

# Handbook for Scouts & Parents



Scouts BSA  
Troop 439 & 3439  
New River, Arizona

Revised February 2019

The most current version of this handbook is always posted on our website at [www.bsatroop439.com](http://www.bsatroop439.com)

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# Introduction

## What Is this Handbook?

This is a handbook for Scouts and their parents. It explains the things you should know about Scouts BSA Troop 439 & its newly formed “sister-troop” 3439. The topics include a Troop history, description of outings and activities, our summer camping program, what equipment is needed by each Scout and what is provided by the Troop, requirements for Scout advancement, and how to prepare for a Board of Review. In addition, Troop 439 policies on uniforms, attendance, conduct and discipline are included.

A Scouts BSA Troop, with the high level of programs, outings, advancement, and service that Troop 439 & 3439 provide, requires the support of many families and friends. No single person can do it all. It is expected as an obligation of membership that each family in Troop 439 & 3439 will support the activities of the Troop in some way during each year. Please think about how you can best help.

This manual is dedicated "to all the great Scoutmasters and all the great Scouts," who have made Troop 439 the outstanding organization it is today. Without their spirit and dedication, combined with the assistance and support of numerous parents, the many activities, outings and programs summarized in the following pages would never be reality. Troop 439 has always relied on the support of Troop families and friends to achieve its goals. We expect this support will continue as part of your commitment to Troop 439 & 3439. In return we commit our efforts to continuing the positive methods, aims and traditions of Scouting for our boys and girls.

Thank you.

The Troop Committee and Scoutmasters of Troop 439 & 3439

## Traditions of Troop 439

- Go camping every month
- Attend Summer Camp for one week each summer
- Never camp twice in the same place within a year
- Always cook by patrol
- Be capable of camping in bad weather as well as good weather-we do not cancel outings because of bad weather.
- Have a special week-long adventure trip every two years
- Do a service project for the Stepping Stones Academy and New River Kiwanis at least once a year
- Give each patrol a distinctive campsite, slightly apart from others
- Learn new Scouting skills (or improve skills) on each campout
- Have at least one bike, backpack and canoe outing each year
- Earn the Quality Unit Award and National Camping Award each year
- Have many more Scouts than average who earn the rank of Eagle.
- Have two Scouts each year attend Philmont National Junior Leader Instructor Camp
- Have a large allotment of fun and high adventure

## Troop Organization

The New River Kiwanis charters Troop 439 & 3439. The responsibility for Troop policies and organization lies with the Troop Committee. The Troop Committee meets monthly and is comprised of many parents and friends of the Troop as well as the Chartered Organization Representative. The Scoutmaster and Assistant Scoutmasters report to the Troop Committee.

The Troop Committee welcomes suggestions and comments from the larger "Troop community" at all times. While we work very hard to make Troop 439 & 3439 the best Troops possible, there is always more that can be done and ways to improve. All Troop Committee meetings are open to parents and interested community members to attend.

All Scouting activities are open to parental visitation. There are no "secret" organizations with the Scouts BSA program. We need and expect parental involvement and support as an ongoing benefit of membership in Troop 439 & 3439.

## Family Scouting and Linked Troops

In February 2019, the Boy Scouts of America program was rebranded to **Scouts BSA** and nationwide the program was opened to both boys and girls ages 11 to 18.

The Troop Committee adopted the following statements of philosophy regarding the evolution of the Scouts BSA program to a Family Scouting Troop community:

1. Linked Troops that use one number (439) on uniforms and separate numbers (439 & 3439) for registration
2. Both Troops will meet at the same time and in the same location
3. Both Troops will share the same committee, the same chartered organization, and utilize the same resources
4. All Scouts will be trained, guided, and protected in the same manner without discrimination
5. Every effort will be made to keep our Scouts together
6. Adult leadership of both Troops will serve all Scouts equally
7. All Adult Leaders agree to follow the two-deep leadership policy as prescribed in the Youth Protection Training
8. Expectations for behavior and adherence to the Scout Law, Oath, Motto, and Slogan should be the same for all Scouts and Adult Leadership
9. In all publications and in how we address youth involved in the program, we should do our best to consistently use the term Scout (not boy or girl); no Scout or Adult Leader would be admonished for inadvertently using the term Boy Scouts.

## Annual Dues

The yearly Local dues for Troop 439 are set by the Troop Committee and are reviewed annually. Although BSA charges National Dues, the Scouts do not have to pay this directly; instead, it is paid from the Troop treasury. Scouts may subscribe to Boy's Life Magazine at an additional cost. This is payable in October/November of each year. The dues, along with other funds derived from fund raising activities are used for special outings, Troop equipment, and operating expenses.

## Youth Leadership and the Patrol System

Every Scouts BSA Troop is made up of patrols, groupings of five to ten youth who work together as a team. Each patrol has its own leader. The Patrol Leaders, with the Senior Patrol Leader in charge, form the Patrol Leaders' Council. It is this council's job to plan and run the Troop program.

Each patrol leader represents his patrol on the council and conveys to his patrol the decisions of the council. Patrols have their own meetings, elect other officers, and carry out their own activities. Scouts are expected to be responsive to directions given by Patrol Leaders and the Senior Patrol Leader.

The Troop is comprised of patrols based on the experience level of the Scouts. It has been the Troop's experience that this method lends itself best to encouraging Scouts to develop within their own peer group and facilitates the skill instruction during the Troop meetings. The most experienced Scouts; usually 16 and older, are part of the Leadership Patrol and hold many Troop leadership positions.

