



The Colorado Mountaineers

Boy Scout Troop 1876 Guidelines

January 2007

Susan M. Duncan Family YMCA

6350 Eldridge Street

Arvada, Colorado

Contents

1	WELCOME AND STATEMENT OF PURPOSE	1
1.1	THE YMCA AND BOY SCOUT PARTNERSHIP	1
1.2	OUR CORE VALUES	1
1.3	THE SCOUTING IDEALS.....	2
2	THE AIMS AND METHODS OF SCOUTING	3
3	TROOP ORGANIZATION	4
4	PROGRAM	6
4.1	MEETINGS AND ACTIVITIES.....	6
4.2	COURTS OF HONOR	7
4.3	CAMPOUTS	7
4.4	SUMMER CAMP	7
4.5	HEALTH, MEDICATIONS, AND SPECIAL NEEDS.....	8
4.6	SAFETY RULES	8
4.7	YOUTH PROTECTION	8
5	MEMBERSHIP.....	10
5.1	HOW DO YOU JOIN?	10
5.2	MEMBERSHIP EXPECTATIONS.....	11
5.3	ATTENDANCE AND PARTICIPATION EXPECTATIONS	11
5.4	PARENTAL ROLE	11
5.5	LEAVING THE TROOP.....	11
5.6	ADULT LEADERS	12
5.7	INAPPROPRIATE BEHAVIOR	12
6	THE UNIFORM.....	12
7	FINANCE	13
7.1	FINANCIAL ARRANGEMENTS	13
7.2	BUDGET PLAN AND SPENDING AUTHORIZATION	13
7.3	RECEIVABLES	13
7.4	PAYABLES	14
7.5	REPORTING AND EVALUATION	14
7.6	FUNDRAISING	14
7.7	SCOUT ACCOUNTS.....	14
8	ADVANCEMENT.....	14
8.1	RANK ADVANCEMENT	15
8.2	MERIT BADGES	17
8.3	RECORDKEEPING	19
9	CREDITS.....	19

APPENDIX A WILDLAND ETHICS AND LEAVE NO TRACE PRINCIPLES

APPENDIX B THE HOMESICK SCOUT

APPENDIX C TROOP MOBILIZATION / MEAL PLANNING

1 Welcome and Statement of Purpose

Welcome to the family of Scouting. Since 1910, it has been the mission of the Boy Scouts of America to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law. This guidebook has been prepared to describe how the Scouting program is implemented in our troop.

1.1 The YMCA and Boy Scout Partnership

Boy Scout Troop 1876 is chartered to the Susan M. Duncan Family YMCA by the Boy Scouts of America. The purpose of the YMCA of Metropolitan Denver is to develop and improve the spiritual, social, mental and physical life of all youth and adults in accordance with Christian values especially caring, honesty, respect and responsibility. The mission of the YMCA is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. The troop helps implement the YMCA's mission by providing a fun values-based outdoor adventure and leadership development program for boys. Troop 1876 is led by adult volunteers and strives to follow the policies, procedures, and guidelines provided by the Boy Scouts of America and the YMCA.

1.2 Our Core Values

Troop 1876 has the following core operating principles:

- Permit the boys the unique experience of operating their own troop. The troop exists for the boys to plan and conduct their outdoor program.
- Get to know each boy on an individual basis and help him develop to his full potential.
- Live the Scout Oath, Law, Motto, and Slogan.
- Have a quality year-round outdoor program with FUN, ADVENTURE and SPIRIT. Focus the troop program to enable backcountry experiences. Teach and use Leave No Trace principles and practices. Acquire troop equipment that primarily supports backpacking.
- Fully implement the Aims and Methods of Scouting.
- Be active in service to the community, including developing good working relationships with area Cub Scout packs.

- Have ample qualified, registered, and trained leaders and supportive parents to provide the appropriate amount of support to the boys.

1.3 The Scouting Ideals

1.3.1 *The Scout Oath*

On my honor, I will do my best to do my duty to God and my country, and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake, and morally straight

1.3.2 *The Scout Law*

A Scout is Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent.

1.3.3 *The Scout Motto*

Be Prepared

1.3.4 *The Scout Slogan*

Do a Good Turn Daily

1.3.5 *The Outdoor Code*

As an American, I will do my best to -

- **Be clean in my outdoor manners.**
I will treat the outdoors as a heritage.
I will take care of it for myself and others
I will keep my trash and garbage out of lakes, streams, fields, woods, and roadways.
- **Be careful with fire.**
I will prevent wildfire.
I will build my fires only where they are appropriate.
When I have finished using a fire, I will make sure it is cold out.
I will leave a clean fire ring, or remove all evidence of my fire.
- **Be considerate in the outdoors.**
I will treat public and private property with respect.
I will use low-impact methods of hiking and camping.

- **Be conservation minded**

I will learn how to practice good conservation of soil, waters, forests, minerals, grasslands, wildlife, and energy.

I will urge others to do the same.

2 The Aims and Methods of Scouting

Boy Scouting works toward three aims. One is growth in *moral strength and character*. We may define this as what the boy is – his personal qualities, his values, his outlook.

The second aim is *participating citizenship*. Used broadly, citizenship means the boy's relationship to others. He comes to learn of his obligations to other people, to the society he lives in, and to the government that presides over that society.

The third aim is *development of physical, mental, and emotional fitness*. Fitness includes the body (well-tuned and healthy), the mind (able to think and solve problems), and the emotions (self-control, courage, and self-respect).

