



# Troop 582 Family Handbook

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<http://T582.org/>



## Welcome to Troop 582!



You have joined the adventurous and rewarding world of Boy Scouting. You will have the opportunity to have a great time camping, hiking, cooking, mountain climbing, kayaking and lots of other outdoor skills. Mostly importantly, you are in charge of just how good a time you have. Boy Scouts is boy led. This means when you think of something you want to do, you can make it happen.

You are probably from Cub Scouts. There are some important differences now that you are a Boy Scout. TRY vs. KNOW, Troop and Patrol, Boy Leadership.

First is TRY vs. KNOW. In Cub Scouts, you are rewarded when you TRY a skill. You fulfill requirements by participating in various activities and skills and your parent or den leader signs off those requirements when you complete them. In Boy Scouts, you are rewarded when you KNOW a skill. This means you will learn how the skill is done, you will need to practice it several times on your own. Later, you will need to demonstrate that skill to scout leaders before your requirement is complete. The requirements through First Class (the first three ranks of scouts) can only be signed off by older scouts.

Second, you are part of two teams: your Troop and your Patrol. You will be assigned a patrol consisting of your fellow scouts when you first join the troop. You will choose a patrol leader and assistant patrol leader. As a patrol, you will learn together, plan together and turn those plans into actions. During many troop activities, you will learn skills or do tasks as a patrol. In addition, patrols can meet at or independent of troop meetings. Later, when you have learned to work as a patrol and become familiar with the Boy Scouts methods, you will be able to choose your own patrols.

Third, the troop is led by the Scouts. Boy Scouts is boy led. In Cub Scouts, the den leader and Cubmaster are in charge of the dens and the pack. In Boy Scouts, the Patrol Leader (a scout) is like the den leader. The Patrol Leader is in charge of the patrol. The Senior Patrol Leader, also a scout, is like the Cubmaster. Adult volunteers help the troop. The most visible of these adult leaders is me, your Scoutmaster, Mr. Rydberg. My job is to help the Senior Patrol Leader run the Troop and to answer questions if you're not sure what to do. I have several Assistant Scoutmasters who you will also meet to provide guidance at meetings and on outings.

I started Scouting as a Tiger Cub myself and have had so much fun with Scouting that I have continued with Scouting ever since.

I look forward to working with you on your path through Boy Scouting.

Mr. Rob Rydberg  
Scoutmaster, Troop 582  
SM@T582.org  
February 2014



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The troop publishes our **roster** and **calendar** to <http://t582.org/> as they change, and we publish a paper copy for each family at the September family picnic to start off the new scouting year. If at any time you need a paper copy of either or both of these documents and are unable to print one yourself please contact the committee chair at [CC@T582.org](mailto:CC@T582.org).

# Foreword

## So Now Your Son's Joined Scouting! (A Parent's Perspective)

When my son first joined Troop 582, he came in his blue Cub Scout uniform proudly wearing the Arrow of Light. It was obvious to me he needed a khaki uniform with the 582 numbers, a slide for the cool neckerchief the Scoutmaster gave him, a Chief Seattle patch (where to put it?) and like the older scouts, he'd need green or beige pants. We found all this stuff, and my son and I worked together to sew those patches on (why aren't they iron-on?). All was great for the second meeting.



### Ten Essentials for the Outdoors



#### Map & Compass

- The troop often provides maps but compasses cost between \$10 - \$100.



#### Sun Protection/Sunscreen

- A hat and some sunscreen
- Applied sunscreen works best



#### Trail Food

- High protein, complex carbohydrates
- NOT Dots or gummy bears



#### Matches & Firestarter

- Firestarter is available at camp stores, but matches are cheap



#### Headlamp or flashlight

- Headlamps are great but cost more than a plain Jane flashlight



#### Rain gear

- Cheapish: rubber-coated nylon raingear.
- More expensive: Gortex



#### Water bottle

- You'll need a couple of these.



#### Extra Clothing

- This is intuitive. Just need to keep away from cotton



#### First Aid Kit

- A simple one can be put together (see Scout Handbook)



#### Knife or Leatherman

- These can cost very little, or be the pride of a grown man and cost \$100.

After a few months he signed up to go shoot rifles and was going to camp out overnight. I was in a panic. I trusted the Merit Badge counselor, and knew some of the other scouts going on the trip, so what did my son *really* need?

The Ten Essentials. I had never heard of these before, but upon reading the list, it made sense to me for outdoor survival.

Wow. Added up, that stuff was expensive! Add to that list a backpack, a sleeping bag, some decent raingear, wool and polypropylene or silk socks, and boots for muddy outdoor activities and the costs rose.

However, we found that some of the older scouts outgrew their backpacks, sleeping bags, and their expensive raingear and they were willing to sell or give it away! We followed the adage, "cotton is rotten", and we found some of the best polypropylene tee shirts and leggings at a thrift store. The rest of the equipment we bought piecemeal for birthdays and holidays (my son saved up for and bought his knife and his sleeping bag).

We got a Sharpie marker and labeled everything. My son proceeded to lose everything except his backpack at least once. And we are on knife number 6 after 5 years.

So take heart! Talk to other parents; ask around for good deals on equipment and soon your guy will be fully equipped!

It is now a pleasure to send my son off to hike, snowboard, or ride bikes. After 5 years in scouting he knows what to bring, who to notify where he's going, where to get maps (how to read them!), and how to survive almost everything that has been handed to him.



-Val Spooner Kelly

# Welcome

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Welcome to Troop 582, we are glad to have you as a part of our family.

We are about adventure. Everything we're trying to do hinges upon it. Small adventures build skills and prepare our sons for bigger and bolder adventures. All along the way we model a respectful way of life grounded in simple yet powerful principles. Almost as a side effect your son will get training in social skills and leadership and practical self-sufficiency that is part and parcel of becoming a strong responsible citizen.

The Scout Oath and Law are the rules by which this Troop and all others operate. This handbook serves as a reference to how our Troop applies these principles to the everyday activities of the troop. It contains details about how our troop is organized, what resources and opportunities are available and where to get more information.

Please let this document spark a conversation within your family about hopes for the future and how scouting and Troop 582 can help contribute to reaching these goals.

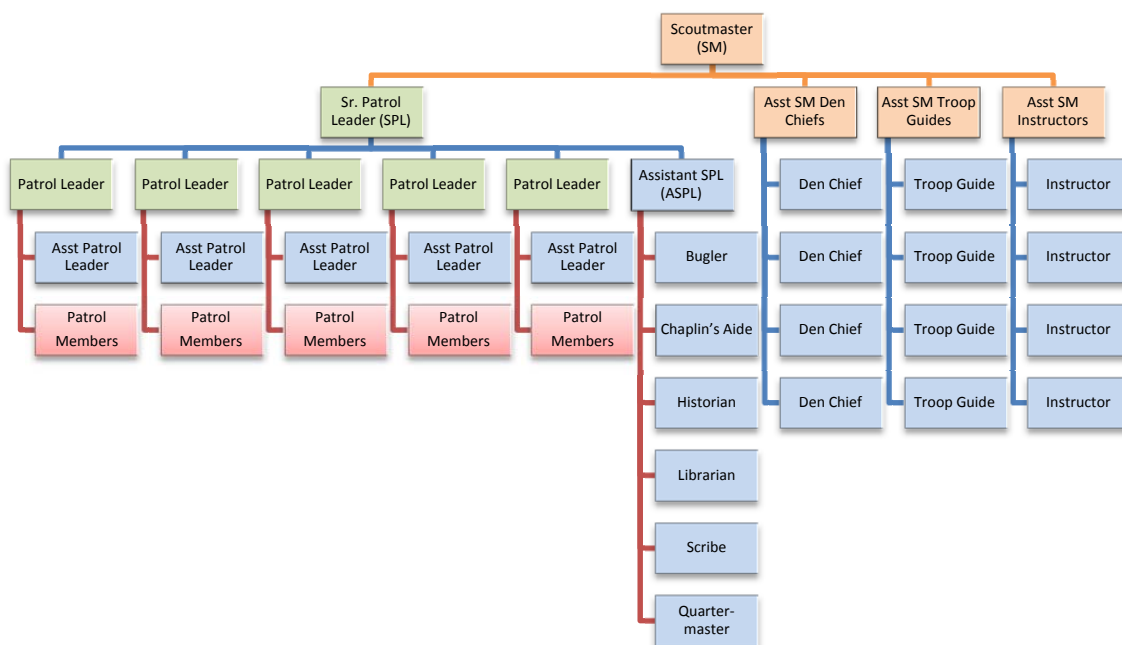
## The Patrol Method

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Our troop is organized into smaller units called patrols, and each one has an elected leader and a selected assistant. It is their responsibility to encourage their patrol to attend meetings and outings. They should have the latest information, and know who to contact if they have a question. Please help encourage this very important part of the troop by asking your scout to work through his patrol leader when your family has a question.

The chart below illustrates how the various youth leaders interact. Notice that there are only a few advisory positions for adults, and that most of the jobs are done by youth leaders. The key position in the troop is the senior patrol leader. The experience of running such a large organization is not likely to come his way again until he is several years into his working career.

When a scout has learned a skill, his next task will be to pass it on to someone else. When he has learned a job, he helps someone else learn to do it too. Most of the positions in the troop are appointed, with the exception of each patrol's leader and the senior patrol leader. Jobs are assigned so that the scout gains experience and this prepares him for the next job. There are many jobs, and in his scouting career each scout should expect to hold most of these positions at least once. For a description of each of these jobs see the appendices.





# How Boy Scouts is Different from Cub Scouts

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The transition from Cub Scouts to Boy Scouts is dramatic. Some boys will be developmentally ready for this change, others will not. Most Parents are not. Some of the differences to expect are:



1. **Money:** In Cub Scouts, most events were free, or paid for by the Pack which was supported by Annual Dues. In Boy Scouts, you pay the Annual Dues (currently \$125), but almost all events have some cost associated with them. Boys pay for the activities they attend. Boy Scouts expects the boy to earn ½ of the money toward their membership dues, and ½ of the money toward their summer camp. It is a great lesson, to “pay as you go”, and one we want our sons to learn; this is a great time to start. The Troop has several mandatory annual fundraisers like collecting Christmas trees for recycling.
2. **Scout Account:** Each boy will have their own separate “scout account” within the Troop accounting system. They can deposit money they have earned, or money you have given them for events. They can use the funds in their account to pay for Scout related activities like Summer Camp, or a hiking trip.
3. **Gas Money:** Boys are expected to help out by paying for the gas required to get them to and from the outing. Expect \$5 for a short trip, and \$10 for a longer one. The trip leaders arrange for the right number of seats and gear space and collect and distribute the money evenly among the drivers.
4. **Activities:** Most Scout activities take place on the weekend, rather than weeknights as Cub Scouts. This is because most activities center on the outdoors.
5. **Parental Involvement:** Parents are expected to participate in many ways, including committee positions, transportation, camping, hiking, other outdoor activities, Boards of Review, etc.
6. **Attendance:** All the reasons you have your son in sports and music or other programs are the same reasons you have them in Scouting. Our troop has boys and parents who are involved on select sports teams, honors band and other time-consuming activities. The troop has meetings and activities year-round. We post them as far ahead as possible or practical. Come to as many meetings and activities as you can. Keep in mind that progress, confidence, and fun are directly related to how often you attend troop activities.
7. **Leadership:** Boys are the leaders in Scouts, as much as possible. Adult leaders offer advice and guidance, but youth learn by doing. Sometimes things don't work out as smoothly as if an adult was in charge, but the boy learns from his mistakes. Adult leaders jobs are to make sure decisions are safe.
8. **Advancement:** Parents do not sign off on Advancement requirements; that is the job of the older and higher ranked Scouts. Boys in Scouting take more responsibility for their advancement, the parent and adult leader role is to “check-in” on progress.
9. **Merit Badges:** There are 122 different Merit Badges your son can choose to earn. He can earn the ones that interest him most, in addition to the 10 or so that are required for Advancement. Scouts, not parents, schedule meetings with counselors themselves. Parents assure that Scouts are not alone with Merit Badge Counselors. Parents may not have the ability to sign off on Merit Badges, but will be able of provide opportunities for Scouts to complete projects at home.
10. **Eagle Scout:** This highest award in scouting is nationally recognized and opens many doors to higher education, employment and lifelong satisfaction.



# Communications

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The troop revises the activity calendar and roster and makes these and other information available to Scouts and their parents online at T582.org, on paper at meetings, and via email. The schedule is nicknamed "Memo to Myself". We advise Scouts and Adults to communicate by email, by phone and in person.

## Email:

Our troop has found email to be a great way to communicate. We send announcements to both scout and adult email accounts. You may receive Troop email as often as once a week. Please check your email regularly.



