

TROOP 1 HOPKINTON



HANDBOOK FOR PARENTS AND SCOUTS
TROOP 1 HOPKINTON, BSA
(<http://www.troop1hopkinton.org>)

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Colella's Supermarket.

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HANDBOOK FOR PARENTS AND SCOUTS
TROOP 1, HOPKINTON, MA BSA

DO I NEED TO READ ALL THIS?

Yes you do!

This is a reference book, to be used as your son advances through the program. It is a “living document”, in that it will be added to, changed, etc. as time goes on. Some sections, such as the Troop roster and the trip schedules will be updated periodically.

This is an attempt to communicate to parents the tremendous effort that goes into being part of a successful Troop. We as adult leaders stress having fun and being safe as primary guidelines for the Troop. We ask all adults to please volunteer to do whatever they can. “Many hands make light work.”

KEY TERMS

Below are key terms that will be used throughout the document. Some terms are defined in greater detail later in the document.

BSA - The Boy Scouts of America is the largest youth organization in the United States. Its aim is to provide an educational program for boys and young adults to build character, to train in the responsibilities of participating citizenship, and to develop personal fitness. The purpose of the BSA, to develop character and leadership, is carried on primarily through outdoor activities including camping, hiking, canoeing and other related activities. There is an emphasis on personal development through community service, assuming leadership positions, and individual challenge through Merit Badges.

Patrol – The Patrol is the basic unit within a troop. Made up of 6-10 scouts who camp, cook and eat together. They work as a team at various activities and events.

Troop – A collection of patrols along with adult leaders. There are two troops in Hopkinton, Troop 1 and Troop 4. Each troop generally has about 50 boys.

District – Troops from up to a dozen adjoining towns form a district. We are part of the Tri-Valley District.

Council – A number of districts form a council. We are part of the Knox Trail Council.

Patrol Leader – One boy from a patrol will be appointed/elected as the patrol leader. Each patrol will have at least one assistant patrol leader.

Senior Patrol Leader – The Senior Patrol Leader is the senior scout in charge. The Senior Patrol Leader generally runs the weekly troop meeting and is a key member of the Patrol Leaders Council.

Patrol Leaders Council (PLC) – The Patrol Leaders and adult leaders form the Patrol Leaders Council. The PLC is responsible for planning the weekly troop meetings as well as planning outings.

Scoutmaster/Assistant Scoutmaster(s) – The adult leaders that assist at Scouting events. The adults assume a guiding role in a scout troop.

Rank/Advancement – Scouts progress thru a series of ranks on their journey to Eagle Scout (details of ranks explained below).

Merit Badges - An award earned by a scout for mastery in a specific skill area. Examples are First Aid, Camping, Swimming, etc. There are over 120 merit badges available. 21 merit badges are required to become an Eagle Scout. Of the 21, 12 specific badges are required.

Board of Review – As a requirement for each rank advancement a scout must appear individually before a group of three to six adults (members of Troop Committee) to ensure that the scout has met the requirements for that rank. By policy the Scoutmaster (SM) and Asst. Scoutmasters (ASMs) can not sit on a BOR. A Board of Review takes place after a Scoutmaster Conference for Rank Advancement, or when a Scout requests it or if the Troop Committee feels the Scout needs it. Eagle boards are conducted at the district level.

Court of Honor -An awards ceremony held several times per year at which scouts are recognized for their rank advancements, merit badges earned, and other awards. Parents participation is highly encouraged.

Troop Committee - Adult committee of registered adults that provide oversight, assistance, and guidance to the Scoutmaster in carrying out the scouting program within the troop. The Troop Committee is responsible to provide the necessary resources requested by the PLC and Scoutmaster that are required to carry out the scouting program. The Troop Committee meets monthly. Parents are always encouraged to attend.

TROOP OPERATIONS

MEETINGS – Troop meetings are held at the First Congregational Church on 146 East Main Street. Scouts should be in their Class A uniforms unless otherwise instructed for a particular meeting. Pre-meeting activities begin at 6:45pm. The formal meeting begins at 7:00pm and ends at 8:30pm. Some evenings Scouts may remain after the meetings doing planning, individual instruction, or advancement.

During the meetings, the Scouts work on merit badges, and Scouting and leadership skills. They also plan for upcoming trips by checking and organizing necessary equipment, planning menus and assigning chores. The meetings usually end with a game that is decided by and lead by one of the patrols.

If there is no school, there is no meeting.

