

**TROOP 107 – NAPERVILLE, IL
OPERATING GUIDELINES
Updated January 2013**

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The basic policy and philosophy of Troop 107 is expressed in the Scout Oath, Law, Motto and Slogan. These guidelines are intended to be a practical implementation of that policy and philosophy.

Note: All Troop Guidelines and policies are to be in compliance with BSA National Policies.

I. ACTIVITIES

Attendance at Summer Camp, High Adventure Outings, Troop trips and campouts are not a right—but a privilege. Any Scout who is not adequately prepared, who routinely does not fulfill his portion of his assigned duties, or who poses a safety hazard to himself or other Scouts may lose his privilege to attend.

Summer Camp:

The Troop recommends each boy attend summer camp. The Troop will plan to attend one week of Summer Camp.

Weekend Activities:

Expenses are to be included in the cost of the activity. Expenses will include (but are not limited to) food, camping fees/rentals and transportation costs. Transportation costs will be based on distance beyond a 35 mile radius of Naperville. Transportation costs will be determined per person and distributed to drivers on an each way fee per vehicle. Beyond 35 miles, the adult driver will be paid for transportation. Transportation for activities within the 35 mile radius will not be included as part of the activity cost to the Scouts. Typically Scouts will obtain and prepare food for the adult activity leaders unless otherwise agreed upon.

To be able to plan for transportation, food, etc., an activity fee will be required for each activity. This fee (checks or Scout account funds only) will be collected by an assigned adult and controlled by the Troop Treasurer. The Troop may pay a portion of the registration and /or event fees, not to exceed \$150.00 per event. Scouts must pay the activity fee at the time they sign-up for an event. Scouts must sign the scout-account transaction form if they are paying all or part of their activity fee from their scout account. Sign-up will close two regular troop meetings ahead of the event to enable proper planning. Scouts who have not paid in advance will not be permitted to attend the activity. Refunds will only be made up to and including the Troop meeting before the activity except for non-refundable fees (deposits, etc.) incurred. Partial refunds for extraordinary activity fees (examples: canoe rental, climbing gym entrance fees) may be made at the discretion of the campout coordinator if the troop is able to avoid charges for those who cancel late. Refunds will be prepared by the Troop Treasurer.

All participating adults should commit to an activity no later than 2 Troop meetings prior to departure so that the Troop will know how many adults are attending. Adult activity leaders are allowed to bring such items as stoves, tents, lanterns, chairs, etc., (at their own risk) to facilitate their performance as counselors, leaders, and teachers. Adults attending must remain with Troop activities unless otherwise determined by the adult leader in charge of the activity.

Note: Per Boy Scout regulations, no alcohol is allowed on a Scout activity. Smoking is discouraged and if necessary should be conducted discretely away from the Scouts.

Fund Raising:

A fund raising activity will be held at least once per year to replenish the Troop treasury and to assist the Scouts in paying for summer camp or other Scout related activities. (All fund raising activities must be agreed to in advance by the Troop Committee.)

Each Scout must participate at a minimum level for fund raising activities as determined by the Troop Committee. After fulfilling the minimum goal to support the Troop, profits are then shared by the Troop and Scout. Scout earnings will be held in Scout Accounts. Scouts that fail to participate will be subject to an additional dues assessment to make up their expected contribution. Scouts who have attained the age of 17 by September 1 of the current scout year will be excused from the minimum participation requirement.

Scout Accounts:

The money raised by Scouts via official fundraising is intended to be used solely for Scouting-related activities. Therefore, the funds deposited into Scout Accounts are supervised to ensure that they are used for appropriate purposes. Such purposes include payments for Troop activity fees and/or procurement of Scouting related personal gear (example: sleeping bag, backpack, hiking boots). To ensure funds are properly used:

- The Troop Treasurer will hold those portions of fundraising earnings requested by Scouts.
- The Troop Treasurer will maintain an accounting of all Scout Accounts. Each Scout will receive a notice at least once each year of his account balance, to be picked up at a regular meeting.
- Scouts can “cash out” funds from their account to pay for Troop activities (i.e.: summer camp, or Troop outings) or equipment used for Scout related activities (e.g.: sleeping bag or backpack). Scoutmaster or Treasurer shall give advance approval on the type of expenditure, subject to further review by the Troop Committee.
- Scout is required to submit receipts to the Troop Treasurer for reimbursement of expenditures from his Scout Account.

Once a Scout leaves the Troop or fails to renew membership, The Treasurer will send a final Scout Account notice, giving the Scout 30 days to request return of his Scout Account money. If the Treasurer does not receive a timely response from the Scout, a second notice will be sent and after an additional 30 days of no response, all remaining balances in the Scout account will be considered donated to the Troop and will be absorbed into the Troop’s general account. Thereafter the Scout will have to make a special written request to the Troop Committee for reconsideration.

Frequency of Activities:

A minimum of one activity per month will be planned for the months between September and June. This includes Campouts, hikes, district/Council activities, fundraising events and additional activities as determined by the Troop Committee and Patrol Leadership Council (PLC).

Adult Participation/Family Participation:

All Troop activities require the participation of at least two adults, one being a BSA registered adult per BSA regulations, plus additional adults as needed (suggested ratio 1 adult: 5 Scouts).

Each family will be required to assist in a minimum of two activities each year. Participation examples are: driver and/or attendance at weekend campouts, driver and/or attendance at Summer Camp, and regular adult supervisor for weekly meetings or special activities. All adults are encouraged to volunteer as Assistant Scout Masters, Troop Committee Members and/or Merit Badge Counselors. Lack of participation may adversely affect a Scout’s participation in subsequent activities (extenuating circumstances will be considered).

Permission Slips & Tour Permits:

All Scouts must have an annual parental permission slip on file with the troop Membership Committee member. Copies of these permission slips shall be carried by adult leaders on all Troop activities. All Troop-sponsored activities outside of the Naperville city limits must have a Tour Permit completed (either a local or national Tour Permit), approved, and filed in the Council office to comply with Troop and BSA policy.

Patrol Activities:

Patrol activities may be planned outside of the regular Troop activities, but must meet the same requirements as for a Troop activity, and have the advance approval of the Scoutmaster. All Troop activities will be conducted by the Patrol Method.

Dues:

Scout dues are set and announced annually by the Troop Committee and are due no later than January 1 each year. These fees include registration fees with national, badges, awards, materials, council activity fees, adult registration and training fees as approved by the Troop Committee. January 1 dues apply to the fiscal year beginning May 1. Early collection facilitates working capital requirements for fund raising activities, Budget planning and simplifies the annual BSA re-charter Scout dues include an annual registration and insurance coverage fee and will be assessed for each participating adult and Scout. Adult leaders and Committee members are registered at no charge with costs paid from the Scout dues collected. Additional fees may be collected if the Scout desires to receive Boy's Life magazine. If a scout joins mid- year, dues will be charged pro rata for the remaining scout year (May 1- April 30). If an existing member has let membership lapse and rejoins, dues in addition to fund raising obligation will be assessed on a pro rata basis.

Conduct and Discipline:

The Troop conduct and discipline policy is described in Attachment 1. Upon joining the Troop, each Scout and their parent/guardian must sign the conduct and discipline form, acknowledging that they are familiar with the policy. The Troop leadership may occasionally require all Scouts and parents to re-sign new forms

II. ORGANIZATION AND ELECTIONS

Troop 107 looks forward to accepting into membership Webelos Scouts after January 1st of their fifth grade year. All boys age 11 years or older are also welcome to join even if they have not participated in Cub or Boy Scouts in the past. Current Troop members are expected to assist in recruiting new Scouts to the Troop.

Selection of Troop Officers:

An election for the position of Senior Patrol Leader (SPL) will be held twice during the year in 6 month intervals. The SPL will then appoint Assistant Senior Patrol Leader(s) (ASPL) with the approval of the Scoutmaster. Other Troop Officers will be selected with agreement of the Scoutmaster and as required by the Patrol Leaders Council.