## Troop Web Site:



To get information quick, you'll want to go to <http://T582.org>, this is our public web site. But not everything can be posted where the public can see it. So we use SharePoint in Office 365 for online collaboration. Our various scouting groups all use this; Troop 582, Pack 622 and our sponsoring organization.

To get into the private site you will need an account. When you join we create accounts for scouts "@T582.org" (Joe.Scout@T582.org), and an account adults who are involved with the troop who will use one "@NSScouts.org" (Mom.Scout@NSScouts.org). By the way, this account opens the door to a lot more than just the web site, like calendars, contact lists, group file/picture storage and sharing, email, personal file storage, email groups, workflows and much more.

In addition to the free offering, Microsoft provides a hugely discounted opportunity to subscribe to the **desktop Microsoft Office programs** as well. We can purchase a subscription for you to install the current full desktop versions of **Word, Excel, PowerPoint, Outlook, OneNote, Publisher, Lync, Access and InfoPath on up to five machines concurrently.**

Our Sponsoring Organization pays for the software, you can pay them back if you like. How to do this, and a lot more about our online tools can be found at <http://welcome.T582.org>, and in an attachment to this document.

As you learn about this, please don't let yourself get overwhelmed. Help is available! If you feel like you are stuck and need personal help, or you need an account created, feel free to contact Frank Long, either via email at [FrankLo@NSScouts.org](mailto:FrankLo@NSScouts.org) or via phone at 206-390-5861.

## Paper copies at Meetings:

While we try to make all information available online, there are some situations that call for paper. We spread out printed signup sheets on a table at every Monday meeting. The Scout simply prints his name, his phone number or email address and the date he has signed up. We will transfer this information to the electronic copy and post on the web site.

At the family picnic in September we print up a paper copy per family of the calendar and roster. In addition we often have a limited number of copies of the memo at meetings.

For those who are not able to access or print a copy of any document whether one time or ongoing please let anyone in the committee know, we are more than happy to help.

## Phone:

It is hard to convey in writing the excitement and adventure that scouting offers. We teach our youth leaders that to meet their goals, they will need to phone Patrol members prior to meetings, and other activities. If your family does not have ready access to email, or the internet, please let us know so we can ensure that someone contacts you with information that was otherwise only available online.

# Our Troop Does Not Stand Alone

Behind the adult troop leaders there is an extensive support organization providing information and training, coordination and standards, resources and opportunities. As you read this document it may be helpful have some idea who these groups are and what they do. (More detail in the appendices)

- **Boy Scouts of America (BSA):** The national organization, chartered by the US Congress
- **Chief Seattle Council:** The regional organization for the Puget Sound area
- **North Lakes District:** Supports units in the cities of Kenmore, Bothell, Woodinville, and Sammamish
- **Concerned Northshore Parents for Scouting:** Holds the BSA charter for Troop 582 and Pack 622
- **Troop 582:** Our Boy Scout Unit, made up of both adult leaders and Boy Scouts

## Chartering Organization:

The group that supports us most directly and actually holds the charter from the BSA is the Concerned Parent Group (CNPS) mentioned above. In other Boy Scout Troops, the chartering organization is often a church; in ours it is the Concerned Parent Group. Parents of scouts and other adults who are associated with the Unit make up the membership of the Concerned Parents group.

The group is officially a Non-profit (501-C Tax Status, files a 990, 501-C3). Because of the non-profit status, this group must meet regularly and file taxes annually. All donations to Troop 582 go to this sponsoring group. They in turn provide monies for such important items as scholarships ("camperships"), camping equipment, etc.

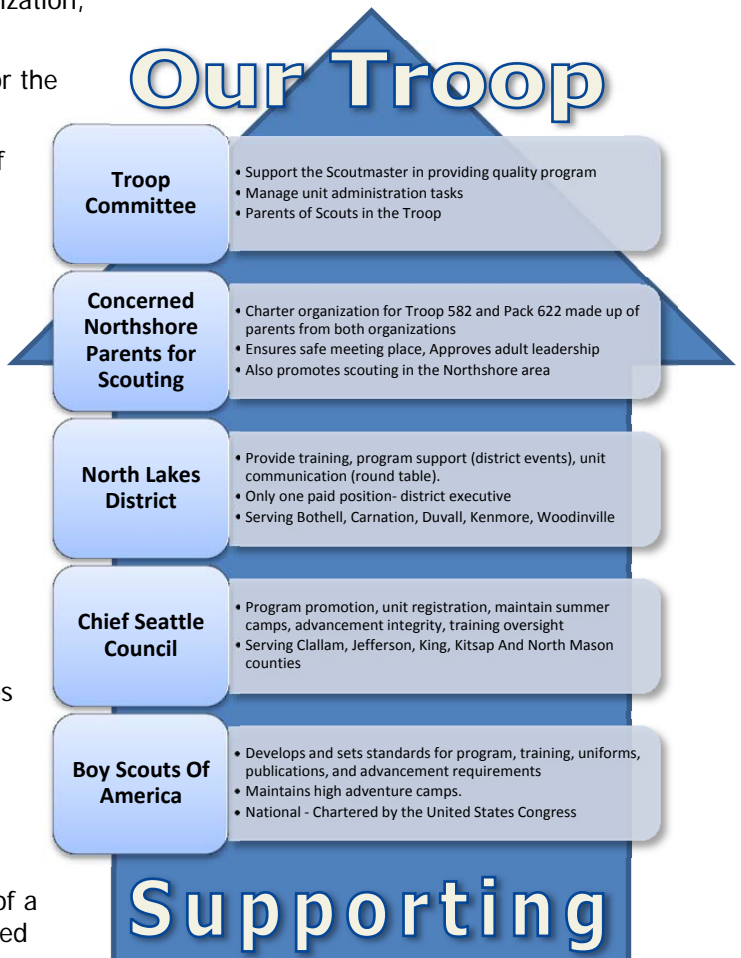
Most business is conducted by the board which consists of a President, Vice President, Secretary, Treasurer, and elected representatives from the Pack and Troop. All members are welcome at every meeting.

## Northlake Lutheran Church

The great people of Northlake Lutheran Church provide Troop 582 with a meeting place as part of their community outreach. They do not charge the troop for the meeting space or its upkeep. We appreciate their generosity and continued support and honor this by being good stewards of their resource and through occasional service projects. Some members of the unit attend the church and some members of the church may volunteer in the troop, however the two organizations do not have any other official ties.

## WOSM:

The World Organization for the Scouting Movement supports scouting worldwide in over 160 countries, the BSA is a member of WOSM and we wear a round purple scouting emblem to remind us of our family in the larger world.





# Expectations

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The Troop expects a lot from your son, so do you; this is why you have him in Scouting. Here are some expectations the Troop has for both your scout and for you.

## Scout Expectations:

1. **Uniform:** Scouts should attend all troop meetings and Courts of Honor in full uniform. When specified, Scouts may wear a Scout Activity shirt when they are very active, or likely to spoil their uniform. These are available at the Scout store. If you have questions, please ask one of the Committee members or Assistant Scoutmasters.
2. **Harassment:** Scouts do not use profanity or "put down" others. They do not engage in harassment of any type. If you see any type of this activity occurring let leaders in the troop know about it right away.
3. **Community Service:** Scouts should participate in at least 12 hours of community service per year. These opportunities are posted regularly, and there are sign-up sheets for them at meetings. Scouts should track their own service hours in their scout advancement notebook, or in their Boy Scout Handbook.
4. **Money:** Scouts are expected to earn half of their camp fees, dues, and activity fees themselves. They are expected to carry some extra money for themselves when they go on trips, for a meal on the road, or in case of emergency. They are expected to help pay for the gas adults purchase to drive them on trips. They are also expected to promptly repay the scout Grubmaster who purchases food for the trip they attend.
5. **Outings and Activities:** In addition to troop meetings, scouts should attend at least one scouting activity per month, with either the troop or their patrol. The Scout should track activities and outings and they attend by writing them in their Scout advancement notebook, or in their Boy Scout Handbook.
6. **Summer Outings:** Scouts are expected to go to a week-long summer camping experience. This could be a formal summer camp or a multi-day trip with the troop.
7. **Borrowed Equipment:** Whenever possible the Troop will provide tents, stoves, camp tables, cooking pot sets, water filters and lanterns, and other types of equipment. When a scout is given responsibility for troop equipment, he is expected to take it home, promptly clean, dry and repack it so it is ready for its next use and return it within the next week.
8. **Personal Equipment:** Scouts should have collected a complete camping outfit by the time they are in 9th grade. Scouts may need to purchase other personal equipment, for example a life vest for kayaking, if they are participating in an activity that requires specific gear. Responsibility for the safekeeping of personal gear belongs to the owner; this is especially true of electronics.
9. **Electronics:** Scouting activities are designed to encourage in-person social interaction, and often provide opportunities to experience new sights and sounds. Therefore electronics generally do not belong at any troop meetings or outings. When electronics are present scouts are expected to show proper courtesy and restraint in their use. During meetings this means silencing and not interacting with or displaying them.
10. **Communication back home:** To avoid surprises and misunderstandings it is important that contact outside the group on an outing be through the primary adult. Also, many of the places we go do not have reception. The scouts are also busy having fun. If there is need for communication during an event, and it is possible, let the primary adult know prior to departure. Scouts are encouraged to call or text on our way back to Kenmore to let you know of a more precise arrival time. Exceptions are at the discretion of the leader.

## Parent Expectations:

Just as the troop has expectations of your son, it has expectations of you, his parents, guardians and caretakers:

1. **Monthly Participation:** You are expected to attend the monthly parent meetings held the first Monday of each month. You should feel free to voice your concerns at the Parent, Committee or Scoutmaster meetings. Our troop will only be as good as you help make it, and we need your interest and input.
2. **Driving:** Parents are expected to volunteer to drive on trips. You do not have to drive on every trip, but you should be driving your fair share. You are expected to have auto insurance, and to require all passengers in your car to wear a seatbelt. When volunteering to drive, the expectation is that your car is in good repair and safe.
3. **Outing Participation:** All parents are leaders. Without Parents planning/organizing the outings, the outings would not happen. Plan to hike, camp, ski, etc. with your son to the greatest extent you can.
4. **Merit Badge Counselor:** We expect each parent to be a Merit Badge Counselor for at least one Merit Badge they have a personal interest in.
5. **Pay Dues and Fees:** If your son signs up for an activity, you and your scout are expected to pay whatever fees or dues are assessed. In most cases you will be asked to pay these fees even if your son changes their mind, or cannot attend.
6. **Youth Attendance:** You are expected to arrange to get your Scout to regular meetings and activities. You don't have to drive your son, he may be able to walk, or get a ride with another scout, but you need to clear his schedule to attend, and facilitate his attendance.
7. **Advancement:** You are expected to take an interest in and monitor your son's advancement. If you have questions about your son's advancement, you are expected to contact the Scoutmaster or Advancement Chairperson.
12. **Borrowed Equipment:** Parents are expected to support their son in caring for borrowed equipment, its proper cleaning, and speedy return. As part of his contribution to group efforts your son may be asked to care for gear that he did not personally use. Troop leaders are happy to answer any questions on care or assigned duties. If something needs attention, write a note and mention it verbally when returning the gear.
8. **Personal Equipment:** Families work together to provide the equipment that a scout needs or wants to have. The family must decide when the scout is mature enough to be responsible with more expensive and more fragile equipment. Adult leaders will do their best to keep a climate where personal possessions are safe, but they aren't able to ensure that a scout will not lose or damage their equipment. Risks that have been realized are theft, damage and loss.
9. **Harassment:** Scouts do not use profanity or "put down" others. They do not engage in harassment of any type. If you see any type of this activity occurring, as a parent it is your responsibility to stop it immediately, and then discuss it with the Scoutmaster.
10. **Youth Protection:** You are expected to attend a BSA program on Youth Protection, which is the BSA term for protection against child sexual abuse at [myscouting.org](http://myscouting.org). Please send the certificate of completion to the committee for tracking. It is also offered as an online course.

Never place your son or any Scout in a position where he is alone with an adult who is not his parent. This is for the boy's safety, and the adults! This means never "drop" your son off at an event when there is only one adult present, even if more are expected. Nor does this mean you can leave your son to be the last one picked up. It means you must arrange to attend your son's Scoutmaster Meetings or Merit Badge Counselor meetings, or have arranged to another adult who will be present.

# Troop Outings and Meetings

## Outings:

Three-fourths of the word "Scouting" is "Outing", and so outings are the focus of our troop. You can help your son get more out of scouting by simply helping him get involved in and excited about outings. Help him imagine the fun and anticipate the adventure, then be ready to sign up. Attend parents meetings and learn about the high points of upcoming events. Go over the troop and family calendar with him before troop meetings so he can sign up with the confidence that he can really attend and know for sure which events he'll have to miss.

