

# **Troop 58 Information Packet**

**(Revised March 2015)**

## **Dear New Scout and Parents,**

Welcome! Thanks for choosing Troop 58! We are excited to have you join us, and hope the transition from Cub Scouts to Boy Scouts is a smooth one.

This information packet is intended to familiarize you with how Troop 58 operates. Please take the time to read all the information in this packet with your scout.

Boy Scout Troop 58 is chartered through St. Clare Church in Canyon Country, CA, though membership is not dependent upon membership in the church. The troop is part of the Bill Hart District of the Western Los Angeles County Council, Boy Scouts of America. Troop 58 is dedicated to providing service to the entire community and all families are welcome.

Words in *italics* are listed in the Glossary at the end of this document, which will give you more information and background.

News, forms and troop information can be found on the Troop 58 website: <http://bsa-troop58.com>

## **Troop Program**

The aims of scouting are; Character Development, Citizenship Training, Service Opportunity, and Personal Fitness. These aims are achieved through the use of eight methods; The Ideals of Scouting, The Patrol Method, Advancement, Uniform, Outdoor Program, Leadership Development, Adult Association, and Personal Growth.

Troop 58 is considered a “boy led troop”. This means that the scouts develop meeting topics and destinations for outings, with guidance from the *Adult Leaders*. Troop 58 holds weekly meetings and tries to hold one outing per month. The first Monday of each month is reserved for *Green Bar* and all subsequent Mondays of the month are regular meetings, except for holidays and if otherwise stated or announced.

Troop 58 is organized as follows:

- Senior Patrol Leader  
Elected twice per year, the Senior Patrol Leader (SPL) is responsible for the overall organization and operation of the troop. Adult leadership will usually give direction to the SPL, who will direct his leadership team.
- Assistant Senior Patrol Leader  
Appointed by the SPL, the Assistant Senior Patrol Leaders (ASPL) are scouts who are able and willing in helping the SPL with the organization and operation of the Troop.
- Patrol Leader  
Patrol Leaders are elected by their respective patrols. Patrol Leaders are expected to ensure that their patrol participates in troop activities and works with scouts within their patrol to work on rank advancement.
- Assistant Patrol Leader  
Assistant Patrol Leaders are appointed by the Patrol Leader of that patrol and are expected to assist the Patrol Leader in patrol activities and act as a backup in case of the Patrol Leaders absence.
- Scout  
Every boy in the troop is a scout, regardless of other positions and duties. Scouts succeed with the support of every other scout in the troop.

- Additional Leadership Positions
  - Chaplain
  - Librarian
  - Quartermaster

The troop is organized into patrols, each with its own Patrol Leader and Assistant Patrol Leader. A patrol functions together throughout the year. Prior to campouts, each patrol plans menus, buys their food, cooks, cleans up, works and has fun together.

Each patrol is assigned a *patrol box*, which contains a portable camp kitchen. All of these patrol items must be kept in proper condition. Patrol dues are used for food purchases and may also be used to repair or purchase any other items the boys approve of for their patrol activities.

Each patrol has its own name and flag. Each patrol is unique and functions to encourage all its members to do their best as scouts.

### **Chain of Communication**

It is the responsibility of the SPL to ensure that all information is distributed to each scout in the troop. This is accomplished through a call chain. By utilizing the call chain, the SPL is able to rely on his leadership team to quickly reach each scout and distribute information. The call chain is primarily used to notify scouts of the activities for the upcoming meeting, provide reminders for outings and provide and specific information.

The chain of communication is a two-way street. It is the responsibility of each scout to participate in this chain. This means that if your scout does not receive a call by his patrol leader by Sunday afternoon, it is their responsibility to call their patrol leader.

### **Advancement**

Although each scout has his own pace of advancement, he should be able to earn the rank of “Scout” within the first few meetings. Much of the work on the ranks of Tenderfoot, Second Class, and First Class is done within the patrol and on campouts. Along with active participation in all troop activities, time and support from home is also needed for the scout to advance in ranks.

After achieving First Class, a scout must also serve in positions of leadership within the troop to attain the ranks of Star and Life. A scout needs to earn a total of 21 merit badges (including the 13 required badges), have a record of leadership, troop participation, and complete a major service project for the community before he can earn the rank of Eagle Scout.

**ALL boys are individually responsible for pursuing their rank advancement and completing the requirements.** Scoutmasters and Patrol Leaders will encourage the scout, but will not remind him to do so. As each requirement for Tenderfoot, Second Class and First Class is completed, the scout will have the Scoutmaster, Assistant Scoutmaster, or fellow scout of First Class or higher, sign it off in his Scout Handbook. Only the Scoutmaster or an Assistant Scoutmaster can sign off the ranks of Star and Life.