Selection of Patrols:

Patrols will be reviewed at the beginning of the year (September). The Patrols may be reorganized at the discretion of the Scoutmaster twice per year. The minimum Patrol size is 6 Scouts, but 8 to 10 is recommended when appropriate. Patrols elect their Patrol Leader and the Patrol Leader appoints the Patrol Officers.

Requirements for Troop Office:

The SPL must be Star Rank or above, is required to have completed NYLT training, and is expected to participate a minimum 66% in scout activities while serving as SPL. Other Troop Officers must be at least First Class. It is recommended that the Patrol Leader be at least a 2nd class Scout. All positions must meet with the Scoutmaster approval.

Troop Officer:

The Scoutmaster, with suggestions from the PLC, will decide on the positions required within the Troop in addition to the Senior Patrol Leader. The positions now identified are Junior Assistant Scoutmaster, Assistant Senior Patrol Leader(s), Troop Guide(s), Scribe, Librarian, Historian, Quartermaster, Order of the Arrow Troop Representative, Chaplain Aide, Instructor, Webmaster, Leave No Trace Trainer, and Bugler. The patrols will have a Patrol Leader, Assistant Patrol Leader, and as many other "patrol" officers as the patrol thinks are necessary. The Venture patrol(s) will have a Venture Patrol Leader, Assistant Venture Patrol Leader, and as many other "patrol" officers as the Venture patrol thinks are necessary. The Junior Assistant Scoutmaster, Troop Guide, and Instructor positions will be selected by the Scoutmaster. The Den Chief position must be approved by the Scoutmaster.

III. AWARDS AND ADVANCEMENT

Badges of Ranking:

Achievement will be recognized at a Court of Honor with cloth badge and card. For all ranks, the Scout's parent will receive a miniature pin of the attained rank at the Court of Honor.

Board of Review:

Troop Board of Review will meet as required for Tenderfoot through Life scout. This activity will be coordinated by the advancement chairperson in conjunction with the Scoutmaster. The last Board of Review for eligibility for advancement acknowledgement at a Court of Honor should be scheduled no later than two Troop meetings before the Court of Honor.

Handbook:

Each Scout should have his own current Scout handbook with his name clearly marked on the outside cover. Handbooks may be provided by the Troop to new Scouts at the discretion of the Troop Committee.

Scout:

The rank of Scout must be reviewed by the Scoutmaster or one of the designated Assistant Scoutmasters. Any boy not attaining the rank of Scout within two months of notification of intent to join may be asked not to participate (at the discretion of the Troop Committee) until he knows and understands what a Scout "stands for".

Court of Honor:

A Court of Honor will be scheduled by the Advancement Chairperson and the Scoutmaster as needed each year with a minimum of two per year. Three are generally planned and held in the Fall, Winter, and Spring.

Merit Badge Procedure:

The following will typically be used for obtaining merit badges:

- Select Merit Badge that is of interest to you or is required from the Eagle list.
- Review your selection of Merit Badge(s) with your Scoutmaster or appointed representative. He/she will help you select a counselor and give you an approved merit badge application.
- Phone the Merit Badge counselor to tell him/her you wish to work on the Merit Badge and find out what is expected of you.
- Get the Merit Badge pamphlet on your subject. These are available from the Scout office, library, and retail outlets and will help you in understanding and completing the Merit Badge.
- Learn to do the items required for the Merit Badge or learn the information requested.
- When you feel you are ready to review what you have learned with the Merit Badge counselor, call him/her and make an appointment. Take the things that you have done or the proof of what you have done (usually from your Scoutmaster). The counselor will spend time with you to make sure you know your subject. When the counselor is satisfied you have completed the requirements, he/she will approve you Merit Badge application.
- Give the approved Merit Badge application to the Troop Advancement Chairperson. He/she will be sure to get the correct information into the Troop records and will arrange for your award at the next Court of Honor.

Exceptions to this process include Summer camp, Merit Badges done as a Troop activity and District or Council Merit Badge Activities.

Troop Participation:

To qualify for advancement within the Troop, a Scout should participate and is expected to participate, in a majority of Troop activities. Advancement to First Class requires at least 10 troop activities, excluding Troop meetings.

Scoutmaster Conferences:

A conference on each Scout's past and future advancement and development will be held prior to a Board of Review. This is a one-on-one scheduled conference with either the Scoutmaster or his appointed representative.

IV. UNIFORMS AND EQUIPMENT

Troop Uniform:

The official Scout uniform for our Troop will be:

- Class A: Full dress uniform (see ATTACHMENT 2), including Merit Badge sash. The Scout shirt must have proper insignia of rank, office, Council, Troop, etc. Neckerchief with slide is required. Class “A” will be worn at all Courts of Honor and/or by the Scoutmaster’s direction. The Troop will supply each new Scout with the following uniform patches: Troop Neckerchief, the World Crest (purple), “107” numerals, and patch designating the age of the Troop (5 year increments). Throughout the years in Scouting, the Troop will also provide patrol patches, rank patches, and merit badges as earned by each Scout.
- Class B: Scout shirt only. Class “B” uniform will be worn at all other Troop activities. Scout shirts **MUST** be worn any time a Scout rides in a vehicle on all official Scout activities – **NO EXCEPTIONS**.
- Class C: Scout activity shirt. This typically is a T-shirt that displays BSA and/or Troop insignias. This shirt is typically worn at casual troop events.

Uniform requirements at any other time are the choice of the SPL or the Scoutmaster. Once a Scout reads and understands these uniform requirements, he may be asked to leave a function if he shows up out of uniform (except for extenuating circumstances). Please ensure all articles of clothing are clearly marked with the Scout’s name.

Troop Neckerchiefs:

Scouts are to wear the Troop neckerchief (design will be a determined by the Troop Committee) at all Class A Troop activities (such as Boards of Review, Courts of Honor, Eagle Court of Honor).

Uniform Inspections:

At least one uniform inspection should be held each year in conjunction with the Troop re-charter.

Troop Equipment:

The Troop equipment cannot be used for personal use of any member of the Troop. Another Scouting organization may use the Troop equipment with the advance permission of the Troop Committee. Members of the Troop and adult leaders attending a special Scouting event may use the equipment (Order of the Arrow fellowships, Leadership training, etc.) with the approval of the Troop Committee. Individuals assigned equipment will be held responsible for any/all damage or loss (subject to Troop Committee review).

V. TROOP ORGANIZATION – SCOUT POSITIONS

All scouts in leadership positions are expected to: set a good example, wear the scout uniform correctly, live the scout oath and law, and show scout spirit. A scout must be an active participant to hold a position of responsibility and be First Class rank or higher. The exceptions to the rank requirement are for the Senior Patrol Leader and Patrol Leader positions. The Boy Scout of America’s *Guide to Advancement* is the ultimate authority on the rank advancement requirements. It gives information on what it means to be an active participant, demonstrating scout spirit, and meeting the requirements of a position of responsibility.