## Calendar (T582.org):

The troop maintains a calendar on <http://members.T582.org> and a limited portion of this information is shown up live on our publicly visible calendar at <http://T582.org/>. The public calendar lists event names, times and locations as a quick reference to instead of a last minute phone call about a starting time. You will need to sign in to the members site to see leader contact details, costs, signups etc.

## Signup Sheets:

Paper signup sheets are spread out at every meeting for upcoming camps, service events, and other outings. On the <http://members.T582.org> website look for "Signup Sheets" on the left navigation. You can also sign up for an email notification when these are updated on the troop web site.

Communication about signups is very important! Check with your son to see if he signed up for anything at the meeting, and double check the Activity Sheets yourself.


## Costs:

Typically, there are some costs associated with each activity. Your Scout will have a separate account set up within the Troop accounting system, and may deposit money he earns through Scout events into it, and charge trips he goes on to it. Parents also can deposit money into the account. Activities can also be paid for per the instructions provided by the activity adult leader.

**Remember, a scout is thrifty, so we do expect that a scout should be responsible for contributing to the cost of his activities.** The troop provides an annual fundraiser that allows a Scout to earn funds himself for his activities.

## Permission Slips:

You will need to fill out one of these at the beginning of every trip. If there is a fee due, you can pay by cash or a check.

**Troop 582**  
  
Trip Permission Slip

***One Way drivers: Return envelopes to leader at destination.***

I give permission for my son  
\_\_\_\_\_ to travel to and from  
\_\_\_\_\_

On \_\_\_\_\_ (DATE) to \_\_\_\_\_ (DATE)

***Medications or allergies we need to know about.***

Medication: \_\_\_\_\_ Medication: \_\_\_\_\_  
Allergies: \_\_\_\_\_ Allergies: \_\_\_\_\_  
*Your scout is responsible for taking their medications.*

***I give consent for emergency medical treatment and I will be responsible to pay for such treatment.***

Scout insurance carrier and policy number are:  
Carrier: \_\_\_\_\_ Policy number: \_\_\_\_\_

***In the event of an emergency please contact:***

Phone # we can reach you (parent) at while your son is gone:  
Cell phone: (\_\_\_\_) \_\_\_\_\_

Emergency contact if we cannot reach you, (suggest family member & cell phone):  
Name: \_\_\_\_\_ phone: \_\_\_\_\_  
Outing Fee \$ \_\_\_\_\_ Gas \$ \_\_\_\_\_

I will pick up my son at \_\_\_\_\_ am/pm on \_\_\_\_\_ or arrange for a ride for him.  
I realize it is my responsibility to pick up my son on time so that others do not have to wait for me.

Write any **SPECIAL INSTRUCTIONS** on back of envelope.

## A few examples of outings and events:

- **Swim Night** – overnight pool party and hangout until 8 am the next morning
- **Weekend Outings** – a hike up Mount Si, Whirlyball, or Kayaking
- **Summer Camp** – week-long residence camp in Washington, Idaho, Oregon or California
- **High Adventure** – week-long trips on the Odyssey sailing ship, or 50 mile hike through the spectacular Pacific Northwest mountains, kayaking in the San Juan Islands or rafting down rapids, or to BSA high-adventure camps to Philmont Scout Ranch in New Mexico
- **Fundraisers** – at least two a year, such as Popcorn sales and Christmas Tree recycling.
- **Annual Troop Family Picnic** - every September
- **Snow Sports** – day or weekend trips to Crystal Mountain, Stevens or Mission Ridge

## Meetings:

The scout motto is “be prepared”; meetings are about getting ready for the fun and adventure of outings. We’ve listed below a number of meetings you may encounter and their purpose.

**Troop Meetings** for Troop 582 are the first three Mondays of every month. This is when the Scouts take care of the “business” of the troop, have fun and hone their skills in preparation for upcoming outings and adventures. This is also a place for scouts to sign up for upcoming activities, and Rank Advancement / Boards of Review. Times and locations may change occasionally.

**Scoutmaster Conferences** are for a scout to have a one on one discussion with the Scoutmaster or his assistant to review the young man’s recent scouting trail and discuss next steps. A conference is required before the scout may request a board of review for a rank advancement, but may be called by either Scout or Scoutmaster. The very first conference will include the scout’s parents/guardians, after this just the two of them. However, when it occurs somewhere other than a group meeting place we ask that parents plan to stay around to help us maintain our youth protection policies.

**Boards of Review:** Commonly held to review a rank advancement, the scout meets with the board which is made up other parents from the troop, they ask about his experiences with the troop. It is a review to ensure he is getting what he needs from the troop and that the program is running smoothly, not a test.

**Patrol Leader Conference (PLC) meetings:** The Senior Patrol leader and his Patrol Leaders run the troop; they meet on the fourth Monday of the month with the scribe, other youth leaders, the Scoutmaster and others as needed to plan monthly meetings and for leadership development.

**Courts of Honor** are awards and rank presentations, this is your scout’s moment in the sun, please attend to show your support to him and his friends. Eagle Scout Courts of Honor are specifically to honor the scouts who attain the rank of Eagle Scout, they are grand celebrations in the life of the troop.

**Parent / Committee Meetings** occur the first Monday of every month. The meeting begins at the same time as the Scout Meeting. After introductions we discuss details of upcoming outings, and take care of the business details for the troop. It is a chance for you to ask questions about everything from Blue Cards and how to sign up to use the web site, to ‘Where do you go to buy that uniform?’ It is also the place to find out details of how to volunteer for trips, who to go to regarding Merit Badges, and find out how Troop 582 works! All parents are welcome and encouraged to attend these meetings.

**Scoutmaster meetings:** The Scoutmaster and Assistant Scoutmasters meet immediately following the PLC meeting once a month. Parents are welcome and encouraged to attend, scouts would typically not attend.

**Concerned Parent Group meetings:** Our troop is chartered by the Concerned Northshore Parents for Scouting. Every family who is part of Troop 582 and Pack 622 is a member. The board meetings are open to all members. Meeting times and locations are posted on the online troop calendar. Your participation is welcome!

# Troop Payments and Permission Slips

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## Annual Dues:

Dues are collected at the end of summer, usually at the Annual Troop picnic in September. Currently they are \$100 for the year. They may also be paid at the Troop meeting prior to the end of the year by the process described below. Dues are used for Troop expenses such as buying equipment, for Scouts' awards and to cover national membership dues. Included is a subscription to Boys Life magazine.

## Outing Fees:

Most outings include Trip Fees, Fuel Expenses, and Grubmaster Fees.

1. **Fees for Camp reservations and Activities:** For overnight camps, fees need to be paid ahead of time, in the case of summer camps, and reservation fees, often months in advance. When your son is signed up for events such as summer camp or High Adventure activities, the Treasurer will provide specific information regarding the payment schedule.
2. **Fuel Expenses:** Most trips include a pre-determined fuel expense, pro-rated by the number of scouts going, and the required vehicles. This is paid to the outing leadership at the time the scout leaves for his trip, and will be immediately redistributed to the drivers, so cash is required.
3. **Grubmaster Fee:** Many outings require meals be prepared for the group. One scout is assigned to be Grubmaster. The Grubmaster plans the menu and purchases the food for all meals during the outing. His family pays, for example, \$120 for the food and ice. So, given 10 scouts going on the outing for a weekend (Friday, Saturday, Sunday), the cost would be \$12 apiece. Prior to the outing, the grubmaster will contact each scout and let them know how much is owed. Please note that payment to the Outing/Activity "Grubmaster", for food his family has purchased, is paid **directly to the grubmaster** at the time of the trip/activity.

## Scout Accounts:

Each scout has a Scout Account portion of the Troop Accounting system. He will receive a copy of an Account Statement at the Annual Picnic. If you need a current statement of your scout's account, or have questions about it, contact the Troop 582 Treasurer

**Payments For Summer Camp and Activities:** Many long-term summer camps require payment in advance. Payments can be given to the Troop Treasurer, or mailed:

If you need to mail in a payment, send it to:

Troop 582 Treasurer  
Mr. Robert Lane  
7837 NE 146<sup>th</sup> Street  
Kenmore, WA 98028

If you need a current statement of your scout's account, or have questions about it, contact Mr. Lane.

## Camperships:

Our troop is committed to making scouting accessible for every family. For BSA scout camps, there are campership funds available at both the council level and within our troop. Our troop will also provide campership funds for other outings based on availability. Please contact the Committee Chair (CC@T582.org) if you wish to discuss campership availability. Generally Camperships are limited to no more than 50% of the fee for the activity. If circumstances warrant, there may be additional resources available to help defray the cost of any activity for a Scout.



# Advancement and Merit Badges

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Boy Scout advancement is sequential and not dependent upon the age of the scout. The Boy Scout Handbook has key reference material for rank advancement. All of the general requirements are outlined and much of the material is within the handbook. In addition, as the scout moves up in rank, he will be required to complete merit badges, some of which are specifically designated as required for the Eagle rank.

It is up to the scout to take advantage of advancement opportunities and to take the initiative to ask someone to test them when they feel they are ready to demonstrate a requirement. Making sure their book is signed off is also their responsibility.

In our boy-led troop, scouts can sign off on rank requirements for the rank below theirs once they have attained First Class. The Scoutmaster and Assistant Scoutmasters also may sign off scouts who demonstrate they have mastered their rank requirements. The Troop Guide and Instructors have particular responsibility for working with new scouts on rank requirements.

It is not necessary to complete all of the rank requirements for a lower rank before completing specific requirements for a higher rank unless the requirement specifically states otherwise.

**It is highly recommended that a scout keep a photo copy of all completed rank requirement pages of his handbook.** A lost handbook can mean starting all over again if the scout had no other evidence of completion, so make new copies along the way. This is absolutely critical for those who want to attain Eagle rank as the Scout must have evidence of all completed requirements.



## A Hidden Gem

The advancement program provides a multitude of diverse learning opportunities and recognition for a job well done. This may be seen clearly, but there is a hidden opportunity that is perhaps more precious than any of these obvious ones.

The interaction with Adults in making appointments, discussing progress and the topics of scouting and life in general is a very important and easily overlooked learning opportunity for our young men. Each interaction hones their communication and interpersonal skills and prepares them to enter the greater community as strong and effective citizens. There are very few programs that recognize this or provide this opportunity. Scouting is somewhat unique in this way.

We encourage parents and other adults to give our youth the tools and encouragement to make appointments, and engage in discussion with adult leaders with sufficient training and support, but to avoid doing it for them.



## Steps to Earning a Merit Badge

1. **Ask** for a blue "Application for Merit Badge" card from the Advancement Chairman, or Scoutmaster
2. **Fill in** your name, address, and the name of the badge (see next page for complete example)
3. Ask the **Scoutmaster to sign** your blue card, this is your permission to start working on the badge
4. Get the name and phone number of a qualified **counselor** from the Advancement Chairman or Scoutmaster.
5. **Call** the counselor and set up an appointment. This can be at any place that is suitable to both of you.
6. Along with a **buddy** (another Scout, a family member, or a friend), meet with the counselor. The counselor will explain the requirements for the merit badge and help you get started.
7. Work on the badge requirements until you complete them, meeting with the counselor (along with your buddy) whenever necessary.
  - You must complete the stated requirements and satisfy the standards of each merit badge.
  - The merit badge counselor may *encourage* you to do more than the requirements state but he or she may **not** require it.
  - YOU (not the counselor, Scoutmaster, or Advancement Chairman) keep the blue merit badge card until you have completed the requirements and the counselor has signed the card.
  - If you lose this card, you will have to start the badge over unless the counselor is willing and able to vouch for what you already completed.
  - If you change counselors for any reason, it is up to the new counselor whether or not he or she will accept the work you did with the previous counselor. Normally the new counselor will ask you a few questions, and if the counselor is satisfied that you actually did the work that was signed off, he or she will accept it.
8. After you complete the merit badge and the counselor signs your merit badge card, he or she will keep the counselor's section and return the rest of the card to you. At this point you may wish to scan a copy of the card in case it is misplaced.
9. Bring the remaining two portions of the card to the Advancement Chairman who will record it in the troop records, report it to the council and obtain a merit badge patch.
10. You will receive the "applicant's" portion of the blue card attached to your merit badge patch at the next Court of Honor.
11. The Advancement Chairman will keep the troop copy in the troop records.
12. Keep your portion of the blue merit badge card in a safe place for the duration of your scouting career.

These **blue cards are the proof** that you have finished the work, and **you will need them to advance in rank**. The patch is easy to replace, the card is not. We suggest keeping your portion of the blue card in a plastic card sleeve used by card collectors, and keep this sleeve in your scout advancement notebook.

Summer camps and merit badge weekends are great opportunities to complete merit badges. Don't overwhelm yourself by trying to complete too many badges at one time. We recommend that you actively work on no more than two at one time until you reach the rank of First Class, and no more than five at one time thereafter.



