



BOY SCOUT TROOP 555 HANDBOOK



Lenni Lenape District
Hoosier Trails Council

Saint Bartholomew Catholic Church
Columbus, Indiana
Chartering Organization

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Boy Scouts of America Troop 555 - Columbus, Indiana

WELCOME

...To Boy Scout Troop 555. Our Troop has been chartered since 1977. By the Knights of Columbus, Council 1414, from 1977 to 2016 and by Saint Bartholomew Church since that time. You will have a lot of questions from time to time about the program, so don't hesitate to ask questions. This handbook is a resource for Scouts, parents, Troop Committee members, and other participants in Troop 555 activities. You are encouraged to join in all the activities, go camping, have fun, learn, gain lifetime skills, learn values, and advance in rank from "Scout" to "Eagle".

If you are totally new to Scouting, or if you are moving into our Troop from a Cub Scout Pack, you will notice that in Boy Scouting, the Scouts themselves determine and lead the program. The Scouts plan what they want to do, while the adults (Patrol Advisors, Scoutmaster/Assistants, Committee Members, and Merit Badge Counselors) advise and encourage them in accomplishing their plans. The Scouts conduct an annual planning conference each August where the themes and major outings are planned for the upcoming twelve months.

This Troop Handbook has been prepared in accordance with the principles of the Boy Scouts of America and its published guidelines. Most notably, these are: *Guide to Safe Scouting* (34416) and *Guide to Advancement 2011* (33088).

New Scout Registration

Obtain an official Boy Scout Youth Application and Annual Health and Medical Record from one of the Adult Leaders. Fill out as much of the multi-part forms as possible. Return the form to the Scoutmaster for his/her signature.

Family Participation

Scouting can be enjoyed as a family activity. There is room for adults and other family members, as well as the Boy Scouts, on many of our outings and activities. If a Scout's sibling will be attending a Troop or Patrol outing, a parent of that child MUST accompany that child at all times. Non Boy Scout siblings are NOT allowed to camp at District or Council outings. These include Summer Resident Camp (week at Camp Maumee), and the Fall, Winter, and Spring Camporees.

General Information

Scouting is a year-round program. Often Scouts participate in Sports or other activities, which conflicts with Scout activities. We all understand this situation. You must realize it too. It is acceptable to take

time off from Scouts to participate in other activities, but time away limits the Scout's ability to be "active" in the Troop and successfully complete Position of Responsibility (PoR) contracts.

The Scout Program is set up so that each Scout can progress at his own rate, pursue his own interests, expand his horizons mentally, physically and morally, and become closer to God's creation to help preserve it for future generations.

The Scouting program uses the aims and methods to teach boys to become men with values. The Boy Scouts of America have enjoyed personal growth and development in the outdoors since 1910.

Duty to God

Troop 555 is open to Scouts and their families of all faiths. By virtue of our chartering organization, Saint Bartholomew Church, Troop 555 follows Catholic Church teaching. First, the Troop will always plan to satisfy the precept of the Catholic Church to attend Sunday Mass unless excused for serious reason (Catechism of the Catholic Church 2181). Also see: Outdoor Program – Camping section. Second, the Troop will treat persons of all faiths with the respect befitting a person created in the image of God (CCC 839-845). Thirdly, in accord with the ideals of Scouting and Catholic teaching, chaste behavior is expected from everyone. The Troop will reflect Catholic teaching in regard to same-sex attraction (SSA), which is based on Sacred Scripture; under no circumstances can homosexual acts be approved. Persons with SSA must be accepted with respect, compassion, and sensitivity. Every sign of unjust discrimination in their regard should be avoided (CCC 2357-2359).

AIMS AND METHODS OF THE SCOUTING PROGRAM

The Scouting program has three specific objectives, commonly referred to as the "Aims of Scouting." These are character development, citizenship training, and personal fitness.

The eight methods by which the aims are achieved are listed below in random order to emphasize the equal importance of each.

Ideals. The ideals of Boy Scouting are spelled out in the Scout Oath, the Scout Law, the Scout motto, and the Scout slogan. The Boy Scout measures himself against these ideals and continually tries to improve. The goals are high, and as he reaches for them, he gains control over what and who he becomes.

Patrols. The Patrol method gives Boy Scouts an experience in group living and participating citizenship. It places responsibility on young shoulders and teaches Scouts how to accept it. The Patrol method allows Scouts to interact in small groups where they can easily relate to each other. These small groups determine Troop activities through their elected representatives.

Outdoor Programs. Boy Scouting is designed to take place outdoors. It is in the outdoor setting that Scouts share responsibilities and learn to live with one another. It is here that the skills and activities practiced at Troop meetings come alive with purpose. Being close to nature helps Boy Scouts gain an appreciation for God's handiwork and humankind's place in it. The outdoors is the laboratory for Boy Scouts to learn resourcefulness, ecology, and practice conservation of nature's resources.

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

Association with Adults. Boys learn a great deal by watching how adults conduct themselves. Scout leaders can be positive role models for members of their Troop. Boy Scouting provides many and varied interactions with adults through requirements, advisors, counselors, conferences, and Boards of Review (BoR).

Personal Growth. As Boy Scouts plan their activities and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Boy Scouting. Scouts grow as they participate in community service projects and do Good Turns for others. Probably no device is so successful in developing a basis for personal growth as the daily Good Turn. The religious emblems program also is a large part of the personal growth method. Frequent personal conferences with his Scoutmaster help each Boy Scout to determine his growth toward Scouting's aims.

Leadership Development. The Boy Scout program encourages Scouts to learn and practice leadership skills. Every Boy Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a Scout accept the leadership role of others and guides him toward the citizenship aim of Scouting. Additionally, BSA provides access to leadership training through National Youth Leadership Training (NYLT).

