

Troop 20 Parent Handbook

The leaders of troop 20 feel it is important to have a focus for our program. We support the BSA mission and encourage our scouts to follow the Scout Law, the Scout Oath, the Scout Slogan, the Scout Motto, and the Outdoor Code.

BSA Mission Statement

It is the mission of the Boy Scouts of America to serve others by helping to instill values in young people and, in other ways, to prepare them to make ethical choices over their lifetime in achieving their full potential. The values we strive to instill are based on those found in the Scout Oath, Scout Law, Outdoor Code, Scout Slogan and Motto:

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.

Outdoor Code

As an American
I will do my best to
be clean in my outdoor manner
be careful with fire
be considerate in the outdoors
and be conservation minded.

Scout Slogan

Do a good turn daily.

Scout Law

A Scout is:
Trustworthy
Loyal
Helpful
Friendly
Courteous
Kind
Obedient
Cheerful
Thrifty
Brave
Clean
Reverent

Scout Motto

Be prepared

Troop 20 Mission

To provide a program that teaches citizenship, leadership, and outdoor skills by utilizing the tools and guidelines of the Boy Scout program.

About Troop 20

Troop 20 is a member of the Tillikum District of the Mt. Baker Council in Everett, Washington. We meet at Monroe Elementary School, located at 10901 27th Ave SE, Everett WA, every Monday night from 7:00 PM to 8:30 PM. During the summer, we move our meetings to Silver Lake Park. Troop 20 is chartered by the Silver Lake Kiwanis.

Troop 20 is a hiking/backpacking oriented troop, and generally schedules one overnight hike of 3-6 miles each way every month. To accommodate those families that may not be able to participate in the hiking activities but would still like to enjoy a camping experience with our troop, we typically schedule 1 or 2 "car camping" outings each year. Additional opportunities might include the annual Camporee and summer camp.

Troop Organization and Program

The Troop is organized as follows:

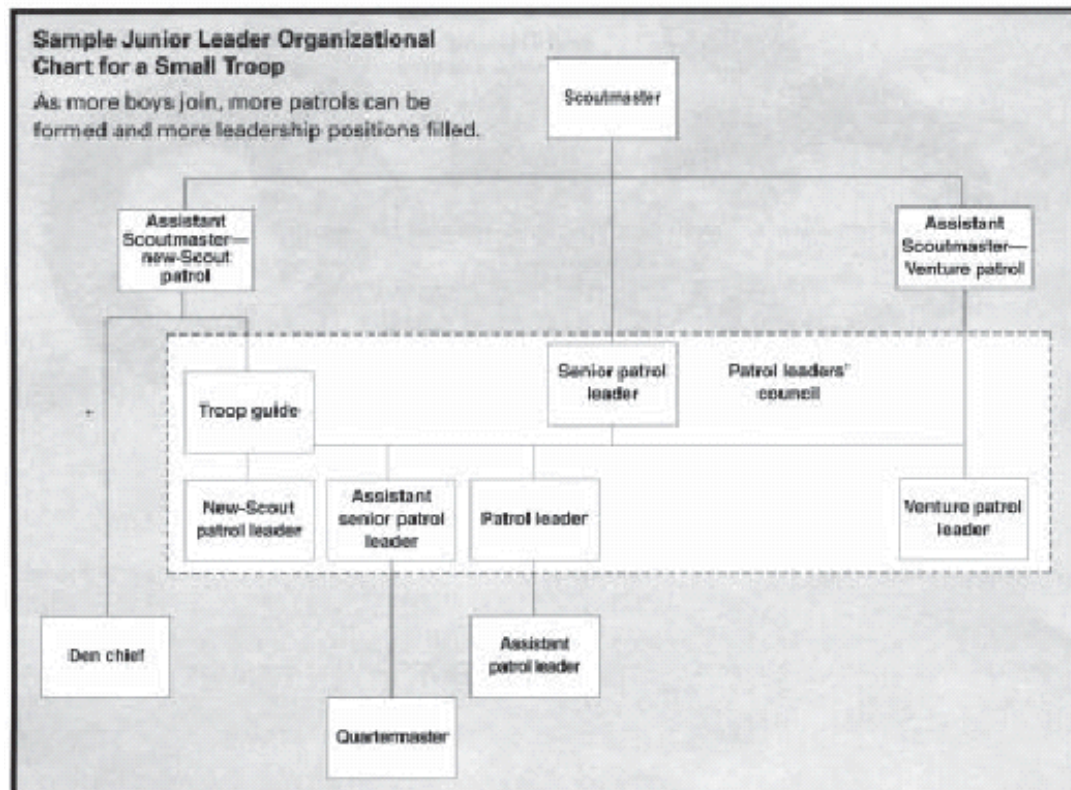
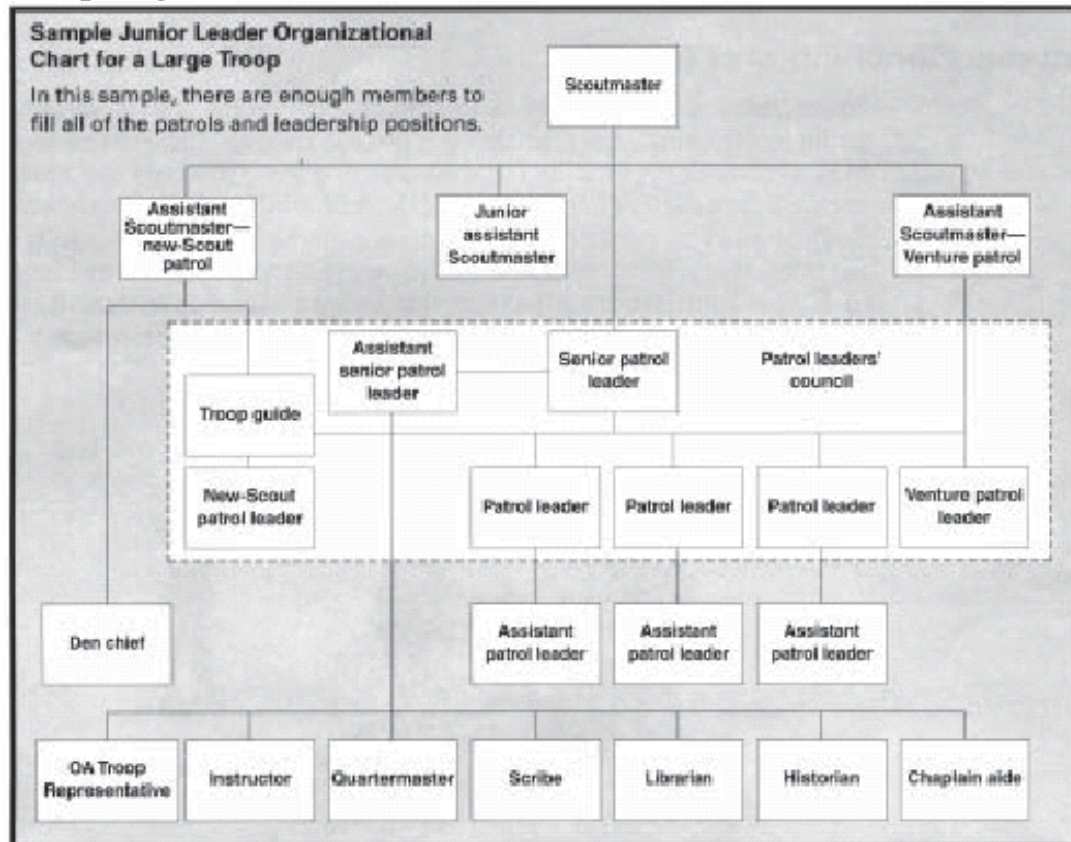
1. The Troop Committee – Registered parents and adults who set policy for the troop, organize fundraising activities, and support the program developed by Scouts and adult leaders.
2. The adult staff - Scoutmaster and assistants who implement the BSA program.
3. The Senior Patrol Leader and Patrol Leaders' Council (PLC) - Scouts who lead the troop in program planning and all troop activities.
4. Patrols – Groups of 4-7 boys working as a unit within the troop.