**SAMPLE MERIT BADGE APPLICATION**

- Print the Scout's name, address, city, unit type & number, District, Council & Merit Badge legibly.

**THE UNIT LEADER:**

- Selects an approved counselor
- Signs and dates to start blue card.

**THE SCOUT:**

- Reads the merit badge pamphlet.
- Calls counselor for appointment.
- Always bring along a buddy (a Scout, friend, or parent).

**Information for Applicant**

- A merit badge application can be approved only by a registered merit badge counselor.
- You must have a buddy with you (Scout buddy system) at each meeting with the merit badge counselor.
- Turn in your approved application to your unit leader. You will be awarded the merit badge emblem and certified as a suitable occasion.

**Information for Counselor**

- Merit Badge applications must be signed in advance by the applicant's unit leader.
- The Scout must have a buddy (Scout buddy system) in attendance at all instructional sessions.
- You may not change any requirement but you may share your knowledge or experience that will make the counseling more interesting and valuable.

#34124A

Counselor Initial	BP	BP																	
Date of Approval	9/1/2	1/3/2																	
Requirement No. and letter	6	7																	
Counselor Initial	BP	BP	BP	BP	BP	BP	BP	BP	BP	BP	BP	BP	BP	BP	BP	BP	BP	BP	BP
Date of Approval	1/5/2	1/5/2	1/5/2	4/1/2	4/1/2	4/1/2	6/4/2	1/3/2	4/1/2	9/1/2	9/1/2								
Requirement No. and letter	1 a	1 b	1 c	1 d	1 e	2	3	4 a	4 b	4 c	5								

**APPLICATION FOR MERIT BADGE**

Name **Joseph D Scout**

Address **12345 Scout Drive**

City **Boy Scout City**  
is a registered  
 Boy Scout  Varsity Scout  Venturer

of **Troop** No. **582**  
Troop, team, crew, ship

District **North Lakes**

Council **Chief Seattle #609**  
and is qualified to begin working for this merit badge

**12/30/02** **X William D Boyce**  
Date Signature of unit leader

(back)

The applicant has personally appeared before me and demonstrated to my satisfaction that he has met all requirements for the (please print)

**Citizenship in the Nation**  
Merit badge

**Robert Baden-Powell**  
Name of counselor

**2002 Gilwell Ln**  
Address of counselor

**Brownsea Island** **60450**  
City Zip code

**(000)000-0000**  
Telephone number of counselor

X **R Baden-Powell** **12/30/03**  
Signature of counselor Date Completed

Checked and recorded: **09/1/02** **JW**  
Date Initials

Certificate and badge presented **9/30/02**  
Date

Applicant will turn in this portion to his unit leader for record posting.

**APPLICANT'S RECORD**

Name **Joseph D Scout**  
**12345 Scout Drive**  
**Boy Scout City**

Has given me his completed application for the

**Citizenship in the Nation**  
Merit Badge

Completed on **09/01/02** by  
Date

**R Baden-Powell**  
Signature of Counselor

**William D Boyce**  
Signature of Unit Leader

Note to Scout: Retain this copy for your permanent records.

**COUNSELOR'S RECORD**

Applicant **Joseph D Scout**  
**12345 Scout Drive**  
**Boy Scout City**

**Troop** Unit number **582**  
Troop, team, crew, ship

**Citizenship in the Nation**  
Merit Badge

Date completed **09/01/02**  
Remarks:

It is suggested that the counselor keep this record for at least 1 year in case any question is raised later in regard to this award.

**INSTRUCTIONS TO COUNSELOR:**

- Never meet alone with a Scout.
- Verify all info & merit badge name.
- Verify your name, address, & ph. #
- Date/initial requirements when done
- A 2<sup>nd</sup> counselor can finish card.
- Note each name, address & phone.

- If merit badge is completed in one meeting, sign, initial & write "Completed" across sign-off area.
- Sign sections and date in 3 places.
- Retain your counselor's record.
- Return 2 sections to the Scout.

**UPON COMPLETION:**

- Unit leader signs off completion.
- Advancement Chairperson: date, initial & record, then submit with advancement report to council.
- Council verifies counselor & Scout.

# Troop Gear Policy

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Our troop is committed to making the outdoors and camping accessible to any scout. To that end, we have invested in troop gear for camping. Use of this gear is a privilege and the gear should be cared for as if it were one's own.

The troop sets aside a fund each year for gear replacement and maintenance as items age or as some disposable elements need to be replenished. A portion of these funds is expected to be set aside to provide for occasional replacement of durables such as tents or stoves as they reach the end of their useful life.

This fund is not sufficient for or intended to replace gear that is lost or carelessly damaged.

For specific premium items such as tents, stoves, camp tables, cooking pot sets, water filters, lanterns, or loaned or rented items, scouts will be held financially responsible for repair or replacement of gear where it is unreasonably damaged or is lost while in their care on an outing. When gear is damaged within the patrol, and there is no clear party responsible, the responsibility will be shared among the patrol members. Scouts will not be permitted to attend additional outings requiring gear until arrangements are made to settle the obligation.

The Troop Quartermaster (a youth position) is responsible for managing our troop gear and is the individual who will check out gear for outings. There is an adult Equipment Coordinator to oversee the process and support the youth Quartermaster (QM).

The following outlines the process and responsibilities for checking out gear for most trips:

1. Trip Leader (or adult leader gear designee)
  - A. Determines trip gear needs for participants
  - B. Communicates trip gear needs to Troop QM to allow that individual to ensure gear will be available for the trip
    - Small trips (10 or less scouts) : at least one week prior to trip
    - Large trips (10+ scouts): at least two weeks prior to trip
    - Troop trips (20+ scouts): at least three weeks prior to trip
  - C. Manages the gear pick up from the Troop QM
  - D. Tracks distribution of gear involving trip Senior Patrol Leader (SPL) and Patrol QMs in the information process
  - E. Along with all group adult leaders supports youth leadership in modeling and teaching good gear practices (For example, management of tent materials such as putting the tent bag into the tent as soon as the tent is erected and cleaning cooking gear promptly in camp)
  - F. Tracks post trip return of gear including capture of information regarding any damaged/lost gear and the scout or patrol responsible
  - G. Manages gear return to Troop QM
2. Troop QM
  - A. Checks out gear to trip leader (or adult leader gear designee)
  - B. Checks gear back in after trip from trip leader (or same adult gear designee)
    - Confirms condition upon return
    - Tracks any issues of lost/damaged gear
3. Trip SPL
  - A. Ensures he is informed about gear distribution during the trip.
  - B. Communicates expectations to the scouts
  - C. Supports training needs during trip regarding gear care/maintenance
  - D. Assists in management of gear upon end of trip per the manner outlined by the adult trip leader
4. Scouts
  - A. Communicate gear needs to their patrol QM who will communicate to adult trip leader
  - B. Care for gear as if it were their own possession



- C. Report any issues with lost/damaged gear immediately to Trip SPL who will report it to the trip leader

#### Financial Responsibility for lost or damaged gear

Applies to tents (excluding tent stakes), stoves (camp and backpacking variety), water filters, cooking pot sets, lanterns or gear loaned to or rented by the troop. Materials used with this gear such as mantles or fuel that must regularly be replaced, are not part of this consideration.

#### Scout:

- Any scout observed to be causing deliberate damage to gear will be held directly responsible for its repair/replacement.
- Scouts will divide evenly the expense of any lost or damaged gear for their patrol where direct responsibility is not clear to the adult leader.
- Gear will be replaced by the troop with like kind and quality and then billed to the responsible party or parties.
- Scouts will not be able to use troop gear if they have outstanding debts for equipment replacement and have not made payment arrangements.

#### Adult trip leader or gear designee:

- If Troop QM inspection shows gear is not returned or is returned in damaged condition, and the trip leader has kept no records of responsibility, the trip leader will be held financially responsible for arranging repair/replacement.

Damage excludes ordinary wear and tear or inherent defect (where gear is being used for the first couple of times) in the gear.

In case of disagreement about responsibility, any party may request that the troop committee form a group of adults to investigate. They shall investigate and hear any and all sides, and finally recommend their findings to the unit's key three (Committee Chair, Scoutmaster and Sponsoring Organization Representative) who will make the final decision.

## Summary

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Every young man craves adventure in one form or another. It calls to his soul and traps his interest. This is the key ingredient in a program that provides opportunities and training that are hard to find anywhere else. Our troop is committed to fueling these young imaginations and giving them the time and place to apply the scout oath and law, to build social skills and experience leadership. We truly believe that as the founder of Scouting, Lord Baden Powell, said "Scouting is a game with a purpose."

So let the game begin!

## Appendix A: Youth Organization

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**Patrols:** The Scout Troop is made up of Patrols. A patrol is a grouping of 6-10 boys who work together, much like a team. Each patrol elects its own boy leader, called a **Patrol Leader**. The Patrol Leader appoints an **Assistant Patrol Leader**, to help him with duties. Boys may be reassigned to different patrols during the year, as needed to balance group size and leadership needs.

The patrol is a Scout's family circle, which helps its members develop a sense of pride and identity. Each patrol has a name, a flag, and a yell. Scouts wear a shoulder patch with the insignia of the patrol to which they belong. The Patrol Leader assigns jobs to be done, and the patrol works and plans together as a unit.

**New Scout Patrols:** When boys cross over from Cub Scouting to Boy Scouting, they initially transfer into a New Scout Patrol. Every attempt is made to make this group function in the same manner that a regular patrol should function, but jobs are changed out more frequently so all learn what the jobs entail.

**Patrol Leaders Council (PLC):** The PLC is made up of the Senior Patrol Leader (SPL), his assistant (ASPL), the Troop Scribe, the Troop Guides and all Patrol Leaders. The Scoutmaster also attends these meetings. The PLC is responsible for planning the Troop activities. At its monthly meetings, the council organizes activities and assigns responsibilities. The Scoutmaster and SPL typically meet more often.

**Service Patrol:** Service Patrol is an assignment of a particular patrol to be responsible for setting up and putting away the chairs and clean up after the Troop meetings. The service patrol duty is rotated every month. Assignment to the rotation is the responsibility of the Senior Patrol Leader.

**Program Patrol:** Program Patrols is an assignment of a particular patrol to be responsible for the flag ceremonies, leading cheers, having a song or skit available to the Scoutmaster or SPL to fill in slow times at meetings. The Program Patrols are also rotated every month.

**Outing Patrols:** When a patrol is well represented on an outing it is encouraged to cook and camp together. When this is not practical temporary patrols are formed. Outings usually have from 5 to 30 Scouts attending, and there can be 1 to 5 Patrols on the outing. Temporary patrols elect their leader for each outing.

## Appendix B: Youth Leadership Positions

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**Senior Patrol Leader (SPL):** The top youth leader in the troop. He leads the Patrol Leaders Council (PLC). And in consultation with the Scoutmaster, appoints other junior leaders and assigns specific responsibilities as needed. This six-month position is elected by the boys (usually elections are held in December and in June). He must have Star Rank or higher, and previous service as ASPL, PL, and APL. SPL is expected to attend 95% of all troop meetings, Patrol Leaders' Council (PLC) meetings, outings, and service projects. (SPL@T582.org)

**Assistant Senior Patrol Leader (ASPL):** Fills in for the SPL in his absence. This position is also responsible for training and giving directions to the Quartermaster, Scribe, Troop Historian, Librarian, Troop guides and Instructors. This six-month position is appointed by the SPL and the ASPL is required to attend a District level training experience. He must have Star Rank or higher, and previous service as PL or APL. ASPL is expected to attend 90% of all troop meetings, PLC meetings, outings, and service projects.

**Patrol Leader (PL):** The Patrol Leader is the elected leader of his patrol. He must be First Class rank\*\*, and will represent his patrol on the Patrol Leaders Council (PLC). This may easily be the most important job in the troop. The PL has the closest contact with patrol members and is in the perfect position to help and guide them. PLs are expected to attend 80% of all troop meetings, PLC meetings, outings and service projects.

**Assistant Patrol Leader (APL):** The Patrol Leader is appointed by the PL. This is technically not a leadership position, but is very important. APL must be First Class rank\*\*, and when the PL is not able to attend the PLC, the APL will represent his patrol at the meeting. APLs are expected to attend 80% of all troop meetings, outings and service projects. They are welcome to attend any of the PLC meetings.

\*\*In a new scout patrol, the patrol leader and his assistant are not expected to be First Class rank. They are learning their position through close mentoring by the Troop Guide.

**Troop Guides:** These are appointed senior Scouts serve as advisors and mentors to New Scout Patrols. The Guide is expected to attend 90% of all troop meetings, PLC meetings, outings, and service projects. They do not serve as the patrol leader for the new scout patrol, but they do mentor the patrol leadership closely and attend the PLC with them.