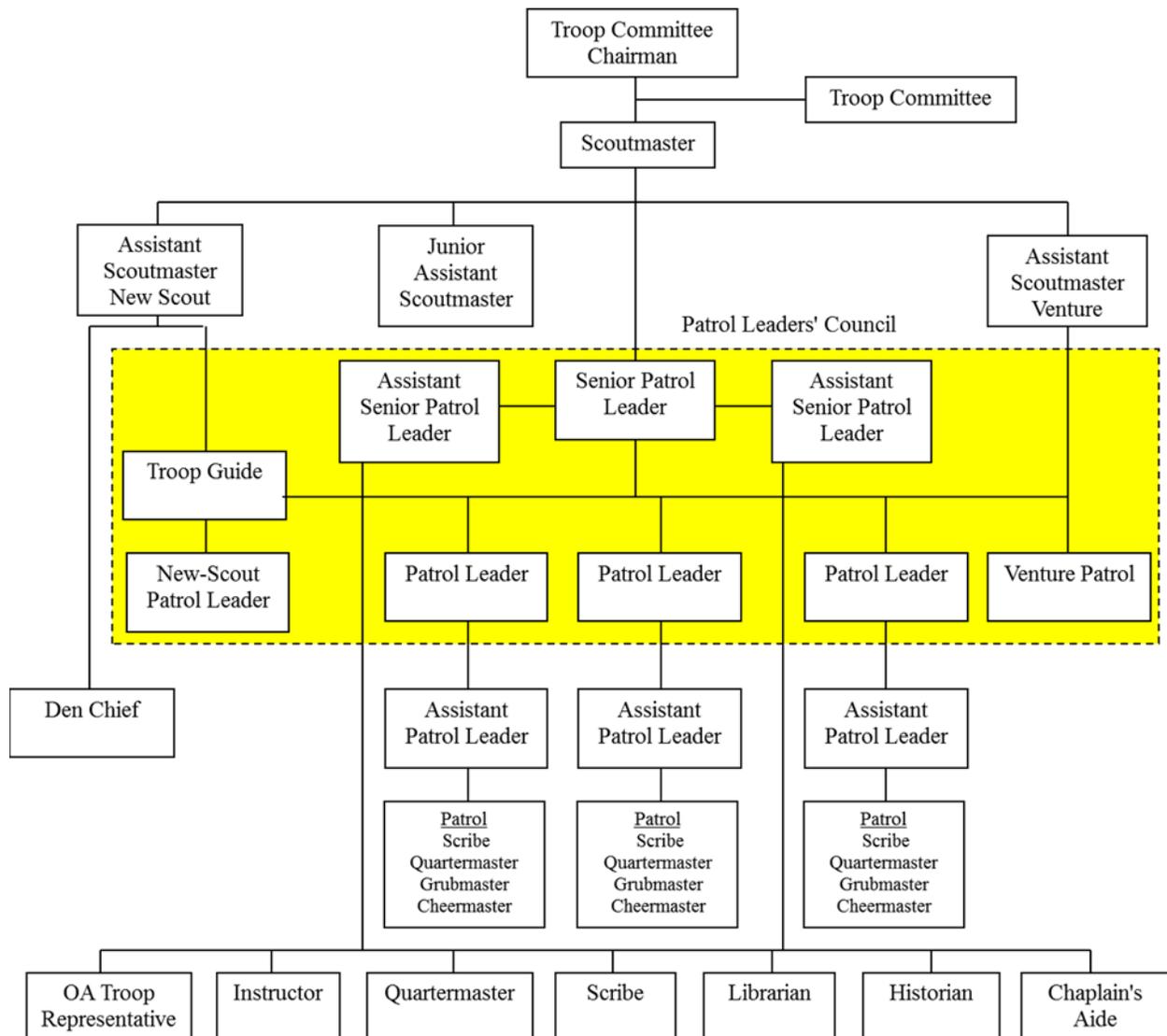
Uniform. The uniform makes the Boy Scout Troop visible as a force for good and creates a positive youth image in the community. Boy Scouting is an action program, and wearing the uniform is an action that shows each Boy Scout's commitment to the aims and methods of Scouting. The uniform gives the Boy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

durable attire for Boy Scout activities and provides a way for Boy Scouts to wear the badges that show what they have accomplished.

PATROLS

Troop Organization

The Patrol method is used. To see how a Scout Troop is organized, look in the Patrol Leader Handbook or the Troop Committee Guidebook at the Organizational Chart.



Election of Scout leaders for the Troop Positions of Responsibility (PoR) are conducted twice a year. Elections for Patrol Leader and other Patrol positions may be more frequent, with shorter terms. Other Troop positions include Senior Patrol Leader (SPL), Assistant Senior Patrol Leaders (ASPL), Quartermaster, Troop Scribe, Historian, Chaplain Aide, and Librarian. Additional positions include Junior Assistant Scoutmaster, Order of the Arrow Representative, Troop Guide, Den Chief, and Instructor.

Contracts for each position of responsibility are used to define minimum expectations to satisfy Star, Life, and Eagle rank requirements for a PoR. The most recent contracts are on the Troop website. The Scoutmaster may allow alternate contract expectations that meet the intent of the contract when a Scout has constraints that are out of his control. This should occur prior to elections or as soon as the constraint is known to allow maximum flexibility in creating alternatives.

All Scouts in the Troop vote for their top leader, the Senior Patrol Leader (SPL), who reports directly to the Scoutmaster. The Senior Patrol Leader appoints two Assistant Senior Patrol Leaders (ASPL). Additionally, Scouts elect the positions of Quartermaster, Troop Scribe, Historian, Chaplain Aide, and Librarian. The positions of Junior Assistant Scoutmaster, Order of the Arrow Representative, Troop Guide, Den Chief, and Instructor are granted by the Scoutmaster to Scouts who are interested and capable. All Patrol Leaders and ASPLs report to the SPL. The other Troop PoRs report to an ASPL with the exception of the Junior Assistant Scoutmaster who reports to the Scoutmaster. Scouts are encouraged to run for different positions at each election so as to gain the widest range of experiences.

The Senior Patrol Leader runs the Troop. He conducts the Patrol Leaders' Council (PLC) meeting each month to plan the weekly meetings, outings, and service projects. The PLC also meets at other times (even on outings) as designated by the SPL or Scoutmaster.

The SPL also serves as MC and coordinator for all Troop activities. The SPL is the "Boy Scout in charge".

(For more information, see: the *Boy Scout Handbook*, *Patrol Leader Handbook*, *Scoutmaster Handbook*)

Patrol Method

The Troop is made up of several Patrols. Each Scout is assigned to a "Patrol", usually made up of 5-8 Scouts. Patrols periodically might be reorganized for better balance if there's been a significant shift in participation among the Scouts.

Members of each Patrol elect their own Patrol Leader (generally a 4 to 6 month term of office). Each Patrol Leader is a member of the PLC, and is expected to attend monthly Patrol Leaders Council planning meetings as indicated in the contract for the PoR.

The Patrol Leader (PL) runs his Patrol. He runs and plans the weekly Patrol meetings (which are held during the weekly Troop meetings). The Patrol Leader appoints an Assistant Patrol Leader (APL). Other positions in the Patrol include Patrol Scribe, Patrol Quartermaster, Grubmaster, Cheermaster, etc. Some of these positions are short term in nature while others are the full 4 to 6 month term.

The Patrols may plan and have independent outings and service projects as long as they follow the guidelines set forth by BSA and get Scoutmaster approval.

It is customary to place incoming Webelos II crossover Scouts in a "NEW SCOUT PATROL" after they have become acquainted with Troop operations. Each Scout in the "NEW SCOUT PATROL" is assigned to be the Patrol Leader for a short term to practice leadership skills. Each Scout in this Patrol will also hold EACH office or responsibility, to obtain a working knowledge of the position, and to contribute to the teamwork atmosphere within the Patrol.

Each Patrol has one or more trained adult Assistant Scoutmaster (ASM) as a Patrol Advisor, to work with them on Patrol activities. The adult ASM acts as an "advisor" when planning outings, meals, service projects and other activities. The Patrol Advisor works with the Scouts in the Patrol on rank advancement objectives, including short and long range goal setting. The Patrol Advisor's role is to make sure the plans made by and carried out by the Patrol, follow BSA guidelines.

(For further information, see - the *Boy Scout Handbook*, *Patrol Leader Handbook*, *Scoutmaster Handbook*, *Troop Committee Guidebook*.

Code of Conduct

In addition to living by the Scout Oath, Scout Law, Outdoor Code, and Leave No Trace Principles; Troop 555 Scouts and Scouters are expected to adhere to the following code of conduct:

“Scouting is a time to discover new interests and learn leadership skills. To keep Scouts interested and junior/adult leaders participating, we need to not only have excellent events but we also need appropriate behavior from our Scouts. At times everyone needs to be reminded of good manners, respect for others, and good behavior. Good behavior would include no "rough-housing", no ball-playing inside unless as a pre-approved organized activity, and no name-calling. It is important that Scouts are at Scouts for the right reasons and behaving appropriately!

Our discipline plan is simple. If a Scout is acting inappropriately, a junior leader or an adult leader will give him a verbal warning. If this happens a second time, the Scout will be separated (in the back of the room) from the other Scouts. If this action occurs a third time, the Scout will sit out the remainder of that meeting and will not participate in the next outing. A parent will be informed if the last action has taken place.”

Behavior deemed serious will warrant immediate separation of the Scout from activities and notification of a parent.

Hopefully, this plan will not need to be used often.