Following the BSA standards for Scout Advancement, the process for advancement is as follows:

- 1) **The Scout Learns** - He learns by doing, and as he learns, he grows in his ability to do his part as a member of the patrol and troop. As he develops knowledge and skill, he is asked to teach others; and in this way he learns and develops leadership.
- 2) **The Scout is Tested (Scoutmaster Conference)** – The scoutmaster and assistant scoutmasters test and pass the scout on rank requirements. *Merit badge counselors* teach and test him on requirements for merit badges.

Advancement forms are available on the Troop 58 Website.

- 3) **The Scout is Reviewed (Board of Review)** - After he has completed all requirements for a rank, the scout meets with a board of review. For Tenderfoot, Second Class, First Class, Star, and Life ranks, and Eagle Palms, members of the unit committee conduct the review.
- 4) **The Scout is Recognized** - When the board of review has approved his advancement, the scout deserves recognition as soon as possible. This should be done at a ceremony at the next unit meeting. The certificate for his new rank may be presented later, during a formal court of honor.

The scout must always be in Class A when meeting with an *Adult Leader*, Board of Review, or *Merit Badge Counselor* regarding advancement in Rank or Merit.

In order to best ensure the scout is ready for the next step, advancement review should take place in this order:

- The scout fills out an advancement form (available online)
- The scout submits his name to a *Troop Guide* to request a Scoutmaster's Conference. The *Troop Guide* will review the scout's paperwork and may ask some preparatory questions to ensure the scout is ready to meet with a scoutmaster
- The *Troop Guide* will connect the scout with an available scoutmaster to perform the Scoutmaster's Conference
- If satisfactory, the scoutmaster will sign off on the advancement sheet and in the scout's book.
- The scout submits the signed paperwork to the *Troop Guide* to request a Board of Review. The *Troop Guide* will always return the submitted paperwork to the scout.
- The Board of Review will meet with the scout, review the paperwork and ask additional questions.
- If satisfactory, the Board of Review will submit a notification of advancement to the Advancement Chair and to the Scoutmaster.

### **Merit Badges**

**The first year of the scout program is geared toward advancement through the rank of First Class, and the Troop strongly encourages the scout to concentrate on that process.** This will teach the scout the basic skills needed for troop camping, patrol leadership, first aid/lifesaving, and personal fitness. Your scout may start working on merit badges at any time.

There are numerous merit badges available for the scout to earn. Some are specifically required for the rank of Eagle Scout. The scout needs to request a Blue Card from an *Adult Leader* when he is ready to begin working on a merit badge. A merit badge book specific to that badge may be obtained from the troop library or the Scout Shop. Make sure the book is current, as some of the requirements do change over the years. Some merit badges are also found on the Internet.

Scouts can refer to the "How to fill out a Blue Card" flyer in this book, to better understand how to fill it out properly.

### **Service Projects**

Scouts of the rank of Second Class and beyond require a specific number of hours towards a service project. The troop offers many opportunities to fulfill these requirements. One of the most important service projects a scout can participate in is an Eagle Service Project by a fellow scout. Helping each other is critical to the growth and success of every scout.

In certain cases, the scoutmaster may allow service hours outside of troop activities, but must be pre-approved by the scoutmaster.

### **Troop Committee**

The Troop Committee oversees the entire scouting program and ensures that the resources, leadership, and necessary support for the program are available. It approves a yearly budget, approves all Eagle Scout Service Projects, revises the Troop By-Laws as needed, selects the Scoutmaster and Chairperson as needed, approves the Scout's program, and publishes the Annual Calendar. The Committee is made up of BSA-registered adults. All parents are encouraged to attend the monthly meetings, and to become involved in the troop. **The Committee meetings are held on the third Wednesday of each month.**

### **Parent Communication**

The troop sends out a monthly email communication to keep you aware and up to date on the scheduled events for that month. This is meant to be a supplement to the yearly calendar and to keep you informed of changes in events.

Additionally, the troop maintains its own website where you can find news, forms, pictures and other updates from the troop. The website can be found at <http://www.bsa-troop58.com>.

### **Parent Support**

#### **Parent's Responsibility to the Troop**

You are not required to attend the weekly troop meetings or camp with the troop. However, parents are welcome to attend all meetings and outings where accommodations allow. At all troop functions, all attending adults and scouts are under the direction of the Scoutmaster and his staff.

The entire family is encouraged to attend the quarterly **Court of Honor**. This is where the scouts receive the awards that they have earned and are recognized for their rank. A "**Mother's Ribbon**" is given to each mother upon her son's entrance into the troop which she can wear with pride to these troop events. Courts of Honor are generally held in March, June, September, with a special Holiday Court of Honor held in December.

**We also encourage you to attend all Eagle Courts.** An Eagle Court of Honor is a special event planned by the Eagle recipient and his family. Scouting's highest award is presented in a variety of different venues, depending on the Scout's wishes. Your family should confirm your attendance or your inability to attend the special invitation that is sent, as most events are costly to carry out.