**Troop Scribe:** The troop scribe is appointed by the SPL for a 6 month position. The Scribe keeps the troop records, writes letters for the PLC, records activities of the PLC meeting and records of dues, advancement and Scout attendance at troop meetings. He is expected to attend 75% of all troop meetings, PLC meetings, outings, and service projects

**Troop Quartermaster:** The troop quartermaster keeps track of troop equipment and sees that it is in good working order and kept clean. The quartermaster is appointed by the Senior Patrol Leader, and is a year-long position of leadership. Because the quartermaster requires more family involvement than other positions, thus there is also an adult Quartermaster position (see Adult Leadership positions). Quartermasters are expected to attend 60% of troop meetings, PLC meetings, outings and service projects.

**Chaplin's Aide:** The Chaplin's aide works with the Troop Chaplin to meet the religious needs of Scouts in the troop. He also works to promote the religious awards program. He is expected to attend 75% of all troop meetings, PLC meetings, outings, and service projects.

**Den Chief:** The Den Chief is appointed by the Scoutmaster, and serves for 1 year. The Den chief works with the Cub Scouts, Webelos Scouts, and Den Leaders in a Cub Scout pack. He is expected to attend 75% of all troop meetings, PLC meetings, outings, and service projects. In addition he is expected to attend 75% of all Cub Scout meetings for the group he is assigned to.

**Troop Librarian:** The Librarian is appointed by the SPL, and takes care of troop literature, including the Merit Badge pamphlets and books. He is expected to attend 75% of all troop meetings, PLC meetings, outings, and service projects.

**Instructor:** The Instructor will work closely with both the Troop Guide and with the Assistant Scoutmasters for New Scouts. He is appointed by the Scoutmaster for 6 months. The Instructor should be able to teach or observe any Tenderfoot, Second Class, or First Class skill without more than a few minutes of prep. He is expected to attend 75% of all troop meetings, PLC meetings, outings, and service projects.

**Troop Historian:** The Troop Historian is appointed by the SPL, and keeps a historical record of Troop Activities on the Troop's web site. This includes gathering photos, and facts about troop activities and uploads them to the website. Takes care of troop trophies, ribbons, and souvenirs. He reports to the ASPL. He is expected to attend 75% of all troop meetings, PLC meetings, outings, and service projects

**Junior Assistant Scoutmaster:** The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18. He is appointed by the Scoutmaster and has the Eagle Rank. He is expected to attend 80% of all troop meetings, PLC meetings, outings, and service projects.

**Troop Webmaster:** Publishes and maintains information to the troop's website.

**Order of the Arrow Representative:** Promotes the OA, service, and camping in the troop

**Bugler:** Supports the Troop at outdoor events, Honor Courts and Eagle Courts as called upon with bugle calls

## Appendix C: Adult Organization

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**Scoutmaster Corps** The scoutmaster has many assistants and they typically meet to coordinate their activities at least once a month. Parents are invited to attend these meetings.

**Troop Committee**: This is the governing and oversight body of the Troop. It is comprised of parents who serve in typical committee positions: a Chairperson, a Secretary, a Treasurer, as well as parent representatives unique to Boy Scouts, including the Quartermaster, the Outdoor Activities co-Chairs (Permit Coordinator and Signup Coordinator), an Advancement Chair, and other parent representatives. Most of the work of the committee goes on behind the scenes, outside of Scout meetings and Scout outings. Concerns about the Scoutmaster Corps (Scoutmaster and Assistant Scoutmasters) can always be brought to the Troop Committee. All parents are invited to observe committee meetings.

## Appendix D: Adult Leadership Positions

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**Scoutmaster**: The Scoutmaster is the adult leader responsible for the image and programs of the Troop. The Scoutmaster and Assistant Scoutmasters work directly with the boys. The head of the Chartered Organization, in our Troop's case, the Concerned Parent Group, appoints the Scoutmaster. The Scoutmaster has gone through an approved BSA training program. (SM@T582.org)

**Assistant Scoutmaster**: To fulfill obligations to the troop, the Scoutmaster, with the assistance of the Troop Committee, recruits Assistant Scoutmasters to help operate the Troop. Assistant Scoutmasters are typically parents of boys in the Troop. They are all required to go through the approved BSA training program. Each Assistant Scoutmaster is assigned specific program duties and reports to the Scoutmaster. They also provide the required "two-deep" leadership required by Boy Scouts on outings.

**Chair of Committee**: Organizes the committee to see that all functions are delegated, coordinated and completed. Maintains close relationship with Chartered Organization and Scoutmaster. Ensure troop representation at monthly roundtables. Secure top-notch, trained individuals for camp leadership. Arrange for charter review and recharter annually. (CC@T582.org)

**Secretary of Committee**: Keep minutes of meetings, report minutes of previous meetings. Send out committee meeting notices. Handle publicity, prepare family newsletter (Memo to Myself) of troop activities and events. Conduct troop resource survey, plan for family night programs and family activities.

**Treasurer**: Handles all troop funds, including payment of bills based on recommendation of Scoutmaster and authorization by committee. Maintain both checking and savings accounts; train and supervise Troop Scribe in record-keeping. Keep records of finances in Troop/Team Record book. Supervise fundraising projects (tree pickup, popcorn sales, etc.). Supervise camp savings plan for scouts. Lead in preparation of annual Troop budget. Lead "Friends of Scouting" campaign. Report to troop committee each month (Second Monday of each month).

**Outdoor Coordinator**: This is currently completed by three distinct positions: 1) Maintain signup sheets for activities at each meeting. Update signup sheets on website, and track attendance at troop campouts, camporees, and summer camps to reach the goal of an outing per month. 2) Apply for Trip Permits for each outdoor activity. 3) Maintain current records of adult drivers and their auto insurance. Help secure permission to use camping sites (currently done by Treasurer); serve as transportation coordinator (done by Assistant Scoutmasters in charge of each activity); ensure monthly outdoor program; promote at Family Meetings.

**Advancement Coordinator**: Arrange and oversee quarterly troop boards of review. Encourage Scouts to advance in rank (done by all Assistant Scoutmasters). Make a prompt report on the correct form to the council service center when a troop board of review is held,. Secure (go buy) badges and certificates. Work with Troop Librarian and build and maintain a troop library of merit badge pamphlets and other

advancement literature. Report to troop committee at each meeting. Arrange for Courts of Honor. Promote National Camping Award; Develop and maintain a merit badge counselor list.

**Chaplain:** Supports the youth Chaplain's aid position. Gives guidance to chaplain's aide. Promote regular participation of each scout in the activities of the religious organization of his choice. Visit homes of Scouts in time of sickness or need. Give spiritual counseling when needed or requested. Encourage Scouts to earn their religious emblems. Report to troop Committee each month.

**Training Coordinator:** Ensure troop leaders and committee members have opportunities for training. Maintain an inventory of up-to-date training materials, videotapes, and other training resources. Work with district training team in scheduling Fast Start training for all new leaders. Be responsible for BSA Youth Protection training within the troop. Encourage periodic junior leader training within the troop and at the council and national levels. Report to the troop committee each month.

**Equipment Coordinator:** Supports the youth quartermaster. Usually an adult in the family of the youth quartermaster. Supervise and help troop procure camping equipment. Work with quartermaster on inventory and proper storage and maintenance of all troop equipment. Make periodic safety checks on all troop camping gear and encourage troops in the safe use of all outdoor equipment. Report to troop committee at each meeting.

**Membership Coordinator:** Develop a plan for year-round membership flow into the troop. Work closely with Cubmaster and Webelos den leader of neighboring Cub Scout packs to provide a smooth transition from pack to troop. Assist in developing and recruiting den chiefs within troop 582, and assist with the crossover ceremony from Webelos to Boy Scouts.

**Webmaster:** Maintains website. (Info@T582.org)

**Eagle Coordinator:** Assists Life Scouts with Life to Eagle program.

**Ceremonies Advisor:** Assists with Courts of Honor.



# Appendix E: Youth Protection in Scouting

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## How does the BSA prevent child abuse in Scouting?

The Boy Scouts of America has adopted a number of policies aimed at eliminating opportunities for abuse within the Scouting program. These policies focus on leadership selection and on placing barriers to abuse within the program.

### **Leadership**

The Boy Scouts of America takes great pride in the quality of our adult leadership. Being a leader in the BSA is a privilege, not a right. The quality of the program and the safety of our youth members call for high-quality adult leaders. We work closely with our chartered organizations to help recruit the best possible leaders for their units.

The adult application requests background information that should be checked by the unit committee or the chartered organization before accepting an applicant for unit leadership. While no current screening techniques exist that can identify every potential child molester, we can reduce the risk of accepting a child molester by learning all we can about an applicant for a leadership position—his or her experience with children, why he or she wants to be a Scout leader, and what discipline techniques he or she would use.

### **Barriers to Abuse Within Scouting**

The BSA has adopted the following policies to provide additional security for our members. These policies are primarily for the protection of our youth members; however, they also serve to protect our adult leaders from false accusations of abuse.

#### **■ Two-deep leadership.**

Two registered adult leaders or one registered leader and a parent of a participant, one of whom must be 21 years of age or older, are required on all trips and outings. The chartered organization is responsible for ensuring that sufficient leadership is provided for all activities.

#### **■ No one-on-one contact.**

One-on-one contact between adults and youth members is not permitted. In situations that require personal conferences, such as a Scoutmaster's conference, the meeting is to be conducted in view of other adults and youths.

#### **■ Respect of privacy.**

Adult leaders must respect the privacy of youth members in situations such as changing clothes and taking showers at camp, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.

#### **■ Separate accommodations.**

When camping, no youth is permitted to sleep in the tent of an adult other than his own parent or guardian. Councils are strongly encouraged to have separate shower and latrine facilities for females. When separate facilities are not available, separate times for male and female use should be scheduled and posted for showers.

#### **■ Proper preparation for high-adventure activities.**

Activities with elements of risk should never be undertaken without proper preparation, equipment, clothing, supervision, and safety measures.

#### **■ No secret organizations.**

The Boy Scouts of America does not recognize any secret organizations as part of its program. All aspects of the Scouting program are open to observation by parents and leaders.

■ **Appropriate attire.**

Proper clothing for activities is required. For example, skinny-dipping is not appropriate as part of Scouting.

■ **Constructive discipline.**

Discipline used in Scouting should be constructive and reflect Scouting's values. Corporal punishment is never permitted.

■ **Hazing prohibited.**

Physical hazing and initiations are prohibited and may not be included as part of any Scouting activity.

■ **Junior leader training and supervision.**

Adult leaders must monitor and guide the leadership techniques used by junior leaders and ensure that BSA policies are followed.

**How can parents help protect their children?**

Parents participate in the protection of their children in a variety of ways. BSA recognizes the need for open lines of communication so that children are encouraged to bring any troubles to their parents for advice and counsel. In addition, parents need to be involved in their sons' Scouting activities. All parents receive important information concerning the Scouting program as part of their sons' membership applications. This information is provided so that parents can detect any deviations from the BSA's approved program. If any deviations are noted, parents should call these to the attention of the chartered organization or the unit committee. If the problems persist, parents should contact the local council for assistance.

Parents also need to review the booklet, "How to Protect Your Children from Child Abuse and Drug Abuse: A Parent's Guide," inserted in every Boy Scout and Cub Scout handbook. The information in this booklet should be the subject of discussions between Scouts and their parents prior to joining a pack or troop.

**Why do most child victims of sexual abuse keep the abuse secret?**

A victim of child sexual abuse is under a great deal of pressure to keep the abuse secret. In many cases of child molestation, the molester has threatened to harm the child or a member of the child's family. The molester might have told the child that he would not be believed even if the child did tell. Another common situation is that the molester will tell the child that if the child tells about the abuse, he will get into trouble. The clear message is given to the child that if another person finds out, something bad will happen to the child. This pressure to maintain silence can often be successfully overcome by establishing open communication between children and adults through a proper educational program for children.

**What should I do if a child tells me that he has been sexually abused?**

How an adult responds to a child when he tries to disclose abuse can influence the outcome of the child's victimization. By maintaining an apparent calm, the adult can help reassure the child that everything is going to be okay. By not criticizing the child, we counteract any statements the molester made to the victim about the child getting into trouble. Reassure the child that you are concerned about what happened to him and that you would like to get him some help. Allegations by a Scout concerning abuse in the program must be reported to the Scout executive. Since these reports are required, the child should be told that you have to tell the proper authorities but that you will not tell anyone else. It is important that you not tell anyone other than the Scout executive or the child protective services agency about allegations of abuse—if the allegations cannot be substantiated, you could be sued for defamation of character.

**How do I know what my reporting responsibilities are?**

Every state, the District of Columbia, and the U.S. territories have different reporting requirements. As part of youth protection training, you will receive reporting instructions for your area and for your council. People are often concerned about being sued for reporting child abuse. You are not required to know for certain that a child has been abused. All that the law requires is that you have a reasonable suspicion and are reporting in "good faith." When these requirements are met, all states provide immunity from liability for child abuse reporters.