OUTDOOR PROGRAM

Safety / Child Protection

Remember, a minimum of two Scouts (Buddy System) and two adults (Two-Deep Leadership) must be present for all Boy Scout activities.

Troop 555 makes every attempt to be in compliance with the *Guide to Safe Scouting* as set forth by the Boy Scouts of America. Adult leaders must be trained not only as a BSA Adult Leader but also in Youth Protection, Red Cross First Aid, CPR, and Water Safety for certain events.

Also, by the BSA National rules, there is NEVER to be any sort of flame inside a tent.

Note: The use and lighting of fuel stoves and lanterns requires adult supervision per Boy Scout rules.

For further information, see: *Guide to Safe Scouting*, *Boy Scout Handbook*, *BSA Fieldbook*, *Scoutmaster Handbook*, and *Troop Committee Guidebook*.

Camping

Outing is 3/4ths of scOUTING.

Each campout must be planned well in advance. Since the Scouts plan their own activities, the 4-Week Planning Guide serves as a checklist (available on Troop website). This 4-Week Planning Guide reminds the Patrol Leader of the details (making reservations, acquiring permits (including a tour permit), permission slips, medical forms, planning menus, agendas, getting drivers, securing equipment, food, etc.).

This 4-Week planning guide form needs to be filled out in writing and approved by the adult Patrol Advisor / Scoutmaster that is attending the outing. The plan covers four weeks of planning prior to the outing - providing checklists for week by week activities.

When planning campouts, the Patrol or Troop will plan to satisfy the precept of the Catholic Church to attend Sunday Mass (CCC 2180-2183). This will occur via attending a Saturday evening anticipation Mass or a Sunday morning Mass as a Patrol or Troop, or by returning to Columbus with sufficient time to attend Mass. In order to satisfy BSA regulations for adult supervision and two-deep leadership, non-Catholic Scouts will also attend Mass with the Patrol or Troop but need not participate. If there are sufficient non-Catholic adult leaders available, arrangements can be made for them and non-Catholic Scouts to attend the service of their choice.

For further information, see: *Boy Scout Handbook*, *BSA Fieldbook*, *Merit Badge Pamphlets*, *Patrol Record Book*, and *Troop Program Features / Resources*.

Permission Slips

Scouts are required to "sign-up" 2-3 weeks in advance. If the parent is unavailable, accommodations can be made. Some types of activities may require a commitment farther in advance.

This policy allows Scouts more time to plan for their outings, such as budgeting, menus, equipment, duty rosters, etc.

A Scout must sign-up and sign the permission slip himself, acknowledging his commitments and accepting responsibility for his own actions.

Grubmaster

Food for camping is purchased by each Patrol's Grubmaster. A budget is established for food expenses.

The Grubmaster should have his menus approved by the Patrol Advisor going on the outing, two weeks prior to an outing and his shopping list (including quantities for each item) approved by the final meeting prior to the campout. The grubmaster should keep all his written work so he can use it for Cooking and Camping Merit Badge or First Class Rank requirements.

It is suggested that food be brought in boxes, double thickness grocery bags, or coolers. Be sure on Troop outings that your Patrol's food is clearly marked with the Patrol name.

If the parents of the Grubmaster need immediate reimbursement or advance \$\$\$\$ -- contact the Troop Treasurer.

Each Scout camping will have his own B.I.N.G.O. account charged for his share of the expense of the food, supplies, and camping fees for the event.

Any Scout who has signed up to go on an outing, and does not go, will be charged for his share of the expenses. This is because the food costs and fees have already been committed.

For further information, see: *Boy Scout Handbook*, *BSA Fieldbook*, *Cooking Merit Badge Pamphlet*, and *Troop Program Resources*.

Tour Permits

The Boy Scouts of America has eliminated its Tour and Activity Plan, shifting the focus away from paperwork and toward encouraging unit leaders to use a "flexible risk-assessment strategy" when planning outings.

The Scoutmaster and Assistant Scoutmasters are responsible for working with Scouts to develop a safe outing plan prior to departure for the outing/activity.

For further information, see: *Scoutmaster Handbook, Troop Committee Guidebook, & Guide to Safe Scouting.*

Outing Report

The outing Tour Leader (Scoutmaster or Assistant Scoutmaster) is responsible for submitting a final report on each outing. The report will give the following information to the Committee Chairman, Scoutmaster, Treasurer, Advancement Committee, and Adult Quartermaster Advisor:

- Tour Permit number and any other permits required by outing
- Scouts and adults that attended
- Number of nights camped
- Grubmaster and cost of food
- Registration and other fees/expenses
- Distance hiked, backpacked, biked, or canoed
- Costs to charge each Scout and adult
- Requirements completed that are not documented in Boy Scout Handbook
- Service hours worked

The outing report is expected to be submitted within 2 weeks of the outing. See form on Troop website.

Personal Gear

The BSA Handbook has some very good checklists:

- See "Scout Basic Essentials" (Chapter 8 – Hiking)
- See "Personal Camping Checklist" (Chapter 9 – Camping)

Some points about Personal Gear:

- See "Group Camping Gear Checklist" (Chapter 9 – Camping)
- Although the Scouts use the Troop tents and equipment, they still must plan what to take as a Patrol and make sure it gets packed.
- A pack can be any kind of duffel, or book bag.
- Line your duffel or pack with a garbage bag.
- Pack extra garbage bags for dirty clothes and wet shoes.
- Personal clothing will stay dry if packed in Ziploc bags. (One whole day's worth of summer attire will fit in a gallon ziploc!)
- Put sleeping bags, pillows etc. in garbage bags inside of stuff sacks to keep dry.
- Equipment can be expensive so look for bargains at garage sales, Goodwill store, fellow Scouts, Flodder Bucks Auction, etc.
- Sleeping bag or bed roll (Scouts will be camping year round, so you might consider a zero degree bag; they are lightweight and can be unzipped in warmer weather). Wool and fleece are excellent insulators for cold weather.
- Personal mess kit (Backpackers usually take frisbee for a plate, spoon and cup in Ziploc!).
- Personal first aid kit (Band aids etc. in a ziploc is great!).
- Pocketknife
- Store firestarters in a waterproof container (matches only after Fireman Chit has been earned).

- Frame backpacks are not required unless it is a backpacking outing. (Second year experience)
- Frame packs should have a hip belt.
- It is recommended and encouraged that if you plan to buy a framed back pack (internal or external) that you borrow several types (and hike several miles with a loaded pack) before investing in one.
- Internal frame packs are hotter, more expensive, and recommended for mountain climbing or cross-country skiing.
- For hiking and camping, an external frame pack is generally the best choice for the flexibility and price. Be sure to get one that will "grow with your Scout" if he has any growing left to do!

The *BSA Fieldbook* also has more information on survival and cold weather camping.

Scouts can purchase used camping items at garage sales and Goodwill, or new items from any outdoor outfitter. Discounts to Boy Scouts may be given by Campmor (catalog) for items ordered. To receive a discount when ordering from Campmor, the Troop may need to write the check and the money will be taken from your BINGO account. Check with Campmor for the details.

Troop Equipment

The Troop has tents which are issued to the Scouts at each campout. These are issued and maintained by the Troop Quartermaster.

Adults attending outdoor activities typically use tents supplied by themselves or other adults. Adults are encouraged to "buddy up" for sleeping arrangements.

Other camping equipment that the Troop possesses includes lanterns, cook stoves, cooking utensils, dining fly, and Patrol chuck boxes. Each person who is camping should make sure the equipment is cleaned after each use and properly stored with care so that it will be in good shape on future outings.

All equipment and the trailer is the ultimate responsibility of the Troop Quartermaster with the assistance of the Patrol Quartermasters on Troop Outings. All equipment is the responsibility of the Patrol Quartermaster on Patrol Outings.