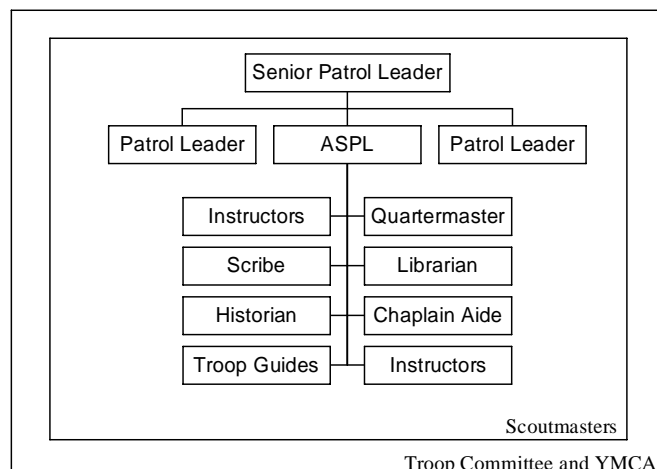
To accomplish these aims, Boy Scouting has developed its program using eight methods:

- **Ideals.** The ideals of Scouting are spelled out in the Scout Oath, Law, motto, and slogan. The Scout measures himself against these ideals and continually tries to improve.
- **Patrols.** The patrol method gives Scouts an experience in group living and participating citizenship. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it.
- **Outdoors.** Boy Scouting is designed to take place outdoors. It is in the outdoors that Scouts share responsibilities and learn to live with each other. It is here that the skills and activities practiced at troop meetings come alive with purpose.
- **Advancement.** Scouting provides a series of surmountable obstacles and steps to overcome them through the advancement method. The Scout plans his advancement and progresses at his own pace as he overcomes each challenge. The Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help a boy grow in self-reliance and the ability to help others.
- **Adult Association.** Boys learn from the example set by their adult leaders. Troop leadership may be male or female, and association with adults of high character is encouraged at this stage of a young man's development.

- **Personal Growth.** As Scouts plan their activities and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Scouting. Boys grow as they participate in community service projects and do Good Turns for others. The religious emblems program is also a large part of the personal growth method.
- **Leadership Development.** Boy Scouting encourages boys to learn and practice leadership skills. Each Scout has the opportunity to participate in both shared leadership and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership roles of others and guides him toward the citizenship aim of Scouting.
- **Uniform.** The uniform makes the Scout troop visible as a force for good and creates a positive youth image in the community. Wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting. The uniform gives the Scout identity in a world brotherhood of youth who believe in the same ideals.

3 Troop Organization

The Scout Troop is made up of patrols. A patrol is a grouping of six to eight boys who work together. Each patrol elects its own boy leader, called a patrol leader. Within the larger community of the troop, the patrol is a Scout's family circle. The patrol, often made up of boys of similar ages and experience levels, helps its members develop a sense of pride and identity. The boys themselves elect a patrol leader, assign the jobs to be done, and share in the satisfaction of accepting and fulfilling group responsibilities.



The troop is actually run by its boy leaders. With the guidance of the Scoutmaster and assistants, they plan the program, conduct troop meetings, and provide leadership among their peers. The Senior Patrol Leader is the top junior leader in the troop. He leads the patrol leader council and, in consultation with the Scoutmaster, appoints other

junior leaders and assigns specific responsibilities as needed. Troop members elect the Senior Patrol Leader for a six-month term.

The youth troop leaders are trained at periodic Junior Leader Training courses. Each youth leader receives a Junior Leader Handbook that explains their roles and responsibilities.

The patrol leader's council, not the adult leaders, is responsible for planning and conducting the troop's activities. The patrol leader's council is composed of the following voting members: Senior Patrol Leader, Assistant Senior Patrol Leader(s), Patrol Leaders, and Troop Guide(s). At its monthly meetings, the patrol leader's council organizes and assigns activity responsibilities for the weekly troop meetings. The troop committee interacts with the patrol leader's council through the Scoutmaster.

The Scoutmaster is the adult leader responsible for the image and program of the troop. The Scoutmaster and assistant Scoutmasters work directly with the Scouts. The Scoutmaster's duties include: training and guiding boy leaders, working with other responsible adults to bring Scouting to boys, and using the methods of Scouting to achieve the aims of Scouting. Several Assistant Scoutmasters assist the Scoutmaster in these duties. Further information on how the Scoutmaster functions are performed is found in the Scoutmaster's Handbook, published by the Boy Scouts of America.

The Chartered Organization Representative (COR) serves as the liaison between the troop and the YMCA. The COR approves all adult leaders. The COR reports to the Executive Director of the Susan M. Duncan Family YMCA.

The YMCA appoints a Troop Committee to implement and support the Boy Scout program on a day-to-day basis. The Troop Committee Chair leads the Troop Committee in serving the following functions:

- Ensures that quality adult leadership is recruited and trained.
- Provides adequate meeting facilities.
- Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization.
- Supports leaders in carrying out the program.
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtains, maintains, and properly cares for troop property.
- Ensures the troop has an outdoor program.

- Serves on boards of review and courts of honor.
- Supports the Scoutmaster in working with individual boys and problems that may affect the overall troop program.
- Provides for the special needs and assistance some boys may require.
- Helps with the Friends of Scouting campaign.
- Assists the Scoutmaster with handling boy behavioral problems.

These functions are allocated to troop committee members who accept responsibility for portions or all of specific areas of the program, including Secretary, Treasury, Outdoor/ Activities, Advancement, Chaplain, Training, and Equipment Coordinator. In addition, other interested and qualified adults may be registered as Troop Committee members based on their willingness to lead special projects or serve on Boards of Review.

Operations of the troop are based on the policies and guidance provided by the Boy Scouts of America and the YMCA. Ultimately, the Committee Chair is responsible to the YMCA for ensuring the troop is operated in conformance with BSA and YMCA policies. The troop committee is not intended to be a regular decision-making body, since the intent of the program is for the youth to be self-governing whenever possible. The troop committee supports the youth program by providing the few necessary resources (transportation, bank account management, administration of the advancement program, adult association, supervision for safety, etc.) that only adults can provide to boys ages 11-17. Any discussions on program or financial matters should only be responses to the boy's plans by providing feedback on the availability of resources. Further guidance on the operation of the Troop Committee is found in the Troop Committee Guidebook, published by the Boy Scouts of America.

4 Program

The troop's activities are selected and planned at the annual program planning conference. This conference is conducted by the Patrol Leader's Council and is usually held in September of each year. The troop's yearly plan is submitted to the troop committee for its support. At this time, the troop committee may make alternative suggestions for the patrol leader's council to consider. After completion, the annual plan is presented to parents at the next Court of Honor or other family activity.