### **What youth protection educational materials does the BSA have for youth members?**

"How to Protect Your Children from Child Abuse: A Parent's Guide" is a tear-out booklet bound in with BSA youth books. It is designed for parents or guardians and young people to use together for youth protection training.

The Power Pack Pals comic books, available in English and in Spanish, are for Cub Scout-age boys. They include Power Pack Pals (No. 33980)/Los Superamigos del Pack (No. 33979), Power Pack Pals Tackle the Internet (No. 33981)/Power Pack Pals: Seguridad en la Internet (No. 3344646), and Power Pack Pals: Four Rules for Personal Safety (No. 46-34750)/Power Pack Pals: 4 Reglas Para Seguridad Personal (No. 34465).

The BSA has bilingual, age-appropriate videos for all youth age groups to address the problems of sexual abuse. It Happened to Me/A Mí Me Pasó (No. AV-09DVD11) should be used annually by Cub Scout packs or dens, but only for Cub Scouts accompanied by a parent or other adult family member.

The video for Boy Scouts, A Time to Tell/Hora de Contarlo (No. AV-09DVD04), introduces the "three R's" of Youth Protection, and should be viewed by troops annually.

Personal Safety Awareness/Concientización Sobre la Seguridad Personal (No. AV-09DVD27) is the video for Venturing-age young people.

### **What are the "three R's" of Youth Protection?**

The "three R's" of Youth Protection convey a simple message that the BSA wants its youth members to learn:

- **Recognize** situations that place him at risk of being molested, how child molesters operate, and that anyone could be a molester.
- **Resist** unwanted and inappropriate attention. Resistance will stop most attempts at molestation.
- **Report** attempted or actual molestation to a parent or other trusted adult. This prevents further abuse of himself and helps to protect other children. Let the Scout know he will not be blamed for what occurred.

# Appendix F: T582.org, NSScouts.Org and Office 365

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## Overview

To get information quick, you'll want to go to <http://T582.org> this is our public web site. But not everything can be posted where the public can see it. So we use SharePoint in Office 365 for online collaboration. Our various scouting groups all use this; Troop 582, Pack 622 and our sponsoring organization. The sponsoring org is legally known as the "Concerned Northshore Parents for Scouting" (CNPS), but the group's more common name is **NSScouts** (<http://NSScouts.org>) which is an abbreviation of **Northshore Scouting Organization**.

When a scout joins the troop each scout and his parent(s) will be given an account which is used to sign in to the troop web site. But it isn't just a way to sign in, it comes with a lot of great features.

As you learn about this, please don't let yourself get overwhelmed. Help is available, and we do get people together to explore the features from time to time. If you feel like you are stuck and need personal help feel free to contact Frank Long, either via email at [FrankLo@NSScouts.org](mailto:FrankLo@NSScouts.org) or contact me via phone at 206-390-5861.

## Office 365 Enterprise

Microsoft gives our organization *free* licenses for Office 365 Enterprise (E2). A comparable plan is nearly \$100/user per year! The features are many and very rich, but at a top level they include out of the box features like calendars, contact lists, group file/picture storage and sharing, email, personal file storage, email groups, workflows and much more.

In addition to the free offering, Microsoft provides a hugely discounted opportunity to subscribe to the **desktop Microsoft Office programs** as well. We can purchase a subscription for you to install the current full desktop versions of **Word, Excel, PowerPoint, Outlook, OneNote, Publisher, Lync, Access and InfoPath on up to five machines concurrently**. The software is delivered via the internet and you have complete control over what five machines you want to have active at a given time. Anyone who is using the machine can use the software. The subscription owner just needs to sign in from time to time.

To get the desktop software, sign in at <http://members.nsscouts.org/> and look for the link to "Request O365 Software". The CPG will pay for the software on your behalf from our funds, if you would like to make an offsetting donation, it is about \$30. For information on how to make that donation go to <http://www.nsscouts.org/donations>

## Signing in – Accounts for Everyone

The key to the features of this system is how it knows who is using it, your account.

We create an account for anyone involved with the troop who will use one. When you sign in your account the site can configure itself to focus on youth things for the scouts, like the upcoming outings, and on adult things for adults like where to find permissions forms. We can also give permissions to adult accounts to confirm that it is okay for their son to attend an expensive outing, and still let the youth be the one to express their interest.

**Accounts for Youth (Boy Scouts):** As you probably know one of the goals of scouting is to have the youth grow and learn by running their own program with adult input and supervision. This system provides a great opportunity to let our youth learn to use the types of software that they are likely to encounter in the business world. To this end we plan to create an email account for each registered Boy Scout in the troop. These accounts will have the form <name>@T582.org. These accounts can be accessed through a browser without

any advertising or it can also be set up in most any email program. Sign up for the desktop software and use the current version of Outlook. The account can be configured to send a copy of any email received to another account, and we typically set this up on creation.

**Accounts for Adults:** In parallel the adults will have access to these same powerful tools for collaboration and planning too. We plan to create at least one account per family in Pack 622 and Troop 582. Every adult in a leadership position and each active parent who will use one should have their own account. Again, this is email without advertising, and can be accessed through a browser, or set up in most any email program, sign up for desktop software and use the most recent version of Outlook. The account can also be configured to send a copy of received emails to another account that is used more often. Accounts for adults will have the form <name>@NSScouts.org. This allows parents to use the same account as their sons grow older and move into the troop and underscores that all parents are members of our sponsoring organization, NSScouts.

## Websites: Getting and Sharing Information Online

The highest value for most users of this system will be in getting information about the scouting program. Information like what is happening and when, and who to contact to sign up or ask questions. The pack, the troop and the CPG have their own separate web sites but share the same access. Everyone in both units can view the information in all the sites. Some parts of these sites will allow anyone to upload files, photos etc. other parts will be managed by specific adult and/or youth leaders.

**Public Site and Shortcuts:** Each group has a public site that makes it easier to find these private sites, gives information about our units to visitors, and provides log in help. Current limitations of Office 365 mean that these may have some difficult to remember URLs, but we have shortcut URLs to help make it possible to find the sites without having to write down the location. The private site for each group is named "members" so <http://members.T582.org> or <http://members.NSScouts.org> or <http://members.P622.org>

**Introductory Site:** We have also set up a site that will help you get started. It is <http://welcome.T582.org> (same site is also welcome for the other units)

**Office in a Browser:** You won't need Excel installed on your machine to view a spreadsheet stored in our site, you can open it right in the browser with the Office Web Components. You can create and edit documents directly on the web site. This works for Excel, Word, PowerPoint and OneNote. There aren't quite as many features as the desktop apps, but this is about accessing the document quickly for your reference, or "light editing". A quick place to start using online office apps is <http://office.com>

## Outlook

The "Outlook" tab at the top of your browser takes you to "Outlook Web Access" where you can read and manage your scouting email.

**Great, just what I need is another email account.** If this is you, please accept our apologies. We hope that maybe you'll find that with the right tools it will be easy to live with. Maybe you'll even come to like the separation that comes with the territory. But please keep in mind that one big goal here is to let our Boy Scouts start learning important life skills, and by having your address in the directory we can model what it may be like for them later in the business world. With your address in the system they won't have to guess who [TunaNoodleCassarole55@somewhere.com](mailto:TunaNoodleCassarole55@somewhere.com) is, and the system's "Mail Tips" feature can warn them if they are about to send an email to someone outside of our organization.

**One List:** If there's nothing else we all get out of this, it is that there will be one email list to keep up to date and everyone will have access to use it.

**Feedback:** In using our lists you might find out that someone's email bounced. No problem just email your concern to [info@NSScouts.org](mailto:info@NSScouts.org) and we'll follow up on it.

**Forwarding Email:** To start out, **each inbox is set to forward a copy** of any email received to the **email as it appears in TroopMaster** for that person. Feel free to change this to another account or turn it off if you

prefer to read your scouting email in the browser. Here's [a page that explains](#) how to change forwarding. You can also add this new account to your email client as a separate inbox.

**Storage:** Oh, and if you are worried about filling your inbox? 50GB of email storage is yours.

**One place to update:** As your email changes, either by choice or by outside circumstance, you can either continue to read your email directly or update your forwarding to use the new address.

**Group Lists:** Need to send mail to the whole troop? Well, if you are sure, then use [Parents@T582.org](mailto:Parents@T582.org) and [Scouts@T582.org](mailto:Scouts@T582.org) these two groups cover all the adults and scouts.

**Position Aliases:** We keep the addresses [SPL@T582.org](mailto:SPL@T582.org) and [SM@T582.org](mailto:SM@T582.org) forwarding email to the Senior Patrol Leader (Youth who runs the troop) and his advisor the Scoutmaster. We also have an account for the Committee Chair ([CC@T582.org](mailto:CC@T582.org)) others can be found in your troop outlook email account.

**Temporary Distribution Lists:** We can create distribution lists for all sorts of purposes, some examples include "Philmont 2015" or "Parsons 2014". If you need a new list just email [info@NSScouts.org](mailto:info@NSScouts.org).

**Help:** If you are stuck or need personal assistance contact [Frank Long](#).

## Calendar

The Calendar tab at the top of your Browser takes you to your **personal** calendar. This is where you'll keep track of meeting invitations from people in our organization, and you are welcome to use it to plan your day too.

Meeting invitations are a way to track who you have invited and whether they plan to attend or not. With Lync you can make the meeting an online meeting and even record it so you can review later.

## People

The People Tab at the top of your browser takes you to your personal contact list. In "my contacts" you'll see your personal contacts, and under "Directory" you'll be able to find the people in our organization, and all the groups too. When you compose an email Outlooks scans through these lists to help you fill in the to/cc/bcc lists.

## File Storage: "OneDrive for Business" and 'My' Sites:

The "OneDrive" tab at the top of your browser takes you to your personal SharePoint site, your "my" site. Probably the primary use here is to store and share files. For Scouts this is also a safe place to step into the world of social media, shared only within our organization.

OneDrive for Business is online file storage. You get 25GB for free. It shows up on your "My" site, just sign in to <http://nsscouts-my.sharepoint.com/> and you'll see your files and a bunch of other stuff you can customize.

## Online Meetings: Lync

When you are in one of the Outlook Web App views, you can pull down the menu by your name, this will let you sign in to "Lync" the online collaboration tool. Lync is a program that provides "presence information" for anyone who is signed in, and Instant Messaging 1:1 or groups, you can add audio to a conversation through your computer speakers and microphone, add video from a camera, and/or desktop sharing. You can even set up a whiteboard where everyone can work at the same time.

This works great when scouts are free but parents aren't available. They don't need to drive anyone anywhere, and there's no time lost travelling there and back.



# Concerned Northshore Parents for Scouting

a 501(c)3 Charity Organization



6830 NE Bothell Way STE C PMB 352 Kenmore, WA 98028-3546 ♣ Info@NSScouts.org ♣ http://www.NSScouts.Org

## Boy Scouts of America Charter Organization

Concerned Northshore Parents for Scouting

December 1, 2009

Greetings this fine holiday season! As the President of your Boy Scouts of America Charter Organization I would like ask for a moment out of your busy schedule to recap who the charter organization is and what it does for you and your pack or troop. I have found that this information isn't widely known yet it is important to the health of your scouting unit.

I would like to give you an overview of the organization's role in scouting, its responsibilities and goals and a few tidbits from recent history. I will highlight some of the things it has done and outline what you can expect it to do.

I want to be certain you know how the group works and in doing so give you an opportunity to be involved, and contribute to its mission to "Promote, Enable, and Strengthen Scouting in the Northshore Community over Generations". Oh, but I'm getting ahead of myself.

### The Charter Organization's Role in Scouting

A troop or pack (your scouting 'unit') cannot sign up with the BSA on its own. The Boy Scouts of America (BSA) requires a separate organization like a church or the Knights of Columbus or a PTA to sponsor your unit. This group takes on specific responsibilities to the BSA and to your unit.

A charter organization signs a contract with the BSA *each year* to operate a Scout unit and has two primary responsibilities. First is to provide a **safe location** for the unit to meet. The second is to provide oversight and approval of the **unit leaders** with the BSA's assistance through background checks.

The Unit **Committee Chair**, and the Unit Leaders, the **Cubmaster** and **Scoutmaster** must be approved by the charter organization, and registered with the BSA. Starting in 2010 leadership training will become mandatory and by 2011 all unit leaders will be required to be trained to hold the position. The charter organization helps the units by providing resources to recruit train and retain strong unit leaders.

### Who is my Charter Organization?

Your unit's charter organization (or sponsor) is actually you. That might sound funny, but it is the basic truth. As a family with a scout in either of the sponsored units, the adults of that family are "members at large" of a group that is called "*Concerned Northshore Parents for Scouting*". More about how this unique group came to be later.