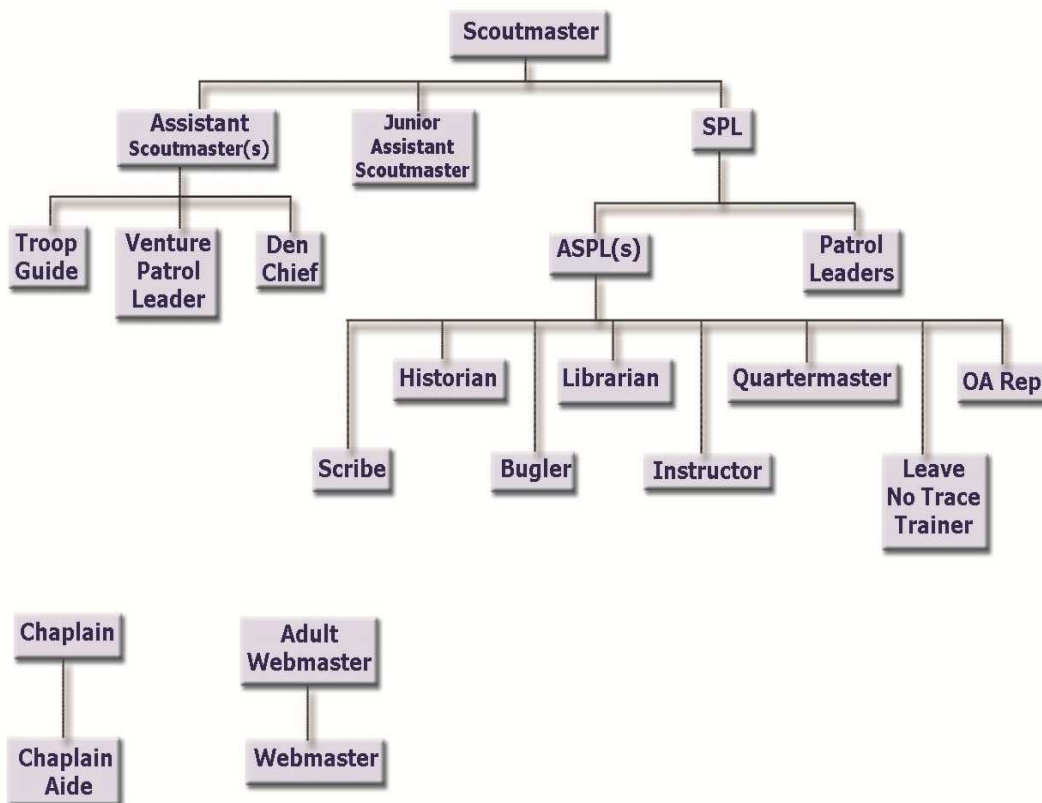
The scout holding a position of responsibility must train his successor. Prior to a scout taking on his position of responsibility, he will “shadow” the scout currently holding that position. The scout in the position will go over the duties of the position and train the scout on how to effectively fulfill the position. The training course, *Introduction to Leadership Skills*, will be offered after each Troop election, prior to the scouts taking on their new positions of responsibility.

Time in rank and leadership position will accrue during active participation in Scouting. Summer months of July and August will not accrue time unless approved by the Scoutmaster.

The matrix below lists the scout leadership positions that qualify for rank advancement.

Position of Responsibility	Rank		
	Star Rank	Life Rank	Eagle Rank
Junior Assistant Scoutmaster	●	●	●
Senior Patrol Leader	●	●	●
Assistant Senior Patrol Leader	●	●	●
Patrol Leader	●	●	●
Troop Guide	●	●	●
Den Chief	●	●	●
Scribe	●	●	●
Librarian	●	●	●
Historian	●	●	●
Quartermaster	●	●	●
Order of the Arrow Troop Representative	●	●	●
Chaplain Aide	●	●	●
Instructor	●	●	●
Webmaster	●	●	●
Leave No Trace Trainer	●	●	●
Venture Patrol Leader	●	●	
Bugler	●	●	

The diagram below shows the reporting hierarchy of the positions of responsibility.



A. Junior Assistant Scoutmaster

The Junior Assistant Scoutmaster serves as an Assistant Scoutmaster, except where legal age and maturity are required. He has shown outstanding leadership skills and is appointed by the Scoutmaster. He must be at least 16 years old and not yet 18. The Junior Assistant Scoutmaster reports to the Scoutmaster. He is eligible to become an assistant Scoutmaster upon his 18th birthday.

Duties:

- Functions as an Assistant Scoutmaster
- Performs duties assigned by the Scoutmaster.
- Attends the Patrol Leader Council meetings.

Training:

- *National Youth Leadership Training* and *Youth Protection Training* are required. Must have basic outdoor skills or else *Introduction to Outdoor Leader Skills* must be taken.

Performance Requirements:

- Attendance – the scout is encouraged to attend most events, campouts, and outings.
- Successfully complete duties assigned by Scoutmaster.

B. Senior Patrol Leader

The Senior Patrol Leader is elected by the Scouts to represent them as the junior leader in the Troop. The Senior Patrol Leader reports to the Scoutmaster. The Senior Patrol Leader must be Star rank or higher. The Senior Patrol Leader should not serve more than one term, unless there are not any other eligible candidates.

Duties:

- Presides at all Troop meetings, events, and activities.
- Leads the Patrol Leaders' Council as chairman.
- Appoints at least 2 primary Assistant Senior Patrol Leaders with the Scoutmaster's counsel.
- Train and guide Patrol Leaders.
- Assigns duties and responsibilities to Assistant Senior Patrol Leaders and other Troop officers.
- Makes sure Assistant Senior Patrol Leader attends any meeting/functions he will not be able to attend.
- Oversees the planning effort of Scouts for all Troop campouts.

Training:

- *National Youth Leadership Training, Introduction to Leadership Skills, and Mentor* training are required.

Performance Requirements:

- Attendance – attend 2/3 of all Troop meetings, Patrol Leader Council meetings, outings, and service projects for the 6 month period of office. No more than 3 unexcused absences in a row are allowed.
- The spring/summer Senior Patrol Leader is required to attend summer camp.
- Successfully manage 3 campouts, Assistant Senior Patrol Leaders, Troop meetings, and Patrol Leader Council meetings.

C. Assistant Senior Patrol Leader

The Assistant Senior Patrol Leaders are appointed by the Senior Patrol Leader with the approval of the Scoutmaster. The mentoring duties of the Assistant Senior Patrol Leaders will be distributed as the Scoutmaster sees fit. The Assistant Senior Patrol Leader reports to the Senior Patrol Leader.

Duties:

- Helps mentor scribe, quartermaster, instructor, librarian, historian, and chaplain's aid.
- Provides leadership for Troop meetings and outings.
- Takes over for Senior Patrol Leader in his absence.
- Assists in coordinating patrols in service and program responsibilities.
- Member of the Patrol Leader Council.

Training:

- *National Youth Leadership Training* is encouraged, *Introduction to Leadership Skills, and Mentor* training are required.

Performance Requirements:

- Attendance – attend 2/3 of all Troop meetings, Patrol Leader Council meetings, outings, and service projects for the 6 month period of office. No more than 3 unexcused absences in a row are allowed.
- Successfully mentor scribe, quartermaster, instructor, librarian, historian, and chaplain's aide.

D. Patrol Leader

The Patrol Leader is elected by members of his patrol and leads the patrol. The Patrol Leader reports to the Senior Patrol Leader.

Duties:

- Prepares the patrol to take part in Troop activities. Assign patrol members jobs as needed and help them succeed.
- Leads the patrol in service and program responsibilities as assigned by Senior Patrol Leader.
- Facilitates communication within the Patrol.
- Represents Patrol at Patrol Leader Council.
- Brings Patrol ideas to the Patrol Leader Council.
- Develop patrol spirit.
- Plan at least one patrol social activity.

Training:

- *Introduction to Leadership Skills* and *Mentor* training are required.

Performance Requirements:

- Attendance – attend 2/3 of all Troop meetings, Patrol Leader Council meetings, and outings for the 6 month period of office. No more than 3 unexcused absences in a row are allowed.
- Serve as a Camping Patrol Leader on at least one campout (see section V.R).

E. Troop Guide

The Troop guide introduces new Scouts to Troop operations and helps them feel comfortable. The Troop guide reports to the Scoutmaster or Assistant Scoutmaster responsible for the new scout patrol(s).