## *Patrol Reorganizations*

Learning to work with other members of a team is an important part of Scouting, so we do not want to change patrols lightly.

Nevertheless, there are typically two patrol reorganizations during the year: in March, as new Scouts join (crossing over from Cub Scouts); and in October, as we start a new

program year. A Scout who has a good reason to want to change patrols should make his desire known to the Senior Patrol Leader and to the Scoutmaster, preferably in January or August.

## Adult Leadership

The primary function of the adult Scout Leader is to protect and guide the youth, to promote the Scout Oath, Scout Law, Outdoor Code, Advancement and the Patrol Method. Regardless of a Scout's sex, the adult Scout Leader will equally and equitably provide guidance and support to all youth members of the Troop in a manner that represents the spirit of Scouting. Scoutmasters, Assistant Scoutmasters, and the Committee Chair consistently wear the full Scouts BSA uniform to all Troop events as a model of how we expect our youth to dress and to act as Scouts.

There are NO "Dads" or "Moms" during Scout activities, favoritism is strictly prohibited. Parents that are present and serving as adult Scout Leaders should redirect their own child to Youth Leadership first, or to other Adult Leadership when applicable, to resolve problems or answer questions. This is a tough, but important, lesson for our own children to learn that anyone in the Troop community can and will help them. It creates a more independent and self-reliant Scout.

Adult Scout Leaders include the Scoutmasters (SM), Assistant Scoutmasters (ASM), and Troop Committee Members. All parents are highly encouraged to join leadership first as a Committee Member and later as an ASM. A parent that is highly involved in helping the Troop move forward is more likely to have a Scout that is regularly and enthusiastically involved in the Troop activities and outings. While it is a common joke amongst adult leaders that "it is only one hour per week", the truth is that the more adults we have serving as leaders of the troop the more that time commitment is spread amongst more people and the less time it does take.

All adult Scout Leaders must be "Trained". This training includes obtaining and maintaining current Youth Protection Training (YPT), Introduction to Outdoor Leadership Skills (IOLS), and role-specific online training (for either or both Scoutmaster Training and Committee Member Training). Additional all adult leaders should be familiar with the Guide to Safe Scouting and proper procedures to report a Reportable Incident.

## Troop Meetings

Troop meetings are held every Monday from 7:00-8:30 pm during the school year. The Troop does meet during school vacation weeks and usually conducts a special activity. During July and August, the Troop usually meets every other week. Scouts are provided a summer meeting schedule.

A typical Troop meeting includes thirty minutes of skill instruction by experienced Scouts and Assistant Scoutmasters. The Senior Patrol Leader is responsible for the meeting and delegates duties to patrols for opening and closing ceremonies, skill contests, Troop-wide fun activities, service duties (setup and clean-up). Each patrol also meets briefly to schedule a patrol meeting date or plan for upcoming events.

### *Advancement during Troop Meetings*

Scouts are encouraged to complete advancement requirements at any time during the Troop meeting. A sign-up sheet is available at each meeting for any Scouts wishing to complete a requirement. (If the sheet is missing, or if you can't find it, ask the Senior Patrol Leader, or any uniformed adult, for assistance.) Assistant Scoutmasters are available at any meeting to work with a Scout.

Assistant Scoutmasters and the Scoutmaster will “sign off” the requirement in the Scout’s Handbook. Then that requirement can be documented in the Scoutbook program either by the ASM or by the Scout themselves (using the myScouting smart phone app). All requirements that are recorded in the Scoutbook program will be approved by the Scoutmaster or a designated ASM. In order for the Scout to receive recognition for their hard work the requirements should be recorded both in the Scout’s Handbook and in the Scoutbook program.

## Venture Patrol & Venture Crew

A venture patrol is for those Scouts who are fourteen years old (Freshman in High School) and generally have achieved the rank of Star Scout. While participating in most Troop activities and helping the Troop through instruction and setting a good example, they also plan and implement their own activities.

The Venture Patrol is in a transition stage between the Troop and the Venture Crew and are encouraged to participate in high adventure activities. These activities are considered a supplement to the regular Troop program to appeal to the interests of the older Scouts. Participation on these activities is considered a privilege based on participation and example during the Troop activities.

Troop 439 works with and grows into Venture Crew 2439. Venture Crew 2439 is comprised of high school age youth and it is co-ed. The Venture Crew is strictly high adventure and helps keep the interest and values of Scouting as the Scouts approach young adulthood. Venture Crew Scouts are encouraged to continue to help teach and work with younger Scouts.

## Attendance Policy

The expectation for attendance is that unless you have a formal conflict (such as a school or church obligation), you will be at all Troop meetings and activities. Attendance is especially critical for Youth Leaders (Patrol Leaders, Assistant Patrol Leader, Treasurer, etc).

There is a rank requirement for all advanced ranks (Star, Life, and Eagle) that each Scout be “active” in their Troop. For Troop 439 & 3439, the Scoutmaster has implemented a strict policy that Scouts must attend a minimum of 50% of all Troop meetings and outdoor program activities (i.e. camping trips) to be considered “active” in their Troop for the sake of rank advancement.

## Website, Email, and Scoutbook

The Troop website is <http://www.bsatroop439.com>

Click on “Contact Us” in the upper left corner to find email addresses of all adult leaders.