All equipment should be checked out on the check-out sheet, and checked off when returned. The Quartermasters have the right to NOT accept dirty, unkempt equipment until it has been cleaned / repaired.

Each Scout is responsible for the Troop equipment he uses. Ropes should be recoiled after use. Upon return from an outing ALL Scouts must stay until ALL gear is cleaned and stored. This includes:

- Cleaning tents
- Hanging tents to dry
- Sweeping off and drying ground cloths (plastic)
- Cleaning cookware and utensils
- Cleaning coolers

All of the parts (pins, stakes, poles, tent, ground cloth, and bags) must be completely dry prior to re-packing. Any equipment which goes home for a thorough cleaning is to be returned at the earliest date following the campout, to the Quartermaster for inspection.

Any missing, damaged, or equipment needing repair should be reported to the Scoutmaster and Quartermaster Advisor, so it can be repaired or replaced for the next outing. Any items removed to be repaired, should be written on the check-out sheet.

ADVANCEMENT

The Scout ranks are:

Scout
Tenderfoot
Second Class
First Class
Star
Life
Eagle
Eagle Palms

When a Scout feels he is ready, he may request a Scoutmaster Conference. Typically this is after most of the requirements have been completed and signed off by an ASM or SM for any given rank.

Note: The Advancement Chairperson may sign off in a Scout's Boy Scout Handbook to confirm that completed and fully signed Merit Badge Blue Cards have been received for the Merit Badges recorded in that Scout's Handbook. The Scoutmaster must sign off for successful completion of Positions of Responsibility (PoR), Scout Spirit, and Scoutmaster Conference unless the Scoutmaster specifically delegates that to an Assistant Scoutmaster.

Following the successful Scoutmaster Conference, the Scout contacts the Advancement Chairperson to schedule a Board of Review to be held during a meeting or activity. The Scout should appear before the board, looking his best, in Field (Class A) uniform. Following the Board of Review, the Scout is responsible for getting a copy of his completed rank pages from his *Boy Scout Handbook*, to the Advancement Chairperson to be processed. The badge of rank is generally presented at the next Court of Honor.

All advancement must be written, turned in to the Advancement Committee, and verified before the advancement deadline. This date is usually two or three weeks before the Court of Honor. Courts of Honor recognizing rank advancement and merit badge accomplishments are conducted quarterly.

Target First Class

Parental guidance and encouragement can help greatly in getting a Scout to reach the first advancement step, the rank of Scout. Parents can help in learning the Scout Law, Oath, Motto, etc. This first rank badge should be earned as soon as possible.

When a boy earns the rank of Scout, he is awarded the Troop 555 neckerchief and a BSA neckerchief slide at the earliest Troop meeting to recognize this achievement.

Parents are encouraged to help the Scouts learn the skills, but the Scout must prove his own ability and be tested to be signed off. Parents must complete the *How to Protect Your Children from Child Abuse: A Parent Guide* pamphlet with their son and initial-off in their son's Boy Scout Handbook, for the rank of Scout. All other requirements are signed off by any leader fully trained as an Assistant Scoutmaster or Junior Assistant Scoutmaster with approval from Scoutmaster.

A Scout that has passed any requirement, should be able to teach that skill to another.

The requirements for Tenderfoot, Second Class, and First Class can be worked on simultaneously. However, all requirements for lower rank must be completed before a higher rank is awarded (i.e.: Ranks are awarded in order).

As the Scout participates in the weekly meetings and activities/outings, he will be able to learn the various skills needed to advance in rank while having fun. With effort and enthusiasm, it is possible for the New Boy Scout to advance in rank to First Class in approximately one year.

It is recommended that a Scout working toward First Class, turn in his progress toward rank to the Advancement Chairperson, periodically, to keep the records current. This helps the PLC to plan activities which will help the Scout fulfill needed requirements.

The skills and requirements are explained in the *Boy Scout Handbook* or (Current Year) *Boy Scout Requirements*.

It is not a race to "Eagle"; benefit to individual Scouts is proportional to their participation in all Troop activities from age 11 to 18.

Eagle Trail

Once a Scout has attained the rank of First Class, he has the basic skills and knowledge for camping, cooking, knots and lashings, hiking, personal safety, and first aid. This is a significant milestone in his Scouting experience and marks a change in the Troop's expectations of him. Moving up through the upper ranks of Star, Life, Eagle, and Eagle Palms requires:

- Completion of Merit Badges
- Positions of Responsibility
- Teaching
- Active participation

Merit Badges - Each rank requires a certain number of Merit Badges to be completed. A number of these are "Eagle Required" Merit Badges as defined in the *Boy Scout Handbook*. See section on "Merit Badges" for more information.

Positions of Responsibility – PoR contracts are used to clearly state the expectations of the PoR. Contracts must be completed and signed off by the Scoutmaster to be counted for rank.

Teaching – Scouts working on the upper ranks are expected to share their knowledge, skills, and experience with younger Scouts. This happens in many informal ways on outings but also in more formal ways when called upon to give or assist in skills instruction. Often, teaching by older Scouts can be done with leading questions and helping a younger Scout discover a previously unnoticed section of the *Boy Scout Handbook*.

Active Participation – Active participation is difficult to define precisely for each and every Scout. This is because each Scout is unique with individual talents, interests, challenges, and constraints. And so, a Scout which has sports, church, or school demands that limit his participation during one time of the year works to offset these absences during other parts of the year in order to achieve a balance. The Boy Scouts of America Guide to Advancement (publication 33088) describes the requirement for active participation in terms of three tests:

1. The Scout is registered.
2. The Scout is in good standing.
3. The Scout meets the unit's reasonable expectations, or if not, a lesser level of activity is explained.

The aims of Scouting are only achieved through participation in the wide range of positive activities and the practice of working with others which that requires. The following table shows the expectations of an “active” Scout:

	POOR	GOOD	EXCELLENT
Attends Meetings	Irregularly	Regularly	Always
Knows all Scouts by Name	Few	Most	All
Helps Younger Scouts	Occasionally	Regularly	Always
Socializes with all Scouts	Occasionally	Regularly	Always
Participates in Skills Instruction	Occasionally	Frequently	Always
Participates in Inter Patrol Activity	Occasionally	Frequently	Always
Attends Troop Outings	Rarely	Often	Most
Attends Camporees	Seldom	Regularly	Always
Attends Summer Camp	No	Yes	Every year
National Youth Leadership Training	No	Yes	Yes and works Staff
Attends Service Projects	Seldom	Frequently	Always
Attends Eagle Service Project Workdays	Seldom	Frequently	Always
Participates in Annual Planning Conference	No	Yes, submitting solid ideas and attending	Submits many ideas, discuss/promotes ideas, & attends APC
Works Troop Fundraising Activities (Examples: sells BSA popcorn, KoC Bingo concession sales, Christmas wreath sales, pancake breakfasts, etc.)	Rarely	Often and various ways	Most
B.I.N.G.O. % not Parent Money	Little	Much	Majority
Keeps a positive B.I.N.G.O. account balance	No	Yes	Yes

Merit Badges

The steps for earning Merit Badges are outlined in the Boy Scout Handbook:

Important points for Scouts to remember are:

1. Get a Blue Card from your Advancement Chairman, and get it signed by the Scoutmaster.
2. Find a buddy.
3. Get the Merit Badge Pamphlet - Check with the Troop Librarian.
4. Contact the registered Merit Badge Counselor - Schedule a meeting.
5. Complete as much as you can on your own.
6. Schedule another meeting with the counselor, who will sign off completed requirements.
7. Turn in your completed Blue Card to your Advancement Chairman, after being signed by the Scoutmaster.
8. Receive your badge at a Troop Court of Honor.