The Patrol Leaders Council generally meets the first Sunday of the month.

FORMS - There are several forms that are required in order for the boys to participate in the scout meetings and activities. These forms will be supplied to each Scout family before the start of the Scouting year (September). These forms will be collected at the Parents Night meeting that is held in early September.

REGISTRATION - All scouts must register annually with the Boy Scouts of America. Registration fees support the continued operation of the Boy Scouts of America including support for salaries and expenses of our local council employees. A registration fee of \$25.00 is due at the first meeting. For those who do not wish to receive Boys Life (a monthly magazine published by the BSA, for scouts), the fee is \$18.

DUES/EXPENSES – Dues are \$50.00 a year, \$5.00 per month, September through June and may be paid all at once, in two payments of \$25.00, or monthly. Checks are encouraged and should be made payable to Troop 1. **In order for the boys to participate in Troop activities, dues must be up to date.** Dues cover only a portion of the operational costs of the troop. Additional operational funds are obtained thru fundraising.

COMMUNICATIONS – The troop maintains a web site for the purpose of providing updated information to both the parents and the Scouts. The web site (<http://www.troop1hopkinton.org>) contains the following information:

- Troop adult leaders and troop committee members
- All relevant and necessary forms
- Planned activities and outings
- Links to other Scouting-related sites
- Private web area (GoogleGroups) that is only accessible by those on the troop email list (see below).

In addition to the web site, the troop maintains a parent email list. The purpose of the email list is to provide ongoing mass communications with the parents and scouts informing them of upcoming events. The email content will generally be provided by the Senior Patrol Leader, the Scoutmaster or a member of the Troop Committee. All families are asked to provide at least one actively monitored email address for this purpose. Additional email addresses are welcomed. Contact the Communications Coordinator if you are not receiving emails and wish to be added.

UNIFORMS - Troop 1 has two uniforms, Class A and Class B. Class A uniform consists of the official Scout shirt and neckerchief. The shirt should have the appropriate patches sewn on as well as the scout's current badge of rank. Since Troop 1 does not require the boys to wear the official scout pants, they are expected to wear nice jeans or khakis with the shirt tucked in (Note: Eagle candidates will need official pants and belt). The Class A is to be worn to all scout meetings unless specifically instructed otherwise. Also part of the Class A uniform is the merit badge sash, which is generally required at Courts of Honor and Boards of Review.

The Class B uniform consists of a red Troop 1 shirt. These shirts are purchased by the Troop and are loaned to each Scout for a loan fee of \$20.00. As the Scout grows, he can trade in his shirt for a larger size. When he leaves the Troop, the \$20.00 fee will be returned when the shirt is returned. These uniforms are generally worn on less formal occasions such as working at fundraisers, summer camp and some trips.

ADVANCEMENT – Scout advancement is designed to encourage boys to learn and grow in the areas of citizenship, character, outdoor skills and personal fitness. The Troop objective is to help each boy realize his full potential -- for some this will be the rank of Eagle, Scouting's highest rank. This is accomplished by helping the boys set a goal of a rank per year. The first four ranks are Scout, Tenderfoot, 2nd Class, then First Class. The Scouts are aided by the older Scouts and adults during meetings and on outdoor trips.

The higher ranks involve more individual commitment -- Star, Life and Eagle are earned through achieving a series of mandatory and elective merit badges, service projects and leadership. These may be accomplished individually, or with a counselor outside of regular activities. Scout advancement requirements are explained in the Boy Scout Handbook as well as in the Boy Scout Requirements book. The boys must have a Boy Scout Handbook, as this is where a Scoutmaster signs off their advancement. Along with the requirements listed in the book, the scouts must be active members of the Troop.

OUTDOOR ACTIVITIES – The Troop will schedule outdoor trips including mountain climbing, camping, canoeing, bicycling, summer camp and other special activities approximately once a month. A proposed list of trips starts with the boys and the Trip Committee, and is presented to the Scoutmaster and Troop Committee for final approval. All trips and activities must have a minimum of two adults present at all times, one of which must be a registered Scout Leader.

The Troop will supply major trip items like canoes, tents, cooking equipment, etc. Each Scout is responsible for his own personal gear: backpack, sleeping bag, foam pad, rain gear, mess kit, utensils, water bottle, etc. (refer to the Scout Handbook for suggested personal gear). The Troop may periodically have some items of “personal gear,” and will loan these to a Scout until he can acquire his own.