It is very important that all parents and guardians confirm that the correct email address be added to Scoutbook for your Scout. The primary communication channel for all announcements from the Scoutmaster and Troop Committee Chair will be the email function in Scoutbook. Therefore, if you do not have a registered email associated with your Scout’s account then you may not get the important information you need to guide your Scout through the program.

*Sample Troop Meeting Program*

6:45 Pre-opening and Set-up Patrol Leader (PL)

7:00 Opening Ceremony (PL); Inspection & Review Agenda (SPL);

7:20 Patrol Meetings (PL)

7:40 Skill Instruction (PL or Junior Leader)

8:05 Skill Game (SPL, PL, or Junior Leader)

8:15 Scoutmaster Minute (SM); Closing and Announcements (SPL & SM)

8:30 Scouts Dismissed (SPL)

# Advancement

Advancement through the ranks is one of the most important parts of Scouting. The extent to which a Scout participates in the advancement program largely governs the benefit they gain from membership and the length of time they stay in Scouting. Youth join the Troop as a member and then advance through the ranks in the following order: Scout, Tenderfoot, Second-Class, First-Class, Star, Life and then Eagle.

Parents Note: Parents are cautioned, however, that advancement should not become the sole reason a parent keeps a Scout in Scouting. Parents should encourage their youth to make advancement in Scouting the Scout's own personal goal rather than their parents' goal. Scouts, not parents, should make the routine telephone calls to Troop Leaders and Merit Badge Counselors concerning advancement, appointments and attendance. **An important aspect of the Scouting experience is for the Scouts to learn how to deal with adults other than their own parents.**

## Tenderfoot, Second-Class and First-Class Ranks

Scouting has determined that if a Scout reaches the First-Class rank within the first 18-24 months after they have joined the Troop, they are more likely to stay in Scouts BSA longer and achieve the rank of Eagle Scout. The Scout will also benefit and enjoy his Scouting experience more if this objective is attained.

There are five areas of concentration that each Scout will work on towards their First-Class Rank:

1. Outdoor Skills
2. Physical Fitness
3. Citizenship
4. Patrol and Troop Participation
5. Personal Development

Other requirements for advancement include a conference with the Scoutmaster and a Board of Review.

The requirements for Tenderfoot, Second-Class and First-Class are set forth in the Scouts BSA Handbook.

## Star, Life and Eagle Ranks

After the rank of First-Class the Scouts work primarily on Merit Badges. Other requirements for advancement include tenure in rank (time interval at a given rank to acquire Scouting experience), leadership experience, service hours or project, a conference with the Scoutmaster and a Board of Review. A summary of the complete requirements for each rank can be found in the Scouts BSA Handbook.

## Tips for Parents Regarding Rank Advancement

The following are a list of tips on how you can appropriately provide assistance and

encouragement to your Scout as they progress through the ranks of the Scouts BSA program:

- Make sure your Scout has a Scout BSA Handbook with their name boldly marked on the outside and inside.
- Sit down and review the requirements of their next rank with them. Do not sign off the requirements but help them learn and practice the requirements.
- Encourage your Scout to go on as many campouts and other Troop activities as possible. Hiking, camping and cooking requirements need to be done on weekend campouts.
- Making sure they attend summer camp. A large percentage of the Troop advancement typically occurs during the week-long resident summer camp session. The program is well organized, and the mixture of outdoor experience, personal achievement and learning offered at camp is unmatched elsewhere.
- Establish momentum early on. If your Scout advances through the First-Class Rank during the first year, they will generally gather momentum to carry them through to the Eagle Rank. The sense of personal accomplishment tends to cultivate a desire for more. On the other hand, it is much more difficult to rekindle interest in advancement after a long period of inactivity.

## Merit Badges

The Troop maintains a library of Merit Badge pamphlets and workbooks. Scouts should contact the Troop Librarian for assistance in this area. Families are encouraged to donate unneeded merit badge pamphlets to the Troop Library when they are finished using them.

When a Scout has decided to pursue a merit badge he should obtain a "blue card" that must be signed by the Scoutmaster before the Scout meets with the merit badge counselor. Thereafter, the Scout should contact the Merit Badge Counselor to review the requirements and establish an approach for that specific merit badge. After this first meeting, the Scout should follow the program that has been determined for that badge and meet, as appropriate, with the counselor. Only Counselors registered with the Grand Canyon Council may approve merit badges.

### *Becoming a Merit Badge Counselor*

If you would like to register as a merit badge counselor, the Troop Advancement Chairman will provide you with the application form. The prerequisite is to have an expertise in the subject matter from either your vocation or as a hobby. Youth Protection guidelines must be followed and two-deep leadership is always required.

Parents/guardians that are registered as Merit Badge Counselors shall serve as counselors for their Scout for no more than two merit badges per family, subject to Scoutmaster's approval. This policy is to prevent potential issues arising during the Eagle Scout Application Process with a parent signing off excessive merit badges for their Scout.

# Uniform and Uniform Policy

The uniform makes the Scouts BSA Troop visible as a force for good and creates a positive youth image in the community. Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting. The uniform gives the Scouts BSA identity in a world brotherhood of youth that believe in the same ideals. The uniform is practical attire for Scout activities and provides a way for Scouts to wear the badges that show what they have accomplished.