4.1 Meetings and Activities

Troop Meetings are held every Tuesday from 7 PM to 8:30 PM at the Susan M. Duncan Family YMCA, 6350 Eldridge St., Arvada, Colorado. In addition, there will be frequent

troop outings for swimming, sports, service projects, and field trips. Some activities may require participation or admission fees not covered by troop funds.

4.2 Courts of Honor

Every calendar quarter, the troop conducts a special awards ceremony called a Court of Honor. This is a special meeting where the Scouts are recognized for their achievements. Family members and friends are especially invited to attend these ceremonies.

4.3 Campouts

Every month, the troop has a campout or other program feature. Unless otherwise noted, the Scout uniform is to be worn for travel to and from the campout. Flyers describing the detailed requirements for each activity are distributed in advance of the activity, and completed permission slips are required for all youth participants.

Each Scout will need to bring his own personal camping equipment to each campout. A list of this equipment is found on page 224-227 of the Boy Scout Handbook. Our Scouts prefer to bring their personal tents to campouts, and we encourage our Scouts to make arrangements for sharing tents with their fellow patrol members. The troop quartermaster will also arrange for gear for each patrol, including stoves, pots and pans, cooking utensils, water filtration systems, water storage containers, and tarps.

Each patrol usually plans and prepares its food for the campout. The patrol grubmaster for the outing is the boy assigned the responsibility for purchasing and packing the patrol's food. The troop collects a fee of ~ \$4 per meal per scout for each campout based on a target price for food as well as program and other supply expenses. The troop reimburses the patrol grubmaster's family for the actual food cost. Leftover non-perishable food should be stored by the patrol for reuse on future campouts. Perishable food remaining after a campout should be distributed to patrol members to be consumed or destroyed, as appropriate.

If a Scout has registered and paid for a campout, but is unable to go due to sickness or other reason, a portion of the fees may be refundable (credited to the Scout's account) based on avoidable costs.

4.4 Summer Camp

A weeklong summer camp experience is the highlight of the program year. This is an opportunity for the troop to be together for an extended period. Often, the boys will have opportunities to earn merit badges or participate in activities that are not available

at home. The troop will publish information about the specific summer camp choice for the year, including fees and other requirements. A current physical exam is required.

4.5 Health, Medications, and Special Needs

Each youth and adult participant in troop activities is required to submit a BSA Class I health information and medical waiver form. Submission of these forms for troop purposes is only required once per year, and the forms are updated and renewed in January of each year.

Each campout permission slip will include a place for parents to note medications and special needs for the scout. **The taking of medications is the responsibility of the parent and Scout.** However, the parents should inform the Scoutmaster of any required medications prior to any activity or campout. Parents should be detailed in the dosing and procedures should the scout inadvertently miss or double dose. Parents should also inform the Scoutmaster in advance of an activity about any special needs of a Scout, including dietary restrictions, bedwetting, sleepwalking, acute homesickness, etc.

4.6 Safety Rules

In addition to the activity limitations included in the BSA Guide to Safe Scouting, the troop has established the following safety rules:

1. Scouts may not use knives, axes, or other sharp tools until they have earned the Totin' Chip card.
2. Scouts may not carry lighted propane or white-gas lanterns.
3. Scouts may not light fires or stoves, without adult supervision, until they have agreed to the rules on the Fireman Chit card.

During a troop meeting, activity, or outing, the Scoutmaster or adult leader in charge may take possession of any property that is being used in an unsafe manner or is distracting to the program. These items will be returned to the scout or his parents at the end of the activity. Scouts that are unsafe with wood tools or fire will lose their privilege to use these items until they satisfactorily demonstrate to the Senior Patrol Leader, Scoutmaster, or designate, that they are willing and able to comply with the appropriate safety and use rules.

4.7 Youth Protection

The Boy Scouts of America has adopted a number of policies aimed at eliminating opportunities for child abuse with the Scouting program. These policies focus on

leadership selection and on placing barriers to abuse with the program. In addition to these policies, emphasis is placed on educating all participants in the Scouting program (parents, Scouts, and leaders) on how to recognize, resist, and report child abuse. All of our leaders receive training on youth protection. Troop 1876 also provides annual training and orientation on youth protection to youth members and parents. The parental role in preventing abuse starts with being aware of the barriers to abuse and to communicate these principles to your son through the exercises found in the Parents Guide at the front of every Scout Handbook.

4.7.1 Leadership

Troop 1876 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. Troop 1876 strives to recruit the best possible leaders for our troop.

The adult application requires background information that is checked by the troop committee before accepting the applicant for troop 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.

4.7.2 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. Troop 1876 extends this requirement to include meetings.
- 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 conducted in view of other adults and youth.
- 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 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. Separate shower and latrine

facilities will be provided for male and female use, or separate schedules will be established.

- 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 BSA does not recognize any secret organizations as part of its program. All aspects of the 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.

5 Membership

5.1 How do you join?

To become a Boy Scout, you must be at least 11 years old OR have completed the 5th grade OR have earned the Arrow of Light, and are not yet 18 years old. You must also understand and agree to live by the Scout Oath and Law, and complete the other requirements for the Scout Badge. To join, complete and sign an application, and submit a check for annual registration fees made payable to Boy Scout Troop 1876. The troop's fiscal year is January to December. Annual registration fees may be reduced, proportional to expenses avoided, for boys who join part way through the year.

The current annual registration fee amount is \$60. Annual registration fees are refundable for the first month after joining, less any expenses made on behalf of the scout. After the first month, annual registration fees are non-refundable. The troop also collects a \$10 monthly dues. Dues will be deducted on a monthly basis from the Scout's "Scout Account," as long as there are funds available. The monthly dues are expected to be earned by the Scout through allowance or performing chores or odd jobs. (Each family has different practices on allowance or paying for chores, but the intent of the monthly dues is to help each Scout fulfill his promise to be "Thrifty.")