Duties:

- Helps new Scouts earn up through First Class rank by teaching them basic scouting skills and monitoring their advancement progress.
- Teach new scouts skills needed for successful camping such as: tent setup, stove usage, how to prepare for a campout, duties to be performed prior to a campout, and duties to be performed at a campout.
- Mentor the new scouts – keep in contact with new scouts and check on them if they are not attending meetings regularly.
- Prevent harassment of new Scouts by older Scouts (and vice versa).
- Assist in team building activities for the patrol to create a cohesive patrol.
- Coaches the Patrol Leader (and Assistant Patrol Leader) of the new Scout Patrol on their duties.
- Attends Patrol Leader Council meeting with new Scout Patrol Leader.

Training:

- *Introduction to Leadership Skills* and *Mentor* training are required. Work with the Assistant Scoutmaster and Instructors to train new scouts.

Performance Requirements:

- Attendance – attend 2/3 of all Troop meetings, Patrol Leader Council meetings, campouts, and outings for the 6 month period of office. No more than 3 unexcused absences in a row are allowed.
- Show that new scouts have advanced in rank during period of office.
- Be able to name the new scouts and give some details on their background.

F. Den Chief

The Den Chief works with Cub Scouts and den leaders in the Cub Scout pack. The den chief reports to the den leader in the Cub Scout pack and the Scoutmaster or Assistant Scoutmaster responsible for the new scout patrol(s) in the Troop.

Duties:

- Assists the den leader at den meetings.
- Meet regularly with the den leader to review the den and pack meeting plans.
- If serving as a Webelos Den Chief, prepare the boys to join Boy Scouts.
- If serving as a Tiger, Wolf, or Bear Den Chief help the scouts complete achievements.
- Project a positive image of Boy Scouting.
- Know the purposes of Cub Scouting.

Training:

- Den Chief training is required.

Performance Requirements:

- Attendance – attend 2/3 of all den meetings and pack meetings. No more than 3 unexcused absences in a row are allowed.
- Collect a recommendation from the den leader to show adequate performance.

G. Scribe

The Scribe assists in keeping the Troop records. The scribe reports to the Assistant Senior Patrol Leader.

Duties:

- Attend the Patrol Leader Council meetings and record the minutes.
- Records Scout's attendance at Troop meetings and functions.
- Keeps track of any Troop contest.
- Go over advancement records with Troop guides.
- Write at least one article for the Troop website, or blast, regarding upcoming events for his period of office.

Training:

- Work with the Advancement Chair Adult Leader on duties regarding updating advancement records.

Performance Requirements:

- Attendance – attend 2/3 of all Patrol Leader Council meetings. No more than 3 unexcused absences in a row are allowed.
- Produce article for website or blast, minutes for the Patrol Leader Council meetings, and advancement records.

H. Librarian

The librarian is responsible for all Troop literature (books, pamphlets, magazines, and audiovisuals). The librarian reports to the Assistant Senior Patrol Leader.

Duties:

- Keeps records of Troop literature.
- Keep a list of material checked out.
- Add new or replacement items as needed with Troop Committee approval.
- Advises Assistant Senior Patrol Leader on late returns.
- Keep scouting magazines for one year.
- Search for interesting articles relevant to Scouts and send them to the Webmaster Adult Leader to include on the Troop website.
- Creates/Locates training materials for scout positions and new scouts as needed.
- Create binder for term in office which contains: minutes from Patrol Leader Council meetings (obtain from Scribe), scripts from Troop Court of Honor, scripts from Eagle Court of Honor, flyers from service projects.

Training:

- No training is required.

Performance Requirements:

- Attendance – the scout is encouraged to attend most events, campouts, and outings.
- Document new materials purchased, scouting articles, and training materials.
- Produce the binder created during the office term.

I. Quartermaster

The Troop quartermaster keeps track of and ensures Troop equipment kept in good order. Refer to Attachment 4 for a more detailed description of the Quartermaster duties. The quartermaster reports to the Assistant Senior Patrol Leader.

Duties:

- Keeps inventory on Patrol and Troop equipment with the assistance of Adult Leaders.
- Keeps equipment in good working order.
- Checks out equipment and makes sure it is returned in good working order (even when not attending weekend activity).
- Track and inspect gear after a campout.
- Suggests new or replacement equipment when needed.

Training:

- Work with the previous Quartermaster on understanding the layout of the Troop trailer and Troop storage area.

Performance Requirements:

- Attendance – attend 2/3 of all campouts for the 6 month period of office. No more than 3 unexcused absences in a row are allowed.
- Produce inventory records for the length of his service.

J. Order of the Arrow Troop Representative

The Order of the Arrow Troop Representative is a liaison between the local Order of the Arrow lodge and the Troop. The Order of the Arrow Troop Representative reports to the Assistant Senior Patrol Leader. The Order of the Arrow Troop Representative must be a Brotherhood member in good standing of the Order of the Arrow.

Duties:

- Serves as a communication link between lodge and the Troop.
- Arranges with the lodge to conduct annual Order of the Arrow election.
- Encourages camping in the Troop.
- Coordinates the Ordeal induction process for newly elected candidates by ensuring they know the time and location of ordeals, provide information on what to bring, and offering assistance to the lodge in the Ordeal process.
- Assists Ordeal members in becoming Brotherhood members by ensuring they know the time and location of Brotherhood opportunities and offering assistance to the lodge in the Brotherhood process.
- Leads one Troop service project (along with other Order of the Arrow Troop Representative) during the year.
- Attend at least 1 Thunderbird District Order of the Arrow Chapter meeting or 1 E-Board Meeting.
- Holds a meeting with Troop Order of the Arrow members after the district meeting to keep them informed of district activities.
- Puts Order of the Arrow information in the Troop blast.

Training:

- It is suggested to go through the *OA Troop/Team Representative Support Pak*. *Lodge Leadership Development* training is available but is not required

Performance Requirements:

- Attendance – the scout is encouraged to attend most events, campouts, and outings.
- Successfully led a Troop service project.
- Attended a district or E-Board Order of the Arrow meeting.

K. Historian

The historian keeps a historical record of Troop activities. The historian reports to the Assistant Senior Patrol Leader.

Duties:

- Collects and preserves Troop photographs, news stories, trophies, flags, scrapbooks, awards and other memorabilia.
- Collects and maintains information on former Troop members.
- Creates a yearly scrapbook (may involve working with former historian) of Troop activities.

Training:

- Work with prior Historian to learn what has been collected for the Troop.

Performance Requirements:

- Attendance – the scout is encouraged to attend most events, campouts, and outings.
- Produce the yearly scrapbook.

L. Chaplain Aide

The Chaplain Aide works with the Chaplain to meet the religious needs of the scouts in the Troop. The Chaplain Aide reports to the Chaplain or the Scoutmaster in the absence of a Chaplain.

Duties:

- Ensures that Patrols say “Grace” before all meals.
- Says “Grace” at all Troop Court of Honor dinners.
- Works with Troop chaplain to meet religious needs of the Scouts in the Troop.
- Works to promote the religious emblems program.
- Assists with planning of Scout Sunday.
- Assists with planning religious observance.

Training:

- Read *Duty to God* overview of the BSA religious emblems program.
- Work with the Chaplain on appropriate “blessings”.

Performance Requirements:

- Attendance – attend 2/3 of all Troop meetings and outings for the 6 month period of office. No more than 3 unexcused absences in a row are allowed.
- Show that scouts have taken advantage of the religious emblem programs.

M. Instructor

The Instructor teaches scouting skills. The Instructor reports to the Assistant Senior Patrol Leader.

Duties:

- Teach scouting skills as designated by the Scoutmaster.
- Prepare in advance for each teaching assignment

Training

- Must be trained in the teaching area. Training will be determined by the Scoutmaster.