1. Troop Meetings: The complete “Class A” Uniform is the only acceptable uniform for weekly Troop meetings. After a Scout has been given reasonable time to acquire a uniform and fails to do so the Patrol Leader will bring the matter up to the Senior Patrol Leader. Initially, the Scout will not be allowed to participate in the Troop-wide fun game for improper uniforming. Scouts who persist to be in improper uniform will not be admitted to the Troop meeting and, if necessary, will be sent home.
2. Outings: Scouts are expected to wear uniforms on Troop 439 outings. The uniform is to be worn during travel to an outing.
3. Other Activities: Scouts should be in full uniform at the following activities:
  - Troop Meetings
  - Board of Review
  - Court of Honor
  - Scout Sunday
  - Camporees
  - Summer Camp (evening meals and formal activities)
  - Color Guard in Flag Ceremony
  - Other activities as specified by Scoutmaster

We strongly suggest that all articles of clothing be labeled with a Scout's name and "Troop 439."

## Troop 439 Class A Uniform

Refer to the Scout Handbook’s inside cover for actual placement instructions. The Scout Class A uniform consists of the following items:

- Short or long sleeve Scouts BSA shirt with:
  - Green shoulder loops affixed to epaulets
  - American flag on right shoulder
  - Patrol medallion on right shoulder
  - Grand Canyon Council patch on left shoulder snug to seam
  - Troop 439 numerals on left shoulder snug to council patch
  - Troop badge of office on left shoulder snug to Troop numeral (if earned)
  - Den Chief Cord (if earned) is worn over the left shoulder and under Epaulet
  - Scout rank ("Scout" badge for new Scouts) on left pocket

- Arrow of Light Award (if earned) below rank badge
- World Crest (round purple and white patch) above left pocket
- Optional activity patch on right pocket
- Troop 439 customized neckerchief with slide
- Scouts BSA official pants or shorts
- Scouts BSA belt
- Scouts BSA socks (required if wearing shorts)

### Summer Uniform (Class B)

The Summer Uniform consists of the Scout shorts and Scout socks (no exceptions) along with the Scout Class B shirt and belt.

On occasion the PLC will notify the Scouts that the Class B uniform can be worn at certain activities.

### Obtaining a Scouts BSA Uniform

The Troop maintains a supply of recycled uniforms that the Scouts have outgrown. They are available to everyone. Donations of outgrown uniforms are welcome.

Scout uniforms can be purchased through the Troop, ordered via the Internet from [www.scoutshop.org](http://www.scoutshop.org), or picked up at the Phoenix Scout Shop (2969 N Greenfield Rd, Phoenix, AZ 85016).

# Outdoor Program

The Troop has weekend outings once per month during the year and, in addition, schedules a one-week resident camp session at Camp Geronimo or Camp Raymond (alternating camps each year) during the summer. The Troop also schedules a high adventure expedition every other year (Camp Emerald Bay, Sea Base, etc.).

During a program year September through August, a Scout who attends every outing or expedition with the Troop would have spent over 20 nights camping! For this level of outdoor activity, Troop 439 & 3439 can earn the National Camping Award every year.

Our outings fall into several classifications. There are campouts where the main theme is to work on advancement -- particularly for the ranks leading up to First-Class (known as “Trail to First-Class”). Then there are the fun type outings that tend to repeat themselves each year such as bicycle trips, Canoe Trips and Snow Camp. Other outings may include trips to the Spring Camporee, weekend backpack trips in the White Mountains, rock climbing, snow events, mountain biking, and the traditional “Blue and Gold Campout and Banquet” at New River’s Kiwana’s Park.

Additional activities are planned by the Venture Patrol and Venture Crew.

Advancement skills are reviewed on most campouts. Schedules and locations vary from year to year since trips are planned for the year by the Patrol Leaders’ Council and approved by the Troop Committee.

## Transportation to and from Outings

**IMPORTANT NOTE:** As an obligation for membership of their Scout in Troop 439 & 3439, parents are expected to share driving and chaperoning responsibilities of Scouts on campouts.

A few important things to remember for Scouts regarding transportation to and from events:

- Permission slips and/or registration through SignUp Genius are required for all events. This is necessary to ensure proper Patrol menu planning and to secure transportation.
- Scouts should be sure to carry on their person sufficient money for a meal or snack on the trip if this has been specified on the permission slip or in SignUp Genius. It is not fair for drivers to pay for lunch or snacks and hope to be reimbursed later.
- Scouts are responsible for helping pay for fuel expenses for the drivers. On average: \$7.50 each way or \$15.00 per trip. The fuel charge is subject to change depending on the distance the Troop is traveling.
- Scouts should be respectful in the cars--they are guests of the driver. A "thank you" is appropriate and always appreciated by the driver (A Scout is Courteous!).
- Scouts are discouraged from driving themselves on outings. If a Scout does drive, it is the national policy that other Scouts may not ride with him.
- Scouts are not to leave meetings or outings early without prior parental consent that

should be communicated to the Scoutmaster.

- Finally, friends of Scouts who are not members of Troop 439 may attend an outing prior to joining only with permission of the Scoutmaster and Committee Chair.

## Summer Camping Program

Summer Resident Camp at either Camp Geronimo or Camp Raymond is the major summertime activity for the Troop. Typically, about ninety percent of the youth in the Troop attend each year. The camp program runs for 7 days -- starting on a Sunday and finishing on a Saturday. Please refer to the Troop calendar for the date of summer camp.

Camper-ships are available for youth who could not otherwise attend for financial reasons.

Summer Resident Camp programs are designed to build your Scout's self-confidence and self-esteem through a highly motivating environment of accomplishment and recognition. This program is built entirely around the Patrol Method. This includes patrol cooking, program activities by patrol and the opportunity for the Scouts to earn over twenty merit badges.

