



New Scout Welcome Packet

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Preface To This Book

Many times adult leaders hear this phrase from boy leaders: "I didn't know I was supposed to do that." This book is designed to help prevent that phrase from being spoken too often. We hope that it will help you in the performance of your duties and that it is organized so that you can quickly find help. We believe that if you follow the responsibilities listed in this book that you will find your job much easier and more enjoyable, but most of all, that you will be a better leader.

It took about six months to write and produce the original versions of these Smart Books and they are continually updated. We would like your input on what can be done to make this book better for the next Scout that holds this position. Please put your comments on the Feedback Sheet found elsewhere in this book.

You are responsible for the maintenance of this book while you are in possession of it. There will be periodic updates of various documents that you should promptly place in the book in the correct location. If additional materials or document protectors are needed, please see the Scoutmaster. The monetary value of this book is \$30.00. If you lose, destroy, or damage this book beyond use you are responsible for its replacement cost. We do expect these books to be used and not left at home gathering dust, so you will not be charged for normal wear and tear.

And this book *should* be used. We want to see it with you on every Troop activity - meetings, campouts, and other events. It can help to answer the question, "What do I do now?" In addition, there are other resources you can, and should, use: the Handbook, Fieldbook, Merit Badge Books, Junior Leader Handbook, and others. Many of these are found in the Troop library and can be checked out when you need them.

Good luck in your tenure!

Welcome to Troop 216

Dear Scout,

Welcome to Troop 216. This welcome packet is provided to you to let you know about the policies and procedures of Troop 216 and the Boy Scouts of America. It does not cover everything you need to know, but hopefully, will give you a good basic understanding of your rights and responsibilities and the rights and responsibilities of the Troop.

Read through the packet, ask questions of the leaders and yourself. Am I able to abide by the rules set forth here? Do I think the leaders of Troop 216 have my best interests in mind? What can I do to help?

If you are new to Boy Scouts, welcome to a new adventure. You will learn things about yourself you didn't know that you already knew. You will do things you never thought you could do. And when you look back, you will realize how far you've come.

If you are a veteran scout, but new to Troop 216, thanks for joining us. We will count on you for leadership, for opinions and for ideas. We don't know everything there is to know about Scouting and your input is valuable to us. Speak up, and step up into a leadership role. You won't be sorry. We will give you the guidance you need and will abide by your decisions as long as they fit the model we have outlined for your position.

Again, welcome. The most important rule in Scouting is not listed here. The most important rule in Scouting is **HAVE FUN!**

Troop 216 Committee

WELCOME TO TROOP 216
CHARTERED BY
ST. CECILIA'S CATHOLIC CHURCH
KNIGHTS OF COLUMBUS COUNCIL 13216

www.troop216.info

Scouts and Parents

Please read the attached packet pertaining to your son's participation in Troop 216 and its activities. We would also like to encourage parental participation as well. Experience shows that parental involvement encourages the Scout to participate and helps the troop thrive.

Feel free to contact any of the current leadership with questions or comments or if you have an interest to participate. We hope the next several years will be a very positive experience for your son by growing in self-confidence, working with other young men, completing merit badges and advancement work, assisting in community service projects and learning and furthering a respect for God, others and self.

PLEASE SIGN AND RETURN THE BOTTOM PORTION OF THIS PAGE AFTER YOU HAVE READ THE ATTACHED INFORMATION ABOUT BOY SCOUTS AND TROOP 216.

GENERAL INFORMATION: Troop 216 was **chartered** on February 16, 2006, by St. Cecilia Catholic Church Knights of Columbus Council #13216 in full compliance with all of the requirements set forth by the Boy Scouts of America, a Congressional corporation, established in 1910. The troop is located in the Cahokia Mounds District of the Trails West Council. The troop maintains an excellent working relationship with the parish through the good work of the Chartering Organization Representative, Jon Hicks, who monitors the Committee's work.

The guiding precepts of the troop are the **Boy Scout Oath, Law, Motto and Slogan**. Each Scout is expected to live by the standards. Each Scout learns these early in his advancement and is expected to be able to articulate them at any time when asked and definitely at each Board of Review in his advancement.

1. **Boy 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.**

2. **Boy Scout Law**

**A Scout is
TRUSTWORTHY,
LOYAL,
HELPFUL,
FRIENDLY,
COURTEOUS,
KIND,
OBEDIENT,
CHEERFUL,
THRIFTY,
BRAVE,
CLEAN and
REVERENT.**

3. **Boy Scout Slogan**

Do a good turn daily.

One of the ultimate **aims of the Boy Scouts of America** is to provide quality leadership for our nation. Therefore, Troop 216 is a "boy run" troop - meaning that the Patrol Leaders' Council (which comprises scouts elected by their fellow scouts into positions of responsibility) runs the troop and makes all important decisions. This means that the lessons learned by the Scouts through their advancement, working together in patrols and community service, are intended to prepare them for their roles as America's leaders in years to come.

We try to base all troop operations on the concept that **the Scouts run the troop**. This is done using the **patrol method** which is a group of 6 to 8 Scouts, led by the Patrol Leader and his assistant. New Scouts are

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assigned to a patrol. Together they do what is necessary on outings and in meetings to enliven the program. The **Patrol Leaders Council** is comprised of the Senior Patrol Leader, Assistant Senior Patrol Leader and Patrol Leaders. Together with the Scoutmaster in attendance they establish the program for the troop. The enrolled Scouts elect all officers of the troop semi-annually. The Senior Patrol Leader is elected with the concurrence of the Scoutmaster.

Adult leaders are confirmed by the **Troop Committee**. The leaders include the **Scoutmaster Staff** comprised of the Scoutmaster and the Assistant Scoutmasters. Additionally, the Troop Committee is made up of registered parents and other interested adults. The Scoutmaster Staff is responsible for mentoring the boys to provide an active, exciting program while providing opportunities for boy leadership to grow and watching out for health and safety related issues on a day-to-day basis. The Troop Committee ensures the permanency of the troop and exists to support the Troop's program through financial, logistical and other means. Working closely with the Scoutmaster Staff, the Committee is responsible for ensuring adherence to the official Boy Scout Program, overseeing operations, supporting the Scoutmaster Staff, supporting the annual program, maintaining financial integrity, conducting the Boards of Review and resolving any difficulties that may surface.