Troop 20 is a "boy run" troop. This means that with the guidance of the Scoutmaster and his assistant Scoutmasters, the Patrol Leaders' Council (PLC) plans the program, conducts troop meetings, and provides leadership among their peers. The troop committee supports the troop program by managing the record keeping and fundraisers, providing volunteers, and providing transportation. The Troop Committee Guide Book, available from the scout office, offers more information on the duties of the troop leaders and committee members. There are also educational opportunities for any adult who would like to be more involved.

The Patrol Method

Troop 20 operates under the "Patrol Method" of scouting, as developed by Lord Robert Baden-Powell of Great Britain in 1907. This is one of the best methods for developing leadership and responsibility. A patrol should consist of five to seven members under the leadership of a scout who is elected by the patrol members. Through their patrol leader and the Patrol Leader's Council (PLC), chaired by the Senior Patrol Leader (SPL), all scouts have input into the program and are able to get the latest information on upcoming activities. The Patrol Method serves to ease communication within the troop and is of key importance on troop outings and events. When scouts travel, hike, eat, and compete, they operate together as a team.

Troop Organizational Chart



Meetings

Troop Meetings are held at:
Monroe Elementary School
10901 27th Ave SE
Everett, Washington 98203

During the summer months, our meeting location is moved to Silver Lake Park.

Troop meetings are held every Monday night from 7:00 PM to 8:30 PM.

The troop meeting is organized and operated by the Senior Patrol Leader (SPL) and the Patrol Leaders' Council (PLC).

How to Join

We encourage boys interested in joining Troop 20 to attend several troop meetings first. To join, a boy needs to turn in a completed BSA registration form and Medical History/Treatment Form, and the registration fee. These forms are available from the Scoutmaster or the Committee Chairperson. Registration in Boy Scouts of America costs approximately \$20.00 per year. Registered scouts may transfer their current registration with a \$1.00 transfer fee, and a copy of their advancement record from their current unit. Boys' Life magazine is also offered, and is highly recommended. It is the policy of Troop 20 that all scouts purchase their own copy of the Boy Scout Handbook. Scouts of rank 1st class and below should bring their handbook to all meetings.

Uniforms

Once a Scout joins the Troop, he should have a complete uniform as soon as possible. The complete, official Field Uniform consists of:

- BSA Shirt - long or short sleeved
- BSA Insignia - appropriate for shirt, described on the inside cover of the Boy Scout Handbook
- BSA Pants - long or short
- BSA Socks - red-topped, required with shorts
- BSA Belt
- BSA Cap
- Troop 20 Neckerchief - First one provided by Troop. Scouts may purchase replacements from the scout office.
- Neckerchief Slide - official or hand made craft
- Merit Badge Sash - for displaying earned Merit Badges. A Scout only wears it to Boards of Review, Courts of Honor, and Troop ceremonies.
- Shoes - athletic shoes, hiking boots, or other appropriate closed-toe footwear.

Troop T-shirts are printed and distributed to each boy every summer. Replacements can be purchased through the Troop Committee. The troop T-shirt serves as a class “B” uniform for scout camp and various other activities.

Troop 20’s uniform policy allows scouts to gradually obtain their complete uniform. As a Scout moves up in rank he is required to have the following pieces of the Scout uniform:

RANK	UNIFORM
Scout	Troop neckerchief, Scout handbook
Tenderfoot	BSA shirt with insignia, troop neckerchief, Scout handbook
Second Class	BSA shirt with insignia, pants or shorts, troop neckerchief, Scout handbook
First Class	BSA shirt with insignia, pants or shorts, belt, BSA cap or troop beret, troop neckerchief, Scout handbook
Star, Life, Eagle	BSA shirt with insignia, pants or shorts, belt, BSA cap or troop beret, troop neckerchief, merit badge sash, Scout handbook

Uniforms are to be worn at all troop meetings. Clean blue jeans can be worn in lieu of scout pants for regular meetings.

During our summer meetings at Silver Lake Park, the Troop 20 T-shirt, or another scout related T-shirt, may be worn in place of the uniform as outlined above.

Full uniforms based on rank are to be worn for Scout Master Conferences, Board of Reviews and Courts of Honor, regardless of location. When uniforms are worn, they will be worn in the proper manner; buttons buttoned and shirt-tails tucked in. Uniforms are expected to be kept in a clean and neat condition.