Additional programs are available at Lake Pleasant that offer programs in kayaking, canoeing, soil and water conservation, cooking and geology.

## High Adventure

Troop 439 offers high adventure trips for the older and more experienced Scouts. These trips take a lot of energy, strength and stamina and there may be a requirement that the Scout be at least First-Class rank and/or at least 14 years old). These one-week trips represent one of the hardest weeks physically (and sometimes emotionally) that participants have ever encountered. It is a tremendous boost to a Scout's self-confidence. Scouts are screened carefully prior to the trip to assure that they will have a successful experience.

# Equipment

The 10 Essentials (yea, I know there are twelve)

1. Pocketknife or multipurpose tool (must have earned the Tote'n Chip)
2. First-aid kit (including insect repellent)
3. Extra clothing (appropriate for outing and weather)
4. Flashlight or headlamp with extra batteries
5. Rain gear
6. Water bottles (2 quarts)
7. Map and compass (no GPS devices, please)
8. Fire starters
9. Sun protection and sunglasses
10. Extra food (trail food, like gorp or energy bars)
11. Signaling mirror or whistle
12. Bright colored ground cloth with 50 ft. of line.

This is a minimum "survival" list. If you do not have these items along with you on any Troop 439 campout or hike trip, then you are not "prepared," as is stated in the Scout motto.

All personal equipment should be labeled with a Scout's name and "Troop 439."

## Equipment for Outdoor Scouting Trips

Refer to the Boy Scout Handbook and the trip permission slip for additional information. The following represents a typical packing list for an outdoor Scouting trip.

- Scout Handbook
- Paper and pen
- Pocketknife or multipurpose tool (only after Tote'n Chip is earned)
- Clothes for season and area
- Toilet Kit:
  - Toothbrush
  - Tooth paste
  - Comb
  - Soap
  - Towel
  - Toilet paper
  - Sunscreen
- Mess Kit: Knife, Fork, and plate or bowl
- Plastic ground cloth
- Sleeping bag with stuff sack
- Foam sleeping pad or air mattress pad
- Extra plastic bags to keep trash securely collected and to keep clothing dry
- Day backpack for hiking
- Spending money

- Plastic trash bag to line collapsible trash can

**Optional items may include:**

- Camera and film
- Insect repellent
- Watch
- Camping pillow
- Small foldable stool
- Hammock kit
- Frisbee or small football for “free” time after all work is finished
- Ten feet of cord or rope

## Patrol Equipment

Troop 439 has an extensive inventory of camping equipment. Patrol Equipment normally includes the following:

- Troop Tents
- 2-Quart Plastic Water Container
- Dining Fly
- Camp Saw
- Two-burner propane stove
- Patrol Flag
- Backpacking stoves and fuel
- Patrol Chuck Box
- Eight-person cook kit
- Food\*
- Chef’s cooking utensil set
- Matches\*
- Griddle
- Cleanup kit\* to include dish soap, scrub pads, towels, and wash bucket
- Dutch Oven
- Collapsible trash container and garbage bags\*

\*These items are consumable items that are to be supplied by the patrol and should be checked periodically by the Patrol Quartermaster.

## Prohibited Items

The following items are prohibited on ALL outdoor Troop activities:

- Cellular Phones
- Video Game units
- Other electronics
- Sheath Knife (or any blade greater than 4 inches)
- Flammable Materials (except matches)
- Butane Lighters (BIC lighters, Aim-A-Flame, etc.)
- Firearms

- Alcohol and Tobacco products (Adults, please note)

## Troop-Owned Equipment

Patrols are issued camping equipment for the use of the Patrol. It is the Patrol's collective responsibility to return the equipment to the Troop in good condition. If items are broken or lost, each Scout is responsible for his pro-rata share of their replacement cost.

At the end of each camping trip the Troop Quartermasters and Patrol Quartermasters assign cooking equipment for a final and thorough cleaning. Tents and dining tarps are assigned for drying and airing out.

### *Instructions on Proper Care of Troop-Owned Equipment*

- Aluminum chef kits should be scrubbed with steel wool and soap to remove excess grease and campfire soot. The dishwasher will not do a thorough wash but can be used once they have been scrubbed. The utensil kits and plastic containers can be done either way.
- Cast iron equipment (griddles and Dutch ovens) are to be wiped clean with paper towels and then oiled inside and out while the oven is warm. If for some reason the oven or griddle is sticky or has food build up, wash it out with mild soap and water, rinse, then dry. While it is still warm (heating it in the oven works best) wipe it with oil as previously described. For normal care, never scrub with harsh detergents or abrasive pads. A very mild scouring pad should only be used to remove rust or baked on food only when necessary.
- The Troop tents represent a substantial investment (\$300.00 each). Each tent must be set up at home to properly air dry as soon as possible after a camping trip. Having a tent rolled damp with moisture for a couple of days can start mildew growth and ruin the nylon fabric. The tent should be swept clean and, if necessary, the floor cleaned with a damp sponge. Care should be taken that the tent floor is completely dry on both sides. All tent poles, stakes, stuff sacks and ground cloth should be accounted for and repacked for the next outing.
- The dining fly can be dried on a clothesline or spread on the ground.
- Camp stoves need to be “degreased” by using soap and water.