The troop annual fees and scout dues cover the expenses associated with Boy Scouts of American registration as well as advancement and awards, program supplies, and troop equipment. Troop members also receive a troop neckerchief and a subscription to Boy's Life magazine.

5.2 Membership Expectations

As a member of the troop, each youth is expected to remain in contact with his patrol leader about troop activities and his participation. School, family, and church responsibilities come before Scouting. **If a Scout is absent from a meeting, he should contact his patrol leader to find out what he missed.** Likewise, the patrol leader should regularly contact his patrol members to keep them informed of troop events.

5.3 Attendance and Participation Expectations

The troop program is built around Scouts who can participate in most troop meetings and activities. The Scouts who put the most into the program will gain the most. Regular participation is obviously required in order to fulfill the responsibilities of key troop leadership positions. However, we also recognize that some Scouts will have outside interests that will prevent them from attending some meetings and activities, and we will help them to find ways to make Scouting work for them. Although we have general troop goals, advancement occurs at an individual's own pace.

5.4 Parental Role

Each parent has a role and responsibility in our troop to support their Scout and help them participate in our activities. One of the leadership skills that we teach the boys is "setting the example." As adults, we will set the example for the boys by teaching, learning, taking on responsibilities and following through, helping others, and living the Scout oath and law. While we never want to deprive the boys of the opportunity to operate their own troop, adults will be required to perform some tasks such as providing transportation and managing the troop bank account. We encourage parents to become registered and trained leaders, and perform the roles of Assistant Scoutmasters and Committee Members. Parents are always welcome at all troop meetings and activities.

5.5 Leaving the Troop

Occasionally, a Scout will decide to leave the troop. We ask that the Scout inform the Scoutmaster of his decision to leave by either phone or in writing. Until we are told, the troop continues to incur expenses on behalf of the Scout and therefore will need to

continue to charge monthly dues against the Scout's account. If a Scout transfers to another troop, the Scout's advancement records will be provided to the Scout for use in the new troop.

5.6 Adult Leaders

The troop strives to recruit only the highest-quality adults to serve in leadership positions. Leaders must agree to live by the Scout Oath and Law and the policies of the BSA and the Susan M. Duncan Family YMCA. Leadership in Troop 1876 is a privilege and the Troop Committee Chair and Chartered Organization Representative must approve all applications. The troop pays for the BSA registration fees for all adult leaders. The troop will also pay for a Boy's Life subscription for leaders who do not have boys in the troop. The troop also reimburses registration fees associated with leader training, including Troop Committee Training, Scouter Fundamentals, and Chautauqua.

5.7 Inappropriate Behavior

Successful Scouting is built upon the boy-led troop and the boy-led patrol. The boys themselves hold positions of leadership, develop the program, and carry out projects and activities. They also have the responsibility to establish codes of behavior based on the principles of the Scout Oath and Law. When a troop member oversteps the boundaries of the code, it is up to the members of the patrol leader's council to let the boy know "We don't do that here" or "That is not acceptable behavior for a Scout."

Serious or recurring negative activity might require the involvement of the Scoutmaster and other adult leaders in a firm, fair manner. Instances of cheating, lying, inappropriate language, vandalism, or fighting can sometimes be explored through reflection and counseling.

A boy who continually disrupts meetings (defined as a boy who receives more than two verbal warnings by an adult leader in a meeting or four verbal warnings in a month) or whose actions endanger himself or others during Scouting activities will be sent home. The Scoutmaster or designee will contact the parents or guardian, explain the situation with them, and discuss ways that the family and the troop can work together to better integrate the boy into the Scouting program. Discipline problems that might lead to a boy's permanent removal from the troop will be handled jointly by the Scoutmaster and the troop committee and will always involve the boy's parents or guardian.

6 The Uniform

Scouts and leaders are expected to wear a complete uniform at all troop meetings and activities. The uniform consists of an official Scout shirt (short or long sleeve) with

proper insignia, official Scout shorts or trousers, socks, and official belt. The troop will also provide the troop numerals ("1876") and neckerchief to all members. Insignia for the shirt should include the Council Shoulder Patch, World Brotherhood of Scouting Crest, and red shoulder tabs. The Arrow of Light badge, service stars, a temporary patch and any applicable square knots may also be worn. When patrols assignments and leadership selections are made, the youth should add patrol emblems and position patches. The proper location for insignia on the uniform is shown on the inside cover of the required Boy Scout Handbook (11th edition).

Scouts will receive patches for participating in special campouts and activities. These are called temporary patches. One of these may be worn on the center of the right pocket. Temporary patches may also be worn on the back of the merit badge sash.

Because of the nature of our outdoor activities, a broad-rimmed hat is necessary to provide for sun and weather protection. The troop recommends the BSA Expedition Hat.

7 Finance

7.1 Financial Arrangements

§7.1 Revised effective 0406/2008. See following inserted page.

7.2 Budget Plan and Spending Authorization

Financial planning follows the preparation of an annual program plan by the boys. After the annual program plan is presented to and approved by the troop committee, the boys will prepare a budget for the program year. The budget will include the setting of dues, activity fees, and fundraising targets. After approval by the troop committee, the budget will become the tool for preauthorization of troop expenses during the program year. Significant expenditures outside those provided for in the annual budget plan will be considered for approval at the next troop committee meeting. Urgent spending decisions, necessary to maintain program continuity, may be made by the Troop Committee Chair in consultation with the Scoutmaster.

7.3 Receivables

The Troop Scribe and/or adult trip coordinators under supervision of the Treasurer collect money for dues and troop activities. Receipts are issued for cash payments.

Revised §7.1 of Troop 1876 Guidelines*:

7.1 Financial Arrangements

We believe that no Scout should be denied Scouting because of a lack of financial resources. Therefore, if needed, special Individual Arrangements, such as payment plans or council scholarships can be made available to help make the expenses of Scouting more manageable.

For further information, see:

APPENDIX D POLICY ON FINANCIAL ARRANGEMENTS.

*As revised by vote of the Troop Committee April 6, 2008

Members of the troop are expected to remain current with their dues payments and other obligations.