Uniforms are available at:

Mt. Baker Council BSA Service Center: 1715 100th Place SE, Everett, WA
(425) 338-0380

Behavior and Discipline

It is easy to become a Scout, but it is a challenge to be a good Scout. Scouting has rules that must be followed in order to be a member of the team. The rules of scouting are found in the Scout Oath, Scout Law, Scout Motto, Scout Slogan, and Outdoor Code. Scouts in troop 20 are expected to follow these rules. The spirit of scouting dictates high expectations for the behavior of members of our troop. Self-control and self-discipline are attributes expected from all scouts. There are, however, times that the Scoutmaster and/or other adult leaders must use disciplinary action to assure the health and safety of all troop members. Discipline may also be necessary for the effective operation of the troop program. Discipline and control must be treated on individual matters, realizing the best discipline is preventive in nature rather than regulatory and restrictive. Scouts will receive positive reinforcement (praise) when exhibiting appropriate behavior. The Scoutmaster will be ultimately responsible for the proper behavior of troop members and will, therefore, be expected to enforce a fair and consistent disciplinary plan.

Guidelines for behavior we expect from Scouts - at all times - are found in the:

- Scout Oath
- Scout Law
- Outdoor Code
- Troop 20 Code of Conduct

The following 5 step discipline plan will be used by troop 20 leadership:

1. Personal conference:

This conference, between the Scoutmaster and the scout, will be the primary form of discipline indicating the acceptable behavior expected.

2. Letter to parents:

A letter will be written to the parents including the following:

- Description of the inappropriate behavior
- Description of immediate disciplinary action taken
- Request for parents' cooperation
- Offer of a meeting for counsel with both the parents and the scout
- Notice to the parents of continued inappropriate behavior will invoke Step 3 of the discipline plan

3. Disciplinary Conference:

Scoutmasters will meet with the parents and a member of the troop committee to determine the appropriate disciplinary action.

4. Termination Request:

The Troop Committee's approval will be sought to ask the scout to reconsider his goals. The scout would be asked to no longer participate in troop activities.

5. Severe Clause:

Any behavior that directly affects the health or safety of self or others will automatically place a Scout on Step 3 of this plan. These behaviors include the use of

alcohol, drugs, firearms, other weapons, destruction of property and the threat or use of physical violence to self or others.

Troop 20 Code of Conduct

- 1) Each Scout will follow the Scout Oath and Law.
- 2) Each scout is expected to know and abide by these rules. Ignorance will not be considered an excuse for breaking the rules. Common sense will prevail in all situations and interpretations of these rules.
- 3) Scouts will respect other people's property and will not touch anything that is not their own without permission.
- 4) Troop and personal equipment will be respected. Equipment damaged or destroyed through carelessness or horseplay will be repaired or replaced by the offending individual(s). Vandalism will not be tolerated.
- 5) Stealing will not be tolerated. Any scout caught stealing will be sent home.
- 6) Uniforms are expected at each troop meeting.
- 7) Troop members will follow the directions of both adult and junior leaders.
- 8) Obscene language, obscene gestures, and subjects deemed inappropriate by adult leaders will not be tolerated.
- 9) Malicious teasing or put-downs will not be tolerated.
- 10) Fighting will not be tolerated.
- 11) Use of tobacco, alcohol, or drugs is strictly prohibited. Adult leaders, while strongly discouraged from doing so, may use tobacco away from the activity area.
- 12) A scout serves as an appropriate example for younger scouts. Scouts are subject to discipline for behavior that is unbecoming a Boy Scout. These rules are not meant to be all inclusive. Situations will be judged on a case by case basis.

Attendance

One method of exhibiting "Scout Spirit" is attendance at all troop meetings, campouts, service projects, and other special scout activities. If a scout cannot attend an activity, he should inform his Patrol Leader. Scouts with leadership responsibilities must find someone to take their place if planning to be absent at an event. If for any reason a scout misses a particular meeting, it is the scout's responsibility to contact his Patrol Leader to get any information he may have missed and to "Be Prepared" for campouts.