Troop 216's adult leadership is dedicated to the scouting program. All are BSA trained, and some have completed the BSA's advanced Wood Badge leadership training. Each loves Scouting and brings a special talent or two to the troop. Many were Boy Scouts as youth. Most have extensive experience in outdoor skills such as camping, backpacking and hiking. All are dedicated to the personal growth of individual scouts, and to accomplishing the aims of scouting through application of the eight methods of Scouting.

If after reading this booklet you have additional questions, don't hesitate to contact the Scoutmaster or Troop Committee Chair or any other Committee Members or Assistant Scoutmasters.

We hope you and your son(s) will enjoy Troop 216 and become active participants.

Yours in Scouting,
Troop 216 Committee

Scout Name (printed): _____

Scout Signature: _____

Parent/Guardian Signature: _____

We would like the signed form back as soon as possible. If you have any questions, please contact any adult leader. Thank you again for your assistance and membership in Troop 216.

Troop 216

Scout Responsibilities

INTRODUCTION: In this section are a number of items that discuss what Troop 216 expects of a Scout in terms of his behavior, uniform and participation. These items provide a clear set of expectations for each Scout.

RESPONSIBLE TO: Each Scout is responsible to any, or all, of the following - his Patrol, Patrol Leader, Assistant Patrol Leader, Senior Patrol Leader, Assistant Senior Patrol Leader, other boy leaders, Assistant Scoutmasters, Scoutmaster, and all members of the Troop Committee.

BEHAVIOR: Every Scout is expected to behave appropriately at all Scout functions.

GENERAL: Behavior problems can be either discipline or attitude related. We try to handle most behavior problems within the Troop structure, but there are times when we will contact parents about a problem. These times may include incidents that we feel are too serious to deal with on a Troop level, or repeated occurrences of the same problem. At those times we will contact the Scout's parents to have them discuss the problem with us. On campouts or other non-meeting events the parents will be called and told to come and take their son home. At Troop meetings the Scout will be given a letter requesting that he not attend any more meetings unless he brings at least one of his parents to discuss the problem with the Scoutmaster. This letter will be followed up by a phone call to the parents. If the problem is deemed serious enough (a fight, for example), the parents will be called immediately to come and get their son. In the most extreme instances, actions will be taken to remove a Scout from Troop 216. The general rules of the Troop are the Scout Law and the Scout Oath. The Scout Oath is: "On my honor, I will do my best: to do my duty to God and my country, 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 is: "A Scout is: Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent." (For full explanations of the parts of the Scout Oath and Law, see pages 45-54 in the *Boy Scout Handbook*.) Beyond that, we also have some behavior guidelines for both meetings and campouts.

AT TROOP MEETINGS: The leadership of Troop 216 tries to provide safe, fun, and educational Troop meetings every week. Every Scout is asked to observe the following for the good of all members:

1. Be on time: Troop meetings start promptly at 7:00 PM which means that you are in your patrol line, quiet, and ready to start at that

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time.

2. Participate in every activity offered to you. If you don't like an activity, you need to contact your Patrol Leader (PL) and let him know so your voice will be heard in the Patrol Leader Council (PLC).
3. Be attentive, which means pay attention to the Senior Patrol Leader (SPL), your Patrol Leader, program instructors, and adult leaders.
4. Be cooperative. If asked to do something (within reason), do it. If asked not to do something, don't do it.
5. Don't harass or hassle other Scouts, adult leaders, or instructors.
6. Unless you have specific permission, do not touch, use, or take anything that does not belong to you (other people's stuff).
7. Bring only Scout or meeting program related items with you to Troop meetings. Trading cards, toys, games, radios, and other non-Scout related items are not allowed and may be confiscated until the end of the meeting, if they pose a problem

We also must remember that we are guests in the church building and are only permitted in, and allowed to use, certain parts of it. Troop 216 is responsible for the building and any damage to that building and its contents while we are using it/them. All Scouts are expected to adhere to the following rules concerning the church building:

1. If you arrive when no adult leaders are present and the building happens to be unlocked, **DO NOT ENTER!**
2. At no time will you be allowed to go around the outside of the building.
3. No food or drinks are allowed, they will be taken from you and thrown away.
4. If you track mud/dirt into the building please let an adult leader know so that it is cleaned up.
5. Horseplay will not be tolerated.
6. After each meeting or event make sure to clean/straighten up the room(s) that we used, picking up all trash (ours or not ours) and putting furniture back in its place. No one is allowed to leave the room until the area is policed to the satisfaction of the Senior Patrol Leader and/or the adult leader in charge

ON CAMPING EVENTS: All of the above rules and guidelines apply on camping events with some changes and additions that are camping specific. These include:

1. Arrive on time. Help is always needed to load the equipment prior to our departure. Departure times are established in order for the troop to travel safely and arrive at the campsite in a reasonable amount of time. If you are unable to make the departure time please discuss your problem with the Scoutmaster. If we are loaded and ready to go and you are not there at the established time we will leave without you.