7.4 Payables

Receipts for program expenses should be presented to the Treasurer for reimbursement. Receipts should be annotated with the purpose of the expense and the person to whom the reimbursement is to be paid. The Treasurer will prepare a check for payment and secure the signature(s) of authorized signers on the troop account.

7.5 Reporting and Evaluation

The Treasurer will report monthly to the Troop Committee on the status of income and expenses against the financial plan. The Treasurer will also inform the Scoutmaster of any Scouts who are not current with their financial obligations for dues or activity fees. An annual review of expenditures versus budget will be made to improve financial planning for the following year.

7.6 Fundraising

To help defray expenses for troop equipment and operations, we will have fundraisers during the year (e.g. popcorn sales, Scout show ticket sales, etc.) to help the boys earn their own way. Each boy will have an account in the troop treasury where his share of fundraising proceeds will be allocated.

7.7 Scout Accounts

The troop maintains accounts for each Scout to collect fundraising proceeds, credits from cancelled activities, and other funds that the Scout may designate at a later time to be used for dues payments, activity fees, or equipment purchases. Equipment purchases are handled on a reimbursement basis. Based on our understanding of tax law, fundraising proceeds allocated to a Scout account belong to the troop and can only be used in support of the scout's participation in the scouting program.

8 Advancement

We believe that a Scout should receive recognition for his achievements.

Advancement sets a pattern of setting positive goals and reaching them throughout life. Even though it's not one of the primary aims of Scouting, advancement is a natural byproduct when the Scouting experience is acquainting the Scout with the BSA ideals, the patrol method, the outdoors, association with adults, personal growth, leadership

development, and the Scout uniform. It's easy to advance by following these four basic steps:

1. **Learning.** A Scout learns by doing. As he learns, he grows in his ability to do his part as a member of the patrol and the troop. As he develops knowledge and skill, he is asked to teach others; and in this way he begins to develop leadership.
2. **Testing.** A Scout may be tested on rank requirements by his patrol leader, Scoutmaster, assistant Scoutmaster, troop committee member, or a member of his troop. The Scoutmaster maintains a list of those qualified to give tests and to pass candidates. The Scout's merit badge counselor teaches and tests on the requirements for merit badges.
3. **Review.** After a Scout has completed all requirements for a rank, he has a board of review. For all ranks except Eagle, the review is conducted by members of the troop committee. The Eagle Scout board of review is conducted in accordance with local council procedures.
4. **Recognition.** When the board of review has certified a boy's advancement, he deserves to receive recognition as soon as possible. This will be done at a ceremony at the next troop meeting. The certificate for his new rank will be presented later at the next formal court of honor.

8.1 Rank Advancement

The requirements for the ranks of Tenderfoot through First Class prepare a Scout to take full advantage of all that Scouting has to offer. The ranks of Star, Life, and Eagle requirements focus on service to others and developing leadership skills.

Requirements for each rank are outlined in the Boy Scout Handbook. A Scout can work on learning skills to meet advancement requirements with his parents or other family members, with other Scouts and with adult Scout leaders. This can be done on his own, in patrol and troop meetings, and during other troop functions such as campouts. A good rule of thumb is to try to complete one or two rank requirements at each troop meeting.

Scout skills cannot be mastered by performing them just once. A Scout will have many opportunities to practice each skill, and he will be thoroughly tested on each requirement before it is "signed off". In addition, he should expect to practice each skill repeatedly, even after it has been signed off. As he progresses, a Scout will also have opportunities to teach these skills to less experienced Scouts, which will further reinforce his knowledge and skill.

As a Scout completes each requirement, he will be tested and signed off in the BACK section of his handbook (pp. 438 - 449) by the Scoutmaster or by someone the Scoutmaster designates. This person may be an Assistant Scoutmaster, a Troop Committee Member, or another, more experienced, Scout. (In Boy Scouts, troop leaders, rather than parents, sign off advancement requirements. When possible, we encourage Scouts to have their requirements signed off by a leader who is not their parent. This allows the Scout to gain the benefit of the Boy Scout method of adult association.)

It's up to each Scout to take advantage of the advancement opportunities available to him, and to take initiative to ask for someone to test him when he is ready. He is responsible for keeping his own personal advancement record in his handbook. He should also record his service hours, campouts, troop activities, and leadership positions in his handbook or other logbook.

A Scout must earn the ranks in order, but he may complete any requirement for Tenderfoot through First Class at any time. (For example, he may complete a First Class requirement before finishing his Tenderfoot requirements, but he must earn the Tenderfoot rank before he is awarded Second Class and First Class ranks.)

A Scout will be meeting regularly with the Scoutmaster to discuss his participation in the troop and his understanding and practice of the ideals of Scouting. This Scoutmaster conference is also used to discuss the Scout's goals and accomplishments and is required for each rank advancement. The Scoutmaster may delegate these conferences to Assistant Scoutmasters or other Troop Leaders.

A Scout does not have to wait until he has completed the requirements for a rank in order to ask for a Scoutmaster conference. He may talk with the Scoutmaster at any time that is convenient to both of them. However, for a Scoutmaster conference to count toward rank advancement, it should take place after all other requirements are complete and before the Board of Review. At this required conference, the Scoutmaster will also help the Scout determine whether or not he is ready to go before the Board of Review.

After this Scoutmaster conference, the Scout should arrange for his Board of Review by contacting the Advancement Chairman and Board of Review Coordinator. Boards of Review are scheduled by appointment, and usually conducted during the next troop meeting. The Board of Review is composed of three to six registered members of the troop committee. (Eagle Scout Boards of Review are arranged through the District Advancement Committee and can have other members.) The Board of Review may not include the Scoutmaster, Assistant Scoutmasters, or the Scout's family members.

The purpose of the Board of Review is not to retest the Scout but rather to ensure that he has completed all of the requirements, to determine the quality of his troop experience, and to encourage him to advance toward the next rank. (Sometimes a Scout

will meet a Board of Review even when he is not ready for the next rank. Instead, it is in order to check his progress and to see how things are going for him in the troop and in his patrol. The troop Advancement Chairman may schedule a Scout for such a Board of Review when (s)he feels that an extended period has passed since his last Board of Review.)