**The scouts are the Scoutmaster's responsibility at troop meetings and activities. Please refrain from giving scouts permission/approvals during troop events. Instead, direct them to the youth or adult leaders. The exception to this is safety. If safety of any attending adult or scout is at risk, both scouts and adults, regardless of age or rank, are asked to respond at once.**

Our success as a Troop depends heavily on your support. In addition to attending these events, the Troop needs parent involvement. Your participation as a driver, *merit badge counselor*, committee member, or assistant scoutmaster helps to ensure that our program remains diversified and strong.

#### **Parent's Responsibility to their Son**

Every scout has the potential within to become an Eagle Scout. It is a long road, sometimes filled with frustration, often filled with joy and accomplishment. It is a journey of discovery as the boy matures to a man. Each boy on this journey will advance at his own pace. Although this journey is theirs to travel, it is often most successful with the support and encouragement of their parents to help them stay focused on the destination.

The rewards of attaining Eagle are life-long. It can help the scout gain entrance to college, scholarship opportunities, and possible advancement in the military or his future profession. Your assistance, concern, encouragement, and support will help your son to do his best.

## **Campouts**

The troop plans an activity every month. Parents are welcome on most campouts, but please observe the following rules:

- 1) The scouts camp as patrols. The SPLs and Patrol Leaders are responsible for the activities, under the guidance of the *Adult Leaders*. Please don't interfere in scout's activities unless there is a clear safety concern.
- 2) On some campouts, the troop will actively seek your help with some activities.
- 3) Scouts must always sleep in tents with other scouts even if their parents are at the campsite.
- 4) All adults and visitors pay for, prepare, and eat meals separate from the scout patrols.

**If you see a problem at an event, outing, or campout, please talk to one of the *Adult Leaders*.**

## **Youth Protection**

To insure that scout activities are conducted in a safe and prudent manner, guidelines from the BSA ***Guide to Safe Scouting for Unit Activities*** are closely followed and all adults who interact with the scouts must complete the youth protection training provided on the BSA website. In addition, as St. Clare is the chartering organization for Troop 58, compliance with the U.S. Bishops' Charter for the Protection of Children and Young People is of utmost importance. All adults working in any way with the scouts at St. Clare must be trained through use of the VIRTUS program. In addition, all adults working with scouts need to be LIVESCAN fingerprinted with the results being submitted to the Human Resource Department of the Archdiocese of Los Angeles.

## **Uniform Policy**

The troop's uniform policy consists of Class A, B, or C

**Class A**-consists of official scout shirt, pants or shorts, troop neckerchief with slide, scout belt, scout socks, and merit badge sash, if applicable. This is worn to all weekly troop meetings, Court of Honors, Board of Reviews, all District and Council events, and whenever representing Scouting to the public. New scouts will receive a troop neckerchief and loop for the epaulettes upon joining the troop. The scout should also consider his Scout Handbook, paper and pen or pencil part of his uniform.

**Class B**-uniform consists of red troop tee shirt and pants. This is to be worn for outings and other events designated by the Scoutmaster. The troop t- shirt is available through the committee for \$10.00.

**Class C**-is civilian clothes. This is to be worn when the boys are to participate in an activity that could damage the uniform. To be specified by the Scoutmaster.

## **Summer Camp**

The troop attends one of the licensed Boy Scout Summer Camps for at least one, one-week session each summer. Troop leadership decides which camp will be chosen for that summer. Summer camp fees are determined by which camp the scouts decide to attend. Summer camp is a great opportunity for the scout to earn Merit Badges, which would be difficult to get on his own at home, develop responsibility away from home, and to have a lot of fun in the outdoors. Camp is usually held the second or third week of July. Fees for camp are divided into installments in the spring so it is easy for the family to manage.

## **Personal Equipment**

**The scout must have the current edition of the Boy Scout Handbook and bring it to all troop meetings and camp outs.** The basic equipment requirements can be found there as well as advancement requirements. Before you invest in backpacks, sleeping bags, hiking boots, etc., please talk to one of the *Adult Leaders* for

advice on what your son really needs and where the best deals are. A uniform exchange is conducted by the troop to recycle uniforms and Class B shirts.

**No electronic games, mp3 players, or radios are allowed at troop functions without the Scoutmaster's approval. Cell phone use by scouts at troop activities should be held to emergency use only.**

### **Transportation**

The troop tries to arrange for and coordinate car pools for most events, but it is your responsibility to ensure that your son gets to outings. **On most outings, the troop leaves from the parking lot of Walmart on Carl Boyer Drive.**

When you drive for a troop outing and carry scouts, **you must have adequate, in force auto insurance. Seat belts are to be used at all times for each passenger.** No scout may ride in the back of a pickup truck for any reason. Drivers are asked to have their cars fueled and ready for the trip before departure.

