Project was the most challenging? Why?
18. If you were to manage another project similar to your Eagle Service Project, what would you do differently to make the project better or easier?
19. What are your future plans (high school, college, trade school, military, career, etc.)?
20. Tell us about your family (parents, siblings, etc.). How do you help out at home?



21. What do you think is the single biggest issue facing Scouting in the future?
22. How do your friends outside of Scouting react when they learn that you are a Boy Scout? How do you think they will react when they learn that you have become an Eagle Scout?
23. Why do you think that belief in God (a supreme being) is part of the Scouting requirements?
24. How do you know when a Scout is "active" in his unit?
25. You have been in Scouting for many years; sum up all of those experiences in one word. Why?
26. What one thing have you gained from your Scoutmaster's conferences over the years?
27. How does an Eagle Scout continue to show Scout Spirit?
28. If the Scout is a member of the Order of the Arrow:
29. What does OA membership mean to you?
How does OA help Scouting and your unit?
30. Who brought Scouting from England to the United States? [Answer: William D. Boyce]
31. [Traditional last questions] Why should this Board of Review approve your request for the Eagle Rank? Or Why should you be an Eagle Scout?

Eagle Palms

Eagle Palms are awarded for continued leadership and skills development (merit badges) after the Eagle Rank has been earned. The purpose of this Board of Review is to ensure that the Eagle Scout remains active within the unit, contributes to the leadership of the unit, and assists with the growth of the other Scouts within the unit.

The approximate time for this Board of Review should be 15 minutes.

Sample Questions:

1. As an Eagle, have the Scout Oath and Law gained new meaning for you? How?
2. Why is it important to developing and identify leadership? How do you do this?
3. Since earning your Eagle, what merit badges have you earned?
4. Since earning your Eagle (last Palm), in what service projects have you participated?
5. How do you plan to continue your involvement with Scouting?
6. What would you say to a Life Scout who is only minimally active within his unit, and who does not seem motivated to continue along the Scouting Trail?
7. If a Life Scout was having difficulty selecting an Eagle Service Project, what would you suggest to him?
8. What is the primary role of the Scoutmaster?
9. How have you begun to "... give back to Scouting more than Scouting has given to you".
10. In what year was the first World Jamboree held? [Answer: 1920]

Eagle Board of Review Guidelines

The Board of Review for an Eagle candidate is composed of at least four, but not more than six members. These members do not have to be registered in scouting, but they must have an understanding of the importance and purpose of the Eagle Board of Review. A parent of an Eagle Scout or a Scout parent who is an Eagle Scout often makes ideal board members. One member of the board serves as Chairman of the Review Board. Ideally this is the advancement chairman or the Eagle advancement chairman for the Scout's unit. Scoutmaster, assistant scoutmasters, and relatives or guardians may not serve as members of a Scout's Board of Review. At least one District advancement representative must be a member of the Eagle Board of Review if the review is conducted at a unit level. In no case should a relative or guardian of the candidate attend the review, either as a participant or observer. The members of the Review Board should be positive in their approach, introducing themselves and engaging the Eagle candidate in a way that helps to relax him and put him at ease. While an Eagle Board of Review should reflect the seriousness of the occasion and be conducted with proper decorum, it is not The Inquisition. The Eagle Board of Review should be a positive experience for both the Eagle candidate and the Review Board. The contents of the Board of Review are confidential and the proceedings are not to be disclosed to any person who is not a member of the Board of Review.

The Board members need to convene prior to interviewing the candidate (15 to 30 minutes.) The purpose of meeting before the actual interview is to:

- Review the prospective Eagle Scout's application.
- Read his reference letters and other important documents.
- Become familiar with his service project by assessing his final report and any available pictures.
- Review these guidelines to help formulate pertinent questions.

At the beginning of the meeting, the Chairman introduces everyone, sees that everyone has an opportunity to review all the paperwork, and determines that all understand the goals of this Board, which are:

1. The Board determines that the Eagle project was successfully carried out.
 - Did the candidate demonstrate leadership?
 - Did he indeed direct the project himself, rather than do all the work himself or allow someone else to direct the project?
 - Was the project of value to the institution, school or community group?
 - Who from the benefiting group may be contacted to verify the value of the project?
 - Did the project follow the plan, or were modifications necessary to complete it - what did the candidate learn from making the modifications?
2. The Board should be assured of the candidate's participation in and understanding of the Scouting program
3. A thorough discussion of his successes and experiences in Scouting must take place.

As the documents are making the rounds, the Chairman should add any relevant data of which he is aware. It is best if the Chairman has personally viewed the completed project - if

that is not possible, a phone call to the benefiting group's representative to discuss the merits of the project will do.

The following guidelines must be kept in mind during the questioning of the project:

1. The review is not an examination; the Board does not test the candidate. However, the Board should not be a "rubber stamp" approval process. Appearance of the candidate before the Eagle Board of Review does not mean automatic attainment of the Eagle Rank.
2. The Board should attempt to determine the Scout's attitude toward and acceptance of Scouting's ideals, as stated in the Scout Oath, the Scout Law, the Scout Motto, the Scout Slogan, and the Outdoor Code.
3. The Board should make sure that good standards of performance have been met in all phases of his life.
4. A discussion of the Scout Oath and Scout Law is in keeping with the questioning.
5. Be sure the candidate recognizes and understands the value of Scouting in his home, unit, school and community.
6. The Scout should be encouraged to talk - don't ask questions answerable with a simple yes or no.

Once the Scout's Eagle Application, service project paperwork, letters of recommendation and these guidelines are reviewed, the Scoutmaster is asked to introduce the candidate to the Board (as a courtesy the Board members should stand). The Scoutmaster can be invited to remain as an observer and may be called upon to clarify a point in question. The candidate may be asked to begin the Board by reciting the Scout Oath and Scout Law.

The interview process:

Ask him questions about his understanding and adherence to the Scout Oath and Scout Law: The Board should make sure that good standards have been met in all phases of the Scout's life. A discussion of the Scout Oath and Scout Law is in keeping with the purpose of the review, to make sure that the candidate recognizes and understands the value of Scouting in his home, unit, school and community.

- What is the hardest point of the Scout Law for him to live by - why?
- What point of the Scout Law is the most important to him - why?
- What does "Scouting Spirit" mean to him - why?
- What do the various points of the Scout Law mean to him?
- What values has Scouting taught him that he thinks others see in him - at home, in his unit, at school and/or in the community?
- How does he live by the Scout Law and Oath?
- What do the different points of the Scout Oath mean to him?
- What does "duty to God" mean to him?
- What does "duty to Country" mean to him?
- How does he "help others at all times"?
- How does he feel about wearing his uniform in public?

Ask him questions about his camping experiences:

- What was his most enjoyable experience in Scouting?
- Conversely, what was his least enjoyable experience?
- How many summer camps has he attended and where?
- What did he enjoy most about his summer camp experiences?
- Has he attended any High Adventure camps (Parsons, Silver Marmot, Mountainman or Philmont) - where and what did he enjoy about them - describe the experience.
- Ask him about his outdoor experiences in Scouting - campouts, 50 milers, etc.
- Ask him what he remembers of the "Outdoor Code".
- Ask him if he has staffed any summer camps - what did he learn from the experience and what did he enjoy about the experience.

Ask him questions related to his Scouting experience:

- What leadership positions has he held?
- What were his responsibilities in each position?
- What leadership position does he hold now?
- Ask him what he would do if a scout refused to comply and/or ignored a valid request he made in the performance of his duties.
- Ask him about his troop's discipline policy and where he figures in it in his present leadership position.
- Ask him how he might handle "hurry-up" first aid cases.
- Ask him other questions related to merit badges he has earned (remember you are not testing him).
- Has he earned any merit badges that will help him in his choice of occupation?
- What merit badge did he enjoy working on the most - why?
- Conversely, which one did he enjoy working on the least - why?
- Ask him what changes he might make in his unit.
- If he earns his Eagle rank tonight, what does he intend to do to repay Scouting, his unit and its leaders?
- Who has been the most influential person in his Scouting career?
- Is there anything Scouting did not give him that he feels could be beneficial to the program to help other young men develop?

Ask him pertinent questions about his project. The Board should make sure that a good standard of performance has been met.

- What group benefited from his project?
- How did he find out about the need?
- Ask him to walk the Board through the project from beginning to end i. The planning phase ii. The organization of personnel iii. Directing the project to completion
- Did he have to contact any city, county or state officials for permits or to find out about ordinances, etc. - did the Citizenship in the Community Merit Badge help - how?
- Once his project was approved, did he have to modify it - what did he learn from that experience?

- Who did he get involved in helping him with his project - scouts, adults from his troop, members of the benefiting organization....?
- Did he have any problems directing adults in their work - how did he feel about that?
- In what ways does he feel he demonstrated leadership in this project?
- Every scout feels his project was "special" - how is his project "special"?
- Thirty years from now when someone else asks him what he did for his Eagle project, what will stand out in his mind - how will he answer that question?