Scouts need to have their Boy Scout Handbook and should be in their complete uniform when they appear before a Board of Review. At the beginning of the review, the president of the board will bring the Scout into the room, introduce him to the board, and invite him to be seated. During the review, the board will discuss the Scout's development along his trail to Eagle, ask him questions about skills that were required for his particular rank, and evaluate him in terms of troop activities and readiness for the next rank. It is also a time for the Scout to ask any questions he might have and to give feedback to the troop committee about activities and his Scouting experience in the troop and his patrol. At the end of the review, the Scout will be asked to leave the room while the board discusses his qualifications. The board will then call him back into the room and inform him either that he has been approved for the next rank or what additional actions he must take to qualify.

After passing the Board of Review, the Scout will be recognized in front of the troop as soon as possible. He will receive his new rank patch shortly after, usually at the next troop meeting or campout. He will be formally recognized for his rank advancements and merit badges in front of family and friends during a ceremony at a Court of Honor. At this time, the Scout will be presented with his wallet-sized certificate card and a rank pin ("mother's pin") for his parent. Our troop schedules at least four Courts of Honor each year. **Parents, other family members, and friends are invited and encouraged to attend all Courts of Honor.**

After reaching the rank of Life Scout, a Scout will meet with one of the adult leaders in the troop. At this meeting, he will receive his Life to Eagle packet and discuss ideas and suggestions for his Eagle Service Project. This project must conform to special guidelines that have been outlined by the Boy Scouts of America. The Scoutmaster, troop Advancement Chairman, and a representative of the District Advancement Committee, as well as the benefiting organization, **must approve the Eagle project before the scout begins to carry it out.**

8.2 Merit Badges

Earning merit badges allows Scouts to explore many fields, helps them round out their skills, and introduces them to subjects that will perhaps become lifelong interests or a rewarding career.

There are more than 100 merit badges for Scouts to choose from. Scouts may earn any merit badge at any time, with Scoutmaster approval. Scouts should not wait for someone to tell them when and which merit badge to work on. They don't need to reach a certain rank in order to be eligible. However, they should concentrate on achieving the rank of First Class before devoting a lot of time to working on merit badges.

Scouts can find information about merit badge requirements in the appropriate merit badge pamphlets and in the current year's Boy Scout Requirements book. Sometimes the requirements for a merit badge will change from those listed in the pamphlet. The controlling requirements are those found in the Requirements Book, but the pamphlets can still be used as a reference material to learn about the subject. Many of these pamphlets are available in the troop library or at the public library. All of them are available for purchase from the Denver Area Council Scout Shop. When a Scout finishes using merit badge pamphlets that they own, we encourage Scouts to donate the pamphlets to the troop library.

Here are the steps to earning a merit badge:

1. Get a blue merit badge card and the name and phone number of a qualified counselor from the Advancement Chair. Fill in your name, address, and the name of the merit badge before asking the Scoutmaster to sign and date it. This indicates the Scout has approval from the Scoutmaster, and may work on that merit badge.
2. Call the counselor and set up an appointment. This can be at any place that is suitable to both the Scout and counselor. Then 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 the Scout get started.
3. The Scout works on the badge requirements until he completes them. Then the Scout meets with the counselor (along with his buddy) whenever necessary. The Scout must complete the stated requirements and satisfy the standards of each merit badge. The merit badge counselor may encourage him to do more than the requirements state but the counselor may not require it. The SCOUT (not the counselor, Scoutmaster, or Advancement Chairman) keeps the merit badge card until he has completed all the requirements and the counselor has signed the card. If the Scout loses this card, he will have to start the badge over unless the counselor is willing and able to vouch for what the Scout has already completed. There is no time limit for completing a merit badge, except for by the Scout's 18th birthday.

If a Scout changes counselors for any reason, it is up to the new counselor whether or not he or she will accept the work the Scout did with the previous counselor. Normally the new counselor will ask the Scout a few questions, and if

the counselor is satisfied that he actually performed the work that was signed off, the new counselor will accept it.

4. After the Scout completes all the requirements for the merit badge and the counselor signs his merit badge card, the counselor will detach the Counselor's section and return the rest of the blue card to the Scout. It is the responsibility of the Scout to bring the rest of the card to the Scoutmaster. The Scoutmaster will keep the troop section and return the Scout section to the Scout for his personal records. Then the Scoutmaster provides the approved blue card to the Advancement Chair for inclusion in the troop's weekly advancement report.

The Scout will receive his merit badge shortly after he turns in the blue card (usually the next troop meeting). The wallet-sized certificate card will be presented to the Scout at the next Court of Honor.

8.3 Recordkeeping

Boy Scout advancement records are kept in three places – the Council office, the troop Advancement Chairman, and the Scout. The Council office keeps records supplied to them by the troop Advancement Chairman, who also keeps copies of these records for the troop. Troop 1876's Advancement Chairmen also maintains troop advancement information on computer using the TroopMaster program. Scouts will receive three kinds of documents that they need to KEEP IN A SAFE PLACE UNTIL AFTER THEY TURN 18 (or receive their Eagle Scout Award, whichever is later)! These documents are: the Scout Handbook with requirements signed off, the Scout's portion of completed blue merit badge cards, the wallet-sized certificate cards for rank advancement and the wallet-sized certificate for merit badge completion. Make sure **all** of them are signed or initialed by the appropriate Scout leader. All of the cards are the same size and can be safely kept in plastic protector pages that are designed for baseball and other sports cards. IT IS VERY IMPORTANT THAT THESE DOCUMENTS ARE KEPT IN A SAFE PLACE AND NOT LOST! If it should happen that there is a discrepancy or missing records, a Scout's personal records are their most important ally in proving what they completed and when.

9 Credits

Material used in this guide is derived from the Scoutmaster Handbook, Troop Committee Guidebook, the Leave No Trace web site (www.lnt.org), and material available from the US Scouting Service Project (www.usscouts.org).

Appendix A

Wildland Ethics and Leave No Trace Principles

A thing is right when it tends to preserve the integrity, stability, and beauty of the biotic community. It is wrong when it tends otherwise.