Remember, a minimum of two Scouts and two adults must be present for all Boy Scout activities and that requirements must be done individually and as written in the requirements book.

If you must buy a Merit Badge pamphlet, you may donate it to the Troop library when you have completed the badge. If it is in good condition, a current edition and the library is in need of it, \$1.00 will be credited to your BINGO account. -- Have the Librarian sign your written request to the Troop Treasurer.

Court of Honor

This is the ceremony where a Scout is awarded what he has earned. A Court of Honor (CoH) is held quarterly during a Monday Troop meeting. Refer to the Troop calendar for CoH advancement deadlines, and CoH ceremony dates.

All Scout families are encouraged to attend. A Scout receiving rank advancement is a significant achievement for each and every Scout. Parents will be asked to stand beside their Scout while their son is presented the award, thus recognizing this milestone for their son and the importance of their parental support. Scouts are given assignments for bringing snacks, cookies, or drinks to share.

All rank advancements and Merit Badges officially earned and recorded with the Advancement Chairperson BEFORE the Board of Review deadline date will be recognized at the upcoming COH. Any rank advancements or MB earned AFTER the advancement deadline will be recognized at the following ceremony.

A Scout is expected to wear Full Field uniform (including sashes) to a Court of Honor. It is appropriate to wear any medals earned to any Court of Honor. Rank advancement and MB presentation will be withheld if Scout not wearing appropriate uniforming.

Eagle Court of Honor

All Troop families are always invited to come and celebrate with the Eagle and his family - Scouting's highest and most prestigious award: The rank of Eagle Scout. The Scouts in the Troop are participants in the ceremony and are encouraged to attend and assist as requested.

The Troop has prepared a document entitled "Troop 555 Eagle Scout Court of Honor Guidebook". This document is posted on the Troop website. This document has been prepared to guide the Eagle Scout and his parents to work with the Eagle Ceremony Coordinator and other leaders to plan the new Eagle Scout's Court of Honor.

ADULT ASSOCIATION

Parental Involvement and Adult Leader Positions

Parents are needed and encouraged to participate in some capacity in the Scouting Program during the year. It is recommended that at least one parent from each family register as a Committee Member and serve on the Troop Committee, or as an Assistant Scoutmaster. All families are asked to serve in at least three (3) support functions per year, whether registered or not. There are many ways to contribute to the Troop, both large and small, get involved in the success of your son and his Troop!

Adult positions include: Scoutmaster, Assistant Scoutmasters (Patrol Advisors), Committee Members (encompassing various duties), Merit Badge Counselors, and others. Trained adult leaders are available to advise, assist, and support the Scouts in carrying out their program.

Registration puts you on the National Boy Scouts of America roster. Scouting is a volunteer organization. (Volunteer Expenses and Mileage can be tax deductible.) Obtain an official Boy Scout adult application and Annual Health and Medical Record from one of the Adult Leaders. Complete Youth Protection Training online at www.MyScouting.org. Then fill out as much of the multi-part forms as possible. Return the form to the Scoutmaster for his/her signature.

Parents: Please fill out a Troop Resource Survey. For further information, see Troop Resource Survey form and turn it in to the Committee Chairperson.

For the safety of the Scouts there must ALWAYS be TWO-DEEP Adult Leadership. All registered adults attending an outing must take Youth Protection Training online. For outings with more than fifteen Boy Scouts, it is required that there be additional adults, AND if there are more adults, that's even better. For BSA youth protection guidelines, Scouts and adult Scouters always use the buddy system. NEVER should an adult be one-on-one (and out of sight), with a Scout, other than his/her own son. All adults who interact with Scouts must complete BSA Youth Protection Training online. This includes: adult leaders, Merit Badge Counselors, and Committee Members.

Adults who work with the Scouts must take Youth Protection Training and attend Adult Leader Training (*Fast Start, New Leader Essentials, Scoutmaster and Asst. Scoutmaster Specific Training, and Introduction to Outdoor Leader Skills*) to learn the methods and procedures of the Boy Scouts of America. This provides the Scouts with consistency if all the adults know the guidelines expected. Adult leader training consists of online training along with a one-day indoor session, and an exciting outdoor weekend session where the Patrol Method is learned and lived. The indoor and outdoor training is typically conducted twice annually by the Hoosier Trails Council. With completion of this training the adult becomes an Assistant Scoutmaster and is given a "TRAINED" patch for their uniform.

There are additional opportunities to attend official Scout training at district roundtables, outdoor events, summer camp, and Wood Badge Leadership Training just to name a few. See the "Hoosier Trails Signs" monthly newspaper or the Hoosier Trails Council website.

(For further information, see: *Troop Committee Guidebook, Scoutmaster Handbook*, and <https://myscouting.scouting.org/>)

Merit Badge Counselors

Serving as a Merit Badge Counselor is another important function that an adult can perform for the Troop. Job skills or hobbies may easily qualify you to work with small groups of interested Scouts to explore various fields or hobbies. The Merit Badge pamphlets are laid out with specific requirements for the Scouts to fulfill, and contain most of the needed information. For further information, see individual MB

pamphlets for specific details on what the Scout must accomplish or demonstrate to complete his requirements.

Merit Badge sessions are scheduled by the MB Counselor but must follow the BSA guidelines of the "Scout Buddy System" and "two-deep leadership". The procedure explaining blue cards and paperwork is in the Boy Scout Handbook, and later in this publication (Section: Merit Badges).

A merit badge counselor is not required to be a committee member, but MUST complete Youth Protection Training and fill out a special Adult Application form, with Code 42 in the position box, in addition to the Merit Badge Counselor Application. There is NO FEE involved with this Counselor position, however, Counselors are asked to renew their application annually.

There is a Merit Badge Counselor Orientation Packet available from a member of the Advancement Committee.

(For further information, see: *Boy Scout Handbook*, *Merit Badge Pamphlets*, *Scoutmaster Handbook*, and *Troop Committee Guidebook*)

Troop Committee

All parents are encouraged to become trained and active Committee Members. As a Committee Member, you would attend meetings on typically the first Monday of each month at 7:10 PM and ending at 8:30 PM (see Troop Calendar for schedule).

The Troop Committee approves the Scouts' plans and helps implement short and long term goals. The Troop Committee provides guidance and support for the Scouts and Scout Troop Program.

The Troop Committee Chairman leads the Troop Committee. See the Organizational Chart in the Troop Committee Guidebook.

It is recommended that Committee Members attend Committee Member Training offered by the BSA. By becoming fully "TRAINED", a better understanding of the Troop operation is achieved.

There are some specific jobs that the committee takes care of which allows the trained leaders to spend more time working with the Scouts. Some jobs such as Treasurer, Advancement Chairperson, Quartermaster Advisor, and Secretary last all year. Other jobs such as chairing a fundraiser activity or advising an individual service project are of short duration.

An adult role meeting is held annually typically in April or May. At that meeting adult volunteers are identified for a wide variety of roles to suit many different skills, interests, and time commitments. There are opportunities for direct involvement with the Scouts and opportunities with indirect or administrative responsibilities.

Current positions and descriptions are posted on the Troop website.

All Patrol/Troop outings/activities must have two-deep adult leadership—so come and join the fun!!!

PERSONAL GROWTH

Service Projects - Service Hours

The Scout Slogan is "Do a Good Turn Daily". Service Hours must be approved by the Scoutmaster. Traditionally, Troop 555 participates in Scouting For Food, Fireman's Cheer Fund, night watch at the Fall Festival, Ethnic Expo, Eagle Projects, Conservation Projects, clean-up of church or school grounds, and much more!