## Camping Hints

- Customize your gear--bright cord on zippers to find and grab. Mini- carabineers to hang and hold gear on tent and pack.
- Keep your pack and tent organized.
- Flashlight and rain gear should be the last items packed to be within quick reach without a lot of searching.
- Always store your gear back in your pack when you are done using it.
- Your tent should be the first and last thing to unpack and pack at campsite.
- Put it up immediately while you are still fresh and the sun is out. Store your gear inside. Take it down just as you leave--it will dry while standing and give you and your gear shelter if the weather changes suddenly.
- Take care of the tent. It is your home and you are responsible for its upkeep. When entering and leaving the tent the zippers must be opened all the way. Squeezing through only jams zippers and tears fabric.

- It's best to take your shoes off outside the tent to keep the tent clean. The tent floor will not last if pack frames and gear are dragged along it.
- Put your gear in the same place all the time. Same spot in the tent or same place in your pack. Put all your ditty bags and stuff sacks in one sack in your tent. You will easily find them when you repack.
- Fill lantern, stove and canteen at home. Then they will be ready when you arrive at camp. Always fill after cooking so they are ready for next meal and do not run out of fuel in the middle of cooking.
- Chemical stoves and lanterns can only be used with knowledgeable adult supervision.
- Put your name on all gear.
- If you put your ground cloth under the tent make sure you tuck all edges under the tent. Otherwise, it will collect all the rain from the tent and funnel it under you.
- Make sure there is drainage around your tent--do not put in a depression where water will collect. Make sure the tent is properly staked out to prevent rain from settling on the sidewalls. Finally, "ditching" around a tent is no longer allowed.
- Clean up and put away your gear at night. Most important do not leave food out. If it rains the gear and food will stay dry, the raccoons will not get into it, and you will know where it is.
- If it is raining or snowing--think ahead. Keep all wet things in one corner of tent. Think about what you are going to do before you do it.
- Do not burn garbage while you are cooking. The odor will get in your food. Garbage is either burned after you have finished cooking or properly disposed of in the trash bags. It is never buried.
- Zip lock bags are great. You can see what is inside and it keeps things dry. They are cheap ditty bags.
- Dry out all gear after every outing. Air out sleeping bag and tent to prevent mildew--even when they did not get wet.
- Bring a garbage bag to cover pack and put your gear in. Also, garbage bags can keep wet boots in the tent away from other gear.
- Keep everything pre-packed in your pack between outings. Take out old food and extra clothing.
- Take the Ten Essentials--they are really "essential"
- Soap bottom of cooking pans used over an open fire. It will make the soot easier to remove.

# Scout Accounts

The Troop 439 & 3439 "Scout Accounts" are moneys held by the adult Troop Committee Treasurer for each individual Scout which are designated for certain spending purposes described below.

Money is deposited into Scout Accounts after Troop fundraisers that each Scout participates in as well as any funds the Scout or their parent(s) deposit into their individual account.

Money can be taken out of Scout Accounts for:

- Scout Camp
- Troop high adventure trips (e.g. Yellowstone, Grand Canyon, USS Midway, etc.)
- Scouting goods (from the Scout store or the Scout department of other stores) \*
- Boys Life (at re-charter registration time)

\* A copy of the receipt must be presented to the adult Treasurer. If you have any questions about whether a purchase would be approved, please confirm with the Scoutmaster or Committee Chair prior to purchasing the item.

Exception for rentals of equipment: Some items are rarely used by Scouting, such as the kayak in a once-in-a-blue-moon kayak trip, or the skis for a once-a-year ski trip. In such cases, the Scout account can be used to rent an expensive piece of equipment, but not to buy it.

Scout funds cannot be used for food for a camping trip. There are too many small transactions here, which would drive the treasurer crazy. The youth need to learn how to plan their own menus and do their own shopping, taking responsibility for the money and the food purchase and cooking.

If a Scout leaves the Troop and is not part of re-chartering in October/November for the following year, the money in that Scout account reverts to the Troop General Fund account, to be applied to overall Troop needs. If a Scout transfers to another Troop, then their Scout account funds may transfer with them. It is the Scout's responsibility to notify the Committee Chair and Troop Committee Treasurer in writing which Troop they are transferring to along with the contact information of the new Troop Committee Treasurer.

# Conduct and Discipline

Scouts should strive to uphold principles in the Scout Oath and Scout Law. It is realized that Scouting is a learning experience. Mistakes will be made and unacceptable behavior will manifest itself from time to time. Scouts should, as much as possible, be given the opportunity to learn from their errors.

Troop leadership does not insist on a rigid code of conduct, but to ensure a measure of orderliness and control that is necessary for:

- Safety of all Troop members and others
- Assuring Troop meeting and outing goals are achieved
- Creating a fun and learning experience for all participants

Scouts are expected to be responsive to directions given by Patrol Leaders and the Senior Patrol Leader, backed up by the Scoutmaster or adult Troop Leaders.

Failure to join in planned activities and/or obstructive behavior will be addressed by the following successive measures:

1. A warning by the Patrol Leader or Senior Patrol Leader to the Scout for the first infraction.
2. A second warning issued by the Patrol Leader or Senior Patrol Leader for the second infraction. Issuance of a second warning will require the Scout have a 15-minute time-out period away from the Troop activity.
3. A third warning will result in the Scout reviewing his actions with the Scoutmaster. The Scoutmaster will decide an appropriate course of action. Parents may be expected to meet with the Scoutmaster to discuss the situation.

Dangerous activity will not be tolerated and will be stopped by the Scoutmaster or any adult or Troop Leader, by any reasonable means necessary. It is the responsibility of the Scoutmaster to inform the Scout and his parents of unacceptable behavior. Parents and the leaders must work together to solve discipline problems.