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2. You *WILL* wear a seat belt at all times while traveling no matter what seat you are in.
3. No one is allowed to ride in the back of pickup trucks at any time, in any place, under any circumstances, whatsoever. (Is that clear enough?)
4. The driver of the vehicle you are riding in is the dictator of that vehicle. You are a guest in their vehicle and proper behavior is expected. Consumption of food or beverages in someone's vehicle is at the discretion of the driver, not the son of the driver. Please respect their wishes.
5. You *WILL* be in full uniform (see UNIFORM below) while traveling. If you don't have one on you will be asked to do so. If you don't have it with you, you will be asked to go home and get it. If you don't get back in time see #1. When we are coming home the same procedure applies.
6. You will do as you are told by your PL, SPL, other youth leaders, and all adult leaders.
7. Troop 216 uses the buddy system. A Scout is not allowed to wander around camp without a buddy. During most campouts your buddy is also your tent-mate. If you need to go somewhere and you don't have a buddy please see your Patrol Leader, Senior Patrol Leader or an adult leader. ***DO NOT GO ANYWHERE WITHOUT A BUDDY!***
8. Each Patrol has a duty roster for campouts. You will do your assigned duties promptly; not at the next meal, or the next day, but at the time that you are assigned. You will not do anything else until your duties are completed.
9. Along with #8, you will not get in the way of someone else doing their assigned duty. Therefore, if you are not a cook for a meal, stay out of the cooking area.
10. No cots in Troop tents.
11. ***NO FLAMES OF ANY KIND, IN ANY TENT, AT ANY TIME, IN ANY PLACE, UNDER ANY CIRCUMSTANCES, WHATSOEVER!!!!!!!***
(Again, clear enough? Unless, of course, you have a death wish *and* pay the Troop for a replacement tent ahead of time, that is, ahead of your fiery, very gory, horrific, and extremely painful, death.....get it?) This includes matches, cigarette lighters, open candles, candle lanterns, gas lanterns, stoves of any kind, heaters, campfires, etc.
12. Quiet times are enforced, usually from 10:00 or 11:00 PM until 6:00 or 7:00 AM. Usually they are enforced by the Troop leadership, but when we are in state or federal parks the rangers may also enforce this. Quiet time means that you are in your tent, asleep. If you are not, you will be warned once, then sent home. The Troop cannot afford to be kicked out of a camping area because of one boy's foolishness.

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13. A Scout's tent is his home on a campout. Just as you wouldn't go into someone's home without knocking or ringing the bell, you don't enter someone else's tent without their permission.

UNIFORM: All Scouts are expected to wear correct uniforms to all Troop and Patrol events. Correct uniforms, and guidelines for wearing them, are:

- "Class A": Consists of a Scout long or short-sleeved shirt with proper earned insignia (including Merit Badge sash/Order of the Arrow sash), Scout long or short pants or blue jeans/khaki pants or shorts. Optional items are: Scout-type belt, hat or socks. Neckerchief and slide may also be worn during appropriate events, check with the Scoutmaster or SPL if you are unsure if it is needed.
- "Class B": • Consists of the Troop activity t-shirt or any other Scout related t-shirt/sweatshirt (camp t-shirts, Council t-shirts, etc.) and Scout pants/shorts, blue jean pants/shorts or khaki pants/shorts.
- Scouts *must* wear the Class A uniform to all Courts of Honor, Boards of Review (see below), all Troop meetings between Labor Day and Memorial Day, while traveling to and from campouts and other events, and to all other events requiring it.
- Scouts must wear either the Class A or the Class B uniform to all Troop meetings between Memorial Day and Labor Day, and to all other Scouting events where the Class A uniform is not required.

PARTICIPATION: Each Scout should participate in as many Troop and Patrol functions as possible. This includes Troop meetings, Patrol meetings, campouts, hikes, civic events, money-making projects, and conservation & service projects. We realize that there are sometimes conflicts with other family, school, church, and sports events but it is to your advantage to be as active as you can be in Scouts. Make it a top priority instead of a secondary one. When you are at a Troop or Patrol event we ask that you be there not only in body, but in mind and spirit as well. We also ask that you do your best at all times to be a team player, thinking of what is best for your Patrol and Troop not just for you. There will be a cold, rainy morning on a campout (we guarantee it) where you are your Patrol's cook for breakfast. You won't even want to get out of bed, but no one will eat unless you do. This is where being a team player really counts, doing your part even when you don't feel like it. (When that morning comes - and it will - please remember to put a smile on your face ... no one likes a grumpy cook!)

Everyone likes the fun events - campouts, hikes, swimming, canoeing, high adventure, etc. - but you really show your stuff on the things that aren't as much fun - money-making projects, service projects and the like. But a Scout is Helpful, therefore EVERY Scout is expected to participate in money-making projects in equal amounts, since the benefits

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(new/replacement Troop equipment, badges and awards, and registration costs) are for all Scouts. You should also participate in service and conservation projects because we help others outside the Troop at those times. Every Scout should be faithful in paying dues since that money comes back to him in the form of better program. In addition any Scout who is not sufficiently active may not be registered for the following year unless he shows intent to become more active