We often refer to this group as "**The** Concerned Parents Group" as if it were the only one anywhere, which isn't the case, but we also shorthand it as 'the CPG' or 'CNPS'. This group is the sponsor for Pack 622 and Troop 582 and we hope for a renewed Pack 582 in the not too distant future, but when the time is right.



The group is governed by its articles of incorporation and bylaws and is a charity with current state and federal recognition and 501(c)(3) status. These documents call for an executive committee and corporate officers and set out both how these people are elected and how they should carry out the business of the group.

The primary responsibility to BSA under the charter remains providing a safe meeting place and ensuring that leadership is in place and well trained. However as a recognized charity it has taken on an additional responsibility as summarized in its mission statement, which is "To Promote, Enable, and Strengthen Scouting in the Northshore Community over Generations." The group is bound to use its resources and account for its actions in light of these stated goals.

### **Brief History of CNPS**

The responsibility of leadership and meeting place are given to the charter organization because it is expected to have a life of its own like a church or PTA or fraternal organization would. This provides for the possibility of continuity beyond the current membership of the unit as well as an outside and objective quality assurance check.

Pack 622 was at one time sponsored by the Kenmore Elementary School PTA. The PTA across the nation discontinued sponsorship some time ago, and when that happened here in Kenmore some families involved in the Pack decided to form a "Concerned Parents Group" made up of Pack members to sponsor the pack and charter the unit with the BSA.

As you can see this means that the life of the sponsor is closely tied to the life of the pack or troop. This has worked well as long as the new parents kept getting involved, but not without some near disasters.

I would like to relate a few short historical stories that will help illustrate where CNPS is an improvement over what we had before, and follow up with how we came to where we are now.

### **"How I became Cubmaster"**

In 1992 my oldest son Victor started at Kenmore Elementary. We thought it might be fun to join Cub Scouts and found out that a Pack met at Kenmore. We joined that year with another six to eight families as Tiger Cubs and had a great time. What we failed to understand was the implications of a Pack with an excited Tiger's Den and a Den of second year WEBELOS, *with no cubs in between*.

So when the next year came along and I was thinking "hey, why haven't we heard from that Cub Scout fellow?" I called up the old Cubmaster, he told me, "oh I'm done with Cubs, I am in Sea Scouts now. You can have all the stuff if you want". So at that moment in 1993 the continuation of Pack 622 with a 45 year history hung in the balance, depending on some brand new Bob Cat Cub family's decision to keep the Pack going or move somewhere else.

That is how I became a Cubmaster! Happily the other families pitched in and took over advancement and the committee. We recruited each year and the Pack grew strong once again because folks like you invested some time and energy to bring the Cub Scout program to their sons and the families of Kenmore.

### **“So big we split in two!”**

There is another chapter in the Pack's story that might help explain how the Pack came to have new Tigers and second year WEBELOS and that big gap. In prior years, the Pack had grown so large that a group of families from Lockwood Elementary started Pack 582 at Lockwood Elementary. The group of intrepid leaders that started Pack 582 went on to start Troop 582 when their sons aged out of Cub Scouting. So at that time, there were two Packs and one Troop in the north Kenmore area, all chartered with the BSA through *separate* “Concerned Parent Groups”.

While the new pack prospered and fostered a new troop, the sudden depletion of leadership almost killed Pack 622 its parent. Pack 622's Charter Organization had no continuity because it was made up solely of members of the unit, not a separate organization that chartered a Cub Scout Pack from the BSA.

### **“School Policy Takes its Toll”**

Back when I was Cubmaster I could schedule a day where I visited every classroom and talked with all the boys about how much fun Cub Scouting was. Today as you know we have little to no access at Lockwood Elementary and Northlakes Schools District struggles with access issues at all levels of school from kindergarten through high school.

This was the primary way that our cub packs would recruit members. Lockwood elementary in particular was very quick to limit our access and this left the pack with fewer and fewer members, and as families aged out the membership dwindled. This eventually would lead to pack 582 not being rechartered and the remaining cubs being absorbed back into pack 622.

As you can see it has been a rocky road. Where the charter organization doesn't have a life separate from the unit, the whole program is in jeopardy on small changes such as a key family moving or a policy change not intended to affect us at all.

So what to do? It seemed obvious; unite the units under one Charter Organization so that all the units have support and stronger oversight assistance with leadership succession and finance if need be. This effort began as issues like the dwindling membership of pack 582, leadership transition in the units and opportunities like matching gift opportunities from companies like Microsoft were on the horizon.

After some time we formed a not for profit corporation with the state of Washington. Once we had a not for profit corporation, the next step was to apply to the IRS for 501(c) (3) status. These efforts were no small undertaking. Today the investment is maintained by other volunteers year by year, as they too offer their professional expertise without pay.

### **So how does our Charter Organization work?**

The not-for-profit corporation has officers as does any other corporation. I am the elected President of the corporation and Chairman of the Executive Committee. The corporation has a Secretary, Treasurer, and Vice-Presidents. I have attached the list of corporate officers and executive committee members. The daily operation of the corporation is the officers' responsibility, but the real work is done by the executive committee.

The executive committee is made up of three members from each unit we charter, and three members from the community at large. The three members are elected by the unit itself. The “at large” positions are appointed by the executive committee, their responsibilities, duties, and voting capabilities are somewhat restricted as compared to unit members. The executive committee meets once a month, typically on the second Tuesday of the month.

We discuss unit recruitment, unit leadership, unit finances, BSA issues such as Friends of Scouting and what our organization will be doing to meet our mission in the next months ahead. Any unit member (parent of a Scout) or Scout may attend the executive meeting.

One important aspect of having our Charter Organization hold IRS approved 501(c) (3) charity organization status is we can take tax deductible donations directly, which gives us resources to meet our mission. With this comes a responsibility to be able to prove and report from whom funds were received, how they were disbursed, and how many people benefited in what way. Through the generous donation of professional talent without pay, several members of our units have helped us to keep this current and so maintain our IRS status.

**What do we do with the funds donated?**

It varies from year to year, but the basic uses are to strengthen our units and scouting in the Northshore area. We have by example purchased a \$2000 Pine Wood Derby track for Pack 622 and \$2000 of camping equipment for Troop 582. We donate \$2000-\$4000 each year to underwrite a major North Lakes District recruitment event.

We add some money to the Friends of Scouting fund raising campaign for Chief Seattle Council in the name of our units each year to support the Council and its direct impact on our units with Summer Camps and other programs. We support our units with financial assistance through direct request, paying for youth and adult leader training, and equipment purchases. And we have a line in the budget to provide funds to units for camperships.

The resources of the Charter Organization belong to all the units, which is why each unit has representation on the executive committee. Although the Charter Organization expects each unit to strive to be financially sound and self-sustaining we understand that changes in fund raising happen and we step in as required to assist. For example, shortly after Pack 622 lost the ability to hold their annual raffle the Charter Organization gave the Pack a cash infusion to bridge the gap until the popcorn sales took over.

Be assured that if the need is legitimate, well thought out and supports the mission of the Charter Organization, by majority vote of the executive committee the units will receive what they need to provide a quality program to the youth of Kenmore and the Northshore community.

If your employer provides for a matching gift program and you wish to donate your time, money or other contribution to your charter organization, you will find the organization's address and contact information on the letterhead, and the organization's Employer Identification Number (EIN) is 72-1618799.

*Yours in Scouting,*

Mr. Rich Wilkens

President

Concerned Northshore Parents for Scouting

## Merit Badge Counselor Information Form

This is not a registration form. To register as a merit badge counselor you ***must*** complete the Boy Scouts of America adult registration form (no 28-501A available from the council service center or at [www.seattlebsa.org](http://www.seattlebsa.org)). After completing both forms, return them to: Attn: Merit Badge Counselors, Boy Scouts of America, PO Box 440408 Seattle WA 98114. There is no fee to serve as a merit badge counselor.

### My district (check one):

<input type="checkbox"/> <b>Alpine</b> (Issaquah, Snoqualmie Valley School Districts)	<input type="checkbox"/> <b>Mt Olympus</b> (Clallum, Jefferson Counties)
<input type="checkbox"/> <b>Aquila</b> (Des Moines, Vashon, West & Southwest Seattle)	<input type="checkbox"/> <b>Orca</b> (Central & North Kitsap, Bainbridge Island)
<input type="checkbox"/> <b>Aurora</b> (North Seattle & Shoreline)	<input type="checkbox"/> <b>North Lakes</b> (Bothell, Woodinville, Carnation, Duvall)
<input type="checkbox"/> <b>Cascade</b> (Mercer Island, Bellevue)	<input type="checkbox"/> <b>Sammamish Trails</b> (Kirkland, Redmond)
<input type="checkbox"/> <b>Foothills</b> (Algona, Auburn, Covington, Pacific, Maple Valley)	<input type="checkbox"/> <b>Sinclair</b> (Bremerton, South Kitsap, part of North Mason County)
<input type="checkbox"/> <b>Green River</b> (Renton & a portion of Kent School Districts)	<input type="checkbox"/> <b>Thunderbird</b> (Central & South Seattle)

**I would like to serve:**     Any Scout in my district     Only my unit—number \_\_\_\_\_

**Contact Information:** Your district may publish counselor contact information in its web site behind user ID & password protection.

Check this box, if you do ***NOT*** want this information displayed on the WEB.

**First Name**

**Last Name**

**Address**

**City**

**State**

**Zip**

**Phone—where you want to be contacted**




**E-mail**

I agree to abide by the official Boy Scouts of America policy that prohibits one adult to one youth encounters by insuring that each Scout always have at least one other present at any merit badge counseling session. I will counsel Scouts having each boy complete the specific requirements without additions or deletions as listed in the current issue of the *Boy Scout Requirements*, #33215, or the current merit badge pamphlet.

Signed \_\_\_\_\_

Date \_\_\_\_\_

***Important: Complete the reverse side.***

Name (please print) \_\_\_\_\_

Circle merit badges that you want to counsel, then describe your qualifications below. Note: the year of the most recent edition of the merit badge pamphlet is listed inside the back cover of the current year's edition of the boy Scout Requirements, #33215.

- |                        |                     |                       |                      |
|------------------------|---------------------|-----------------------|----------------------|
| American Business      | Cooking             | Horsemanship          | Rowing               |
| American Cultures      | Crime Prevention    | Indian Lore           | Safety               |
| American Heritage      | *Cycling            | Insect Study          | Salesmanship         |
| American Labor         | Dentistry           | Journalism            | Scholarship          |
| Animal Science         | Disabilities        | Landscape             | Sculpture            |
| Archaeology            | Awareness           | Architecture          | Shotgun Shooting     |
| Archery                | Dog Care            | Law                   | Skating              |
| Architecture           | Drafting            | Leatherwork           | Small Boat Sailing   |
| Art                    | Electricity         | *Lifesaving           | Snow Sports          |
| Astronomy              | Electronics         | Mammal Study          | Soil/Water Conser.   |
| Athletics              | *Emergency Prepare. | Medicine              | Space Exploration    |
| Auto Mechanics         | Energy              | Metalwork             | Sports               |
| Aviation               | Engineering         | Model Design & Bldg.  | Stamp Collecting     |
| Backpacking            | Entrepreneurship    | Motorboating          | Surveying            |
| Basketry               | *Environmental Sci. | Orienteering          | *Swimming            |
| Bird Study             | *Family Life        | Painting              | Textile              |
| Bugling                | Farm Mechanics      | *Personal Fitness     | Theater              |
| *Camping               | Fingerprinting      | *Personal Mgmt.       | Traffic Safety       |
| Canoeing               | Fire Safety         | Pets                  | Truck Transportation |
| Chemistry              | *First Aid          | Photography           | Veterinary Medicine  |
| Cinematography         | Fish/Wildlife Mgmt. | Pioneering            | Waterskiing          |
| *Citizenship in Comm.  | Fishing             | Pottery               | Weather              |
| *Citizenship in Nation | Forestry            | Public Health         | Whitewater           |
| *Citizenship in World  | Gardening           | Public Speaking       | Wilderness Survival  |
| Climbing               | Genealogy           | Pulp & Paper          | Wood Carving         |
| Coin Collecting        | Geology             | Radio                 | Woodwork             |
| Collections            | Golf                | Railroading           |                      |
| *Communications        | Graphic Arts        | Reading               | *Eagle Required      |
| Composite Materials    | *Hiking             | Reptile/Amphib. Study |                      |
| Computers              | Home Repairs        | Rifle Shooting        |                      |

Important – you must list your qualifications here:

**List of Merit Badge(s)**

**List your qualifications to counsel this badge  
(work, hobby, formal training, etc.)**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

After completing this form, please make a copy for your records.

# Personal Equipment Checklist

Consider these items when planning an outdoor activity.