Ask him about his plans for the future. The Board should attempt to determine the Scout's ideals and goals.

- Ask him about his plans for the future - college, Armed Forces, trade school,
- How does he feel earning Eagle will help him in those plans?
- When he turns 18, he assumes some new responsibilities - What are they? Sign up for the draft, register to vote and responsible for his actions in the eyes of the law.
- What should an Eagle Scout be expected to do and what responsibilities does he think come with the rank?
- What does he plan to do in scouting in the immediate and long range future?

These are by no means the only questions that may be asked. They are merely examples to be used as a springboard to other questions and further discussion. Please do not assume that you are to ask only these questions and consider the interview complete. The interview should come to a natural conclusion as each board member runs out of questions.

There is not set length of time for an Eagle Board of Review. However, 15 minutes is probably too short and an hour is probably too long.

After the review, the candidate and his unit leader leave the room while the board members discuss the acceptability of the candidate as an Eagle Scout. Because of the importance of the Eagle Scout Award, the decision of the Board of Review must be unanimous. If the candidate meets the requirements, he is asked to return and is informed that he will receive the Board's recommendation for the Eagle award. Immediately after the Board of Review and after the application has been appropriately signed, the application is turned into the Council Service Center. A photocopy of the application should be attached to an Advancement Form and submitted to the Council Service Center as well.

If the candidate is found unacceptable, he is asked to return and told the reasons for his failure to qualify. A discussion should be held with him as to how he may meet the requirements within a given period. Should the applicant disagree with the decision, the appeal procedures should be explained to him. A follow-up letter must be sent to the Scout confirming the agreements reached on the action(s) necessary for the advancement. If the Scout chooses to appeal, provide the name and address of the person he is to contact.

Generally, reasons for finding a candidate unacceptable would include: not being in full uniform, not having his Scout Handbook with him, not having his completed Eagle Scout Application with him, not having his Eagle Advancement Binder with him, discovery that all of the requirements have not been met (unlikely since the application has been reviewed and approved by the Council office). While the

Scout should have been informed of these requirements in advance, these omissions can easily be corrected and a new Board of Review scheduled. Other reasons for not passing a candidate include a disrespectful attitude on the part of the Scout to the Review Board or regarding Scouting in general, expressed disbelief in God, and conduct inappropriate to Scouting, for example, open, frequent and unrepentant swearing, blatant disrespect for authority, an ongoing pattern of engagement in illegal behavior, and public and inappropriate display of sexuality behavior, including homosexuality. These should not be based on hearsay alone, however.

Regarding these last two, Scouting teaches tolerance for members of other groups, races, ethnic groups, religions, and those with differing views, but it does require a belief in God. It does not try to define that belief, feeling that is better left up to the Scout and his family. Accordingly, this stated belief can be conceptual in nature or it can be very specific, but it must be present.

With regard to accepting homosexuality, Scouting's policy can be described as similar to the military's: "don't ask, don't tell". Officially, at least, we do not discuss our sexuality in Scouting. Scouting is not an appropriate forum for expressing one's sexual behavior and beliefs. At a time when society as a whole is struggling with how much recognition and acceptance it will give homosexuals a broad-based organization like the Boy Scouts of America should not be expected to position itself too far out of the main stream. Accordingly, open and outwardly active homosexual behavior is not acceptable in Scouting.

This Is Not a Test

By Mark Ray

Illustration by Tristan Elwell

A board of review should gauge the quality of a Scout's troop experience and encourage future advancement, not ask him to pass rank requirements -- again.

In the classic Disney movie *Follow Me Boys*, Fred MacMurray plays a small-town Scoutmaster. When his troop gets caught up in a war game, MacMurray becomes a POW. To prove he really is a Scoutmaster, not an enemy spy, MacMurray is challenged to tie a sheepshank — the one knot he's never mastered.

Unfortunately, that comic scene is repeated in not-so-comic ways each time a board of review member tosses a rope on a table and asks a Scout to tie a knot. In these moments, the board of review becomes a board of retesting, and the troop misses out on an opportunity to grow along with the Scout.



According to *The Scoutmaster Handbook*, the purpose of the board of review is "not to retest a Scout, but rather to ensure that he has completed all of the requirements, to determine the quality of his troop experience, and to encourage him to advance toward the next rank. Each review should also include a discussion of ways in which the Scout sees himself living up to the Scout Oath and Law in his everyday life."

Now let's take a moment to look at each of those elements.

Checking requirements

By the time a Scout reaches the board of review, he has completed all of the requirements for his next rank (including the Scoutmaster conference). All the board needs to do is make sure that nothing has been overlooked.

Board members can use this records check as an opportunity to learn more about the boy's experience in Scouting, according to Dan DiBiase, committee chairman for Troop 888 in Dayton, N.J.

"We'll talk to him about some of the merit badges: What was the most difficult one? What was the simplest one? Why?" DiBiase says.

Boards focus on different topics depending on the rank in question. "Tenderfoot, Second Class, and First Class are primarily concerned with requirements and Scout skills," DiBiase says. "As they get older, you're doing less of that and talking more about leadership."

Board sessions also get longer as Scouts advance in rank. A Tenderfoot board should take about 15 minutes, while an Eagle board might last 30 minutes or more.

Review experiences

Next comes what DiBiase considers the most important aspect of the board of review: assessing the quality of the Scout's experience in the troop.

"I like to ask, 'If you were Scoutmaster for a day, what one thing would you change about the troop?'" he says. Since the board consists of troop committee members — not assistant Scoutmasters — Scouts are often more willing to speak openly.

Taking action on any problems is essential, according to Barry Bingham, a Life-to-Eagle coordinator with Troop 677 in Ellisville, Mo. "Sometimes the troop meetings get called out as an issue, and we'll jump on that," Bingham says.

DiBiase notes that the key is to make sure any feedback (positive or negative) represents the views of most Scouts.

"We try to look at trends," he says. "You could have three Scouts say A, and a fourth Scout say not A but B."

Encourage advancement

Every board of review should point toward the next rank. At a First Class board, it's helpful to talk about positions of responsibility and merit badges, which are key requirements for Star. At a Life board, potential Eagle Scout service projects are an ideal topic.

The board can also discuss other Scouting opportunities. Bingham's troop promotes its Venturing crew at boards of review.

"As a Scout gets to his 14th birthday, he is clearly aware of that Venturing crew and what it is doing," Bingham says.

Discuss everyday life

Much like the Scoutmaster conference, the board of review is a great chance to draw connections between Scouting and everyday life.

"There are a million and eight things you can talk about that have nothing to do with Scouting," DiBiase says. "It's important that you get to know the boys a little bit — not just the Scouting stuff."

Recruit board members

While it might seem hard to recruit nonuniformed adults to serve on boards of review, Bingham's troop finds them simply by being observant.

"When adults are standing around, that's a clue to put them to work," he says. "A great way to put them to work is to send them to where the boards are meeting."

Since board members don't need to know a lot about Scouting, on-the-job training is often sufficient for new volunteers. DiBiase does encourage all his troop committee members to complete the Troop Committee Challenge (available through the Online Learning Center at www.scouting.org). He also has occasionally distributed sets of suggested board of review questions.

In the end, however, the board of review is not about the questions. It's about the Scout and his growth through Scouting's advancement program — sheepshanks notwithstanding. *Mark Ray is a former professional Scouter and the author of The Scoutmaster's Other Handbook.*



Boards of Review: An Overview for All Ranks

This section first covers board of review procedures for all Boy Scout ranks. It is followed by "Particulars for Tenderfoot Through Life Ranks (or Palms)," 8.0.2.0; and "Particulars for the Eagle Scout Rank," 8.0.3.0.

Procedures for Sea Scout bridges of review, and several related topics, are much the same as those for Boy Scouting. There are some exceptions, however, as noted in the sections beginning with "The Sea Scout Bridge of Review," 4.4.2.0, and ending with "Appealing a Quartermaster Bridge of Review Decision," 4.4.2.8.

8.0.0.1 Purpose and Timeliness of Boards of Review

After a Scout has completed the requirements for any rank or Eagle Palm, he appears before a board of review. Its purpose is to determine the quality of his experience, decide whether he is qualified to advance and, if so, encourage him to continue the quest for Eagle or the next Palm. Because the board of review date becomes the effective advancement date, boards should be scheduled at least monthly so Scouts are not delayed in beginning time-oriented requirements for the next rank.

8.0.0.2 Boards of Review Must Be Granted When Requirements Are Met

A Scout cannot be denied this opportunity. When he believes he has completed all the requirements, including a Scoutmaster conference, it is up to the unit leader and committee to assure a board of review is held. Scoutmasters, for example, do not have authority to expect a boy to request one, or to "defer" him, or to ask him to perform beyond the requirements in order to be granted one.

Except in disputed circumstances as noted in "Initiating Eagle Scout Board of Review Under Disputed Circumstances," 8.0.3.2, the Scout or his parents or guardians shall not be responsible for requesting that a board take place.