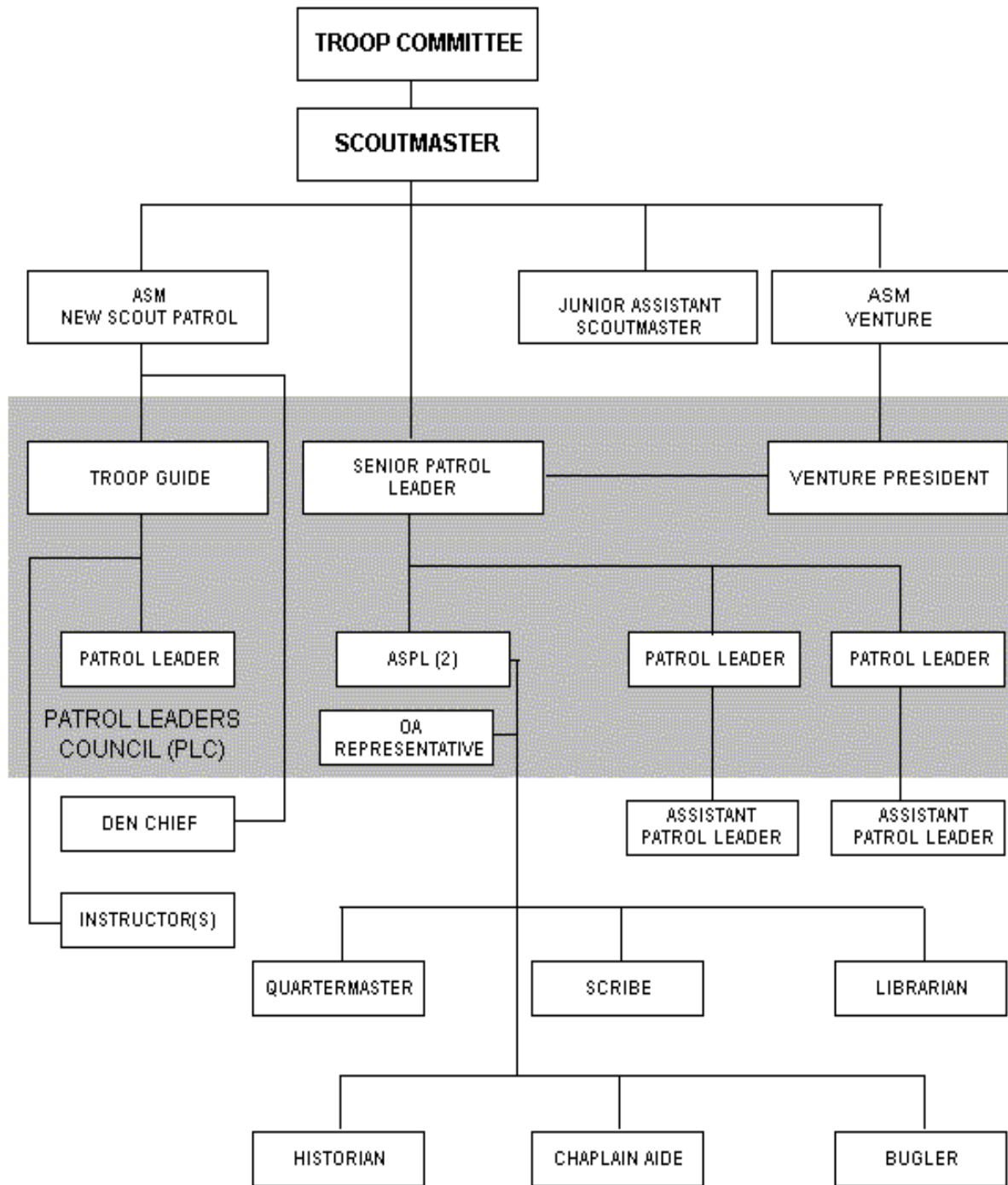
SAFETY: The safety of all Scouts in Troop 216 is of primary concern to the Troop leadership. Some safety items have already been mentioned, but there are a couple more: Non-folding sheath knives, fireworks, and martial arts weapons (throwing stars, butterfly knives, nun-chucks, etc.) will not be permitted at any Troop or Patrol functions. In addition, firearms and archery equipment are allowed only at those events specifically scheduled for the use of such items, and even then only under qualified adult supervision. For more information see the *Guide to Safe Scouting*.

INFORMATION: This section is for items that don't fit neatly into the categories already listed.

- **Scoutmaster Conferences:** To have a Scoutmaster Conference, a Scout must have completed all but the last two requirements for the rank he is working on. He must then make a request to the Scoutmaster. Conferences are generally conducted at Troop meetings, but may be held at any other Troop function when there is time.
- **Boards of Review:** Once a Scout has completed his Scoutmaster Conference he should contact the Advancement Coordinator, Mrs. Faerber, to schedule an Advancement Board of Review. Once a date has been determined the Scout is required to be in complete Class A uniform (including neckerchief and slide), have his Scout Handbook with him and have received sign off on the Scoutmaster Conference. Boards of Review may also be called by the Troop Committee or Advancement Coordinator for Scouts who are not advancing in rank.
- **Lost & Found:** A lost and found box will be available at the Troop meetings for items lost during Troop activities or meetings. Look there first for any item you may have lost. We will not search for people to match up the lost items. Any items left in the box for more than two months are subject to being thrown away, given away or used as Troop equipment.

(Revised: February, 2000)

Troop 216 Organizational Chart



Rosters

This is a place-holder for the actual rosters. Since they change frequently, they are not included here.

Troop 216 Monthly Calendar

This is a place-holder for the actual calendar. Since it changes frequently, it is not included here.