To be counted for rank requirements, the Scoutmaster must approve service hours. The Scoutmaster could possibly approve hours actually worked on another Scout's Eagle Project. Any size group can do Service in any capacity. Scout service is usually done in Field uniform to make Scouting visible in the community.

Many times the Scoutmaster or other Adult Leader is called and asked for Scouts to help an organization. Often this is at the last minute. Please try to help if you are available.

Older Scout Opportunities

There are many opportunities outside of the Troop for a Boy Scout.

Some include: Order of the Arrow, Summer Camp Staff, National Jamboree, World Jamboree, National Youth Leadership Training (NYLT), National Advanced Youth Leadership Experience (NAYLE), Venturing, High Adventure camps, such as Philmont Scout Ranch, Florida Sea Base, Summit Bechtel Reserve, and Northern Tier Canoe Base , just to name a few..

For further information, see: *Boy Scout Handbook*, *BSA Fieldbook*, *Merit Badge Pamphlets*, *Patrol Leader Handbook*, *Patrol Record Book*, *Troop Program Features*, *Passport to High Adventure*.

Order of the Arrow

The Order of the Arrow is an honor organization for Boy Scouts and adult leaders. Troop members elect qualified fellow Scouts to membership in the OA. OA members provide service to Scout Camp and at Camporees, and are eligible for other national activities. The Troop Committee Chairman may also elect one adult leader annually to the OA.

OA participation may lead to Scouting activities outside the Troop: regional, national, ceremonial teams, Philmont, etc.

LEADERSHIP DEVELOPMENT

Positions of Responsibility

Positions of Responsibility are required for the ranks of Star, Life, and Eagle, which include the four or six month terms mentioned previously in this publication. These are also listed in the "Rank Requirements" pages of the *Boy Scout Handbook* and more detail is given in the *Patrol Leader Handbook*.

Acceptance to serve in a Position of Responsibility (PoR) within the Troop carries with it specific duties. A Scout is asked to sign a contract approved by the Scoutmaster when accepting a PoR. Completion of the contract is required for credit toward rank requirements. For more information, see the *Patrol Leader Handbook*.

The Advancement Chairperson must accurately record this. Scouts are to submit their completed PoR, signed by the Scoutmaster, to the Advancement Chairperson.

All Scouts holding a Position of Responsibility are required to attend Leader Training. Failure to attend may be cause for removal from office unless there is an emergency situation.

A Senior Patrol Leader is expected to attend virtually all Troop activities, including weekly meetings, Patrol Leaders Councils, Troop outings, etc. during his term of office.

Patrol Leaders must not miss two PLC meetings in a row unless a true emergency occurs. The Patrol Leader sends his Assistant Patrol Leader or appointed Patrol representative.

A Scout elected or appointed to a Troop or Patrol position can be removed from it if the Scoutmaster and Senior Patrol Leader find that he is not doing his job and the Scout has been adequately counseled.

Leadership Training for Scouts

The Scouting program teaches leadership and responsibility. The leadership training program established by BSA has three phases. Scouts holding leadership positions participate in ongoing counseling with their "supervisor" and adult advisors to set goals and take steps to achieve them, during their term in office. There is a contract that the Scout leader signs to show his commitment.

Second, a one day seminar, Introduction to Leadership Training for Troops (ILST), is held to develop the skills of team building, problem solving, and leadership.

Third, the weeklong National Youth Leadership Training (NYLT) is held in a camping environment. This course greatly enhances the Scout's confidence and leadership skills. To encourage NYLT participation, Troop 555 offers a partial scholarship to attend. Please request scholarship approval from the Scoutmaster and Troop Committee Chairperson.

SCOUT UNIFORM

Uniforms

While the Boy Scout uniform is not inexpensive, it is of good quality and it is very durable. More often than not, a Scout outgrow his uniform well before it becomes worn out.

We expect each Scout to have, as a minimum, one Field uniform tan Scout shirt (complete with all patches and rank, badges sewn correctly in place), a Troop neckerchief (red with blue trim) worn under the collar, neckerchief slide (handmade or purchased), and optional hat (baseball style Scout cap, red & green with BSA golden fleur-de-lis).

Scouts are expected to wear uniforms enthusiastically to each weekly meeting as well as to other Scouting activities. The Field uniform should be worn whenever in public.

Scouts are encouraged to wear BSA shorts or long Scout pants with regulation BSA web belt and the official BSA Scout socks. The Eagle Scout candidate is expected to be in possession of all parts of the Scout Field uniform.

Activity (Class B) uniform includes the blue embroidered Troop 555 T-shirt (or activity specific T-shirt) and Scout socks and shorts with web belt. This blue shirt is worn only in the campsite or when/where designated by the Scoutmaster or SPL.

The Troop Scribe records the attendance/uniform inspection at each meeting or activity. This inspection form is then turned in for "Flodder Bucks". More about the Flodder Bucks annual auction below.

If a Scout comes directly from a sports activity, he is expected to bring his Scout uniform with him and change before participating in Scout activities.

Also considered part of the uniform, and in keeping with the Scout Motto "Be Prepared," is the official *Boy Scout Handbook*, a notebook, and a pen or pencil.

Uniform Purchases

New uniforms and other Scouting supplies and equipment are available from the Hoosier Trails Council Trading Post, 5625 East SR 46, Bloomington, Indiana. Credit card orders from the Scout catalog may be placed by calling (800)844-6809. Purchases can also be made from the National Supply Division's website, www.scoutstuff.org.

Jackets, sashes, etc. can be added as desired.

For special events (high adventure trip, Jamboree, and others), each participating Scout will be REQUIRED to have full Field uniforms. These requirements will be covered on an individual event basis.

Flodder Bucks Annual Auction

Why would the Scouts want to collect Flodder Bucks?

Each year, in the spring, the Troop holds a fun, Flodder Bucks auction. The Scouts use their Flodder Bucks earned throughout the year to bid for items. The auction is named after Jerry Flodder, former Scoutmaster, who originated the reward system in Troop 555. He has returned to be the wild and crazy auctioneer many years.

Flodder Bucks are earned as a result of meeting attendance, participation in outings and other events, participation at service projects, attending NYLT, and for wearing the uniform at meetings and on outings. Scouts, Troop Committee Members, and Parents donate items or get donations from businesses.

Donations of printed or recorded matter which cannot be readily assessed as for appropriate for all Scout ages, will not be accepted. Examples include novels, music, movies, electronic games, and data storage devices.

Bonus Flodder bucks are also earned by extra effort on the part of the Boy Scout and parental involvement.

At the auction, no "pooling" of bucks is allowed and Scouts are discouraged from running up the price if they don't want the item. Since a Scout earns Flodder Bucks for attendance, a Scout must attend the auction to spend his bucks (no transferring of bucks).

FINANCES AND FUNDRAISING

FINANCES

December is the month that the Troop re-charters each year.

The Troop 555 general fund is used for operating expenses of the Troop. Some examples include: advancement supplies—patches and pins; Eagle ceremonies; camping equipment—tents, stoves, trailer, fuel, and repairs; paper, postage, and other supplies used by the Scouts and Troop Committee; etc.

BUDGET

The Troop operates on an annual budget. For more detail contact the Troop Treasurer.

FEES / COSTS

Boy Scouts – Transfer (from Webelos or another Troop)

An initial “good faith” deposit of \$20.00 into the Scout’s B.I.N.G.O. account is required BEFORE going on the first outing. This money will be used for camping or other Troop expenses incurred by the Scout. *1 (see footnote).