Forbidden Equipment

The following items are not allowed at troop meetings, scout campouts, or scouting events. These items will be confiscated by the Scoutmaster and may be returned after the event, at his discretion.

- Sheath Knife (solid blade) or butterfly knives
- Fireworks
- Alcohol and/or Drugs
- Tobacco
- Boom boxes, CD players, electronics
- Other items, as deemed by the Scoutmaster
- If you have a question - ask!

Rank Advancement (the Trail to Eagle Scout)

The trail to Eagle Scout consists of a series of ranks and badges. The Boy Scout Handbook describes the steps and requirements for each rank, as well as the requirements for merit badges. Address any questions about advancement to the Scoutmaster or the advancement chairman. Each rank includes the following requirements:

- Activity in troop and patrol
- Demonstration of Scout Spirit
- Skill requirements
- Scoutmaster Conference
- Board of Review

Parents may **NOT** sign off advancement or Merit Badge requirements for any scout unless serving as a registered Scoutmaster, Assistant Scoutmaster, or merit badge counselor. Scouts of Star rank and above are allowed and strongly encouraged to sign off advancement requirements for younger scouts up to First Class. Star, Life, and Eagle ranks involve additional requirements of service projects, active service in a leadership position and merit badges, and must be signed off by the Scoutmaster or an assistant Scoutmaster. The Eagle Scout service project is done outside the sphere of scouting and must have prior approval at the troop, district, and council levels. Scouts will be encouraged to advance, but will not be pushed to advance. Troop leaders are responsible to provide advancement opportunities, but are not responsible for ensuring a scout advances in rank. When a scout completes the requirements for rank advancement, he meets with the Scoutmaster to discuss his progress in scouting. After the Scoutmaster review, the scout requests a Board of Review from the Advancement Chair. The purpose of the Board is to determine the scout's attitude and acceptance of scouting ideals. During the review, questions from any of the scout's previous rank advancements may also be asked. We will award the scout his cloth badge as soon as possible at a troop meeting following approval.

Even though the Advancement Chairperson maintains records of each scout's advancement, it is each scout's responsibility to maintain written proof of his advancement. Scout Handbooks provide places to have requirements signed off and scouts will be given a signed card for each merit badge or rank advancement. Possession

of a patch is not considered proof. Eagle rank will not be granted without documented proof that all requirements have been completed.

Merit Badges

The ranks for Star, Life, and Eagle require that Scouts earn Merit Badges. When a scout is ready to work toward a Merit Badge, the Scoutmaster will assist him in obtaining the name and phone number of an approved counselor, and will give him a signed merit badge card. The troop maintains a list of counselors within the troop. BSA does not permit a scout to work alone with an adult. Scouts are encouraged to work in pairs. Scouts must take another scout or parent to all counseling sessions. It is the scout's responsibility to contact the counselor and arrange for meetings. Once a Scout has completed the requirements towards earning a Merit Badge, he returns the filled out and signed merit badge card to the Advancement Chairman.

Courts of Honor

Our Troop holds a Court of Honor 3-4 times per year. A Court of Honor is a special troop meeting where all family members are invited. The meeting is held for the purpose of providing extra recognition to those scouts that have earned rank advancement, merit badges or other accomplishments. The whole family is encouraged to attend even if a scout has not earned any special recognition, because the meetings are also used to discuss the troop's accomplishments and future activities.

When a scout earns the Eagle Award, the Eagle Scout and his family have the privilege of planning his own Court of Honor.

Outings

There is at least one scheduled outing each month, usually a 3-6 mile overnight backpacking trip. The PLC will select outings that reflect the interests of the scouts of the troop. Since most advancement requirements for First Class and below require an outdoor setting, scouts wishing to advance should attend.

Outing Requirements

1. Meet with your patrol and be sure you understand what you need for a campout/hike/activity.
2. Be in good physical health and have a current medical form on file.
3. Have the proper equipment. See equipment list provided for outings.
4. Scoutmaster approval.