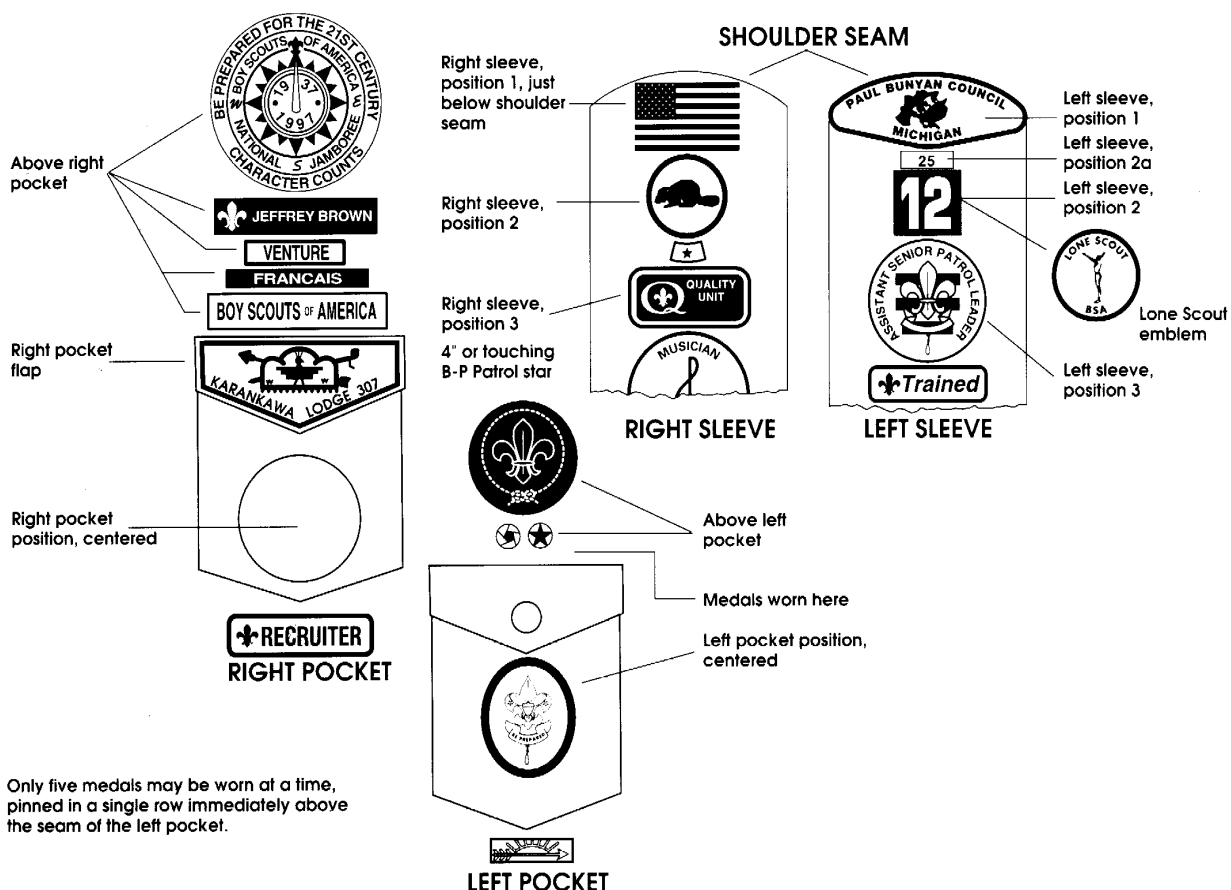
Troop 216 Yearly Calendar

This is a place-holder for the actual calendar. Since it changes frequently, it is not included here.

Troop 216 Meeting Plans

You will be given a printed form of the meeting plans each month. Those are to be placed here. Extra blank forms are included in a folder in the back of this book for you to take notes at the PLC.

Scout Uniform Insignia Placement



Merit Badge Sash. If worn, Merit Badges are attached to front (and back, if needed) of sash. Venture/Varsity letter is attached at bottom front corner. Temporary insignia may be worn on back.

Shoulder Epaulets. Red Scouler loops identify Boy Scouting (all members of a Troop).

Left Sleeve. Council patches, unit numerals, and badge of office are worn as shown snug up, and touching each other. Badge of office is centered below and touches unit numerals. The veteran unit bar (25, 50, 55, 60, 65, 70, 75, or 80 years) is positioned above and touching unit numerals and, in turn, touching council patch. Den Chief cord is worn over the left shoulder and under epaulet.

Left Pocket. Service stars above the pocket. If a medal or embroidered knot for youth members is worn, service stars are raised. Embroidered square knots are worn centered above the pocket in rows of three. Medals are pinned centered immediately above the pocket (extending over knots if both are worn). The wearing sequence for knots or medals is at the

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wearer's discretion and lead color is to the wearer's right. Badges of rank are worn centered on the pocket above the Arrow of Light Award. Flap buttoned. The World Crest is worn 3 inches below the left shoulder seam and centered over the pocket.

Right Sleeve. U.S. Flag. Only the most recently earned Quality Unit Award may be worn below Patrol emblem or below Baden-Powell Patrol Star. Musician badge, if in band or drum corps, is worn 1/2 inch below Patrol emblem. Up to six Merit Badges may be worn on the long-sleeve shirt in two columns of three starting 3 inches above the bottom edge of the cuff.

Right Pocket. Jamboree insignia (only one) worn above BSA or Interpreter Strip. Order of the Arrow lodge insignia worn on pocket flap. Temporary insignia worn centered on the pocket. Flap buttoned. Nameplate is centered above the BSA strip or Interpreter Strip, if worn. The Varsity or Venture strip is worn above the BSA strip or above the Interpreter Strip.

Neckerchief. If worn (optional in Troop 216), the neckerchief should be folded in several flat folds to about 6 inches from the tip of the neckerchief. A tight fold prevents gathering around the neck and is more efficient than rolling or twirling. Insignia at back should be right side up and centered. Draw neckerchief slide over ends and adjust to fit snugly. Shirt collar should be unbuttoned and neckerchief worn under the collar.

Troop 216 Honor Patrol Program

AKA "Bead" Program

Beads will be awarded to Patrols for participation in weekly Troop meetings, Troop campouts and Troop service projects. Beads will be kept by the Quartermaster and displayed at each Troop meeting. The Patrol with the most beads at the end of each program period (about 6 months) will be the Honor Patrol and will be allowed to pick a special reward/award for their Patrol.

Bead Awards:

- **Troop meetings**
 - all Patrol members in full uniform - 1 bead
 - all Patrol members have their Scout Handbook - 1 bead
 - Patrol has its symbol (flag, banner) - 1 bead
- **Patrol Leaders Council**
 - Patrol Leader or his representative participates - 5 beads
- **Troop Campouts**
 - Patrol members arrive on time (5:45-arrive, 6:00-assemble, 6:15-leave) - 2 beads
 - at least 2/3 of the Patrol members participate - 2 beads
 - Patrol camp set up as Patrol - 2 beads
 - Patrol camp passes inspection (anytime during campout) - 2 beads
 - Patrol duty roster complete and displayed - 1 bead
 - all Patrol members in Class A uniform coming and going - 1 bead
 - all Patrol members have their Scout Handbook - 1 bead
 - Patrol has its symbol (flag, banner) - 1 bead
- **Troop Service Projects**
 - at least 1/2 of the Patrol members participate - 12 beads

Possible Awards - you can come up with your own idea within reason and with the Scoutmaster's approval.