Performance Requirements:

- Must assist at least one other scout in learning a scouting skill but is encouraged to teach as many scouts as possible.
- Attendance – the scout is encouraged to attend most events, campouts, and outings.

N. Webmaster

The Webmaster is responsible for maintaining the Troop’s website. The Webmaster reports to the Troop Committee Chair or adult webmaster.

Duties:

- Update and keep active the Troop website at least on a monthly basis.
- Make sure information posted on the website is correct and up to date.
- Review and publish the posts of Troop campouts and activities from Historian and Scribe.
- Communicate with Troop using social media.

Training:

- Must be trained by the previous Webmaster or Troop committee member on content and format of the Troop website.
- Read the BSA *Social Media Guidelines* which can be found on the scouting.org website.

Performance Requirements:

- Attendance – the scout is encouraged to attend most events, campouts, and outings.
- Show a created or updated Troop web page.

O. Leave No Trace Trainer

The Leave No Trace Trainer specializes in teaching Leave No Trace principles and ensures the Troop follows these principles on outings. The scout must be at least 14 years of age. The Leave No Trace trainer reports to the Assistant Senior Patrol Leader.

Duties:

- Help minimize the Troop's impact on the land by teaching Scouts the principles of Leave No Trace.
- Help ensure the Troop follows Leave No Trace principles on outings.
- Helps scouts earn Leave No Trace award

Training:

- Successfully complete a Leave No Trace Trainer training course.

Performance Requirements:

- Attendance – Attend at least one outing and teach Leave No Trace principles.

P. Bugler

The bugler plays the bugle/trumpet/cornet, or approved instrument, at Troop ceremonies. The bugler reports to the Assistant Senior Patrol Leader.

Duties:

- Plays bugle as requested by Troop leadership.
- Plays taps at end of evening closing ceremony.
- Makes appropriate bugle calls at Troop activities.

Training:

- Must be able to play approved musical instrument and must be able to hit High E without cracking.

Performance Requirements:

- Attendance – the scout is encouraged to attend most events, campouts, and outings.
- Must play, as requested by Troop leadership, at one event.

Q. Venture Patrol Leader

The Venture Patrol Leader is elected by members of his Venture patrol and leads the patrol. The Patrol Leader reports to the assistant Scoutmaster. The Venture Patrol Leader must be at least 13 years old.

Duties:

- Prepares the patrol to take part in high adventure activities. Assign patrol members jobs as needed and help them succeed.
- Facilitates communication within the Patrol.
- Secures resources necessary for Venture patrol activities.
- Represents the Venture patrol at the Patrol Leader Council.

Training:

- *Introduction to Leadership Skills* and *Mentor* training are required.

Performance Requirements:

- Attendance – attend 2/3 of all Venture outings and Patrol Leader Council meetings for the 6 month period of office. No more than 3 unexcused absences in a row are allowed.
- Successfully manage the Venture patrol in one activity.

R. Scout Positions for Campouts

There are positions that are only filled for the purpose of campouts. These positions cannot be used for rank advancement but the duties may fulfill some of the rank advancement requirements for Tenderfoot, Second Class, and First Class ranks as well as the Camping Merit Badge. The requirements fulfilled are listed in parenthesis after the duty.

1. Camping Patrol Leader

The Camping Patrol Leader organizes the patrol to prepare for a campout. The Camping Patrol Leader reports to the Senior Patrol Leader.

Duties:

- Make a duty roster and assign campout jobs of Patrol Quartermaster and Grubmaster. (Camping Merit Badge Requirement 4)
- Organize patrol to plan menu.
- Determine advancements that patrol can work on at campout.
- Plans duty roster and assigns duties during campout.
- Ensures members of patrol have a buddy.
- After every meal, ensures patrol area is clean and equipment is put away by those assigned the task.

2. Camping Patrol Quartermaster

The Patrol Quartermaster is responsible for equipment needed by the patrol. The Patrol Quartermaster reports to the Camping Patrol Leader. The duties of this position fulfill Camping Merit Badge requirement 7.

Duties:

- Checks in/out equipment from Troop quartermaster such as tents and patrol boxes.
- Makes sure Patrol has equipment needed for event.
- Assists with tent setup and stove use. (Second Class requirements 3b and 3f)
- Helps keep patrol gear organized.
- Ensures patrol gear is properly cleaned before returned.
- Assists Troop Quartermaster with checking equipment at gear return.

3. Grubmaster

The Grubmaster is responsible for providing the food needed for a campout. The Grubmaster reports to the Camping Patrol Leader.

Duties:

- Fills out the Troop menu form. (Camping Merit Badge requirement 8c, First Class requirement 4b)
- Shops for food and stays within a budget. (First Class requirement 4b)
- See that the patrol eats proper, nutritional food. (Second Class requirement 3g, First Class requirement 4a)
- Keeps track of food during the campout and ensures it is properly stored in coolers, bins, and the Troop trailer. (First Class requirement 4d)
- Distribute left over food at the end of the campout.
- Fills out reimbursement form and turns receipts in to the Troop Treasurer.

VI. TROOP ORGANIZATION - ADULT POSITIONS

Scoutmaster:

- Serves as the Adult leader of the Troop and attends Troop Committee meetings as ex-officio member of the Troop Committee (non-voting per BSA regulations).
- Implements Troop Committee policies and coordinates efforts of other Assistant Scoutmasters.
- Works through his Assistant Scoutmaster, Senior Patrol Leader, and Patrol leaders to ensure fulfillment of their duties.
- Will implement Troop policies covering the health, safety and morale of the Troop.
- Maintains the proper behavior and conduct of the members of his Troop while at meetings and activities.
- Responsible for the boy program.
- Prepares a report for each Troop Committee meeting on the Troop's activities, progress and needs.
- Must satisfy applicable BSA training requirements.

In the absence of the Scoutmaster, one or more ASMs shall act as the adult leader. The ASM to act as leader in the absence of the SM may be determined by the ASM's participating in the activity, by the SM or by the Troop Committee. ASM must have current BSA New Adult Leader Training and Youth Protection training. "Hazardous Weather" and "Safe Swim and Safety Afloat" training classes/certifications are also strongly suggested and required for certain Troop activities. If not otherwise appointed, then the following method shall be used to determine leadership in the absence of the Scoutmaster.

Assistant Scoutmaster for Merit Badges:

- Serves as the Troop leader in the absence of the Scoutmaster.
- Organizes the Merit Badge Program in conjunction with ASM/Advancement and Scoutmaster.
- Help secure Troop merit Badge Counselors.
- Attends weekly Troop meetings and outings.

Assistant Scoutmaster for Equipment:

- Serves as the Troop leader in the absence of the ASM (Merit Badges).
- Responsible to the Troop Committee and/or Scoutmaster for the Troop equipment.
- Works with the Troop Committee Equipment chairman in obtaining, replacing and repairing Troop gear.
- Is responsible for the care and neat appearance of all Troop equipment.
- Works with the Troop Quartermaster.
- Attends weekly Troop meetings and outings.

Assistant Scoutmaster for Transitions:

- Serves as the Troop Leader in the absence of ASM (equipment).
- Works with Troop Guides(s) and instructors.
- Helps develop/implement advancement program for newer Scouts, implementing this program through Troop Guides and Instructors.
- Introduces new Scouts to Troop Operations and helps them feel comfortable.
- Guides new Scouts through early Scouting activities.
- Attends weekly Troop meetings and outings.

Assistant Scoutmaster for Camping:

- Serves as the Troop Leader in the absence of ASM (Transition).
- Works closely with Scoutmaster, Troop Committee Chairman for Camping.
- Senior Patrol Leader and Assistant Senior Patrol Leader(s) in planning each Camp Outing activity.
- Coordinates camping equipment needs with ASM Equipment and Troop Quartermaster.
- Works with Troop Treasurer in registration of camping participants.
- Attends weekly Troop meetings and outings.