## Any Outdoor Activity:

- Medicine (held by parent/guard.)
- Handbook
- Paper/Notebook & pencil/pen
- Uniform (Shirt, T-Shirt, etc.)
- Hat
- Insect Repellant
- Camera
- Watch (cheap, waterproof)

## Day Trip:

- Sweatshirt and/or Coat
- Swimsuit & towel
- Chair
- Fishing gear/Sports equipment
- Sunglasses, glasses, contacts
- Spending money

## Outdoor Essentials:

- Small Personal First Aid Kit
- Filled water bottle/hydration pack
- Flashlight
- Trail food
- Sunscreen
- Whistle
- Map and Compass
- Rain gear, poncho, etc.
- Pocketknife
- Matches/fire starters

## Day Hike:

- Medical Record
- Daypack, backpack, etc.
- Good walking shoes or boots
- Change of clothes

## Campout Items:

- Sleeping Bag or blankets
- Pillow
- Air mattress, cot, or pad
- Ear Plugs
- Cup, plate, utensils, bowl
- Toothbrush, toothpaste, floss
- Soap, shampoo, towels, cloth
- Personal items & toiletries
- Toilet paper
- Warm or Cold weather clothes
- Ziploc bags to keep everything dry
- Survival Kit
- Work gloves (service projects, etc)
- Rope or clothesline
- Bible or book of faith

Your unit *may* provide group items:  Food,  Paper Towels,  Napkins,  Salt,  Pepper,  Garbage Bags,  Saws,  Rakes,  Shovels,  Tents,  Ground Cloths, and other items.

Just as important as what you bring is what not to bring. Many of these rules are BSA National Policy.

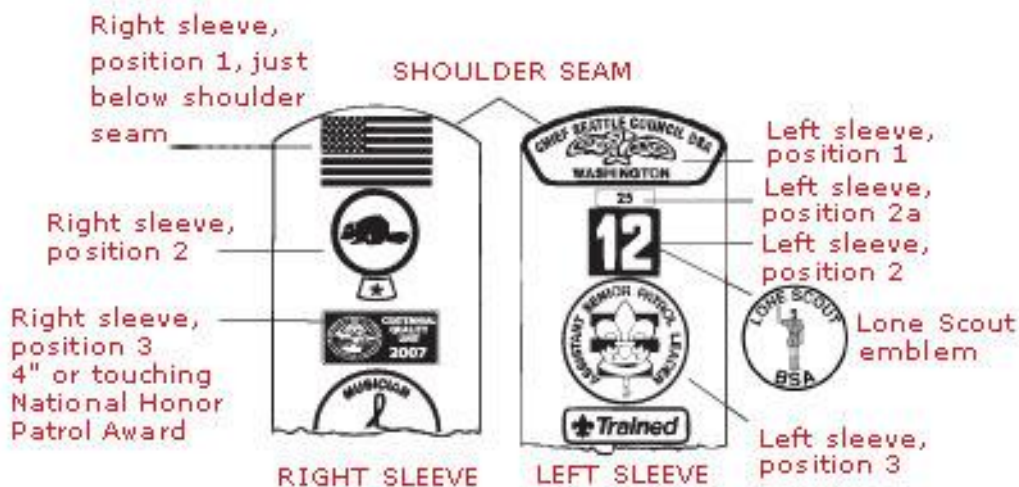
## What NOT to bring:

- ⊗ Never bring any gun other than a squirt gun
- ⊗ No BB Guns, Pellet Guns, Slingshots, etc.
- ⊗ Never bring alcohol or tobacco.
- ⊗ Adults cannot use tobacco in the presence of Scouts.
- ⊗ Never bring fireworks, sparklers, etc.
- ⊗ Never bring any pet of any kind.
- ⊗ Ask your leader before you bring an ax or saw.
- ⊗ Many camps forbid sheath knives for all Scouts.
- ⊗ Candy, food, or snacks are not allowed in tents.
- ⊗ Ask before bringing any food items.
- ⊗ Appropriate attire and footwear are required.
- ⊗ Sandals & open-toed shoes cannot be worn in camp.
- ⊗ Never bring anything expensive or irreplaceable.
- ⊗ No Electronics, Radios, CDs, TVs, or DVDs.

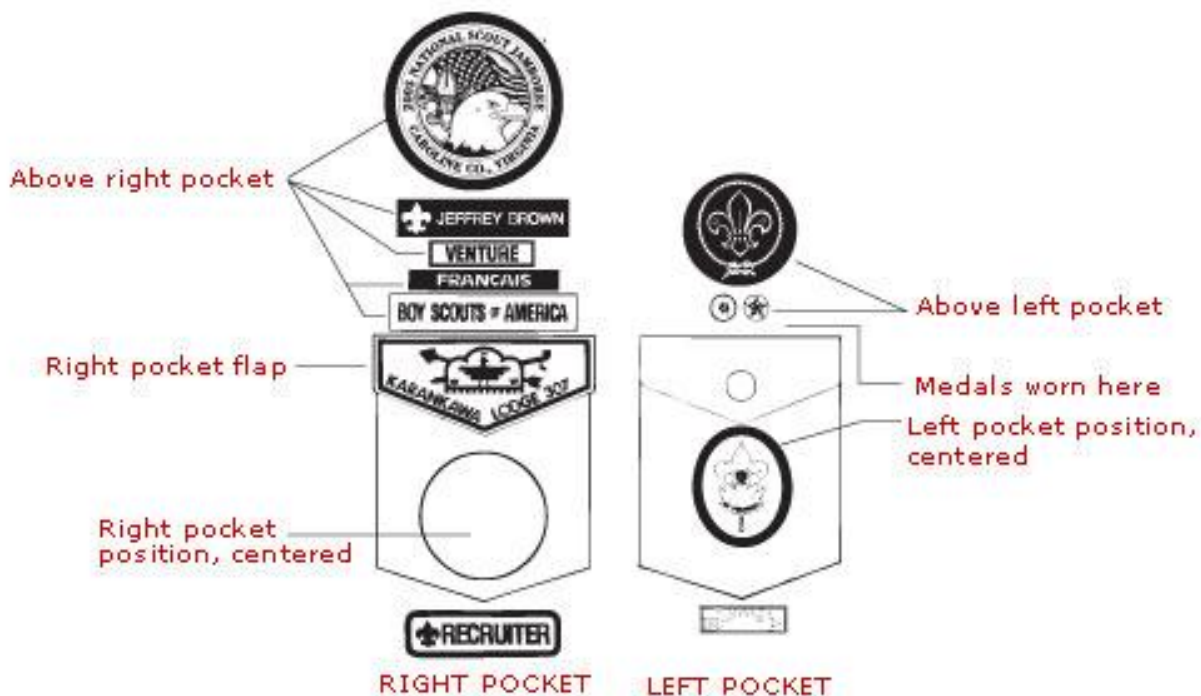
Ask your leader for more information. Your leader must have the current Guide to Safe Scouting #33416 with them on your activities. It explains key requirements including Two Deep Leadership and the Buddy System.

# Boy Scout Uniform Insignia Placement

## Shoulder/Sleeve



## Pockets





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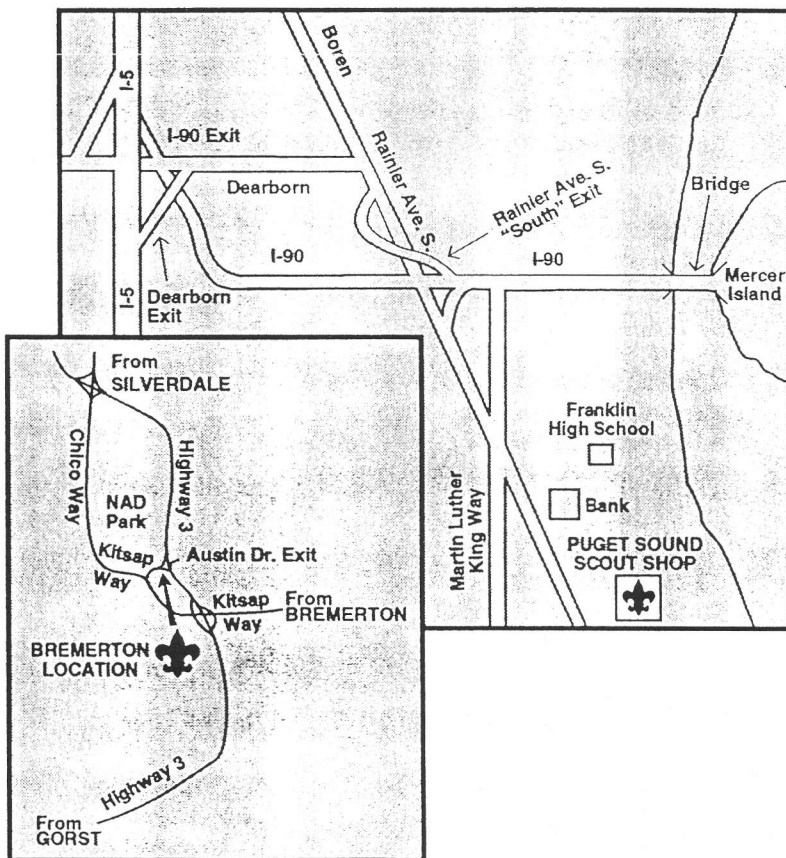
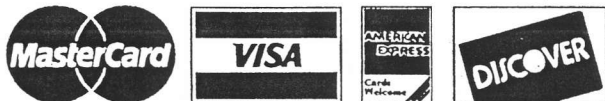
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## **One Hundred Scouts:**

*Of any one hundred boys who become Scouts, it must be confessed that thirty will drop out in their first year. Perhaps this may be regarded as a failure, but in later life all of these will remember that they had been Scouts and will speak well of the program.*

*Of the 100, only rarely will one ever appear before a juvenile court judge. Twelve of the 100 will be from families that belong to no church. Through Scouting, these twelve and many of their families will be brought into contact with a church and will continue to be active all their lives. Six of the 100 will become pastors.*

*Each of the 100 will learn something from Scouting. Almost all will develop hobbies that will add interest throughout the rest of their lives. Approximately one-half will serve in the military, and in varying degrees, profit from their Scout training. At least one will use it to save another person's life and many will credit it with saving their own.*

*Four of the 100 will reach Eagle rank, and at least one will later say that he valued his Eagle above his college degree. Many will find their future vocation through merit badge work and Scouting contacts. Seventeen of the 100 boys will later become Scout leaders and will give leadership to thousands of additional boys.*

*Only one in four boys in America will become a Scout, but it is interesting to note that of the leaders in this nation; in business, religion and politics; three out of four were Scouts.*

*This story will never end. Like the "Golden Pebble" of service dropped into the human sea it will continue to ripple in ever-widening circles, influencing the characters of men down through unending time.*

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## **What becomes of Scouts when they grow up?**

*Men who were Scouts are more likely than those who have never been Scouts to have higher levels of education, have higher earnings, and to own their own homes. Ninety-one percent of men who were Scouts five or more years completed high school, compared with 87 percent of men who were never Scouts. They are also more likely than non-Scouts to earn a college degree (35 percent versus 19 percent). In addition, men who were Scouts five years or more have average household incomes of \$80,000, compared to \$61,000 reported by men who have never been Scouts (Louis Harris Interactive, May 2005). Almost three-fourths (74 percent) of men who were Scouts own their own homes, compared to 65 percent of men who were never Scouts.*

*All along the way the work, the learning, and the fun are put together into two main awards that scouts earn. The Arrow of Light is the highest award in Cub Scouting and the Eagle Scout rank is the highest award in Boy Scouts. Boys that have taken the time and had the perseverance to have the privilege of wearing these patches show everyone they are ready to become a useful part of society. Not only have Eagle Scouts learned about the skills needed as adult, they have also served as leaders to others. They have performed an Eagle Project – a service project of their choice. The project isn't only about a scout being helpful to others, its main purpose is for the candidate to serve as the project creator and crew boss while his friends and scouts perform the service. The Eagle candidate has to negotiate the project with the recipient organization, arrange the work schedule, make sure supplies will be ready, make sure workers will be there on time, and deal with any problems that inevitably arise. When it is all through he has to provide a report detailing the project and the work completed. Sounds an awful lot like many of your careers, doesn't it?*

*But when they turn 18 years old, when these boys are ready to be good citizens, what will they do? How will they put their Scouting to use?*

- *26 of the first 29 astronauts were former scouts*
- *Of the 12 men to walk on the moon's surface, 11 were involved in Scouting.*
- *The 108th Congress contains 216 former scouts and 22 Eagles.*
- *Gerald Ford, an Eagle Scout, became President of the United States*
- *Steven Spielberg, the famous movie producer, is also an Eagle Scout*
- *Hank Aaron, Walter Cronkite, Harrison Ford, Bill Gates, Bruce Jenner, John F. Kennedy, and John Ritter were all Scouts in their youth.*