- adults cook Saturday night dinner at a campout
- pizza party at a Patrol meeting
- ice cream party
- night at the movies
- video arcade game night
- roller/ice rink night
- a trip up the Arch
- St. Louis Transportation Museum
- a night at the Looking Glass or SWIC theater
- LaserRock
- Omnimax at the St. Louis Science Center

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- putt-putt golf
- St. Louis City Museum
- Cardinal Hall of Fame
- St. Louis Toy Museum
- bowling night
- minor league sporting event
- White Castle party

Baden-Powell Patrol Award Application



Patrol Name _____

Patrol Leader _____

Starting Date _____

Ending Date _____

Requirement	Month 1	Month 2	Month 3	Complete
1. Spirit				
a. Have a Patrol flag and rally around it.				
b. Put your Patrol design on equipment.				
c. Use your yell or cheer and Patrol call.				
d. Keep Patrol records up to date for 3 months.				
2. Patrol meetings Hold two Patrol meetings each month for 3 months.	Meeting #1 _____	Meeting #1 _____	Meeting #1 _____	
	Meeting #2 _____	Meeting #2 _____	Meeting #2 _____	
3. Hikes, outdoor activities, and other events Take part in one of these within 3 months.	Event: _____ Date(s): _____			
4. Good Turns or service projects Do two Patrol Leaders' Council-approved Good Turns or service projects within 3 months.	Project #1: _____			
	Date(s): _____			
	Project #2: _____			
	Date(s): _____			
5. Advancement Help two Patrol members advance one rank during 3 months.	Scout's name: _____ Rank: _____			

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	Scout's name: _____			
	Rank: _____			
6. Uniform Wear the uniform correctly at all Scout events (at least six Scouts)				
7. Patrol Leaders' Council Represent the Patrol during three Patrol Leaders' Council meetings within 3 months.				

Notes to Patrol Leader:

- Make sure you have the above requirements signed off as they are completed by the Senior Patrol Leader, Scoutmaster, or an Assistant Scoutmaster.
- Upon completion of all requirements, submit this application to the Scoutmaster.

First Year Scout Training Program

Patrol: _____

Assistant Scoutmaster: _____

Troop Guide: _____

Orientation/Organization

Requirement/Activity/Skill		Activities	Supplies
Patrol Method (pages 16-23)	Week 1	discuss Patrol Method	
Patrol Name, emblem		discuss potential Patrol names	Insignia Guide book
what is a PL, APL?		discuss PL, APL jobs	PL, APL job descriptions
		discuss weekly dues, uniform and book inspection	dues envelopes to show
Baden-Powell Award		discuss Baden-Powell award requirements	B-P award requirement sheet
Troop 216 Honor Patrol program		discuss bead/Honor Patrol program	SM
 	Week 2	elections for PL, APL	
		PL - dues envelope and book/uniform inspections	dues envelope
		PL - lead discussion on Patrol meeting time/place	
Patrol name, flag, yell		PL - leads discussion on Patrol name, flag, emblem, and yell. Who makes flag? All - record Patrol info on page 56	
		Guide/PL - introduce new Patrol at end of Troop meeting	
Troop Organization (pages 24-27)	Week 3	discuss Troop hierarchy	Troop flowchart
Know the Troop positions: SM, ASM, SPL, ASPL, QM, Scribe,		discuss troop positions	Troop job descriptions

New Scout Welcome Packet

Librarian, Historian, Chaplain Aide, Troop Guide, Den Chief, Bugler			
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Requirements for Scout

Pages 1-14

Requirement/Activity/Skill		Activities	Supplies
Application & health history	Week 4	fill out and take home to complete: Application & health history	
Pledge of Allegiance		start discussion of Pledge of Allegiance (all read book during week)	
Scout sign, salute, handshake	Week 5	Review Pledge of Allegiance review sign, salute, handshake	
KNOT SKILL: Tie a square knot		practice square knot, discuss when it is used	ropes
	Week 6	square knot activity (fun)	ropes of various lengths
Understand the Oath, Law, Motto, Slogan, and Outdoor Code		discuss the Oath - what it means	
	Week 7	review the Oath discuss the Law, Motto, Slogan	
	Week 8	Scouts recite Law - each Scout describes what one word means Scouts recite Oath - describe its meaning Scouts recite the Motto and Slogan	
	Week 9	discuss the Outdoor Code	
Describe the Scout Badge		discuss the parts of the Scout Badge	Large picture of First Class Badge
	Week 10	review Outdoor Code - how it is used when camping/hiking review the parts of the Scout Badge	
complete the pamphlet exercises		assign pamphlet exercises to do at home w/parent(s)	
Scoutmaster Conference			

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	Week 11	prepare for, and complete, SM Conferences	
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Requirements for Tenderfoot

Requirement/Activity/Skill			Activities	Supplies
INTERRUPT THE PROGRAM FOR THE FOLLOWING 2 WEEKS WHEN NEEDED:				
	first campout record (page 31)	2 weeks before first campout		
1	CAMPING/HIKING SKILLS: dressed properly, proper gear, how to pack (p. 31)		example of Scout NOT prepared to camp	Guide or Instructor dresses & packs poorly
			discuss camping permission slip and fees	permission form
1, 3		1 week before first campout	discuss and assist in meal planning	meal plan form
	why it is important for each Patrol member to assist in meal preparation/cleanup		discuss and complete duty roster	duty roster
INTERRUPT THE PROGRAM FOR THE FOLLOWING 2 WEEKS WHEN NEEDED:				
2	CAMPING SKILLS: camp in a pitched tent (p. 31)		during a campout	
3	COOKING SKILLS: assist in cooking (p. 31)		during a campout	
4a	KNOT SKILLS: whip & fuse rope ends (p. 34)	Week 12	whip & fuse ropes	rope, matches and/or lighter(s), string
4b	KNOT SKILLS: two half-hitches, taut-line hitch (pp.35-37)		learn knot tying	ropes
4b	KNOT SKILLS: use of two half-hitches, taut-line hitch	Week 13 or on campout	pitch a tent using the knots	Voyager tents, ropes, stakes
5	HIKING SKILLS: rules for safe hiking and if lost (pp. 38-41)		during a campout	
6	CITIZENSHIP SKILLS: The flag: raise, lower, display, fold (pp. 42-44)		during a campout	
7	Explain: Scout Oath, Law, Motto, Slogan (pp. 45-55)		retest at intervals during	

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			weeks above	
8	Patrol: give yell, name, describe flag (p. 56)		retest at intervals during weeks above	
9	Explain buddy system (p. 57)		during a campout	
10	Fitness test (pp. 57-58)	Week 14	do exercises, record results (retest in 30 days)	

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11	CAMPING/HIKING SKILLS: identify poisonous plants, how to treat exposure (p. 59/318)		during a campout	
12a	FIRST AID SKILLS: demonstrate Heimlich maneuver, when used (pp. 296-7)	Week 15-16	first aid training	
12b	FIRST AID SKILLS: cuts, blisters, 1 st degree burns, bites, nosebleed, frostbite, sunburn (pp. 304, 306-308, 310-313, 324)			
13	Scoutmaster Conference	Week 17+/-	Prepare for, and complete, SM Conferences	
14	Board of Review	Week 18+/-	to be done on the last meeting of month	

Second Class Requirements

Note to ASM/Guide/Instructors: due to summer camp program(s), many of the following 2nd Class and/or 1st Class requirements may be taken care of. You will notice that the week numbers are no longer specified to allow you to adjust the program accordingly. You may want to take several meetings to review the requirements covered at camp for retention purposes.