8.0.0.3 Composition of the Board of Review

A board of review must consist of no fewer than three members and no more than six. For further specifications, see "Particulars for Tenderfoot Through Life Ranks (or Palms)," 8.0.2.0, and "Particulars for the Eagle Scout Rank," 8.0.3.0. Unit leaders and assistants may not serve on a board of review for a Scout in their own unit. Parents or guardians may not serve on a board for their son. The candidate or his parent(s) or guardian(s) shall have no part in selecting any board of review members.

Note the exception in Varsity Scouting. See "Particulars for Tenderfoot Through Life Ranks (or Palms)," 8.0.2.0.

8.0.0.4 Wearing the Uniform—or Neat in Appearance

It is preferred a Scout be in full field uniform for any board of review. He should wear as much of it as he owns, and it should be as correct as possible, with the badges worn properly. It may be the uniform as the members of his troop, team, crew, or ship wear it. If wearing all or part of the uniform is impractical for whatever reason, the candidate should be clean and neat in his appearance and dressed appropriately, according to his means, for the milestone marked by the occasion. Regardless of unit expectations or rules, boards of review may not reject candidates dressed to this description; neither may they require the purchase of uniforming, or clothing such as coats and ties.

8.0.1.0 Conducting the Board of Review

Most adults would admit to nervousness if told they were to appear before a "board of review." Imagine how a boy must feel. A certain level of formality and meaningful questioning should exist, but it is important the atmosphere be relaxed. It may help if the unit leader introduces the candidate, and if a few minutes are spent getting acquainted. The unit leader may remain in the room, but only to observe, not to participate unless called upon. The Scout's parents, relatives, or guardians may not be in attendance in any capacity—not as members of the board, as observers, or even as the unit leader. Their presence can change discussion dynamics.

In cases where parents or guardians insist on attending a board of review (or in Sea Scouts, a bridge of review), they should be counseled on why this is not permitted. Their presence can change how their son addresses questions, and the opportunity to further self-reliance and courage may be lessened. However, if parents or guardians insist on being present, they must be permitted to attend.

In situations where—before a board is held—the members are of an opinion the Scout should be rejected, they should discuss their reasoning with the unit leader or others who know the Scout. Generally, a Scoutmaster is closer to the youth; he or she may be able to present a different perspective and prevent an uncomfortable or unfair scenario.

8.0.1.1 Not a Retest or “Examination”

Though one reason for a board of review is to ensure the Scout did what he was supposed to do to meet the requirements, it shall become neither a retest or “examination,” nor a challenge of his knowledge. In most cases it should, instead, be a celebration of accomplishment. Remember, it is more about the journey. A badge recognizes what a young man is able to do and how he has grown. It is not so much, a reward for what he has done. See “Mechanics of Advancement: In Boy Scouting and Varsity Scouting,” 4.2.0.0.

8.0.1.2 What Should Be Discussed

During the review, board members may refer to the *Boy Scout Handbook*, *Scoutmaster Handbook*, and other references. The *Troop Committee Guidebook*, No. 34505, has examples of appropriate questions. A Scout may be asked where he learned his skills and who taught him, and what he gained from fulfilling selected requirements. The answers will reveal what he did for his rank. It can be determined, then, if this was what he was supposed to do. Discussion of how he has lived the Scout Oath and Scout Law in his home, unit, school, and community should be included. We must remember, however, that though we have high expectations for our members, as for ourselves, we do not insist on perfection. A positive attitude is most important, and that a young man accepts Scouting’s ideals and sets and meets good standards in his life.

A positive attitude is most important, and that a young man accepts Scouting’s ideals and sets and meets good standards in his life.

A board is not required to record “minutes,” but it is a good idea. Any such notes must remain confidential to the members of the board or to administrators with a need to know. They may be used in preparing a follow-up letter, should a Scout be turned down, and they can be helpful in an appeal process. In any case, once a review or appeal is completed, all notes must be destroyed.

8.0.1.3 How Boards Can Lead to Program Improvement

Periodic reviews of members’ progress can provide a measure of unit effectiveness. A unit might uncover ways to increase the educational value of its outings, or how to strengthen administration of national advancement procedures. For example, if it is discovered troop leaders are not assuring that all requirements have been met before Scouts present themselves for the board of review, then process improvements can be recommended. A board can also help by considering the style of leadership best suited to current circumstances and ways to adjust it to different needs. Note that boards of review may also be held for Scouts who are *not* advancing. Much can be learned from them, as well.

8.0.1.4 Board Members Must Agree Unanimously on Decisions to Approve

To approve awarding a rank or Palm, the board must agree unanimously. Every effort should be made to deliberate with careful consideration of each member’s perspective, and in sufficient detail as to avoid factual misunderstanding. It is appropriate to call the candidate back if additional questions may provide clarification. Still, if any member dissents, the decision cannot be for approval. In the case of such disagreement, the Scout shall not be informed about the specifics of the conversations or any arguments taking place. As indicated below (“After the Review,” 8.0.1.5), he is told only how he can improve.

8.0.1.5 After the Review

If the members agree a Scout is ready to advance, he is called in and congratulated. The board of review date—not that of a subsequent court of honor—becomes the rank's effective date.

If a board decides not to approve, the candidate must be so informed and told what he can do to improve. Most Scouts accept responsibility for their behavior or for not completing requirements properly. If it is thought that a Scout, before his 18th birthday, can benefit from an opportunity to properly complete the requirements, the board may adjourn and reconvene at a later date. If the candidate agrees to this, then if possible, the same members should reassemble. If he does not agree, then the board must make its decision at that point. In any case, a follow-up letter must be promptly sent to a Scout who is turned down. It must include actions advised that may lead to advancement, and also an explanation of appeal procedures. (See "Appealing a Decision," 8.0.4.0, or—if applicable—"Appealing a Quartermaster Bridge of Review Decision," 4.4.2.8.) The council must keep a copy of the letter.

After any board of review, the unit leader is informed of the decision.

8.0.2.0 Particulars for Tenderfoot Through Life Ranks (or Palms)

The preceding applies to boards of review for all ranks, but there are a few differences for the ranks other than Eagle, and for Eagle Palms:

1. The board is made up of three to six unit committee members—no more and no less. In units with fewer than three registered committee members available to serve, it is permissible to use knowledgeable parents (not those of the candidate) or other adults (registered or not) who understand Boy Scouting's aims.

2. For a Varsity Scout team, the committee member responsible for advancement, the advancement program manager (youth), and the coach serve on the board.
3. One member serves as chair. The unit committee decides how he or she is chosen. The chair conducts review meetings according to BSA procedures and reports results to the unit advancement coordinator.
4. The location should be comfortable, such as the unit meeting place, a camp, or a leader's home.
5. The review should take approximately 15 minutes, but no longer than 30 minutes.
6. Ranks and Palms may not be presented until the advancement is reported to the local council through the BSA's Internet Advancement or on the official Advancement Report form.

8.0.3.0 Particulars for the Eagle Scout Rank

The particulars below pertain only to the Eagle Scout rank.

1. Council advancement committees must determine—and make known—method(s) for conducting Eagle Scout boards of review: whether unit committees or the council or district advancement committees administer them, and also how board chairpersons are selected.
2. If conducted at the unit level, at least one district or council representative must serve as a member. If the unit requests it, more than one may do so.
3. There shall be no fewer than three and no more than six members, all at least 21 years old. They need not be on an advancement committee or registered with the Boy Scouts of America, but they must have an understanding of the rank and the purpose and importance of the review.



4. A board of review may not occur until after the local council has verified the application.
5. The chair works with all involved parties to schedule the date, time, and place. Eagle boards are often held in more formal settings than a home or troop meeting site.
6. A board of review cannot be denied or postponed due to unresponsive references.
7. If a unit leader or unit committee chair fails to approve an application, the candidate is still granted a board of review, but the lack of approval may be considered in the decision. See "Initiating Eagle Scout Board of Review Under Disputed Circumstances," 8.0.3.2.
8. To go over the application, references, and service project workbook, members should convene at least 30 minutes before the scheduled board of review.
9. Eagle boards generally last 30 minutes or somewhat longer. This is the highest rank a Scout may achieve; there should be a discussion of his successes, experiences, and future plans, but rarely should one last longer than 45 minutes.
10. An Eagle candidate may have only one board of review. Subsequent action falls under the appeals process. (See "Appealing a Decision," 8.0.4.0.)
11. The Eagle Scout medal or patch must not be sold or otherwise provided to any unit, nor should the court of honor be scheduled until after the certificate is received at the council service center from the national Advancement Team.

An Eagle Scout board of review cannot be denied or postponed due to unresponsive references.