Certain actions will be cause for a Scout's immediate removal from a Troop activity:

- Willful violation of the Troop Code of Conduct
- Actions immediately harmful to himself or others
- Threats to cause substantial damage to equipment or the environment

A Scout may be suspended or removed from the Troop only with the Scoutmaster's recommendation and concurrence by the Troop Committee and Chartered Organization Representative. This removal could be based on a single dangerous action or a series of multiple infractions.

## Troop Code of Conduct

### *Expected Behavior of All Troop Members*

1. There will be no illegal drugs or alcohol at any Troop activity. This applies to both youth and adult members.
2. All Troop members must follow rules set forth in the Troop policies.
3. All Troop members will follow any directive given to them by Youth and Adult Troop Leadership, unless deemed inappropriate. If there is a question about the appropriateness of a directive the Scout should speak directly with the Scoutmaster.
4. Follow the rules of Leave No Trace and the Outdoor Code when outdoors.
5. Be courteous to your fellow Scouts.
6. All members of the Troop and Leadership will participate in camping tasks as per direction of the SPL and Youth Leadership.
7. No Scout should be forced to participate in an activity against his or her will; however, if a Scout begins the participation of an event then they may be required to complete the event, specifically for reasons of personal and group safety.
8. If another Scout asks for help, and you possess the ability to help that individual, you should do so.
9. Our Troop does not allow any form of hazing, initiation, or physical punishment.
10. Violence or threat of violence (either expressed or implied), constitutes grounds for dismissal.

### *Linked Troop Scout Behavior*

All Troop members will know that both genders are generally present for all Troop events. Behavior expectations for Troop members include the following:

1. Use common sense.
2. Be respectful and considerate of each other.
3. No entering the domiciles (tents, cabins, rooms, etc.) of the opposite gender.
4. If separate bathrooms are not available, when females are using the bathroom facilities, males are not allowed, and vice versa.
5. **ABSOLUTELY NO** public display of affection. This includes kissing, hugging, and hand holding.
6. When using the buddy system, buddies must be of the same gender.
7. Clinging to one another instead of participating in activities or interacting with others is not acceptable.

### *Safety*

As minimum, the Troop will abide by rules, regulations, and policies of Scouts BSA.

1. Particular attention will be paid to the guidelines published in the Guide to Safe

Scouting.

2. The buddy system will be used at all times during Troop activities.
3. Gear will be searched when necessary to ensure the safety of the Troop and its members.

### *Sexual Behavior and Inappropriate Behavior*

Volunteers and Scouts are strictly prohibited from engaging in behavior of a sexual nature. Instances of sexual behavior jeopardize the safety of all Scouts and volunteers. The intent of this policy is to promote a high standard of ethical and moral conduct among Scouts and volunteers. The BSA Youth Protection Policy must be strictly adhered to at all times.

Sexual behavior and inappropriate behavior is defined as actions of a Scout or volunteer that includes, but it is not limited to the following actions:

1. Initiating, encouraging, and/or participating in written or electronic communication between Scouts and adult volunteers that is not open and public. All communication with individual Scouts should follow the policies of Two-Deep Leadership.
2. Acting in such a manner that could be perceived as “grooming” a Scout for potential sexual abuse.
3. Showing aggressiveness against Scouts or adult volunteers.
4. Using inappropriate language, gestures, or teasing in the Scout environment.
5. Touching Scouts in a manner that could be viewed as potentially inappropriate.
6. Encouraging or condoning a Scout’s involvement in sexually explicit or suggestive acts or language (for example, making sexual innuendos or gestures).
7. Participating in any act of sexual behavior with Scouts during any Troop activity.
8. Encouraging Scouts to view suggestive material (i.e. pornographic material) or be involved with suggestive acts.
9. Arranging romantic liaisons with Scouts during Troop activities.
10. Taking, possessing or sharing of sexually explicit images of self or other Scouts.
11. Failing to report incidents of sexual misconduct or inappropriate behavior.
12. Destroying and/or falsifying evidence regarding investigations of sexual misconduct or inappropriate behavior.

The Scouts BSA Policy on a Reportable Incident must be strictly adhered to by all adult Troop Leaders.

### *Additional Troop Guidelines*

- Respect Others
- Obey the Scout Sign
- Follow meeting agenda set forth by the Patrol Leader Council (PLC)
- Bring Scouts BSA Handbook to all Troop meetings for updates and advancements

- Do not disrupt the Troop meeting
- Scouts will remain in meeting room unless a member of the PLC grants permission
- Cursing and name-calling will not be tolerated at any time
- Keep your hands and feet to yourself at all times
- Fighting will not be tolerated for any reason
- Every Scout is expected to help set-up, maintain and tear down camp on outings
- Every Scout is expected to fulfill their assigned Patrol Duties on outings
- Every Scout is expected to participate in "scheduled" activities
- Scouts may not enter the adult campsite without express verbal permission
- Scouts will remain at campsite unless the Scoutmaster or Assistant Scoutmasters grants leave
- Scoutmaster or Assistant Scoutmasters are to be aware of the whereabouts of Scouts outside the camp area at all times
- Stealing or damaging property will not be tolerated
- Scouts, at no time, shall PLAY with the fire
- Scouts are expected to observe quiet time and “lights out”

# Health and Safety

Troop policies for health and safety are based in The Guide to Safe Scouting publication issued by Scouts BSA. The most up-to-date Guide to Safe Scouting publication is available on the Scouts BSA website. The guide includes information on adult leadership, water safety, camping, substance abuse, emergency preparedness, first aid, fuels and fire prevention, guns and firearms, hazardous sports and activities, inspections, medical information, special precautions, transportation, winter activities, and youth protection and child abuse.