Requirement/Activity/Skill			Activities	Supplies
1a	HIKING SKILLS: how compass works, orient a map, read map symbols (pp. 66-72)	Week X	during a campout	compasses, map of area
1b	HIKING SKILLS: 5-mile hike w/map & compass (pp. 73-74)		during a campout	compasses, map of area (pref. topo)
2a	ACTIVITIES: 5 troop/patrol activities, 2 campouts		campouts, other activities	record on p. 127
2b	CAMPING SKILLS: select Patrol site, sleep in pitched tent (p. 76)		during a campout	
2c	CAMPING SKILLS: knife/ax/saw use & sharpening, Totin' Chip (pp. 77-85)		during a campout	
2d	COOKING SKILLS: prepare tinder, kindling, and fuel (p. 86)		during a campout	
2e			during a campout	

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	COOKING SKILLS: use of fire & stove (p. 86)			
2f	COOKING SKILLS: light a cooking fire and stove (p. 86)		during a campout	
2g	COOKING SKILLS: open fire cook breakfast or lunch, select balanced foods (p. 86)		during a campout	
3	CITIZENSHIP SKILLS: participate in flag ceremony (p. 87)		do when opportunity arises	

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4	CITIZENSHIP SKILLS: 1 hour service project (p. 88)		Adopt-A-Highway, Postal Food Drive, etc.	
5	CAMPING SKILLS: identify evidence of 10 wild animals (p. 89-97)		during campouts	
6a	FIRST AID SKILLS: hurry cases: stopped breathing, bleeding, poisoning (pp. 293-302)	Week X,Y,Z	learn skills	triangular bandages
6b	FIRST AID SKILLS: personal first aid kit (p. 289)		Scouts bring kits to meeting	
6c	FIRST AID SKILLS: object in eye, rabid bite, puncture wound, 2 degree burn, shock, heat stuff, hyperventilation (pp. 303, 305-306, 312, 314, 319-321)		simulated injuries	
7a, b,c	SWIMMING SKILLS: precautions, test, rescue methods (p. 98-107)		summer camp	
8	CITIZENSHIP SKILLS: drug, tobacco, alcohol awareness (p. 108)		D.A.R.E.	
9	Scout Spirit (p. 108)			
10	Scoutmaster Conference (p. 109)	Week X	Prepare for, and complete, Scoutmaster Conference	
9	Board of Review (p. 109)	Week X	Last meeting of the month	

First Class Requirements

Requirement/Activity/Skill			Activities	Supplies
1	HIKING SKILLS: day & night directions w/o compass (pp. 114-117)		during a campout	
2	HIKING SKILLS: orienteering course (pp. 118-125)		during a campout	
3	ACTIVITIES: 10 Troop/Patrol activities, 3 campouts (p. 127)		campouts, other activities	
4a, b,c	COOKING SKILLS: Patrol menu planning, food list & purchasing, select equipment to prepare (pp. 128, etc.)	Week X	campout planning	menu form
4d,e	COOKING SKILLS: safe food handling, serve as Patrol cook (pp. 128, etc.)		campout planning and during a campout	

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5	CITIZENSHIP SKILLS: discuss rights with a community leader (p. 130)		discuss with a leader	invite leader
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6	CAMPING/HIKING SKILLS: identify 10 native plants (pp. 131-137)		during a campout	
7a,b	KNOT SKILLS: discuss use of lashings; demonstrate timber hitch, clove hitch; lashing - square, shear, diagonal, tripod, round, floor (pp. 137-148)	Week X,Y,Z	practice and build w/lashings	ropes, poles
7c	KNOT SKILLS: make a camp gadget (pp. 137-148)		during a campout	ropes, poles
8a	KNOT SKILLS: bowline, sheet bend, & uses of each (pp. 148-150)	Week X	learn and use knots	ropes
8b	FIRST AID SKILLS: bandages for sprained ankle, and head/arm/collarbone injuries (pp. 309, 315-317)	Week X	simulate injuries	triangular bandages
8c	FIRST AID SKILLS: 2-man transport (pp. 326-329)	Week X	learn and use, simulate injuries	poles, blankets
8d	FIRST AID SKILLS: heart attack signs, CPR steps (pp. 294-298)	Week X	simulate symptoms, learn and use	dummies?
9a	SWIMMING SKILLS: safe float trip precautions (pp. 152-154)	Week X OR:	summer camp	
9b	SWIMMING SKILLS: BSA swimmer test (pp. 154-159)		summer camp	
9c,d	SWIMMING SKILLS: survival skills, rescues (pp. 160-163)	 	summer camp/Swimming MB	ropes, buoys, etc.
10	Scout Spirit (p. 164)	 	 	
11	Scoutmaster Conference (p. 165)	Week X	prepare for, and complete SM Conference	
12	Board of Review (p. 165)	Week X	last meeting of the month	

Guidelines

Remember the following while working through the requirements:

1. **The Scouts have fun**
2. The Scouts learn
3. The Scouts advance (preferably through First Class)

Your ultimate goal is two-fold:

- The new Scouts are retained in the Troop for their first year.
- The new Scouts advance to First Class within their first year.