8.0.3.1 Eagle Scout Board of Review Beyond the 18th Birthday

1. An Eagle Scout board of review may occur, without special approval, within three months after the 18th birthday. Local councils must preapprove those held three to six months afterward. To initiate approval, the candidate, his parent or guardian, the unit leader, or a unit committee member attaches to the application a statement explaining the delay.
2. To hold a board beyond six months after the 18th birthday, the candidate, his parent or guardian, the unit leader, or a unit committee member must petition the national Advancement Team for authority to do so. The request must explain the delay and how it was beyond the Scout's control. This must be processed through the local council and sent to the national Advancement Team with a copy of the application. A position statement from the Scout executive, designee, or council advancement committee must be included.
3. It is possible for those who completed the requirements for the Eagle Scout rank in their youth, but never received it, to obtain credentials necessary for acquiring it. If a board of review was not held, one may be requested. In any case, all requirements must have been completed before age 18. Using the Belated Eagle Scout application, No. 512-076 (see 11.3.0.0), evidence of completion must be submitted to the national Advancement Team through the local council where the individual resides. An Eagle Scout Rank application signed at the time work was finished can serve as evidence of requirements such as active participation, Scout spirit, or positions of responsibility. Blue cards, advancement reports, or troop records may be used for merit badges. Because of their availability on the Internet, actual merit badges or sashes are not normally accepted. Once documentation is verified as complete and compelling, credentials can be released or permission granted for a board of review. Requirements in effect at the time of membership are used, but regardless the practices of the day, all must have been accomplished by age 18.



8.0.4.1 Filing and Processing an Appeal

1. The Scout should have received communication from the board of review advising actions that could lead to advancement and explaining appeal procedures. To initiate the appeal, the Scout or his parent or guardian prepares a letter notifying the local council of the appeal. It should detail the reasons it is believed the Scout met all the requirements and should not have been denied. The letter is sent to the council service center, to the attention of the council advancement committee. The communication from the board of review mentioned above, should be attached.
2. To assure all appeal requests are handled consistently throughout the council, they are first routed to the council advancement committee.
3. The council advancement committee, through its chair or a designated member or its staff advisor, coordinates the appeals process. This designated appeals coordinator's primary role is to get the paperwork in the right place and orient and guide those who will hear the appeal.
4. The council-designated appeals coordinator routes a copy of the request to the district or council advancement committee according to local practices. It is recommended that appeals of a unit decision go to the district, and those elevated from a district go to the council. This allows an additional step before the national Advancement Team is involved.
5. For appeals heard by a district, the district advancement chair and district staff advisor (usually the district executive) must agree on appeal-board members. The council advancement chair and staff advisor have the authority to approve them (or to call for different members) should they believe this action will lead to more equitable appeals consideration.
6. If the appeal is to be heard by the council, then the council advancement chair and staff advisor must agree on appeal-board members.
7. There shall be an odd number of appeal-board members—either three or five. A board chair may be one of these voting members, or serve additionally with no vote. All must be objective volunteers with thorough knowledge of advancement and appeals procedures. The council-designated appeals coordinator may be present and provide advice. No other guests, including the candidate's parents or guardians, are allowed. If the Scout is being interviewed, and the parents insist on attending with him, see "Conducting the Board of Review," 8.0.1.0.
8. An appeal board is not another board of review. It focuses only on the issues that brought about rejection at the lower level(s). A majority is sufficient for a decision.
9. If an appeal is rejected at the district level, the Scout or his parent or guardian may appeal to the council advancement committee.
10. If a council-level Eagle Scout board of review or appeal board rejects a candidate, then he or his parent or guardian may appeal to the national Advancement Team.
11. A decision at any level, finding in favor of a Scout, shall be final. Units, districts, and councils may not appeal them. Decisions of rejection delivered through the national Advancement Team are final and may not be appealed.

8.0.4.2 Appeal Board Must Research the Case

To allow time to research background and facts, appeal-board members must be organized in advance. Written statements or telephone interview summaries are obtained from those with pertinent knowledge of the case. These individuals might include the unit leader and assistants, parent(s) or guardian(s), unit committee members, and, as applicable, a representative of the chartered organization or Eagle service project beneficiary. Every effort should be made to have balanced representation. Only appeal-board members and administrators with a need to know may see the evidence. If a face-to-face meeting with the Scout is impractical, extra care should be taken to collect information from his perspective. After the meeting, any notes are filed with the council and destroyed once the appeal is resolved. A written report setting out the details of the appeal and the reasons for the decision shall be prepared and forwarded to the council Scout executive. A copy is sent to the Scout who brought the appeal.

Appeals to be forwarded to the national Advancement Team are processed through the local council. A designated appeals coordinator combines, into a packet, the Eagle Scout application and service project workbook (if at issue); all letters, statements, and interview summaries; and any reports or minutes from the original board of review and appeal board(s) held. The packet is covered by a letter from the Scout executive (not designee) briefly summarizing the facts and stating the council's position.

9.0.2.13 Evaluating the Project After Completion

Eagle Scout projects must be evaluated primarily on impact—the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement, but relates to practicing our motto to “Be Prepared.” However, in determining if a project meets requirement 5, reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led, and resulted in otherwise worthy outcome acceptable to the beneficiary.

There may be instances where, upon its completion, the unit leader or project beneficiary chooses not to approve a project. One or the other may determine modifications were so material that the extent of service, or the impact of the project, were insufficient to warrant approval. The candidate may be requested to do more work or even start over with another project. He may choose to meet these requests, or he may decide—if he believes his completed project worthy and in compliance—to complete his Eagle Scout Rank application and submit his project workbook without final approval. He must be granted a board of review, should he request it.

If it is thought a unit board may not provide a fair hearing, a board of review under disputed circumstances may be initiated. (See “Initiating Eagle Scout Board of Review Under Disputed Circumstances,” 8.0.3.2.) The risk in this approach should be discussed with the Scout. But at the same time, the fact he is so convinced may point to a need to reevaluate what was done. Perhaps, despite the lack of final approval, the project did indeed meet the requirement.

At the board of review, if an approved proposal and any subsequent effort represents planning and development that was adequate to the project, and the project was well led and carried out to the satisfaction of the unit leader and project beneficiary, only in a very rare case would rejection result. It would have to be clearly established that Eagle Scout requirement 5—as written—was not completed. Under no circumstances may final project approval be withheld for reasons that have nothing to do with the project.

At the board of review, if an approved proposal and any subsequent effort represents planning and development that was adequate to the project, and the project was well led and carried out to the satisfaction of the unit leader and project beneficiary, only in a very rare case would rejection result.

T325 Scout Accounts

Scout Accounts are individual accounts for each active member of troop 325.

Deposits:

Funds are entered into the account by working at troop fundraisers and receiving your share of the profits as deemed by the Troop 325 treasurer. Funds may also be deposited, with the approval of your parents, if the Troop owes you a refund for overpayment.

Withdrawals:

Funds may be withdrawn by filling out a scout account withdrawal slip and submitting it to the Troop treasurer. *You may only withdraw funds for scout related activities or equipment.* This would include outings, summer camp, uniforms, camping equipment, backpacks, sleeping bags, hiking boots, or any special gear needed for an outing or merit badge etc.

Inactive Accounts:

Funds remaining in a scout account after that scout becomes inactive and leaves Troop 325 will be entered into the Troop's Campership Fund. This fund helps sponsor a deserving scout who otherwise would be unable to attend summer camp.

Troop 325 – A Brief History

Troop 325 was founded in the autumn of 1959 and chartered to Country Lane Home & School Club in January, 1960. Country Lane Elementary School opened that same year, so Troop 325 was there from the beginning. In 2000, the troop moved to Easterbrook Discovery School at the invitation of Principal Dr. Gary Stebbins, as it had outgrown the M-U Room at Country Lane. Troop 325's first Scoutmaster was Louie Thayer. There have been a total of fifteen Scoutmasters in the troop's history. In 1960, Cub Scout Pack 325 was chartered to Country Lane Home & School Club, and in 1974, High Adventure Explorer Post 325. Post 325 disappeared sometime in the early 1980's, but was re-chartered in December 1993. In 1997 it evolved with the Scouting program and became Venture Crew 325.

In 1965, Troop 325 honored it's first Eagle Scout, Michael R. Rose. Over the years, the troop has celebrated 56 Eagle Scouts (as of November, 2004). In 1999, it recognized seven new Eagles, the largest number from a single troop in a single year in the 80-year history of the Santa Clara County Council. In 2000, the Troop recognized six new Eagles, in 2001, six more and since 2002, six more Eagles.

Over the years, the troop size has ebbed and flowed. The earliest roster we have dates to 1970 and shows 39 members. A few years later in 1976, the troop had dropped to 29 members. In 1981 it was up to 31 members. In 1985, it had dropped to 13 members. In 1990, it was down to just six registered Scouts with just three active. Then it began a period of steady growth that has brought the troop to its current 84 members as of the middle of 2004.