Assistant Scoutmaster for Advancement:

- Serves as the Troop Leader in absence of ASM (camping).
- Works with the Troop Committee Advancement Chairman and arranges for Boards of Review.
- Helps maintain Troop Advancement records.
- Works with the Scoutmaster, Senior Patrol Leader, Advancement Troop Committee Chairman in organizing Courts of Honor.
- Attends weekly Troop meetings and outings.

Assistant Scoutmaster Venture Program:

- Serves as the Troop Leader in absence of ASM (Advancement).
- Coordinates the Venture Program for the Troop in conjunction with the Scoutmaster, including but not limited to Venture meetings and outings.
- Encourages Venture age Scouts to stay involved in the Troop.
- Encourages Advancement of Venture age Scouts if this is their goal.
- Attends Troop meetings and outings as warranted in conjunction with the Venture Program.

Assistant Scoutmaster – Advisor:

- Members are former Troop 107 Scoutmasters.
- Provides guidance on Scouting theory and philosophy.
- Counselor to Troop Committee Chairman and Scoutmaster.
- Performs duties as requested by Scoutmaster.

Note: BSA dues for this position are paid by the Troop as long as they continue to be of assistance to the Troop. Scoutmaster is to advise Troop Committee and Troop Treasurer on status.

VII. TROOP COMMITTEE ORGANIZATION

See the BSA Troop Committee Guidebook. In addition:

Troop Committee Chairman:

- Provides support to the Scoutmaster and the Troop program
- Develops Troop Committee and recruits parent participation and assistance.
- Responsible for annual re-charter of the Troop.
- Chairs monthly Troop Committee meetings with reports from individual Troop Committee members (functions) and the Scoutmaster.
- Keeps Troop's operating guidelines current.
- Appoints Troop Subcommittee as needed.
- Appoints minimum of 3 adults to audit Troop accounts periodically, no less than once every 2years.

Troop Committee Vice-Chairman:

- Supports adult activities including membership, recruiting, training and advancement. Acts as Chairman when necessary.

Troop Committee Member – Treasurer:

- Maintains the Troop's financial records, collects the Troop's money, and pays authorized, documented bills (use of an approved form with signature of 2 Troop Committee members, authorizing payment may be required).
- Arranges for collection of dues and fees.
- Prepares receipts and tax letters for donations made to the Troop.
- Prepares monthly financial report for Troop Committee meetings (including an income statement and ending account balance with a detailed list of moneys collected and expended).
- Maintains and audits Scout accounts and publishes balances for the Troop Committee monthly.
- Develops annual budget via Troop Committee chairman.
- Provides information for annual audit.

Troop Committee Member – Equipment Coordinator:

- Secures storage space for the Troop equipment.
- Is responsible for maintaining and repairing, when needed, the current Troop equipment, Troop trailer and purchasing new equipment in conjunction with Assistant Scoutmaster.
- Is responsible for construction of, or arranging for construction of, necessary Troop equipment.
- Works with the Troop Quartermaster and the Assistant Scoutmaster for equipment.

Troop Committee Member – Camping Coordinator:

- Makes arrangements and reservations for Troop weekend activities.
- Completes and files approved tour permits with the Council office.
- Works with Scoutmaster and Troop Committee setting fees for weekend activities and transportation fees as predetermined by distance formula (see ATTACHMENT 3).

Troop Committee Member – Fund Raising Leader:

- Organizes and directs fund raising activities for the Troop in conjunction with the treasurer.
- Works with the Scoutmaster and Troop Committee Chairman on fund raising projects for both Troop activities and/or Scout Accounts.

Troop Committee Member – Advancement Leader:

- Responsible for organizing all Boards of Review.
- Recruits merit badge counselors among the parents of the Troop and adults within the community in conjunction with ASM/Advancement.
- Reviews Troop advancement regularly (number of boys advancing, time in current rank, etc.).

Troop Committee Member – Secretary/Public Relations:

- Takes Troop Committee meeting minutes, publishes & distributes to Committee for approval each month.
- Arranges for publicity with local newspapers.

Troop Committee Member – Transportation Leader:

- Arranges for Troop transportation for all Troop activities in cooperation with ASM for camping & outings.
- Coordinates transportation for summer camp with Summer Camp Coordinator.

Troop Committee Member – Service Projects:

- Plans and coordinates service project as requested by the Troop Committee (Scouting for food, church clean-up, etc.).

Troop Committee Member – Friends of Scouting:

- Contacts parents concerning Friends of Scouting (FOS) during the annual drive.
- Maintains the records for the Troop FOS drive and submits them to the local BSA Council office.

Troop Committee Member – Membership Leader:

- Assists in recruiting new members
- Coordinates new Scout membership and charter renewal
- Coordinates annual permission slip renewals

Troop Committee Member – Summer Camp Coordinator:

- Organizes program to encourage attendance at summer camp.
- Collects moneys for summer camp and coordinates payments through the Treasurer.
- Reserves campsite(s).
- Attends Council camping meetings as required.
- Coordinates transportation for summer camp with Transportation Leader.

Troop Committee Member – High Adventure / Venture:

- Organizes High Adventure/Venture Program to present to Scouts and parents.
- Makes all arrangements for the program, in the event a High Adventure program is decided upon by the Venture scouts.
- Coordinates with Troop Committee and ASM/Venture.

Troop Committee Members at Large:

- All Troop Committee officers, registered Troop leader and interested parents.
- Only council registered Troop Committee members are voting members.

CONDUCT AND DISCIPLINE

ATTACHMENT 1

Scout discipline

Each Scout shall abide by the Troop Guidelines for discipline procedure as well as other requirements for conduct as promulgated by the Troop and the BSA.

Each Scout and their parent/guardian shall sign this “Conduct and Discipline” form.

The following discipline procedure shall apply:

1. Scoutmaster, having received information from Scout(s), Adult Leader(s), Patrol Advisor(s) or Troop Committee member(s), will advise the alleged violator of the occurrence of conduct causing concern for safety, health or harm to property, will set out expectations to the Scout for future conduct. If objectionable conduct continues, Scoutmaster will consult with an adult family member/guardian of the alleged violator, by telephone and/or through a brief written notice to home with signed return portion.
2. If further conduct causes continued concern for safety, health or harm to property, then the Scoutmaster and the Troop Committee Chairman (or other designated Troop Committee member) will meet with the alleged violator and at least one adult family member/guardian. At that time, the violator can be placed on probation for no less than 6 months, during which time a responsible family member/guardian will be required to accompany the violator to all Troop Activities, including but not limited to Troop meetings, Patrol meetings, campouts, and Summer camps. Theft of money and/or equipment will be immediate grounds for probation.
3. If still further conduct causes concern for safety, health or harm to property, then the Scoutmaster and Troop Committee Chairman (or designate) will advise an adult family member of the suspension of the violator from further Troop activities. At the next Troop Committee meeting, a vote of expulsion will be taken and if expulsion is approved, the Scoutmaster will advise an adult family member of the violator’s expulsion from the Troop. The Scoutmaster will coordinate with other Troop Committee members the return of the violator’s personal property in possession of the Troop and unused cash deposits (i.e.: other than those made through Troop fund-raisers) remaining in the expelled Scout’s Scout account.
4. This procedure is subject to revision by majority vote of the Troop Committee.