- Aldo Leopold, *A Sand County Almanac* (1949)

Forester and philosopher Aldo Leopold expressed this sentiment in the 1930s. Today increasing numbers of backcountry visitors are coming to the same realization as they witness their favorite wilderness haunts being loved to death by recreationists seeking adventure and solitude. Leave No Trace is a national educational program, whose mission is to educate wildland user groups, federal agencies and the public about minimum impact camping. The principles and practices discussed below are meaningless as a set of rules and regulations unless they are based on an abiding respect for and appreciation of wild places and their inhabitants. Only then can these principles be tempered with the judgment necessary to apply them in the myriad of circumstances in which we find ourselves every time we venture beyond the trailhead.

Simple living, adventure and solitude can still be part of our backcountry travels, but in order to assure their continued existence we must take the responsibility to educate ourselves and to become equipped with skills and habits that enable us to Leave No Trace. Leaving no trace depends more on attitude and awareness than on rules and regulations. Low impact camping practices must be flexible and tempered by judgment and experience. Consider the variables of each place--soil, vegetation, wildlife, moisture level, the amount and type of use the area receives and the overall effect of prior use--then use these observations to determine which practices to apply. Minimize your impact on the land and on other visitors, but be sure to enjoy your visit as well.

Plan ahead and prepare

- Know the regulations and special concerns for the area you'll visit.
- Prepare for extreme weather, hazards, and emergencies.
- Schedule your trip to avoid times of high use.
- Visit in small groups. Split larger parties into groups of 4-6.
- Repackage food to minimize waste.
- Use a map and compass to eliminate the use of marking paint, rock cairns or flagging.

Travel and camp on durable surfaces

- Durable surfaces include established trails and campsites, rock, gravel, dry grasses or snow.
- Protect riparian areas by camping at least 200 feet from lakes and streams.
- Good campsites are found, not made. Altering a site is not necessary.
- In popular areas:
 - Concentrate use on existing trails and campsites.
 - Walk single file in the middle of the trail, even when wet or muddy.
 - Keep campsites small. Focus activity in areas where vegetation is absent.
- In pristine areas:
 - Disperse use to prevent the creation of campsites and trails.

- Avoid places where impacts are just beginning.

Dispose of Waste Properly

- Pack it in, pack it out. Inspect your campsite and rest areas for trash or spilled foods. Pack out all trash, leftover food, and litter.
- Deposit solid human waste in catholes dug 6 to 8 inches deep at least 200 feet from water, camp, and trails. Cover and disguise the cathole when finished.
- Pack out toilet paper and hygiene products.
- To wash yourself or your dishes, carry water 200 feet away from streams or lakes and use small amounts of biodegradable soap. Scatter strained dishwater.

Leave What You Find

- Preserve the past: examine, but do not touch, cultural or historic structures and artifacts.
- Leave rocks, plants and other natural objects as you find them.
- Avoid introducing or transporting non-native species.
- Do not build structures, furniture, or dig trenches.

Minimize Campfire Impacts

- Campfires can cause lasting impacts to the backcountry. Use a lightweight stove for cooking and enjoy a candle lantern for light.
- Where fires are permitted, use established fire rings, fire pans, or mound fires.
- Keep fires small. Only use sticks from the ground that can be broken by hand.
- Burn all wood and coals to ash, put out campfires completely, then scatter cool ashes.

Respect Wildlife

- Observe wildlife from a distance. Do not follow or approach them.
- Never feed animals. Feeding wildlife damages their health, alters natural behaviors, and exposes them to predators and other dangers.
- Protect wildlife and your food by storing rations and trash securely.
- Control pets at all times, or leave them at home.
- Avoid wildlife during sensitive times: mating, nesting, raising young, or winter.

Be Considerate of Other Visitors

- Respect other visitors and protect the quality of their experience.
- Be courteous. Yield to other users on the trail.
- Step to the downhill side of the trail when encountering pack stock.
- Take breaks and camp away from trails and other visitors.
- Let nature's sounds prevail. Avoid loud voices and noises.

Appendix B

The Homesick Scout

by Fr. Francis Schwartz, From the Canyon Camp Leaders Guide, courtesy of the Blackhawk Area Council, BSA; Rockford IL.

Homesickness is described psychologically as a "manifestation of separation anxiety" or the "unconscious defense mechanism called regression." The Camp Director and Scoutmaster describe it as the longing for home." Many a young camper would put it more clearly as "that terrible feeling in the pit of my stomach." Regardless of how homesickness is defined, it is, indeed experienced in varying degrees by Scouts who come to camp.

What causes homesickness? It is a product of a happy home life, and it occurs often in a child who misses the warmth and security that comes from a good relationship with family and friends. Homesickness is also a problem for a child whose parents are anxious about his welfare. A parent who will miss the child while he is at camp or worries that the camping experience will be unhappy often transmits this fear to the Scout. In short, while at camp, the boy often feels the anxiety of his parents and fulfills their expectations that he will miss home and not enjoy camp by becoming homesick.

Homesickness often produces regressive behavior in a child. In order to cope with the situation he will revert to behavior used at an earlier age to gain attention. Sometimes a boy will cry easily, wet the bed, or withdraw from others. When a boy who is normally sociable and active suddenly becomes quiet, alone and disinterested in what is happening around him, this can be a sign of homesickness.

The treatment of homesickness is not simple. It involves the active participation of the Scoutmaster, troop members, camp staff, and often firm, but understanding parents. When homesickness is detected, the youth must be listened to and his feelings understood. Often an understanding person, willing to listen and empathize is all that is needed. Any unusual behavior patterns that have developed, such as bedwetting, must be taken in stride and not be overly emphasized. Next, the boy must be kept active and interested in some phase of camp life. An effort must be made to make the Scout part of the Troop and a part of all the camp's activities so that he can make friends. If parents are contacted, they should do all in their power to avoid promising the Scout may come home, unless advised to do so by the Camp Director and

Scoutmaster. Once a Scout leaves a summer camp experience because of homesickness, he may not ever return.