1. Troop 555 will absorb the \$1.00 transfer fee charged by Hoosier Trails Council.
2. Troop 555 will provide the first Troop Neckerchief and BSA slide (as long as the Scout recharterers). Replacement neckerchiefs are \$15.00. Replacement neckerchief slides are at cost.
3. Troop 555 will provide the Quality Unit patch, Patrol patch (after assigned to a permanent Patrol), Rank, Merit Badges, and other advancement awards earned.

The Scout is required to have (new or used) the Official BSA Tan Field shirt with the proper Boy Scout insignia (mentioned below).

The Scout should acquire on their own (new or used) the following uniform parts:

1. Official BSA Boy Scout Cap (optional)
2. Official BSA Boy Scout Web Belt
3. Official BSA Boy Scout Socks
4. Official BSA Boy Scout Shorts and/or Pants (from the Scout Catalogue or HTC Scout Center)

It is assumed that the transfer Scout is already receiving one *Boys’ Life* subscription per household. If not, the pro-rated amount of a \$12.00 *Boys’ Life* subscription will be charged to the individual Scout’s B.I.N.G.O. account. All scout families are encouraged to subscribe to *Boys’ Life* magazine. If not desired, please inform the Troop Registrar, otherwise it will be assumed that *Boys’ Life* is desired.

Boy Scouts – New Same as transferring Scout EXCEPT: An initial deposit of \$45.00 will be required. The Scout will be charged the pro-rated amount of a \$33.00 BSA annual membership and \$12.00 for *Boys’ Life* *2 (see footnote) as charged by HTC.

Boy Scouts – Renewing \$60.00 to be withdrawn from B.I.N.G.O. Account on December 15 each year, pending they plan to recharter with the Troop. This includes \$33.00 BSA annual membership, \$12.00 for *Boys’ Life* *2 (see footnote) Subscription, and \$15.00 to the Troop general fund *3 (see footnote).

Adult Scouters – Transferring (SM, ASM, CC and Committee Members)

Troop 555 will absorb the \$1.00 transfer fee charged by Hoosier Trails Council. *4 (see footnote) \$33.00 will be withdrawn from B.I.N.G.O. Account on December 15 each year, pending they plan to recharter with the Troop.

Adult Scouters – New (SM, ASM, CC and Committee Members)

Scouters will be charged the pro-rated amount of a \$33.00 BSA annual membership as charged by HTC. *4 (see footnote) \$33.00 will be withdrawn from B.I.N.G.O. Account on December 15 each year, pending they plan to re-charter with the Troop.

(Footnotes)

*1 These charges could include:

- Camping fees (approximately \$20-30 per campout)
- \$12.00 for an annual *Boys' Life* subscription (or pro-rated for remainder of charter year, if already receiving, i.e. Pack 555 Scouts will pay 2 months of *Boys' Life* @ _____ per month)
- *Boy Scout Handbook* at cost (if purchased through the Troop)
- Boy Scout Neckerchief Slide at cost (if purchased through the Troop)
- Boy Scout Uniform Insignia consisting of Hoosier Trails Council Patch \$_____, Numeral Patch "555" at cost, World Crest Emblem at cost, Green epaulets (shoulder loops) at cost (if purchased through the Troop)
- One (or two) Troop 555 Blue Activity T-shirt \$8 (needs by Camp)

*2 If a Scouting family has more than one registered Boy Scout and wishes to receive only ONE *Boys' Life* subscription per household, the Scout family will receive a discount of the amount of \$12.00 for an annual *Boys' Life* subscription from the \$50.00 registration fee per each additional Boy Scout, as long as each household receives at least one annual *Boys' Life* subscription.

*3 This amount goes into the Troop general fund and will help defray the cost of patches/badges. These patches include: Merit Badges, Badges of Rank, Quality Unit, Position of Responsibility Badges, and Patrol Patches. Any "Activity Patches" i.e. Camporee, etc. will be included in that particular activity fees.

*4 Troop 555 will provide the Troop Neckerchief (as long as the Scouter recharter in December). Patrol patch, position patch and other earned patches will be awarded (funded) by the Troop general fund. If the adult chooses to get *Boys' Life* in addition, a \$12.00 subscription will be paid by the adult.

If anyone would like to discuss this policy, please contact the Troop Committee Chairman, Treasurer, or the Scoutmaster.

CAMPING COSTS – How Scout and Scouter charges are assessed.

Camping costs include: food, cooking supplies, facility fees, and registration. Scouts and untrained adults split food, cooking supplies, individual facility fees, and individual registration fees equally amongst the attendees. Trained adults (Scoutmaster, ASMs, and fully trained Committee members) get their food paid by the Scouts and their facility and registration fees (limited to dollar amount of a typical Camporee) paid by the Troop in recognition of their commitment to the Troop. Transportation costs are not reimbursed except for long distance outings (West Virginia rafting, West Point Camporee, Red River Gorge, Philmont, Northern Tier, etc.). Propane and camp fuel is paid by the Troop. The Outing Report details this information (see: Outdoor Program section).

Fully trained adults (Scoutmaster, Assistant Scoutmasters, and Committee Members), in recognition of their commitment to the Troop, get Summer Camp registration fees paid by the Troop.

FUNDRAISERS

The Troop also conducts periodic fundraisers, from which the proceeds CAN BE designated for a specific purpose (example: buy new tents, etc.), or split 50/50 between participating Scouts and the Troop general fund. This is designated before the fundraiser. In the case of the 50/50 split, the participating Scout's B.I.N.G.O. account is credited for the appropriate amount due from his fundraising effort. All fundraisers shall have a BSA Unit Money Earning Application (Form 34427) completed and approved by the Troop Committee.

Fundraisers can be designated so that proceeds can be distributed in three different ways. The default allocation is #1 below. A vote is required in Committee to vary from the default mode*.

1. 50% profits to Scout or Scouter BINGO accts / 50% profits to Troop general fund (typical).
2. 50% profits to Scout or Scouter BINGO accts / 50% profits to specific fund raising item (i.e. tents).
3. 100% profits earmarked totally for special fund raising item or event/activity.

* It was voted that for popcorn sales, 75% of the profits would go to Scout and Scouter BINGO accts.

Fundraisers are held every month throughout the year, which enable a Scout to work and pay his own way. Some examples of fundraisers are:

- Pancake breakfasts after Sunday Mass
- St. Bartholomew School Fall Festival Straw Crawl workers
- Selling Christmas Wreaths.
- Selling BSA Popcorn.
- Other Activities which are approved by the Troop Committee.

In addition to fundraising efforts, it may at times become necessary for Scouts to supplement their B.I.N.G.O. account with personal funds to pay for outing and camp expenses. Scouts are encouraged to take full advantage of Troop fundraising opportunities to minimize these situations. As described in the B.I.N.G.O. Account section, a positive balance is required before attending an outing.

B.I.N.G.O. Account – Boys Individual Net Gain Opportunity

Each Scout/Scouter will be set up with an individual account by the Troop Treasurer. This account is to be used only for Scouting events and equipment.

Deposits may be made to the Troop Treasurer at any time throughout the year. This is a non-interest bearing account, but "Flodder Bucks" can be awarded for maintaining a positive balance as reported by the Troop Treasurer.

Money will be credited (added) to an account as a result of fundraisers that the Scouts do throughout the year. Sometimes there is a delay in receiving monies, causing a delay for the payment to show up on your account. Contact the Troop Treasurer (member of the Troop Committee) if you have a question or concern.

Note: Scout must maintain a positive B.I.N.G.O. account balance to attend the next outing.

Special needs cases may be discussed with the Scoutmaster or Troop Committee Chairman. Scholarships and Camperships can be available for Scouts in need.

When you participate in an outing or go camping, expenses like food, camping fees, etc. will be debited (subtracted) from your account.