Conduct and Discipline section has read and acknowledged:

Scout

Date

Parent/Guardian

Date

UNIFORM, SUPPLIES, AND GEAR

ATTACHMENT 2

UNIFORM – CLASS A

Long or short sleeve Scout shirt (with properly displayed patches) (see pgs 12 & 13)
Shoulder loops (green) one set of two
Three Fires Council Strip
50 Year strip (Troop supplied)
Unit numerals 107 (Troop supplied)
Position Patch
American flag – already on newer shirts
Patrol Patch (Troop supplied)
World Crest (purple) (Troop supplied)
Rank Patch (Troop supplied)
Arrow of Light (if earned)
Neckerchief (Troop supplied)
Metal Boy Scout neckerchief slide
Boy Scout hat (optional)
Scout Pants preferred – or dark pants or blue jeans, but no sweatpants or warm-ups
Scout Belt (optional)
Merit Badge Sash
Order of Arrow Sash (if applicable)

SCOUT SUPPLIES

Boy Scout Handbook with name in bold on edge of book
Boy Scout Field book (optional)

CAMPING GEAR

Cook Kit (bowl, cup, plates, etc.)
Utensil Kit (knife, fork, spoon)
Canteen or something to carry water in on hikes
Beginner compass
Personal first aid kit or make your own (2nd Class requirement)
Rain Suit
Sleeping bag (should be good to 20 degrees) – discuss with leader before buying. 2 bags for winter campouts
Ground Pad – discuss before buying
Beginner backpack – discuss with leader before buying. Note approved style duffel bags may be used
Hiking/camping boots – leather or newer style leather & nylon mix with thick soles (sneakers cause accidents). 2
Pair good wool socks for winter
2 Pair sock liners for winter – discuss before buying
Toilet grooming kit and supplies
Small packable pillow
Small flashlight
Note: Pocket knives are not allowed unless the Scout has qualified for and carries with him the BSA Totin' Chip.

ATTACHMENT 2 (cont)

TROOP POLICY: The Boy Scout shirt with properly displayed patches (Class B uniform) is worn to all troop meetings and functions unless otherwise directed. The Class A uniform (as specified above) is worn for Scout's Board of Review, all Courts of Honor and other special occasions. The Boy Scout shirt must be worn to and returning from all Troop campouts.

NOTE: You do not have to buy top of the line but you should not buy the cheapest either. Sportmart, Kmart, Wal-Mart, Sears, REI, Deike Center of the Boy Scout Store in Chicago are good places to look for camping supplies. Other than your Uniform, you need not buy official BSA equipment. If you have question, please feel free to call the Scoutmaster.

When And How To Wear The Uniform - The Basics

All uniforms, badges, and insignia of the Boy Scouts of America may be used only by members of the Boy Scouts of America who are registered and in good standing. No alteration of or addition to the official uniform, badges, or insignia, or the rules and regulations covering the wearing of the uniform, may be authorized by anyone except the National Executive Board. Badges awarded by organizations other than the Boy Scouts of America may not be worn on the official uniform. (Exceptions: Historic Trails Award and religious emblems) (See Rules and Regulations of the Boy Scouts of America and the Insignia Guide for additional information on uniform rules and regulations.)

Sleeves

The uniform comes with the flag emblem already attached. The remaining patches on the right sleeve are placed in relation to the flag patch.

Patrol Patch (right sleeve)

The patch should be placed centered below and touching the flag patch.

National Honor Patrol Star (right sleeve)

Worn centered below and touching the patrol patch.

Quality Unit Award (right sleeve)

If worn, this patch should be placed centered on the flag patch, with the top of the Quality Unit Award located four inches (4") below the shoulder seam. ***Only one Quality Unit Award may be worn on the uniform at a time.***

Musician Badge (right sleeve)

If in band or drum corps, this patch should be placed centered below and 1/2" below the patrol patch or quality unit award.

Merit Badges (right sleeve) Up to six merit badges may be worn on the long sleeve shirt in two columns of three starting 3" above the cuff.

CSP (left sleeve)

The Council Shoulder Patch should be centered on the sleeve, touching the shoulder seam.

Veteran Unit Bar (left sleeve)

When worn, should be centered below and touching the CSP; these bars are available for 25, 50, 55, 60, 65, 70, 75 or 80 years.



LEFT SLEEVE

ATTACHMENT 2 (cont)

Unit Number (left sleeve)

Worn centered below and touching the CSP (or Veteran Unit Bar, if worn); if more than one patch is required for the unit number, those patches should not have spaces between them.

Badge of Office (left sleeve)

Worn centered below and touching the unit number.

Trained Strip (left sleeve)

When applicable, worn centered below and touching the badge of office.

Den Chief Cord (left sleeve)

These cords are worn over the left shoulder and under the epaulet.

Right Pocket

The uniform comes with the BSA patch already attached above the right pocket.

National Jamboree Patch

If worn, this should be placed centered on the pocket flap above the BSA strip (or other patches as applicable).

Name Plate

If worn, this should be placed centered on the pocket flap above the BSA strip (or other patches as applicable).

Varsity/Venture Strip

If worn, centered on the pocket flap above the BSA strip (or Interpreter Strip).

Interpreter Strip

If worn, centered on the pocket flap above the BSA strip.

Order of the Arrow Lodge Insignia

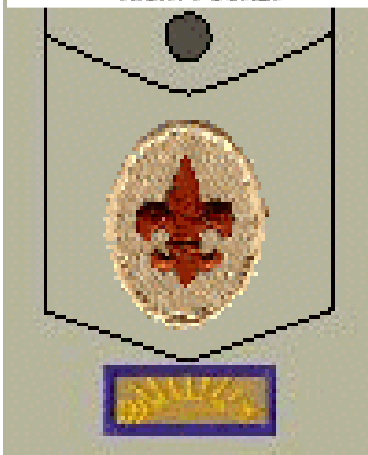
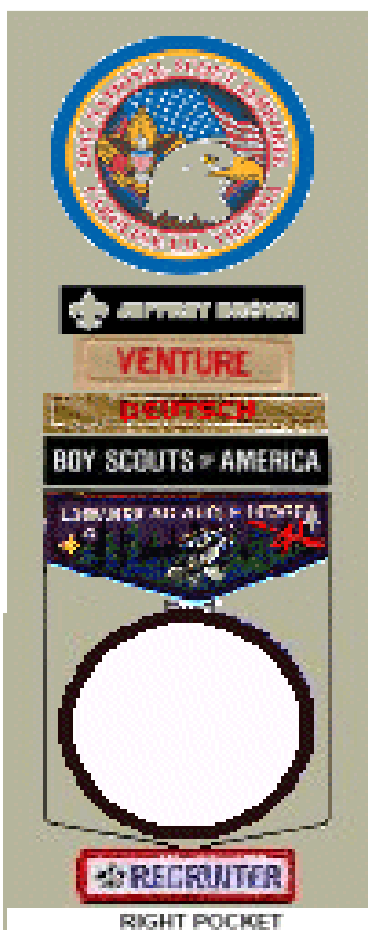
Worn on pocket flap.

Temporary Insignia

Not necessary for uniform inspections, but if worn should be centered on the pocket.

Recruiter Strip

When worn, centered immediately below and touching either the bottom of the pocket.



Left Pocket

World Crest

Worn centered between the left shoulder seam and the top of the left pocket.

ATTACHMENT 2 (cont)

Medals or Knots

Worn centered above the left pocket, touching the top of the pocket flap. The order in which these awards are worn is at the wearer's discretion and a maximum of five medals may be worn at a time. Please note that the only knots that may be worn by a Boy Scout are the religious emblem, lifesaving and meritorious award knots.

Service Stars

Worn centered above the left pocket, either 3/8" above the left pocket or immediately above any medals or knots.

Rank Badges

Scouts wear only their current badge of rank (Scout, Tenderfoot, Second Class, First Class, Star, Life, or Eagle) centered on the pocket.

Arrow of Light

Worn centered below the pocket.