Troop 325 has always had an active and diverse outdoors program. A typical annual program includes: backpacking, camping, canoeing, hiking, rifle and shotgun shooting, river rafting, rock climbing, downhill and cross-country skiing, snowboarding, snow camping, skim boarding and body surfing, and water skiing. The troop also participates in Pioneer District Camporee each year, Santa Clara County's Scout Expo, and the council's Bear Paw Winter Camping Experience. In addition, troop members participate actively in regional, national and international events. We have routinely sent the most numbers of Scouts from any unit in our council to International Rendezvous, National Jamboree, and World Jamboree. In 1999, we sent more Scouts and Venturers to the World Jamboree in Chile than any other unit in the Western Region.

In-troop training programs include the Trail to First Class outing for new Scouts, two Junior Leader Training seminars, and an Annual Planning outing. In addition to training programs within the troop, a number of Scouts from Troop 325 participate in the Council's Bristlecone Junior Leader Training each year, both as participants and as staff members. In 1999, Christopher Denise was SPL for Bristlecone.

Members of the troop are also active in Order of the Arrow. Currently, 22 members of the troop are in OA. In the last few years, the troop has supplied numerous committee chairmen and members to the local chapter and lodge. Three chapter chiefs for Hattape Chapter (Pioneer District) have come out of Troop 325, three administrative vice chiefs for the Miwok Lodge have come from 325, and the 1999-2000 lodge chief was Donald Gagliasso, a member of Troop 325.

A number of traditions have developed within the troop:

The first troop neckerchief was the red, official Scout neckerchief. In the early 1970s, the Scouts in the troop designed their own neckerchief, a black neckerchief with a yellow patch depicting a Scout hiking. In the late 1980's - early 1990's, they returned to the official red neckerchief. Then, in 1992, the Scouts designed a new neckerchief incorporating both: a two-sided neckerchief, red on one side, black on the other, with a new troop patch. When a Scout first joins the troop, he wears the neckerchief red side out. When he completes First Class,

the Scout may turn over his neckerchief to wear black side out. He is also presented with the new official patch of the troop, showing a Scout with a hiking staff and backpack looking out over a broad river with snowcapped mountains in the distance. While the design incorporated the ideas of several Scouts, Chris Craver was the principal artist.

In 1993, the troop designed an "official" troop t-shirt: a "Far-Side" cartoon by Gary Larson, entitled "Know Your Knots!" It shows a very shaky "almost" hanging victim sitting on the ground beneath a noose that has obviously become untied, while his supervisor re-teaches the hangman how to tie a noose properly: "OK, the rabbit comes out of the hole, goes around the tree several times...". The idea for this design came from the troop's nineteenth Eagle Scout, Brett Steiner.

In 1994, the troop adopted the woggle (or Woodbadge Boondoggle) as its official slide. When a Scout first joins the troop, he is presented with a white woggle, representing his newness to Scouting. When he earns the rank of Tenderfoot, he is presented with a red lanyard and instructions on how to tie his own woggle. The woggle is a single, continuous strand, representing the Spirit of Scouting, which goes on forever. It is woven back on itself three times, to represent the three parts of the Scout Oath: duty to God, duty to others, duty to self.

The troop has an almost annual tradition of hiking the Skyline-to-the-Sea Trail. This 28 mile trail was built in 1968 by the Boys Scouts of Santa Clara, Monterey, and Skyline Councils, with members of the Sierra Club and members of the Santa Cruz Mountains Hiking Club. That day was proclaimed Santa Clara County Trails Day. The following year, it was adopted by the state as California Hiking Days. A few years later, it was adopted by the nation as National Hiking Days! (Rumor has it that our troop can actually make it rain by scheduling that particular outing.)

Another almost annual tradition is the troop's Russian River canoe trip. This is typically a one or two day event, usually totaling 11 miles per day. Our longest was a 50 miler completed in three days in 1994.

The troop has also sent contingents to Philmont BSA High Adventure Base, Northern Tier BSA High Adventure Base, and Sea Base in Florida in recent years.

This is Troop 325.



Moreland Woods – A Brief History

An Open Space Dedicated to the Youth of West Valley

Moreland Woods was first conceived of by Rogers Middle School (now Easterbrook Discovery School) science teacher Max Averitt in the early 1970's. His dream was to create a natural area in the 1.5 acre open space adjacent to Rogers, planted in species native to the Santa Cruz Mountains, for use by science and other classes at Rogers.

Plans were developed by Mr. Averitt working with Hoag Land Design. They included extensive plantings of coast redwoods, Douglas fir, big leaf maple, California buckeye, cypress, black walnut, pine, sycamore, live oak, and California laurel. The plans called for grading of the site and development of a pond, artificial creek, pathways with seating areas, bridge over the creek, drinking fountain, planters, and amphitheater. Students in Mr. Averitt's science classes began work in 1973, planting trees and working on the site. Much of the work was completed during the seventies. Following Mr. Averitt's retirement, however, the site fell into disrepair and vandalism began to take its toll.

In 1994, a school and scout parent who owns a trucking and heavy equipment company, Don Gagliasso, was asked to raze the site and re-grade it, leaving only the trees. Another parent, Diane Dressbach volunteered to be the Moreland Woods Coordinator. She continued Moreland Woods Clean-up Days to keep the weeds down and to begin the process of restoring the site. The first project that was developed toward this end was the re-construction of the stone and wooden benches in the seven seating areas located throughout the site. Justin Karren, Rogers Middle School (now Easterbrook Discovery School) student, former member of Cub Scout Pack 325, and member of LDS Boy Scout Troop 563, completed this project as his Eagle project in 1996.

That same year, Don Gagliasso became the Moreland Woods Coordinator. He worked to continue the restoration of Moreland Woods. He disked the field each Spring to keep the weeds down, and encouraged his two sons, Donald and Louis, both members of Troop 325, to develop the pathways as their Eagle Projects in 1996 and 1997.

Also, in 1996, Renny Wright, member of Troop 325, developed the amphitheatre for his Eagle project.

Next came the development of the artificial creek by Christopher Denise in 1999, the bridge over the creek by James Anderson in 1999, the drinking fountain by Michael Rodriguez in 2000, the planter beds by Scott Burroughs in 2001, and "Walden Pond" by Michael Denise in 2002. All of these Scouts were members of Troop 325, all providing this work as Eagle projects.

In addition to Eagle projects, the scouts and parents of Troop 325 have held Moreland Woods Clean-up Days two to three times annually, installed the motor for the pond and creek, installed an irrigation system for the rear half

of Moreland Woods, and planted twenty coast redwood trees and ten madrone trees. Former scoutmaster George Denise is now the coordinator.

Over the past eight years, the troop has invested over \$17,000 and close to 4,000 hours in the development and restoration of Moreland Woods.

Most recently, Ben Levy, Troop 325, installed an irrigation system for the front half of Moreland Woods. Garrett Karren, Troop 563 built a dock for the pond and two benches adjacent to it. A campfire pit for the amphitheatre, security lighting, an entranceway, and the planting of an additional 200 hundred plants and trees are planned for the near future.

Over the last few years, a family of ducks have taken up residence in the pond, a Snowy Egret visits the site regularly, a Peregrine Falcon was spotted sitting atop one of the redwoods recently (there are only 200 mating pairs in all of California), and a covey of doves have made the site their home. Dr. Stebbins, the school principal, donated several bluegills to the pond a couple of years ago, which are also doing very nicely, thank you! This year, former scoutmaster George Denise added two red-eared slider turtles to the menagerie.

At a recent Rogers School Open House visitors enjoyed strolling the pathways and visiting our bit of "nature next door". It was fun to hear students say things like, "Mom, let me show you my favorite spot!" or, "There's a mother duck with babies here now!"

One former student remembered the old, vandalized "vacant lot" that Moreland Woods was. Three other visiting parents (ages withheld by request) were actually members of the original science classes that planted those first trees back in 1973. One of them exclaimed, "We were just glad to be out of the classroom, then. Now I appreciate Mr. Averitt's vision!"

We are truly blessed to have this taste of wilderness at our doorstep.

Summer Camp!

CAMP HI-SIERRA is the privately owned property of Santa Clara County Council, Boy Scouts of America, and is located at an elevation of 5000 ft. within the Stanislaus National Forest. The North Fork of the Tuolumne River flows through and provides a waterfront lake of endless enjoyment. The history of the property is a rich heritage of Miwok Indian summer dwellings, early homesteads, and the Cold Springs sawmill site for the Standard Lumber Company. The Council purchased the camp's one hundred acres in 1949 for \$10.00 an acre from Edwin Jenness, who owned more than five thousand acres, and owned and operated the old Mono Toll Road just above camp along the present Highway 108. The first regular camping season was 1951, and from that summer to the present, Camp Hi-Sierra has proudly passed on the common thread of purpose and method that runs through every part of the Scout camping program to those first campers' sons and their sons.