### **Permission Slips and Health / Medical Forms**

Permission slips are sent home prior to each outing with information as to the date, necessary timetable, location, costs, and necessary equipment. The tear off portion of the slip must be returned to the troop with your signature in order for you son to attend the outing.

Health / Medical forms must be filled out when you join the troop and at renewal of registration each year. Also a Medical Exam is required for summer camps. These exam forms are valid for one year. They are the troop's authorization for treatment in case of emergency and medical alert for allergies, etc. They also provide the troop with the scout's health insurance information, so that we can get the scout the care necessary, if and when it may be required.

### **Financial Information / Registration**

The troop annual registration fee includes National Dues, Boy's Life Magazine, insurance, awards, troop equipment and operating expenses. The cost is \$100.00 per scout with a reduction to \$90 for sibling scouts. Adult registration is \$24. **The troop registration is collected in March of each year.**

Patrols normally collect weekly dues to refresh the patrol's bank until it reaches its cap at \$100. This fee is always collected in cash. The patrol leader cannot cash checks to purchase goods. The patrol's bank is used to purchase or replace items in the *patrol box*, as well as provide funding for food purchases for the patrol for overnight events.

### **Our Pledge to You**

Every scout has the right to expect guidance, support, enthusiasm, and a good example set by both the adult and youth leadership as he progresses through scouting. Troop 58 has a solid history of building good citizens and young adults. Most boys who enter Troop 58 and remain involved, work on rank advancement, and attend events, do reach the rank of Eagle Scout. It is not necessary for a scout to attain Eagle to stay in the program and have fun. Our main goal is to make sure each scout learns self-reliance, safety, and survival skill, strong leadership qualities, respect for fellow scouts, and a sense of duty to God, Country, and Self. We do this through a simple set of rules for members of Troop 58.

- 1. Arrive and depart on time.**
- 2. Respect others at all times.**
- 3. Treat every other scout as you would like to be treated.**
- 4. Wear the uniform with pride.**
- 5. Respect the premises you are on - no littering, running, or loud behavior.**
- 6. If you have a problem, see a Scoutmaster.**

**7. Do your best to achieve rank, earn merit badges, and serve in positions of Leadership.**

*Adults and scouts are asked to enter the hall meeting area by the east entrance as to not disrupt other activities taking place at the Church.*

- A. Please observe the posted speed limits and drive carefully.*
- B. Please observe the proper traffic flow In the Church parking lot-watch for pedestrians!*
- C. There will be no climbing of the trees, walls, or fences on church grounds at anytime.*
- D. Stay on St. Clare property. Do not wander onto adjacent properties.*
- E. Parents are always welcome at troop meetings. Please remain in the rear of the hall and refrain from loud conversation.*
- F. Always have a Great Time with your scout, make friends and HAVE FUN!*

**WELCOME TO BOY SCOUT TROOP 58**  
**WE ARE PROUD YOU HAVE CHOSEN OUR SCOUTING FAMILY**

## **Glossary**

### **Adult Leader**

Although there are many ways for parents and adults to contribute to the well-being of the troop, in this specific case, Adult Leaders refers to the Scoutmaster and Assistant Scoutmasters who have been trained and registered by the BSA.

### **Green Bar**

Green Bar is made up of the troop leadership: Scoutmaster, Assistant Scoutmasters, Senior Patrol Leader, Assistant Senior Patrol Leaders and each Patrol Leader. Green Bar occurs once a month and is meant for the troop leadership to determine meeting activities for that month and discuss troop related business. Green bar is a Class B event.

### **Merit Badge Counselor**

Merit badge counselors are the key to success in the merit badge plan. They offer their time, experience, and knowledge to help guide Scouts in one or more of the merit badge subjects.

The counselor's responsibility is to

- Assist the scout as he plans the assigned projects and activities to meet the merit badge requirements.
- Coach scouts through interviews and demonstrations on how to do the required skills of the craft, business, or hobby.
- Certify the scout after determining whether he is qualified for the merit badge.

### **Patrol Box**

Each patrol is assigned a patrol box for outings and campouts. This box contains the necessary items for them to be able to cook and clean. These include a portable stove, propane, pots and pans, utensils, and other items the scout will need for the outing. Some of the items (propane, paper towels, etc) will periodically need to be restocked and is the responsibility of the patrol to ensure a clean and functional patrol box.

### **Scout Advancement Form**

Available in the forms section of the troop 58 website (<http://www.bsa-troop58.com>), the Scout Advancement Form asks the scout about his experiences in the troop, his achievements, and his goals for the future.

### **Troop Guide**

Troop Guides are scouts who typically have earned the rank of Eagle Scout or have aged out (turned 18) and are still interested in contributing to the troop.