Before any outing, the troop will conduct a pack inspection for all scouts First Class and below. Scouts who do not participate in a pack inspection when required will not be allowed to participate in the activity. Each scout will present his portions of the food (a list is acceptable), tents, clothing, and equipment for the outing. Each scout will carry his share of his patrol's provisions. The reasons for these requirements are to assure leaders that a scout is ready for backpacking and can pull his own weight (and carry it, too!). An unprepared scout can cause hardship for himself as well as other Scouts, and a bad experience may ruin his desire for future trips.

Cooking

Meals are a critical element in our outdoor adventures, be it recharging after a long day on the trail, or fuel for the journey ahead. One to two weeks before a campout, each patrol will develop their menu. For a typical weekend outing, the menu must include a hot dinner and breakfast, and be approved by the SPL and adult leadership. Each patrol is responsible for purchasing their own food, and preparing it within the unit. Patrol leaders and adult leaders will advise scouts of proper food preparation, cooking, cleanup and storage methods.

Should a scout commit to attending an outing and then does not go he will still be responsible for his share of the food money, usually around \$5.00, if already purchased by the patrol.

Equipment

We expect each Scout to obtain the following camping equipment so he can attend troop activities:

- sleeping bag
- sleeping pad
- rain gear
- water container (quart size)
- Clothing*
- eating utensils
- flashlight
- hiking boots or shoes
- personal first aid kit
- compass (liquid filled, 2 degrees divisions, orienteering type)
- backpack (external frame type is preferred, properly fitted)
- pocket knife (folding, 3 inches or less in length)
- Personal items (hat, gloves, camp chair, hygiene items, toilet paper, etc.).

*Clothing should be made of synthetic materials such as nylon or polyester. **NO COTTON!**

Many of our adult leaders and senior scouts are very knowledgeable about the appropriate types of camping gear and clothing, and would be happy to answer any questions.

The troop has some loaner equipment available – All items will be returned after each outing in a clean condition. For more details ask the troop Quartermaster or Quartermaster Advisor.

The troop provides basic equipment for each patrol – tents, stoves, water filters, etc. For any damaged or lost equipment beyond normal wear and tear, financial responsibility will fall upon the patrol or responsible scout(s) for repair or replacement.

Scouts of Star rank and above may sleep in their own personal tents with Scoutmaster approval. A scout that brings his own personal tent will still be responsible for carrying his share of patrol equipment. The troop will not be held responsible for damage or loss of personal property.

Parental Support

A key element in maintaining and improving the quality of troop 20's program is active parental support. To be really successful, scouting must become to a certain extent, a family program and activity. Ideally, parental support consists of more than just driving your son to a troop meeting and then picking him up.

Good parental support consists of the following:

- Make sure your son attends all meetings and activities, and is ready for them.
- Encourage your son in rank advancement.
- Take an active interest in all his scouting activities.
- Attend all Courts of Honor.
- Become active on or with the troop committee.
- Support troop 20's fundraisers.
- Become actively involved in the camping program. There's a lot to do!
- Provide transportation.
- Sit on Boards of Review.
- Help with the troop program.
- Become a merit badge counselor.

Contact the Scoutmaster or the Committee Chairman for more information.

Insurance

Troop 20 carries the standard BSA medical insurance policy, designed to supplement each individual family's coverage. It does cover minimal expenses for minor injuries like cuts and burns, which may be sustained during scout activities. This policy is not intended to replace the scout's family policy, but to serve as a supplement. Each scout will turn in a medical form, which identifies his family's health insurer and authorizes emergency medical treatment in the event his parent or guardian is not at a particular event.

Fundraisers

The purpose of troop fundraisers is to help scouts earn money for summer camp and scouting equipment, and to provide funds for troop business. Funds from all fundraisers belong to the troop. Credits are given for participation and an account for these funds is maintained for each scout. This account is to be used to pay for summer camp and other scouting activities. If a scout leaves the troop for any reason, his funds will go into the troop 20 general funds. Scouts with siblings in the troop may have their funds transferred to the sibling if one chooses to leave the troop. All scouts are encouraged to participate in the fundraisers to support troop activities and show scout spirit.

Troop 20's leadership hopes that this Parent Handbook has been helpful to you. Please contact the Scoutmaster, Assistant Scoutmaster, or the Committee Chairman for further information about Troop 20.