THINGS TO KNOW AND REMEMBER

ATTACHMENT 3

1. Troop 107 requires checks or Scout account funds for all financial transactions. Please make check payable to Troop 107. Scout account transactions require a signed authorization/receipt.
2. Courts of Honor – Scheduled for October, February, May/June. These meetings are to recognize advancement and/or Merit Badges that Scouts have earned. Full Class A uniform is to be worn to this event. Parents are strongly encouraged to attend with their family.
3. Merit Badges – Scouts must talk to a MB Counselor prior to starting on a Merit Badge. Scout should contact the ASM for Advancement for help to find a counselor before beginning any Merit Badge. Adults must be a registered MB Counselor before starting a Scout on a MB.
4. Boards of Review – This procedure is to review and approve Scouts for their rank advancement. Adults who are not Assistant Scout Masters should volunteer to sit on the Board if requested. Previous experience is not necessary.
5. Equipment Returns – After campouts, equipment is given to the Scouts to take home for cleaning, drying and inspection. This responsibility is for the Scouts (with parental supervision). The objective is to have clean and dry equipment ready to go for the next campout. The Scout should make the Troop aware of any damaged equipment and it should be returned by the next meeting whenever possible. Tents, ground covers and dining flies must be unfolded and allowed to dry the day the Scout returns home for a campout. Patrol Boxes should be completely emptied and all pots, pans, and utensils should be run through a dishwasher (even if they appear clean).
6. Merit Badge Books – The Troop has a library of Merit Badge books available for use by Scouts or adults. Borrowing these books is on the honor system.
7. Position of Responsibility – Required for advancement at several levels of Scouting. In addition to elected or appointed positions the Scoutmaster has the ability to assign a position to a Scout needing this requirement.
8. Service Time – Required for many levels of rank advancement. The Troop offers several opportunities during the year. Outside activities for other organizations can be accepted with PRIOR approval of the Scoutmaster and a written note from the organization verifying activity completion and duration.
9. Event Sign-up – All event sign-ups are done during meetings at the activity table. Checks are to be turned in, or Scout Accounts charged, at the time of sign-up. You must pay to attend. Limited events are assured by early payment, not sign-up.
10. Church Manners – Troop 107 is a guest of Our Saviour's Lutheran Church. Please behave as guests and respect the other members who are having meetings at the same time. Remember quiet voices, and no running/jumping in the hallways or stairwells. Scouts should not be outdoors during meetings unless authorized. Parents, please encourage all Scouts to behave properly.
11. Transportation Fee Schedule: there will be no reimbursement for activities that are less than 35 miles from The Celebration! Center of Our Saviour's Lutheran Church, 919 S. Washington Street, Naperville, Illinois. Transportation fees for all other outings will be calculated according to the following formula and will be computed no later than 3 weeks before the outing date:

Round trip distances will be derived by using Mapquest and be based upon the shortest time option (see: www.Mapquest.com). All distances will be calculated from the troop meeting place, which typically is The Celebration! Center of Our Saviour's Lutheran Church, 919 S. Washington Street, Naperville, Illinois.

ATTACHMENT 3 (cont)

The number of vehicles will be based upon the anticipated number of scouts attending as recommended by the Campout Coordinator or the Driver Coordinator (using their best judgment from recent attendance), divided by 3 scouts per vehicle (i.e., assumes 3 scouts and one adult driver per vehicle). If the troop trailer is brought on the outing, then that vehicle will count as two vehicles. Gas consumption will be based upon 20 miles per gallon per vehicle (towing vehicle gets a double share). Gas prices will be based upon the prevailing average price per gallon for regular unleaded gasoline for Naperville Illinois at the time of the calculation as listed in the following website:

www.illinoisgasprices.com/Naperville/index

The anticipated amount for transportation per Scout will be added to all other event related costs (typically the cost for campout food, the cost for the camp site, and any other special transportation fees such as park vehicle permits and/or tolls) and be rounded up to the nearest whole dollar. This will be the amount assessed per Scout. The treasurer will be informed of the amount of the transportation assessment so that driver reimbursements can be made.

Example: The Troop is going on a campout to Mississippi Palisades State Park. It is estimated that 30 Scouts will attend. Mapquest shows the shortest driving time route to the State Park is 137.25 miles one-way, or 274.5 miles round trip. Illinoisgasprices.com shows the prevailing gas price to be \$2.99 per gallon for regular gas. Therefore, the transportation fee is calculated as follows:

$274.5 \text{ miles} / 20 \text{ miles per gallon} \times \$2.99 \text{ per gallon} = \41.04 per car

$30 \text{ scouts} / 3 \text{ scouts per car} = 10 \text{ cars} + \text{one extra share for the towing vehicle} = 11 \text{ vehicles}$. Tollway tolls are estimated to be \$4.60 round trip. Total transportation costs = $(\$41.04 + \$4.60) \times 11 = \$502.04$
Transportation assessment per Scout = $\$502.04 / 30 = \16.74 , rounded up to \$17.

Assume that food fees are \$12 per scout and the cost for camping is \$2 per scout per night, then the total fees for this campout would be $(\$17 + 12 + 2 + 2) = \33 .

The Troop Treasurer should be informed that the transportation fee collected for this campout was \$17 per Scout. The final amount collected would depend upon the actual number of scouts that participate in the event.

12. Driver Reimbursement Schedule:

- Drivers must carry a minimum of two scouts to be eligible for reimbursement (except for towing vehicle).
- money collected for transportation fees to be divided as follows:
money collected divided by (number of drivers + 1 for the trailer)
- fee will be adjusted for one-way travel
- pulling trailer - receives double the share
- adults will be asked to double-up if there are too many driver volunteers to conserve expenses

General description

Help control and maintain all equipment of the troop so it is ready for use at any given function. Report any missing or broken equipment immediately to the SPL so it can either be replaced or fixed. Delegate and supervise any help needed to assist in these duties due to volume of equipment.

Camping preparation

- At the meeting before a campout supervise and delegate the distribution of the dry boxes and coolers to make sure they are ready to be assigned to cooking patrols in an orderly fashion.
- Track what equipment was given to which scout so it can be cleaned and returned to the troop in a timely manner.
- Make sure proper amount of Tents, Patrol boxes and other supplies that may be needed are loaded onto the trailer in an orderly fashion.

On site camping

- Supervise and ensure proper care is being given to the troop equipment at all times and to report any damaged or lost equipment at any time.
- Make note of any miscellaneous equipment that is not available and maybe needed on future campouts.
- Track and make note of any equipment that is consumed and needs replacing before the next campout.
- At the conclusion of the campout make sure all equipment is assigned to someone to take home and clean and be returned in a timely manner.

Post camping duties

- Make sure someone is assigned (multiple scouts may be needed) to track gear return. All equipment needs to pass a cleanliness inspection. Equipment that does not pass should be returned to the assigned scout for a more thorough cleaning.
- Make announcements to the unit if any are needed regarding the condition or collection of any equipment not returned.
- Report to the SPL at the completion of each gear return night the status of the equipment recently used Ex; Good, Broken, or Missing parts. We need this information so we can fix or replace the equipment before the next campout.
- Continue to track and record all gear until it is all returned and report so to the SPL.
- Make sure all the equipment has been stowed away in either the trailer or storage room.

Special Notes

- All tracking sheet are recommended to be kept in some type of folder or clear sheet protector due to the fact it will often be exposed to weather and needed to be kept for several weeks in a row.
- Pencil works best to use on the tracking sheet due to the fact it can be changed and won't bleed on the page if it gets wet.
- All tracking equipment is the responsibility of the acting quartermaster to maintain and have available at any given event needed. An electronic copy would be optimal. There are copiers and printers that will scan to a file or to email. Contact an Adult leader if you need instruction on how to do this.
- Quartermasters are expected to help train the incoming quartermaster's as the change in leadership occurs.
- Quartermasters are expected to be familiar with all troop equipment and what is actually stored in the troop trailer and down stairs room of the church.
- Individuals wishing to be appointed quartermaster should be able to attend most camp outs or troop meetings or have a duty to appoint a responsible scout to take on said duties if they are not available for any such outing/meeting.