Homesickness can be prevented. Parents are the best preventers. Parents must not promise their child that, if he doesn't like it he can come home. This promise sets the boy up for defeat. Parents must try to transmit positive messages about camp, emphasizing that his days at camp will be a worthwhile experience, and that they are happy he is going. If a child wishes to take something special with him that reminds him of home, such as a pillow, blanket or toy, he should be encouraged to do so. This special object will be a reminder of and link to home. Do not tell a Scout to telephone if he needs anything. Such advise could be contrary to the camp policy against indiscriminate use of phones. When a Scout is ready to leave for camp, avoid a dramatic departure scene.

While the boy is at camp, letters can provide a bond with home during separation. The tone of the letter and its contents have a great effect on the production of homesickness. The letters should be conversational about events at home and ask questions about the Scouts experience at camp. They should never contain such lines as "We all miss you very much; we love you so." "Your dog hasn't eaten since you left." "We served your favorite meal last night, too bad you could not be with us to eat it." Items that may cause jealousy should also be avoided like "Yesterday, we bought your brother a new bike". Campers sometimes break into tears after reading such well-intentioned letters from home.

Homesickness is a common occurrence, and if faced with understanding and care is just another step in the process of growing up. Parents, members of the Troop, and the Camp Staff should all be aware of its causes, means of prevention, and above all, its cure. The cure is simply a great deal of understanding, and willingness to help another person deal with his feelings while getting involved in the Scouting Program.

Appendix C

Boy Scout Troop 1876 Mobilization Plan

Purpose:

The Scout Oath contains the promise "to help other people at all times." From time to time, the troop may be called upon on moments notice to provide service to the community. In recent years, boy scout troops have assisted communities in recovery from natural disasters and wildfire. This plan provides information on how the troop can be mobilized quickly to provide this service.

Procedure:

1. When the Scoutmaster receives and approves a request for assistance, he will notify the Senior Patrol Leader to mobilize the troop.
2. The Senior Patrol Leader will initiate a troop phone calling tree (through the Patrol Leader Council) to inform the members of the troop as to when and where to assemble, and what to bring. The central assembly point will usually be the troop's weekly meeting place at the Susan M. Duncan Family YMCA, 6350 Eldridge, Arvada. Scouts will be required to dress appropriately for the weather and task at-hand, and to bring a daypack containing their outdoor essentials. To aid in quick identification of our participants, the scout uniform will be worn unless otherwise directed.
3. Available members of the troop will gather at the assembly point at the appointed time. Attendance will be taken so that the leadership is aware of and can account for all participants.
4. The Senior Patrol Leader may designate another leader to take charge of the service project. Participants will receive detailed information and instructions from the SPL or designated leader after the troop is assembled.
5. Safety during troop mobilization is of the utmost importance. The buddy system will be used, and buddies will be determined before departure from the assembly point.

6. The troop mobilization plan will be exercised at least annually to provide training to troop leaders and members.

APPENDIX D

POLICY ON FINANCIAL ARRANGEMENTS

In order to help insure that no Scout is denied the full Scouting experience, Troop 1876 has established flexible payment schedules for the payment of dues, fees, camps and camping. Additionally, the Troop as established this Policy on Financial Arrangements and setup a Direct Assistance fund in its budget to assist with the costs of Scouting. This assistance is available not only for the annual registration fee and monthly dues, but for costs associated with Troop camping and activities. However, the Troop expects Scouts to make every effort to “**earn their own way**”.

Additionally, the Denver Area Council offers partial Scholarships for select of its programs. Further scholarship information can be found on the application available here:

[Council Program Scholarship Application and Instructions](#)

TROOP 1876 POLICY ON FINANCIAL ARRANGEMENTS

I. Notification

If a Scouting family of Troop 1876 finds they need financial assistance for any aspect of their Scout's participation with the Troop, it is incumbent upon a parent to contact the Scoutmaster, the Troop Committee Chair or the Troop Treasurer to learn about the available assistance options. The Troop would prefer that a parent make the needs known to the Troop leadership however; if a Scout's Scout Account Balance reaches -\$50.00, one of that Scout's parents will be contacted by the Troop Committee Chair.

II. Options

There are several options available to address the costs of Scouting.

- Payment Plans – Troop 1876 Scouting families can make arrangements to make payments that fit their budgets.
- Service – the Troop is aware of programs where Scouting families can work certain entertainment events in the area and the proceeds from their time will be deposited into their Scout's account. There is no limit to how many events a Scouting family may work.
- Sell Popcorn – not only do the Troop and District benefit from the Scouts selling popcorn, but a commission based on each Scout's sales is credited directly to their Scout Account. It is not uncommon for Scouts to earn more than enough to cover their annual registration fee and dues from their popcorn sales commissions.

- Direct Assistance – a Scout’s account can be funded by the Troop’s Direct Assistance Fund. If this option is taken advantage of, it is expected that the fund will be reimbursed through a payment plan –OR– the Scouting family may do community service hours for an organization approved by the Troop Committee. Keep in mind that the Direct Assistance is available for the Scout’s participation ONLY.

A Troop 1876 Scouting family may take advantage of any combination of the above options to assist with the costs of Scouting. As all situations are unique, Individual Arrangements are made between each Scouting family and the Troop. A Scouting family parent must make Individual Arrangements with the Scoutmaster, the Troop Committee Chair or the Troop Treasurer.

III. Follow Up

If a Scouting family is participating in Individual Arrangement, the status of the Individual Arrangement will be monitored by the Troop Committee. It is the responsibility of a parent to inform the Scoutmaster, Troop Committee Chair or Troop Treasurer if the Individual Arrangement needs to be revised. If after 90 days a Scouting Family has not fulfilled their obligations under an Individual Arrangement, and a parent has not communicated the reasons why to the Scoutmaster, Troop Committee Chair or Troop Treasurer, the Troop Committee will formally review the situation and the Committee Chair will contact a parent.

The Troop reserves the right to discontinue a Scouting family’s access to either the Direct Assistance Fund or Payment Plan options.