Parents are generally *discouraged* from attending these events. The goal of scouting is to increase the confidence and independence of each scout and going “solo” helps achieve this goal. Keep in mind that there will always be sufficient Scoutmaster/Ass’t Scoutmaster involvement to ensure the safety of each scout on each activity. Parents are actively encouraged to become involved in troop leadership!

A note about trip signups. Scouts are encouraged to signup for upcoming trips using a signup sheet that is available at each meeting. Frequently, scouts sign up and forget to inform their parents/guardians that they have done so. Signups for trips are “binding” in that we build the trip plans around these signups (make reservations, arrange transportation and equipment, etc.). When a scout cancels at the last minute, the troop is often left with an extra trip slot. In these cases, the scout family will be responsible for the cost of the trip unless a substitute is found.

FUNDRAISING - The dues do not cover the operating cost of the Troop. Additional funds to pay for new Troop equipment, awards, subsidize trips and special events must be raised by the Scouts and their parents. Funds raised have also been used to send an extra adult to summer camp with the boys, cover more of the cost of the trips for the Scoutmasters, and we have been able to offer "camperships" when necessary (providing the experience of Summer camp to boys who otherwise would not be able to afford it). In the past our fundraising has included selling concessions on the Common at Polyarts in September and at the start of the Boston Marathon in April. The troop is currently pursuing the sale of Christmas trees as an important fundraiser. **Participation in the fundraisers is mandatory for all Scouts.** Participation by each family as well can't be stressed enough as each boy benefits from the money raised.

PARENT/GUARDIAN PARTICIPATION – As parents of boys involved in Scouting, you will be asked to participate in some way. Parents are needed to help at regular meetings, teach merit badges, provide transportation, help lead trips and organize fundraisers. Please see the Scoutmaster or other Troop Committee member if you have a particular area of interest. Boy Scout troops, including Troop 1, are led by the Scouts themselves. The Senior Patrol Leader, with guidance and coaching from the Scoutmaster and the Assistant Scoutmasters lead the Troop meetings and other activities. If you have comments, questions, or concerns about any Scouting activity, please direct your comments to the Senior Patrol Leader or the Scoutmaster.

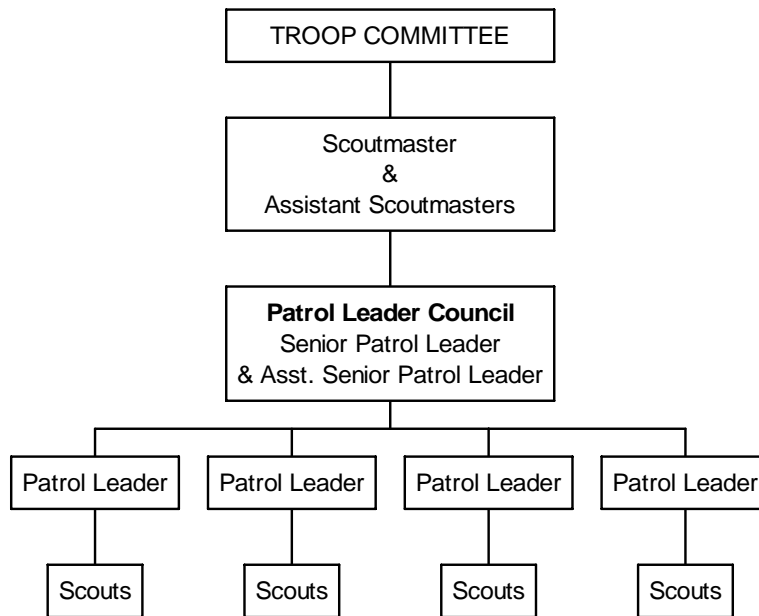
TROOP 1 ORGANIZATION

COUNCIL – Knox Trail Council, 490 Union Ave., Framingham, MA 01701

SPONSOR – Colella’s Supermarket, 61 Main Street, Hopkinton, MA 01748

MEETINGS – First Congregational Church, 146 East Main Street, Hopkinton, MA 01748

Troop 1 Organizational Chart



The priority starts at the bottom with the individual Scouts. If each Scout is successful, the Troop is successful.

TROOP COMMITTEE

The Troop Committee is comprised of various adult leadership sub-committees and the Scoutmaster. Meetings are held monthly during the scout year. Assistant Scoutmasters, although not all having a position on the Troop Committee, are encouraged to attend for the Troop communications value. Any parent is welcome to attend.