Studies have proven that Scouts who advance to First Class and stay in

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Ideally, all three of the above should occur simultaneously. If a choice must be made, **fun comes first!** Fun is what keeps them coming back. And when they come back they will learn and advance. Never, ever, pick the last 2 over the first.

Scouting for at least their first year tend to stay for several more years. Your role in this is crucial the future of the Troop is at stake!

Sample Troop Forms and Lists

Following are sample forms that are included in various books. Printable versions are found in the *Extra Forms* book.

Troop 216 Camping/Activity Permission Form

Troop 216 will be going camping on _____ at _____ located near _____ approximately _____ miles from Glen Carbon.

We will meet at _____ on _____ at _____.

We will return to _____ at about _____ on _____.

CAMPOUT FEES			
Item	Cost per Scout	Cost per Adult	\$1.00 of each participant's Camping Fee goes into an equipment fund for the purchase/repair of Troop and Patrol camping equipment. Payment must be in CASH only and must be submitted by _____ .
Food			
Camping Fee			
Total			

Local Glen Carbon contact is: _____, (____) _____-_____.

Emergency contact at event location is: _____, (____) _____-_____.

ADDITIONAL REMARKS:

- Please be sure to return the permission form below by _____.
- **Please observe expected weather conditions to be sure your son has appropriate clothing and sleeping gear. If unsure, check the Boy Scout Handbook or ask one of the leaders.**

Keep the top portion for your information and return the lower form with fees to your **Patrol Leader**.

Permission Form

My son(s), _____ has/have my permission to attend the campout at _____ on _____.

I can also attend this event: yes no

If yes, please print your name: _____

I can provide transportation to this event if required: <input type="checkbox"/> yes <input type="checkbox"/> no	I can provide transportation from this event if required: <input type="checkbox"/> yes <input type="checkbox"/> no
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If you answered "yes" to either or both of the above, please fill out the following:

My **Driver's License** (NOT license plate!) #

is: _____ State: ____

The year, make, and model of my vehicle

is: _____

The number of seats in this vehicle with seatbelts (minus driver) is: _____

Parent's/Guardian's printed name: _____

Parent's/Guardian's signature: _____ Date:

Patrol Campout Attendance Report

Notes to Patrol Leader:

- Keep the top portion of this form for your records and use
- Return the bottom portion of the form to the Scoutmaster along with camping fees and permission forms

Patrol: _____

Campout Date: _____

Patrol Leader: _____

Campout Place: _____

Scout Name	Food Money	Camping Fee	Permission Form
Totals			

Patrol: _____

Campout Date: _____

Patrol Leader: _____

Campout Place: _____

Scout Name	Food Money	Camping Fee	Permission Form

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	Totals	
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Campout Menu and Shopping List

PATROL: _____ CAMPOUT DATE: _____

	<i>MENU</i>	<i>GET FROM STORE</i>
FRIDAY		
CRACKER BARREL:	_____	_____
	_____	_____
	_____	_____
SATURDAY		
BREAKFAST:	_____	_____
	_____	_____
	_____	_____
	_____	_____
LUNCH:	_____	_____
	_____	_____
	_____	_____
DINNER:	_____	_____
	_____	_____
	_____	_____
	_____	_____
SUNDAY		
BREAKFAST:	_____	_____
	_____	_____
	_____	_____
	_____	_____

Campout Duty Roster

PATROL: _____

CAMPOUT DATE: _____

	<i>FIRE & WATER</i>	<i>COOK</i>	<i>CLEAN-UP</i>
<i>FRIDAY</i>			
CRACKER BARREL	_____	_____	_____
<i>SATURDAY</i>			
BREAKFAST	_____	_____	_____
LUNCH	_____	_____	_____
DINNER	_____	_____	_____
<i>SUNDAY</i>			
BREAKFAST	_____	_____	_____

Patrol Box Food List and Inventory

FOOD LIST	HAVE	NEED
Pam Spray		
Sugar		
Hot Cocoa Mix		
Oil		
Kool Aid Mix		
Cake Mix		
Canned Fruit		
Instant Hot Cereal		
Ramen Soup		
Pudding Mix		
Ketchup		
Mustard		
SPICE LIST		
Salt		
Pepper		
Garlic Salt		
Oregano		
Cinnamon		
MISCELLANEOUS		
S.O.S. Pads		
Matches		
Paper Towels		
Toilet Paper		
Small Paper Plates		

Patrol Box Inventory List

(Does not include food items)

STANDARD EQUIPMENT	ON HAND	MISSING	NEED REPAIR
Trail Chef Kit			
8 Qt Pot			
4 Qt Pot			
2 Qt Pot			
Coffee Pot			
Large Frypan			
Small Frypan			
2 Handles			
Small Lids			
Med Lids			
4 Plates			
4 Cups			
Utensil Kit			
Large Spoon			
Ladle			
Fork			
Spatula			
Large Knife			
Small Knife			
Hot Pot Tongs			
Peeler			
Cloth Cover			
Can Opener			

Tent Checkout Form

Use this form to track where tents are and who has them. List any damage on the reverse so it can be repaired. Be specific, i.e. "Tent # 20 - hole in front left corner."

Campout dates: _____ Campout place:

Tent #	Date checked out	Checked out by (Name)	Date Returned	Damage? (y/n)

Equipment Checkout Form

The following items are not part of the normal Patrol equipment and should be checked out of the trailer separately. Use this form for that purpose. Spaces are left for you to write in other items not listed. Extra forms are in a folder in this book and in the trailer.

Patrol: _____

Item	Date checked out	Sent Home With (Name)	Date Returned
Axe/hatchet			
Dutch Oven			
Extra Cook Kit			
Grills			
Water Jug			
Water cooler			
Shovel			
Saws			
Tarp			

Library Checkout/Checkin Sheet

Troop 216

Date Out	Copies	Title	Borrower's		Date In
			Name	Signature	

Library Inventory

Troop 216

Make/use extra copies of this form as needed.

Item	Copies	Copyright, Printing Dates	Latest version*	Number to buy

* For Merit Badge books, this information can be found in the back cover of the latest version of the *Boy Scout Requirements* book. For other books and materials, you will have to rely on your, or others', knowledge.