## Medical Forms

The Troop keeps a copy of the medical information based on the application you filled out when your Scout joined the Troop. The Scoutmaster keeps a copy for each Scout so prompt medical attention can be obtained for a Scout in an emergency.

**Special Needs:** The Scoutmaster should be notified, in writing, if a Scout has special medical needs, allergies, or medicines. Please do not just put this kind information on the consent form. If it is a potentially life-threatening condition, please make a copy and hand it personally to the Scoutmaster.

## Youth Protection

Extensive guidelines for Youth Protection may be found in the Guide to Safe Scouting at <http://www.Scouting.org/>. Troop 439 and 3439 requires that all adult leaders and committee members complete Youth Protection Training per the Scouts BSA Policy and renew this training at prescribed intervals.

Here is a brief overview of the main topics covered in the Youth Protection Training:

- 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.
- 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.
- Separate accommodations. When camping, no youth is permitted to sleep in the tent of an adult other than his own parent or guardian.
- 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.
- 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

## Outdoor, Hiking, and Camping

Males and females are required to have separate latrines, bathing and sleeping accommodations. If it becomes necessary to share any facilities, special care should be taken to prevent violations of personal privacy.

Co-ed overnight activities may require male and female adult leaders, both of whom must be 21 years of age or older, and one of whom must be a registered member of the BSA. All adults in attendance at overnight activities are required to complete Youth Protection Training.

### *Sleeping Locations*

Male and female youth participants must never share the same sleeping facility. When tents are used, no youth will stay in the tent of an adult other than his/her parent or guardian. When housing other than tents is used, separate housing may be provided for male and female participants.

Where possible, the adult leadership camp should be the physical separation for campsites for Troop 439 and Troop 3439 (boy and girl Troops).

Tent checks after “lights out” should be executed by two-deep leadership. One-to-one contact between adults and youth Scouts is not permitted. In situations that require personal conferences, the meeting should be conducted in view of others.

Male and female leaders require separate sleeping facilities (i.e. tents, cabins, etc.). Married couples may share the same quarters.

### *Clothes Changing, Latrine, and Hygiene*

Adult leaders need to respect the privacy of the youth members in situations where the youth are changing clothes or taking showers and intrude only to the extent that health and safety require. Adults need to protect their own privacy in similar situations.

The troop will aim to have separate shower and latrine facilities for males and females, when possible. In camps where separate facilities are not available, separate shower schedules for males and females should be posted. Exercise the buddy system for latrine use by having one person wait outside the entrance, or use Occupied or Unoccupied signs on door latches. For backcountry latrine/catholes, latrine screens may be used. If latrine screens are not in use, all Scouts should use the catholes established and communicated to all participants for each camp.

Common sense, modesty, high moral standards established by customs, traditional values, and religious teachings should be applied by Scouts and leadership alike.

Clothes changing should be completed in privacy at all times. Changing inside of tent/cabin is always encouraged. If there is no established camp, changing of clothes

should be made out of eyeshot, applying common sense and privacy considerations. Pop-up tents with sides is an example of a reasonable changing area in places where privacy cannot reasonably be obtained.

### *Cooking and Food*

The patrol method is encouraged for cooking and food policies. Each patrol will be responsible for the setup and cleanup of the patrol's camp kitchen and also be responsible for the Patrol's chuck box. At times patrols may combine forces to accomplish these tasks. When the Patrol is not cooking as a unit, Scouts will be responsible for their own meal planning, cooking and cleanup.

Adult leaders that supervise campouts will occasionally need to intervene when a patrol or individual Scout has not brought enough food or the food they brought is ruined (i.e. it fell in a fire or was improperly cooked). In those cases, the adult leaders bring extra food or share their own food so that no Scout is left without a proper meal necessary for energy to complete the activities on the campout.

### *Swimming*

All BSA guidelines will be followed for safe swim defense. Please refer to Clothes Changing Policies. **ALL SWIMMING ATTIRE MUST BE MODEST.** Proper clothing for activities is required. For example, skinny dipping or revealing bathing suits are not appropriate in Scouting. For men, Speedo-type swimsuits are not appropriate; swimsuits should have liners in them. For women, bikinis are not appropriate; one-piece swimsuits and tankini suits are considered appropriate.

### *General Safety Guidelines on Outings*

If you believe that you see an item of clear, immediate danger – such as a Scout misusing an ax, saw, or knife -then by all means speak up immediately.

But for lesser risks, please recall that Troop activities are designed to provide new experiences and challenges to Scouts. While safety is always a prime objective, our activities by their very nature involve a certain element of risk. We want the youth to learn and teach safe procedures themselves.

If you are in doubt, please check it out with the Scoutmaster, or with the designated responsible Assistant Scoutmaster for that trip. They have experience in Scouting activities in the outdoors, and know what standards are appropriate for a large number of youth in the context of Scouting.

“Follow the lead” from the Scoutmasters as to whether a proposed activity is safe and within the guidelines of Scouting. Parents who either do not know or do not follow the practices of Safe Scouting undermine the Scoutmasters’ authority very quickly. Some Scouts are very quick to do as adults do, not as they say.