The name and contact information for the individuals holding the positions below is available on the Troop web site (under Committees)

TROOP COMMITTEE CHAIRPERSON

- Organizes the Troop Committee
- Conducts meetings approximately once per month during scouting year.
- Oversees all committees

CHARTER ORGANIZATION REPRESENTATIVE

- Liaison between Troop 1 and Colella's Supermarket.
- Obtains signatures for yearly charter and special permission when required

TREASURER

- Maintains a record of Troop 1 funds
- Handles all Troop money, maintains Troop checking & savings accounts
- Provides monthly financial reports at the troop committee meeting.

FUNDRAISING

- Organizes fundraising activities
- Organizes and keeps records from previous fundraisers
- Chairs meetings as necessary

ADVANCEMENT

- Conducts Boards of Reviews
- Maintains Advancement/Merit Badge records of all Scouts
- Advises Scouts working on Eagle projects
- Conducts Troop Courts of Honor
- Advises/assists parents of Eagle Candidates in planning their son's Eagle Court of Honor

TRIPS

- Establishes and manages trip calendar
- Works with Scoutmaster and trip leaders to accomplish monthly trip/activities
- Coordinates adult volunteers for trips

TRAINING

- Informs Troop of Training opportunities and schedules
- Arranges periodic training for Troop, e.g., BSA Youth Protection
- Encourages training participation

OTHER: Specifically Assigned

- Membership Coordinator (with Packs)
- Congregational Church (meeting place) Liaison
- Equipment Coordinator
- Scouting for Food Rep
- Communications Coordinator
- Community Service Coordinator
- HSLA Reps

SCOUTMASTERS

SCOUTMASTER

- Trains Scouts to lead themselves and others
- Guides and counsels Scouts
- Administers the weekly meetings with Asst. Scoutmasters
- Conducts regular training of PLC

ASSISTANT SCOUTMASTERS

- Advises Patrol Leaders in planning Troop meeting programs
- Advises Patrol Leaders in scheduling and planning of trips/activities
- Assists Scoutmaster

ADULT QUARTERMASTER

- Works with the Scout Quartermaster
- Periodically inspects and inventories Troop equipment
- Maintains and coordinates repair of equipment
- Recommends purchase of new equipment

PATROL LEADER COUNCIL

PATROL LEADER COUNCIL – The PLC is to plan and run the Troop activities and to train the patrol leaders. The PLC is comprised of the patrol leaders, assistant senior patrol leader, senior patrol leader and scribe. The scribe keeps a logbook of the PLC decisions, but acts only as an observer. The Troop Committee must ratify the schedule of events and financial decisions of the PLC.

SENIOR PATROL LEADER

- Serves as the Scout leader of the Troop
- Presides at all Troop meetings, events and activities
- Chairs the PLC
- With the Scoutmaster, appoints other boy leaders
- Must be at least 14 years of age
- Must have been patrol leader
- Elected by fellow Scouts from nominations by Scoutmasters

ASSISTANT SENIOR PATROL LEADER

- Elected by fellow Scouts from nominations by Scoutmasters
- Helps with leading meetings and activities
- Takes over Troop leadership in absence of the SPL

SCRIBE

- Keeps a logbook of PLC decisions
- Records attendance and dues payments
- Records trip payments

PATROL LEADERS – Patrol leaders are the backbone of the Troop. They provide the leadership, direction and instruction for the Scouts. Patrol leaders are appointed by the Scoutmaster for a minimum of six months. To be eligible for appointment as a Patrol Leader each Scout must:

- Be first class or higher (except new Scout patrol)
- Show leadership qualities
- Show Scout spirit

ASSISTANT PATROL LEADERS – Assistant Patrol Leaders are appointed by Patrol Leaders with council and approval of the Scoutmaster. They assist the patrol leader and assume the Patrol Leader's responsibility when required.

OTHER SCOUT POSITIONS

Scoutmasters invite interested Scouts to seek these positions, which are then appointed by the Scoutmaster.

QUARTERMASTER

- Keeps records of patrol and Troop equipment
- Keeps equipment in good repair
- Issues equipment and sees that it is returned in good condition
- Works closely with Trip Chairpersons
- Suggests new or replacement equipment to PLC

HISTORIAN

- Keeps a scrapbook of all press releases, photos, etc.
- Brings items to functions such as Courts of Honor, etc.