Today, Scouts can enjoy the many wonders of wildlife, wildflowers, lofty mountain peaks, and beautiful forests. This is why Camp Hi-Sierra is a rich setting for your Scouts to have a real Scouting experience. Their Camp Hi-Sierra experience will remain a "bright light" in their Scouting memory. As Robert Baden-Powell once stated, "loan me your sons and I will help develop self-reliance and resourcefulness by providing a learning experience in which boys acquire knowledge, skills, and attitudes essential to their well-being."

This, from the start, has been Camp Hi-Sierra's goal, as entrusted to us by Baden-Powell.

Camp Hi-Sierra offers a diverse selection of programs to satisfy Scouts and Scouters of all ages.

There are six core programs to accommodate the needs of each camper.

- **Trail to First Class** - the core program to guide Scouts through their first year at camp
- **Merit Badges** - to aid returning campers in their quest for Eagle Scout
- **Open Program Time** - program areas are open for use during non-merit badge times
- **Mountain Adventure Program** -
- **Hi-Sierra Trekking** - a weeklong High Adventure program for dedicated older Scouts
- **Adult Leadership** - for Scouters seeking training, teaching opportunities, and fun

The Trail to First Class (TtFC) program offers an excellent opportunity for younger Scouts to advance to the rank of First Class. Aimed primarily at first-year campers, it is open to all Scouts who are intent on traveling the path to Eagle. Whether they recently became a Boy Scout or have already reached Second Class, the TtFC program teaches the individual skills of the rank requirements. This allows Scouts to work on the requirements which they need while also having time to involve themselves with other camp programs. The TtFC area has open times for practicing skills and working on missed requirements while allowing the Scouts to help each other with the skills.

As Scouts become familiar with what Scouting has to offer them, their attention will be drawn to other programs in camp. Camp Hi-Sierra's merit badge program offers the opportunity for a Scout and his leaders to tailor a program that will satisfy his time at camp. A Tenderfoot or Second Class Scout may use both the TtFC and merit badge programs to help him advance to First Class and to begin his journey towards Star, Life, and Eagle. A returning Scout may desire to use his second or third year to work on more challenging badges while participating in other camp activities.

Open program time allows a Scout to participate in the many offerings of camp. Program areas are available throughout the day during non-merit badge times. Scouts can visit the Archery Range, Rifle Range, Waterfront, Foxfire, Handicraft, and more to discover the many program opportunities a Scout can enjoy at Camp Hi-Sierra.

Eventually a Scout matures beyond the desire to just accumulate badges and to advance quickly to the next rank. For this group of older campers, Camp Hi-Sierra offers a week of exciting High Adventure and leadership activities. Called Hi-Sierra Trekking, this program involves a Scout for the entire week and does not have time for dedicated merit badge advancement. Hiking, biking, climbing, navigating, and teambuilding are a few of the adventures awaiting this group.

Finally, Scouters emerge from the Eagles, parents, and volunteers of the Scouting community as they look towards camp to offer insight into their own leadership roles and for opportunities of growth beyond their troops and communities. For these select few, Camp Hi-Sierra offers training classes; it offers opportunities for aiding in the teaching of their Scouts in the various programs; and it gives them a chance to share with fellow Scouters the joys, knowledge, and dreams that come with leading our next generation. Regardless of which program is chosen, a week at Camp Hi-Sierra is a great experience. With guidance from his adult leadership, any Scout can tailor Camp Hi-Sierra's programs to meet his needs.

Advancement in Camp

Scout advancement is not an end in itself. Advancement is a means by which Scouting's objectives are achieved. It is a measure of a boy's ability to do things, to get results, to pursue a goal, and to give him tangible recognition. It is also a mark of the troop's success in Scouting. Working toward advancement is a primary reason for going to camp but not the only reason.

Many regular camp activities can be made into advancement opportunities by planning ahead. A Scout has a difficult time advancing regularly if he does not have hiking and camping experiences as a member of his patrol and troop. The camp's goal is to support and improve the advancement process of every troop desiring assistance and to help your troop reach its goal of helping each boy attain the rank of First Class.

Star and Life service projects can also be done at Scout camp. However, Eagle Scout service projects must be done on non-Scout property.

A primary focus of your troop's advancement plan should be to help young Scouts complete requirements which help them to achieve the rank of Tenderfoot, Second Class, or First Class while at camp. When Scouts achieve these ranks, they stay in Scouting longer and camp holds new excitement in the following years. The Trail to First Class program supports this progression. A second focus

should be to help older Scouts work on merit badges and meet high adventure challenges. Providing older boys with challenging new programs and experiences keeps them interested in the program and builds a stronger troop.

Typically, Scouts have about thirty hours available during a week in camp for advancement and play. It is appropriate for them to spend ten to twenty hours working on advancement. New Scouts ('Scouts' and 'Tenderfoots') should expect to spend at least half of that time in the Trail to First Class program. Every Scout should have his advancement goals approved in advance by his unit leader. The camp counselors will require that all Scouts present a blue card filled out by the Scoutmaster no later than their second meeting. Although it comes in a conveniently accessible package, the Camp Merit Badge program operates the same way that it does at home. A boy chooses a badge, gets his Scoutmaster's permission, contacts a counselor, and makes appointments with the counselor to meet and complete assignments. Counselors generally schedule appointments so that Scouts can learn the badges together, but the schedules are not "set in stone" in advance. It is appropriate for Scoutmasters to monitor a Scout's success in his advancement activities. Feel free to discuss progress with the counselors at private opportunities.

Here are some suggestions for a successful advancement program:

- Guide first-year Scouts needing Tenderfoot, Second Class, or First Class skills towards the Trail to First Class program. Young Scouts "get their feet wet" by participating in programs designed to teach basic Scout skills and to acquaint them with some of the easier merit badges taught during their week stay.
- Show each Scout how the daily and evening program schedules work. Give some examples of how he can manage his time during the week.
- Unit leaders should counsel each Scout in advance and help him decide which merit badges to take at camp and issue him filled out blue cards. By providing a signed blue card, the unit leader is indicating that he has counseled the Scout and given his permission to take the badge. Camp Counselors do not regulate a Scout's advancement choices.
- Merit badge pamphlets are to be read and understood by the Scout before coming to camp.
- Counsel Scouts on the differences among "Pre-Reqs", "Reqs Not Offered", and "By Special Arrangement Only" merit badges.

Advancement Binder

The personal scout notebook is designed to help you keep your personal scouting information organized.

Supplies Needed:

- 3 ringed binder
- Plastic letter sized sport cart holder (available at Target, Wal-Mart or sport shops)
- Clear pocket pages for pictures and honor certificates
- Notebook paper
- Pocket pages to keep information on badges in progress

You can divide your binder into different sections. Below are some suggestions.

1. **General Information:** This section can include the Troop roster, important phone numbers, and names of other scouts you feel comfortable asking for help.
2. **Rank Cards, Merit Badge Blue Cards and Award Cards:** This is a very important section, as all scouts are required to keep their own record of rank advancement. This is a good use for the sport cardholder pages.
3. **Activities Section:** This section can include a log of activities attended, such as camps, service outing etc. This is where the Scout should keep a record of his troop involvement.

Other Reference Material

Cooking & Menu Handbook

Guide to Safe Scouting

<http://www.scouting.org/scoutsource/HealthandSafety/GSS/toc.aspx>

Fast Start Training

<http://www.scouting.org/boyscouts/faststart/>

Check Lists

The Ten Essentials for Backpacking

The Ten Essentials for Backpacking, also called The Ten Essentials for Survival, are more conceptual than they are a specific ten items to take along in the outdoors. Several organizations have their own version, including the Sierra Club, the Appalachian Hiking Club, the Seattle Mountaineers, and REI, to name just a few. They are more like the "basic food groups" of the outdoors. They are the items you want to pack any time you are going camping. They are also the items you want to include in a daypack or emergency pack even when you are going hiking for the day. While you will want to pack lighter, more compact versions of these items in a day pack, you will still want to cover these basics. Following are the ten essentials recommended by the Boy Scouts of America:

1. Pocketknife (with totin' chip)
2. First Aid Kit (including moleskin and insect repellent)
3. Extra Clothing (enough to survive most probable adverse conditions)
4. Rain Gear
5. Canteen or Water Bottle

6. Flashlight with Extra Batteries and Bulb
7. Trail Food
8. Matches with Fire Starters (candle, heat tab, dryer lint, "firebugs")
9. Sun Protection (sunscreen and sunglasses)
10. Compass and Map of Area

In addition to these Ten Essentials, Boy Scout Troop 325 recommends the following:

- Water Purification Tablets
- Emergency Space Blanket
- 50' for 1/8" Nylon Cord
- Whistle and Signal Mirror
- Notepad with Pencil