You may also have Troop 555 order your supplies from Hoosier Trails Council or Campmor and have that money deducted from your B.I.N.G.O. Account. You may take money out of your B.I.N.G.O. account to put towards the purchase of personal camping gear and equipment. See the Troop Treasurer for details.

New uniforms and other Scouting supplies and equipment are available from the Hoosier Trails Council Trading Post, 5625 East SR 46, Bloomington, Indiana. Credit Card orders from the Scout Catalog may be placed by calling (800) 844-6809.

The Troop Treasurer will issue you a statement periodically to keep you posted of your financial situation. Guidance to Troop Treasurer is for statements to be at least quarterly.

Any request for reimbursement (submit cash register receipts, with explanation) of Troop money spent by any individual must be submitted to the Troop treasurer within thirty days. Unless an extension is granted within the thirty-day period, payment may be denied.

Closing a B.I.N.G.O. Account

A Scout B.I.N.G.O. account is closed when a Scout is no longer an active member, moves away, or is 18 years old at which time he may open an Adult B.I.N.G.O. account. If the account to be closed has a negative balance, the Scout must pay the balance due to Troop 555 - see Troop Treasurer. If the account balance is positive, the balance can be withdrawn or donated to the Troop 555 general fund. Contact the Treasurer for any questions on closing a B.I.N.G.O. account.

COMMUNICATION AND STAYING INFORMED

Troop 555 Website

The Troop website address is: www.bsa555.org. Consult this site for all your information including calendars, upcoming events, meeting minutes, outing photos, and much more. The site will continue to be enhanced with BSA links and great information to enable our Scouts and Adult Scouters to get the most out of their participation in our Troop and Council. The website will have a public area with general non-sensitive information, as well as a password secured area where we can post members names, Patrol rosters, phone lists, etc. We will follow strict youth protection guidelines in maintaining the public and private (password protected) areas of the website. The site structure and content are the responsibility of the Committee Chairman, the Scoutmaster, and the Committee adult WEBMASTER.

Communications

Stay informed. If you miss a Troop Meeting, call other Scouts, your Patrol Leader, an ASPL, or the SPL, in that order, to find out information and what happened. Contacting the Scoutmaster or Troop Committee Chairman should be reserved for emergencies.

Phone lists are updated periodically. Get your paper copy from the Advancement Chairperson who has the TroopMaster Software within the Troop.

The Boy Scouts of the Troop, with the Troop Scribe as Editor-in-Chief, publishes a monthly newsletter, "Smoke Signals". All reports regarding Troop/Patrol outings/activities, Merit Badge classes, etcetera should be given to the Troop Scribe in writing, on a PC disc, thumb drive, or electronically (email) by his deadline, for the monthly "Smoke Signals" Newsletter. Each Patrol submits a MONTHLY REPORT to the Troop Scribe in writing or electronically (email) by his deadline.

Many activities are discussed at the monthly Troop Committee meeting. If you, as a parent or guardian, cannot attend this meeting, contact the Troop Secretary for a copy of the minutes. Email to the Troop is sent via BSA555Troop@yahoo.com. Please register with Yahoo to be included on Troop email. Please contact the Troop Committee if you need further instructions.

Many announcements and reminders are sent via email regarding Troop activities.

Registered Boy Scouts receive *Boys' Life* magazine unless they specify a desire not to receive it at the time of yearly registration.

Registered Adults receive *Scouting* magazine and the "Hoosier Trail Signs" ten times annually.

Planning/Scheduling

The calendar of events is constantly being updated. Listen for announcements at the weekly Troop Meetings for activities or MB classes being offered. If you miss a meeting, call or email other Scouts, your Patrol Leader, ASPL, SPL, or Patrol Advisor to get an update.

The Annual Planning Conference (APC) is held in July or August to plan the themes and major activities for the next twelve months. Any major trips / High Adventure Activities are discussed and penciled in at this time. Each Scout has input by submitting this to his Patrol Leader.

Our Troop normally has at least one Troop / Patrol activity each month. The activity can take on many forms, one day or a weekend indoor / outdoor trip. Generally, unless there is a holiday conflict, outings/campouts are scheduled near the end of the month.

After the calendar has been put together by the Patrol Leaders' Council, it is presented to the Troop Committee for review and approval.

At the monthly Patrol Leaders Council the future month is planned according to the Annual Plan. The weekly Troop Meetings follow an agenda. Each meeting's agenda is established and Patrol assignments are made. The agenda for each Troop outing is also planned and approved by the PLC.

There are 36 months' worth of agendas as well as several hundred games/activities in the Troop Program Features (formerly Woods Wisdom). The SPL and ASPL each have a copy. Your Patrol Scribe or Patrol Leader should have a copy of the Program Activities Section (games & Patrol activities) of the Troop Program Features.

The success of the weekly Troop Meetings depends on each Patrol doing their part of the agenda. If Troop Meetings are boring, then talk to your Patrol Leader or SPL and offer suggestions / activities to do. Scouts are encouraged to give their ideas to their Patrol Leaders so that the Patrol Leaders' Council can schedule an interesting variety of activities.

MEDICAL AND INSURANCE

Medical Forms

Medical forms and permission slips are necessary and very important. Accidents can happen at any time and the Adult Leadership MUST be able to react quickly.

These forms give the attending Medical Professional information on medicines that can cause an allergic reaction, phone numbers of whom to call in case of emergency, PARENTAL RELEASE FOR LIFESAVING TREATMENT, etc. It is important that this information be kept current with the Scoutmaster.

The BSA Annual Health and Medical Record, form 680-001 has four parts:

Parts A, B, & C of the Medical Record are required before attending summer resident camp each year. It must be renewed yearly.

- Part A & B - To be filled out annually by all Scouters and parent/guardian of the Boy Scout. This form gives current information of the participant.

- Part C - This is required of all participants. To be filled out every year by a physician. The doctor's section should be completed as soon as is practical. Copies of sports physicals attached to the Class 1 form ARE NOT PERMITTED.

Part D - This is required for high adventure activities, regardless of the participant's age. Please present Part D to the health care provider along with Part C.

All forms, along with a copy of your health insurance card, should be given to the Troop Health/Safety Chairperson as soon as possible.

The adult leaders carry a copy of the medical forms on outings. A parent should bring, in writing, any temporary or special concerns regarding medications or medical conditions to the attention of the Scoutmaster (or adult leaders going on the outing) prior to departure, and be sure to note it on the current permission slip.

Insurance

Accident and Sickness Insurance is provided by the council in your annual registration fee. This policy, which covers both Scouts and adult leaders, is a secondary policy. The plan provides coverage for injuries incurred while participating in any activity approved and supervised by the BSA and while traveling to and from these activities.

Please note that the sickness must first manifest itself while traveling to, at, or returning from a Boy Scout Council approved activity. This insurance is only in effect if a tour permit has been filed and approved with the Council Office two weeks prior to departure.

TROOP AND BSA RESOURCES

TroopMaster Software

The Troop owns a copy of TroopMaster software for tracking all the Troop and Scout activity. Access is available to any Scout / Scouter registered within the Troop via web access. The license was set up for multiple users. Access to TroopMaster Web is available from any member of the Advancement Committee. You will receive a URL, I.D., and password that allows access to the latest TroopMaster 555 data. Scouts are encouraged to check their progress regularly on TroopMaster web.

This software program is extremely helpful in maintaining Advancement & Attendance Records, producing MB counselor and phone lists, mailing labels, and signup sheets.

The best time to get updated data is after a Court of Honor or after new members have joined.

TROOP RESOURCES

Hoosier Trails Council home page: <http://www.hoosiertrailsbsa.org/>

My Scouting home page: <https://myscouting.scouting.org/>

Troop 555 home page: <http://www.bsa555.org>