LIBRARIAN

- Keeps records on literature owned by the Troop
- Has literature/merit badge books available for borrowing at Troop meetings
- Keeps a system to track borrowed literature
- Advises SPL or Scoutmaster of new or replacement items needed

DEN CHIEF

- Works with Cub Scout group on a regular basis
- Is available for their weekly meetings to teach games, skills, etc.
- Is available for their Blue & Gold Banquet, Pinewood Derby, etc.

TROOP GUIDE

- Works with the new Scout patrol
- Is able to teach them skills to lead them through tenderfoot, 2d Class and First Class

JUNIOR ASSISTANT SCOUTMASTERS

- Function as Assistant Scoutmasters
- Minimum age of 16 or rank of Eagle
- Is appointed by Scoutmaster

POLICIES

From time to time, the Troop Committee establishes specific policies. Below are current Troop policies in effect.

CODE OF CONDUCT – Each Scout and their parent/guardian will be asked to sign the troop Code of Conduct document. This document outlines behaviors that are deemed unacceptable for a member of the troop. Examples include but are not limited to:

- Possession of illegal drugs
- Possession of firearms (except at approved Troop shooting ranges with firearms supplied by Troop)
- Fireworks
- Knives (other than approved BSA knives & scout has earned toten chip)
- Un-scoutlike literature
- Alcohol or tobacco products (adult leaders over the age of 18 may use tobacco with discretion)
- Harmful or inappropriate physical contact (punching, kicking, pushing)
- Hazing, bullying, teasing or any other verbal abuse.
- Insubordination to a Scout Leader or supporting adult.
- Any act by an individual scout that may place others at risk.

The Code of Conduct is available on the troop website:

http://troop1hopkinton.org/code_of_conduct.htm

Violation of this policy will require that the scout or adult leave the scout trip or activity and will result in review and action by the Troop Review Board. The result may be expulsion from the Troop.

ADVANCEMENT - For a scout to advance in rank not only does he have to meet all the requirements, he has to be active in the Troop. As a guideline, to be considered "active" a scout should:

- Attend 60% of the scheduled Troop meetings
- Attend 40% of the planned monthly Troop trips
- Participate in the Troop fundraisers -- although attendance at all Troop fundraisers is mandatory, exceptions are occasionally made for absence due to other family commitments

Exceptions are at the discretion of, and require the concurrence of the Scoutmaster and Advancement Chairperson.

SCOUTMASTER TRIP EXPENSES - The Scoutmaster and Assistant Scoutmasters participate in a high percentage of Troop trips. This policy is intended to reduce the otherwise disproportionate financial burden this places on these leaders. Typically the Troop contributes some amount to the cost of each Troop sponsored trip. This amount is established for each trip by the recommendation of the Trip Committee. Scouts and leaders then pay the remainder. This policy is directed at further reducing this remainder for registered and active Scoutmasters.

Where the financial situation of the Troop allows, it is the intent of this policy to cover these leaders' expenses in full, except for the more expensive trips.

ADULT TRIP EXPENSES – Many trips require extra logistic support, especially as the troop size increases. If additional adults and/or transportation are required for an outing, the Trip Coordinator will communicate the need to the troop. The troop will provide a mileage allotment and will cover the cost of all tolls. If extra adult support is required, the troop will strive to cover the cost of the extra adult(s) at a rate similar to the scoutmaster. If an adult chooses to attend an event (with Scoutmasters approval) and isn't critical to executing the outing, that adult will be expected to pay at the prevailing per-head rate.

CONTRIBUTIONS TO COST OF HIGH ADVENTURE CAMPS - As long as the Troop's financial situation allows at the time of the request, the Troop will contribute to the cost of an individual scout attending a High Adventure Camp. These camps include Philmont (New Mexico), Seabase (Florida), National Jamboree, and World Jamboree. Other camps will be considered by the Troop Committee on an individual basis. The Troop will contribute the greatest of \$100.00 or 10% of the total cost (including reasonable transportation expenses), up to a maximum of \$200.00 for a particular camp.

To be eligible for consideration for a Troop contribution, the scout must:

- Be active with Troop 1 for at least two years by the time of the camp -- see Advancement Policy for definition of "active"
- Be in good standing with the Troop
- Make a presentation to the Troop, including photos, maps, memorabilia, etc.
- Submit a written request to the Troop Committee noting the camp, dates, and estimated total cost of the adventure.

UPDATES

This document, along with forms, policies and guidelines will be periodically updated and placed on the troop web site. This will include:

- Trip & Event Calendar
- Forms (e.g., Medical, Permission, Code of Conduct Volunteer)
- Policies
- Photo Journals