Backpacking Checklist- <i>Winter; cold, possibly rainy conditions</i>									
Name: _____	Have=x Need=0	Weight	Gear Check	Packed	Trip: _____	Have=x Need=0	Weight	Gear Check	Packed
<input type="checkbox"/> The Troop Will Provide:	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/> 10 Essentials				
<input type="checkbox"/> Tent	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/> Matches in waterproof container				
<input type="checkbox"/> Backpacking stoves and fuel	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/> Fire Starter (dryer lint, candle, "fire bugs", etc.)				
<input type="checkbox"/> Pots/pans	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/> Small flashlight with extra batteries and bulb				
<input type="checkbox"/> Cooking utensils	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/> Emergency whistle				
<input type="checkbox"/> You Pack:					<input type="checkbox"/> Emergency "Space Blanket"				
<input type="checkbox"/> Backpack (internal or external)					<input type="checkbox"/> Compass				
<input type="checkbox"/> Ground Cloth					<input type="checkbox"/> pocket knife				
<input type="checkbox"/> Sleeping Pad-Ensolite or Thermarest					<input type="checkbox"/> Extra clothing				
<input type="checkbox"/> Sleeping Bag (10 degree, synthetic)					<input type="checkbox"/> Extra Food (2-3 power bars)				
<input type="checkbox"/> Backpacking Pillow (optional)					<input type="checkbox"/> water purification tablets or filter				
<input type="checkbox"/> 2 quarts of water					<input type="checkbox"/> 4 Jumbo plastic trash bags				
<input type="checkbox"/> Personal Cook Kit					<input type="checkbox"/> Personal First Aid Kit				
<input type="checkbox"/> Cup					<input type="checkbox"/> Band Aids				
<input type="checkbox"/> Bowl					<input type="checkbox"/> 2" Roller gauze				
<input type="checkbox"/> Spoon					<input type="checkbox"/> 1" Roller adhesive tape				
<input type="checkbox"/> Toiletries Kit					<input type="checkbox"/> 2" Sterile pads				
<input type="checkbox"/> Toothbrush					<input type="checkbox"/> 4" Sterile pads				
<input type="checkbox"/> Toothpaste					<input type="checkbox"/> Anti-bacterial ointment				
<input type="checkbox"/> Floss					<input type="checkbox"/> One triangular bandage				
<input type="checkbox"/> Backpacking soap					<input type="checkbox"/> Vinyl gloves				
<input type="checkbox"/> Toilette paper					<input type="checkbox"/> Wear:				
<input type="checkbox"/> Hair brush or comb					<input type="checkbox"/> Scout Shirt				
<input type="checkbox"/> Backpacking or hand towel					<input type="checkbox"/> Scout Trousers/Jean				
<input type="checkbox"/> 1 pair extra under shorts					<input type="checkbox"/> Scout Belt				
<input type="checkbox"/> 1 extra t-shirt					<input type="checkbox"/> Scout Neckerchief				
<input type="checkbox"/> 2 pair extra socks					<input type="checkbox"/> Under Shorts				
<input type="checkbox"/> Lightweight slippers for camp					<input type="checkbox"/> T-Shirt				
<input type="checkbox"/> Long underwear (polyester)					<input type="checkbox"/> Hiking Socks				
<input type="checkbox"/> Rain jacket and pants					<input type="checkbox"/> Light Hiking Shoes/Athletic Shoes				
<input type="checkbox"/> Medium sweater or jacket					<input type="checkbox"/> Pocket Knife				
<input type="checkbox"/> Gloves					<input type="checkbox"/> Hat or Cap				
<input type="checkbox"/> Pajamas or sleeping shorts					Total Weight:				
<input type="checkbox"/> Sleeping cap									

Camping Checklist

What to Wear:

- Scout Shirt
- Scout Pants (short or long)
- Troop neckerchief with slide (make sure name and troop number is on neckerchief)
- Scout Belt
- Light to Medium Weight Jacket or Sweater
- Light or Medium Weight Hiking Shoes or Boots
- Scout Socks (medium weight, wool/nylon blend)
- Scout Cap or "Beanie" (optional)
- Lightweight Shoes or Moccasins for Wearing In Camp (optional)
- Extra Long Sleeve Shirt & Sweater or Sweatshirt
- Extra Pants (jeans ok)
- Lightweight Long Underwear (polyester or polypropylene, not cotton)
- Rain Suit or Poncho
- Light Gloves or Mittens (optional)
- Camera with Film (optional)

Note: As a general rule, we wear our Scout uniform on all outings, unless otherwise specified. Electronic games and other equipment are not allowed on outings. Cards are allowed during free time.

What to Pack: (As with all trips, everything must be carried in a single pack or bag. Duffel bag or large sports bag preferred, as they are easier to pack in the car. Packs on pack frames take up too much room.)

- Large Duffel or Sports Bag
- Sleeping Bag
- Sleeping Pad
- Ground Cloth
- Plate, Bowl, Cup, Utensils (plastic or metal)
- Toilet Kit (toothbrush, toothpaste, deodorant, comb or brush, towel, etc.)
- Sunscreen
- Sunglasses (optional)
- Flashlight with Extra Batteries
- Pocket Knife with Totin' Chip
- Matches and Fire Starter with Fireman Chit
- Sleep Shorts or Pajamas
- Extra Socks & Underwear

Winter Snow Camping (Bear Paw) Experience Checklist

What to Wear:

- Lightweight Long Underwear (polyester or polypropylene, not cotton)
- Ski Socks (medium weight, wool/nylon blend)
- Light or Medium Weight Waterproof Hiking Shoes or Boots (such as after ski boots, or Sorels.
- Light to Medium Weight, Wool or Nylon/Wool Blend Pants or Medium Weight Polyester Fleece Pants
- Light to Medium Weight Polyester Turtleneck Shirt (no cotton)
- Medium Weight Wool or Polyester Fleece Shirt or Sweater
- Nylon Shell Outer Pants (or "snow suit")
- Medium Weight Parka or Nylon Shell Outer Jacket (or "snow suit")
- Wool or Fleece Cap or "Beanie"
- Sunglasses with Strap (or Ski Goggles)
- Nylon Outer Gloves, Polyester Liners or Ski Gloves (Mittens do not work as well)

Note: Do not wear all of this in the car ride up, or you will roast. Keep the outer layers handy in your duffel bag or pack so you can get it easily when we arrive.

What to Pack: (As with all Troop and Venture trips, everything must be carried in a single pack or bag. Duffel bag or Backpack is acceptable.)

- Large Duffel Bag, Sports Bag, or Backpack
- Synthetic Sleeping Bag Rated 20 degrees F. or lower (or add polyester liner)
- Sleeping Pad (Ensolite Closed Cell Foam, or Therm-a-Rest type)
- Waterproof Ground cloth (Aluminum Coated Plastic "Space Blankets" work well)
- Plate, Bowl, Utensils, Cup

- Toilet Kit (toothbrush, toothpaste, deodorant, comb or brush, small towel, etc.)
- Sunscreen (optional)
- Flashlight with Extra Batteries
- Extra Socks & Underwear
- Lightweight Down or Fleece Booties with Waterproof Soles (optional)
- Extra Long Sleeve Shirt & Sweater (polyester fleece or wool)
- Extra Fleece or Wool Pants (optional)
- Rain Suit (for wearing while digging snow caves, or playing in the snow)
- Camera with Film (optional)
- Spandex or Fleece Face Mask (optional)
- Remainder of 10 Essentials for Survival: pocket knife, matches and fire starter, 1 qt. water bottle, compass with map of area, emergency survival blanket, extra food (Power Bars, etc.), 50' of $\frac{1}{4}$ " nylon cord, personal first aid kit.

Note: As a general rule, we wear our uniform traveling to and from all Scout trips, however, because of the extreme nature of snow camping, the shortage of pack space, and the inappropriateness of the cotton based material for snow camping, we recommend against it in this case. As always, electronic games and audio equipment with headphones are all right for the ride up (with driver's permission), but must be left in the car once we get there. Questions? Call Mr. Denise, (408) 967-3693 days, (408) 253-3774 evenings, e-mail gdenise@adobe.com.

Backpacking Checklist

(Winter; cold, possibly rainy conditions)

Wear:

- Scout Shirt
- Scout Trousers/J Jeans
- Scout Belt
- Scout Neckerchief
- Under Shorts
- T-Shirt
- Scout Socks/Hiking Socks
- Light Hiking Shoes/Athletic Shoes
- Pocket Knife
- Hat or Cap

Pack:

- Pack With Frame
- Ground Cloth
- Sleeping Pad (Ensolite pad or Therm-a-rest type)
- Sleeping Bag (10 degree, synthetic)
- Backpacking Pillow (optional)
- Water Bottle (1 qt.)
- Personal Cook Kit
 - Cup
 - Bowl
 - Spoon
- Toiletries Kit
 - Toothbrush
 - Toothpaste
 - Floss
 - Backpacking soap
 - Toilette paper
 - Hair brush or comb
- Personal First Aid Kit
 - Band Aids
 - 2" Roller gauze
 - 1" Roller adhesive tape
 - 2" Sterile pads
 - 4" Sterile pads
 - Anti-bacterial ointment
 - One cravat (triangular bandage)

- Vinyl gloves
- Backpacking or hand towel
- 1 pair extra under shorts
- 1 extra t-shirt
- 2 pair extra socks
- Lightweight slippers for camp
- Long underwear (polyester)
- Rain jacket and pants
- Medium sweater or jacket
- Gloves
- Pajamas or sleeping shorts
- Sleeping cap
- 10 Essentials
 - Matches in waterproof container
 - Fire Starter (dryer lint, candle, "fire bugs", etc.)
 - Small flashlight with extra batteries and bulb
 - Emergency whistle
 - Emergency "Space Blanket"
 - Compass
 - (pocket knife, see above)
 - (extra clothing, see above)
 - Extra Food (2 or 3 power bars)
 - Water (see above) and water purification tablets
- 3 or 4 jumbo, plastic trash bags

Summer Camp Checklist

PACK (IN BACKPACK OR DUFFLE BAG)

- ☐ Sleeping bag
- ☐ Sleeping pad or air mattress
- ☐ Ground cloth, approx 6' x 9'
- ☐ 8 of your 10 Essentials
 - ☐ Pocket knife (with Totin' Chip)
 - ☐ First aid kit in ziploc bag
 - ☐ Bandages
 - ☐ Several gauze pads
 - ☐ Large gauze compress
 - ☐ Moleskin
 - ☐ Adhesive tape
 - ☐ Scissors (optional)
 - ☐ Rain gear (poncho)
 - ☐ Canteen or water bottle
 - ☐ Flashlight & batteries
 - ☐ Matches (with Firem'n Chit)
 - ☐ Sunscreen
 - ☐ Compass
- ☐ 5 underwear
- ☐ 5 pair socks and 1-2 pair Scout socks
- ☐ 4-5 Scout or plain T-shirts
- ☐ Toilette kit
 - ☐ Soap
 - ☐ Toothpaste
 - ☐ Toothbrush
 - ☐ Dental floss
 - ☐ Comb or brush
 - ☐ Washcloth
 - ☐ Towel
- ☐ Thong sandals (for shower)
- ☐ Insect repellent (non-aerosol)
- ☐ Laundry bag
- ☐ Laundry detergent in small ziploc bag
- ☐ Light sweater or sweatshirt
- ☐ Light jacket
- ☐ Tan hiking shorts (pref. Scout type)
- ☐ Long pants (jeans)
- ☐ Swimsuit
- ☐ Extra pair of shoes (running or tennis)
- ☐ Scout cap or field hat (sun protection)
- ☐ Day Pack for overnight activity
- ☐ Personal eating gear (cup, bowl, plate, knife, fork, spoon)
- ☐ Scout Handbook
 - ☐ Enthusiasm

- ☐ Note pad (for merit badges)
- ☐ Pen or pencil

WEAR ON DRIVE UP

- ☐ Class A Uniform including ALL of:
 - ☐ Scout Shirt
 - ☐ Scout Short or Pants
 - ☐ Scout Belt
 - ☐ Scout Socks
 - ☐ Troop Neckerchief & slide
- ☐ Walking or hiking shoes

MONEY:

- ☐ Bring money for lunch going and coming, snacks, materials for crafts, merit badge pamphlets, etc. (about \$50-60)

OPTIONAL:

- ☐ Watch
- ☐ Sunglasses
- ☐ Camera
- ☐ Binoculars
- ☐ Pillow
- ☐ Hangar for class A uniform
- ☐ Liner or sheet with safety pins
- ☐ Bugle or other musical instrument
- ☐ Merit Badge pamphlets
- ☐ 10-12 clothes pins
- ☐ Fishing Pole w/ tackle/bait

DO NOT BRING:

- ☐ Bow & arrows, Firearms and ammunition
- ☐ Fireworks
- ☐ Alcoholic beverages
- ☐ Sheath or large knives
- ☐ Open toed shoes
- ☐ Bad attitude
- ☐ Liquid fuels
- ☐ Pets
- ☐ Radio, mp3 player, CD player, or electronic games unless driver approves for in-car use during the drive only. They are not allowed in camp.
- ☐ Cell phone
- ☐ Expensive items
- ☐ Bicycle (unless have prior permission)

NOTE: Candy and other snacks are not allowed in the tents, as they attract ants and raccoons, but can be left in cars along with electronics.

NEW SCOUT OUTINGS CHECKLIST

- Permission slips (blank for boys and parents to fill out prior to outing, troop has template)
- Sign-up Sheet (include youth and adults, cost of outing, troop has template)
- Obtain reservations for outing well in advance (troop outings chairman can handle for you)
- File tour permit prior to going (troop outings chairman can handle for you)
- Prepare menus within patrols. Try to insure simple, but well-balanced meals. Figure a budget of \$2.50 - \$3.00 per boy per meal. Use instant drinks like Tang, Kool-Aid, and Swiss Miss hot chocolate, not soda nor milk. Instant oatmeal (unless time allows for real cooking: eggs, bacon, pancakes, etc.). Sandwiches, instant drinks, fruit and cookies for lunch. Foil pouch meals, or Top Ramen (teach them to enhance with chopped green onions, raw egg broken and poured in slowly, etc.), or spaghetti with sauce, or macaroni & cheese are good first time dinners. Hamburgers and hot dogs are OK too. Typically, half will eat green salad; Ranch is the most popular dressing. Fruit and cookies for quick dessert. Dutch oven cobblers are fun if you are a little more ambitious. But keep it as simple as possible first time out, until you get the hang of it. Remember condiments, syrup, margarine, oil, paper towels, plastic trash bags, fuel for Coleman stoves (propane canisters), charcoal briquettes, matches, etc. (Note: we have forgotten most of these at one time or another. If you do, don't worry about it. Make due as best you can, no one ever starved to death on an outing.)
- One patrol box for each patrol (8 - 10 boys, 1 - 2 adults per patrol). Arrange with troop quartermaster advisor in advance to pick up patrol boxes. He has a trailer he lets the troop use sometimes too.
- Pick up lanterns, tents, dining flies from Scoutmaster.
- Remember to pack a first aid kit. Typically, half will eat green salad; Ranch is the most popular dressing.
- Boys can use the "what to wear" and "what to pack" checklists in handbooks.
- Create an agenda. I would work with the boys on this but then touch it up afterward. Allow plenty of time for meal preparation and clean up. Plan activities for day between breakfast and lunch, and between lunch and dinner. Lots of boys will probably want to start the fire. I usually let them start it in several spots within the same fire ring. After dinner, a game of their own choosing, or a campfire program or a little of both are a good idea. The game uses up energy. Then they can come back and sit around the fire and snack, sing, tell stories, do skits, or just hang out.

Remember to discuss all of this with your Troop Guides, let them run as much of this with the patrol leader as possible. Some guides want to (and are capable of) overseeing most of the planning, others will only help a little. Adults have to backfill as necessary.

Boy Scouts of America

Troop 325

Expense Reimbursement Form



Outing Expense Reimbursement Form

Please submit this form with all receipts to the outings coordinator within 1 week of outing.

Outing: _____ Coordinator: _____

Name: _____ Date of Outing: _____

Date of Expense	Description of Expense	Patrol Name or Troop Related	Amount
			\$
			\$
			\$
			\$
TOTAL AMOUNT DUE			\$

I certify that these expenses were incurred to benefit Troop &/or Crew 325 and have not been reimbursed by any other source.

Signature: _____ Date: _____

Approval of Coordinator: _____ Date: _____

Approval of Treasurer: _____ Date: _____

Outings Coordinator's Use Only	Treasurer's Use Only
Date Received:	Date Paid:
Date Submitted:	Check Number:

Boy Scouts of America

Troop 325

Driver Reimbursement Form



Driver Reimbursement Form

Outing: _____ Coordinator: _____

Name of Driver: _____ Date of Outing: _____

of Scouts Transported: _____ Gear Transported: _____

Total number of miles driven: _____ Reimbursement Amt: \$ _____

Troop 325 Standard Reimbursement Amounts

Less than 50 Miles	\$10.00
50 to 100 Miles	\$15.00
101 to 200 Miles	\$20.00
Over 200 Miles	\$00.14 per mile

Signature of Driver: _____ Date: _____

Signature of Coordinator: _____ Date: _____

Signature of Treasurer: _____ Date: _____

Outings Coordinator's Use Only	Treasurer's Use Only
Date Received:	Date Paid:
Date Submitted:	Check Number:

Boy Scouts of America

Troop 325

Scout Account Reimbursement Form



Scout Account Reimbursement Form

You may be reimbursed from your scout account for expenses related to scouting. This usually falls into one of 2 categories - the purchase of scouting gear or payment for outings. If this is a gear purchase reimbursement, **please attach a copy of the receipt.**

Date of Expense	Description of Expense	Gear or Outing?	Amount
			\$
			\$
			\$
			\$
			\$
TOTAL AMOUNT DUE			\$

Signature of Scout: _____ Date: _____

Signature of Treasurer: _____ Date: _____

	Treasurer's Use Only
	Date Paid:
	Check Number: