



Troop Handbook

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Introduction to Troop 33

Our Troop

The National Boy Scouts of America sanctions Aloha Council as this island's umbrella for the four districts on Oahu. Troop 33 is chartered by the Manoa School APT.

The highest rank of "Eagle" is many boys' ultimate goal, but education and fun are the true basics of Scouting. All programs focus on the fundamental principle that boys should achieve growth through activities which meet the aims of Scouting: character building, citizenship training, self-reliance, and physical and mental fitness. Troop activities provide opportunities for boys to live the ideals of Scouting, to develop proficiency in outdoor and practical life skills, to explore career possibilities and to gain leadership experience.

The Troop's code is flexibility, reflecting the fact that its Scouts, ages 10 through 18, function on a variety of maturity and skill levels while managing various academic and personal commitments. While each Scout determines his own pace for rank advancement and designs his own agenda of participation in ongoing activities and skills acquisition, he must also learn to work cooperatively in mixed-age Patrols of six to eight boys and as a member of the Troop.

Our Activities

Although Summer Camp and High Adventure Camp undoubtedly are the premiere events each year, the Troop's regular itinerary of hikes, camps, and outdoor skills programs provide the basic "training ground" for its Scouts. These programs provide opportunities to master skills such as first aid, orienteering, water safety, hiking, camping, wilderness survival, and pioneering. They also encourage self-reliance, teamwork, and initiative.

The Merit Badge Program comprises another aspect of a boy's Scouting experience. While specific Merit Badges are required for rank advancement, and do provide skills training, the program essentially encourages each Scout to further pursue his personal interests and to explore new possibilities.

To specifically focus a Scout's attention on citizenship, each boy is expected to participate in ongoing volunteer service projects on both an individual level and the unit level. Troop 33 Scouts have performed numerous service projects for their chartering school, the local Manoa Valley, and the larger Honolulu community. Troop projects have included service at book fairs, education nights, school grounds beautification days, charity walks, community residential center visitations, church clean-up days, botanical garden clean-up days, zoo fence painting and highway-litter pick-up days. Eagle service projects included recycling bin concrete pad installation, Nature Conservancy irrigation line construction, Tantalus soil erosion tree planting, Ualaka'a Trail koa tree replanting and erosion control, brush and invasive species removal, pathway construction, and planting at Lyon Arboretum.

Our Future

Troop 33 is led and organized by the Scouts themselves. Parent volunteers assist as committee members, leaders, counselors and in all other areas of need, but the Troop survives because each boy assumes increasingly responsible leadership positions within the Troop as he matures. Scouts are given the opportunity to try and try again, to grow, and to learn. It is in this way that Scouting truly affects each community – by developing future leaders within a caring, supportive forum. It is a tradition which Troop 33 has maintained for over 40 years and which it expects to continue well into this millennium.

New Member Application/Acceptance Guidelines

The specific number of new Scouts admitted into Troop 33 at any one time will naturally vary depending upon:

- The number of Pack 33 Webelos who plan to transition into the Troop. (Pack 33 Scouts receive priority acceptance into Troop 33 over non-Pack 33 Cub Scouts.)
- The total number of registered Scouts cannot exceed 50 due to facility limitations.
- The leadership talent of currently registered Scouts
- The anticipated pace of rank advancement for Scouts already in the Troop
- The number of currently active Assistant Scoutmasters
- The Troop's available resources to support its size

Steps for acceptance into Troop 33 will include:

- Consideration of the number of new applicants and their anticipated registration dates (staggered dates may permit a continuous registration of new members)
- Personal referrals from the applicant's current Pack/Troop or referrals from within Troop 33
- An informal interview between prospective parents and the Scoutmaster, the Assistant Scoutmasters, or committee members to allow the various parties an opportunity to share BSA guidelines, Troop philosophy, personal expectations, etc.
- Inclusion of the prospective Scout in a Troop meeting or activity to allow interaction between the prospective Scout and the Troop as an opportunity to gauge compatibility.

Troop 33 New Scout Orientation

Checklist for New Scout Membership

Boy Scout Application - Each applicant must complete the brown and white Boy Scout Application (form 28-209S) and submit it with the current registration fee. BSA registration follows the calendar year. A Scout who transfers from a Pack or Troop where he holds an existing annual BSA registration will pay only the current transfer fee. Scouts without existing annual BSA registration and boys new to Scouts, will pay a prorated portion of the current annual BSA registration fee, to include the month of registration. ALL fees must be paid in advance by a check made payable to Troop 33.

Troop 33 Dues – Troop dues are used to cover Troop expenses such as advancement supplies, equipment purchases, activity related expenditures, and administrative costs. Dues are assessed annually. ALL fees must be paid in advance by a check made payable to Troop 33. Dues as of 2/15/2007 are \$100 paid annually.

Troop 33 Waiver Form – This form must be submitted when the application and dues are submitted.

Class 3 Medical Form – Before a Scout can be permitted to participate in any Scouting functions, the Scout's physician must complete and sign this form.

BSA Volunteer Leader Application – This form should be completed by any adult considering a volunteer role within the Troop.

Initial Purchases

Boy Scout Handbook – This all-encompassing handbook will be each Scout's reference manual/training guide/advancement log throughout his scouting experience. Each Scout should display his name on the handbook as soon as it is purchased from Aloha Council and retain the same manual throughout his tenure in the Troop. An optional protective cover is available at the Council Scout Shop or via the Boy Scout catalog.

Boy Scout Requirements Handbook – This optional manual provides a detailed review of all rank advancement and merit badge requirements. New editions are available at the beginning of each year from Aloha Council.

Class "A" Uniform - A uniform checklist can be found on the second page of the Boy Scout Application form. The uniform components and BSA, Council, and Troop insignia can be purchased at Aloha Council. A Scout should delay purchase of a patrol patch until he is assigned to his patrol within the Troop. Troop Scouts wear a custom neckerchief which is available through the Troop for a nominal cost. Hats are optional. A click-pen and a pocket-sized notebook are required to facilitate a Scout's note taking, message recording, and date and time scheduling. Although not required, a second Class "A"

uniform is recommended for long term camps such as Summer Camp where laundry facilities may not be readily available. The cost of any additional patches for the Scout's second Class "A" uniform are the responsibility of the Scout and his family.

Rank patches (Scout through Eagle) and leadership insignia (Librarian, Patrol Leader, etc.) are purchased and awarded by the Troop. Replacement patches are available from Aloha Council at the Scout's expense. A 'placement guide' for Scout insignia is inside the front and back covers of the Scout handbook.

Dress Uniform – A Scout's dress uniform includes his Class "A" uniform (outlined above) in addition to as his neckerchief, slide, and Merit Badge sash. Dress uniforms are worn at special events and ceremonies such as Courts of Honor, Boards of Review, and other events deemed appropriate by the Scoutmaster.

Class "B" Uniform – The official class "B" uniform for Troop 33 is a forest green t-shirt with the Troop 33 logo screened on the front. It is recommended that each Scout purchase at least 3-4 Class B shirts to assure "fresh" clothes during extended camps. Class "B" uniforms are purchased directly from the Troop by way of a group order with advance payment.

Camping Fees

Summer Camp Fees – Scouts are responsible for all Summer Camp fees. These variable fees are collected from each Scout during the camp registration period and reflect the length and location of the camp, transportation fees, meal allotments, and miscellaneous expenses. ALL fees must be paid in advance by a check made payable to Troop 33.

Basic Information Regarding Food Purchases for Drive-up Camps

In general, sign-up for drive up camps are conducted two weeks in advance.

1. One week in advance, money will be collected by the Patrol Leaders. The cost is \$10 for a one-night camp and \$20 for a two-night camp.
2. Each patrol will decide upon a menu and choose a Scout to purchase food for the camp. The Scout who is responsible for cooking the camp meal must know the proper procedures for safe food handling and basic sanitation should know every step to prepare the meals that will be served. It is best to practice at home before attempting to cook at camp.
3. Any Scout with particular food allergies or dietary restrictions is responsible for communicating those precautions to the Scout in charge of the menu.
4. To avoid waste and excessive food purchases, the Scout responsible for food purchase should base his portion size and total purchase on the expected number of Scouts in his patrol for that particular camp. If there are any questions regarding volume of food to purchase, the Scout should consult any cooking badge counselor or ask the Scoutmaster for a referral.

5. Scouts must keep all food purchase receipts. Scouts should not exceed the budget (money collected from the Scouts in the patrol) and any extra money will be refunded to the Scouts following the camp. In the unlikely event that food purchases do exceed the allocated budget, more money will be collected from each of the Scouts in the patrol.
Important: The First Class advancement requirement for cooking requires the Scout to produce a list showing the cost and food quantity purchased. Food receipts must be handed in within two weeks of the end of the camp to the adult volunteer in charge of collections. Otherwise, the Scout will not be reimbursed for food purchases and this requirement will not be signed off.
6. The Scout in charge of the food should check his patrol lockers for condiments (salt, pepper, sugar, etc.) and cooking equipment needed for the preparation of meals. If there are any questions, he can ask for the assistance of his patrol leader and the quartermaster. The purpose is to avoid excessive purchases and to live out the scout motto of “being prepared.” Bulk purchases need to be done cautiously and wisely. Consider bulk purchasing when the cumulative cost of the small portions exceeds the bulk put-up.
**Note: In the past, scouts donated the 2 teaspoons of spices, the 3 cups of rice, etc. needed for a meal rather than purchase a 5# bag of rice or a whole bottle of spice.* Each scout is expected to use his own mess kit for eating his meals at drive up camps and to use his own dunking bag for clean up.
7. Before the Friday Scout meeting following the camp, the Scout who purchased the food should place all receipts in an envelope and write his name, the patrol name, and the total cost of his purchases on the outside of the envelope. He should give the envelope to the adult in charge of the camp food money. The adult will reimburse that Scout for his food purchases and help to distribute any excess monies or to collect any additional money needed to cover costs.
8. Food leftover at the end of the camp should be divided among the Scouts in the patrol. Items that will not spoil or decay may be left in the patrol locker if more drive up camps are planned for the next 6 months.

Hiking/Camping Basic Supplies

Think “light” and “well-fitted.” Nothing will discourage a Scout quicker than an ill-fitting backpack or pair of shoes. A list of camping/hiking essentials is included at the end of this section.

Scouts “learn by doing” and it is imperative that Scouts learn to pack conservatively. Younger Scouts should carry no more than 20-25% of their body weight. Older, more experienced Scouts should carry no more than 30% of their body weight. Scouts and their parents should talk with other Scouts and their families for their feedback, insights, and opinions about gear, boots, and backpacks before making a purchase.

- ❑ **Shoes / Boots** – Covered toe shoes are required at all times unless the Scout is in camp and on his way to or from the shower. Slippers may be worn for this round-trip only if the terrain is free of potential “toe destroyers.”

Tennis shoes are acceptable footwear for most off-trail activities, and such covered-toe footwear may be worn in camp. For safety reasons, “tennis” shoes or other “all-purpose” athletic shoes are not allowed while hiking or backpacking.

One of the most important purchases for each Scout is a properly fitted pair of hiking boots. As a general rule, hiking boots should have a steel shank for support, rise above the ankles, and feature wide-channeled soles for traction on unsteady surfaces. Shoes made with Gore-Tex material are especially good because of their quick-dry properties.

Boots that a Scout will “grow into” are one of the primary causes of hiking foot problems and can lead to blisters and infection. Hiking boots should be purchased early enough to allow time for a proper break-in before a hiking excursion.

Cotton socks are discouraged because wet socks promote blisters. Quick dry or wool socks, worn with liners, are recommended. Shoes and socks should be reevaluated several times each year to assure proper fit as the Scout matures.

- ❑ **Clothing** - Aside from a waterproof poncho (the disposable ones are excellent because of their light weight), Scouts should dress prepared for rain or shine. Quick-dry clothing made from synthetic materials are preferred over cotton because of their better performance in rainy weather. Consider long pants and lightweight long sleeve t-shirts when hiking through areas with thick vegetation or mosquitoes.

- ❑ **Backpack** – Each Scout must have his own backpack for overnight camps. Daypacks are fine for daytime hikes, but only a well-fitted backpack will handle the load of personal equipment for overnight excursions.

External Frame Backpacks are generally recommended for younger Scouts because they are less expensive and are often lighter in weight than internal frame packs. External packs distribute the weight of gear over a larger area, which can make the weight more comfortable to carry on most trails. External frame packs generally have more pouches and compartments, which sometimes makes it easier to find needed items.

Adjustable Frame External Backpacks are strongly recommended for younger Scouts because they can be adjusted to comfortably fit a growing Scout’s increasing height.

Disadvantages: External frame packs tend to ride higher than an internal frame pack, so the center of balance is higher and may interfere with hiking agility.

Although an adjustable external frame pack allows for height changes, thereby extending the longevity of the pack, the “body fit” of an external frame pack cannot be as finely tuned as that of an internal frame.

Internal Frame Packs have the advantage of being held close to the back, to provide a low center of gravity, which makes climbing and scrambling easier. All gear goes

inside the pack to minimize snags and eliminate the bulkiness of gear strapped to the outside of the pack.

Disadvantages: To ride comfortably, this pack must be very carefully fitted.

Because it hugs the lower back, it may be uncomfortable for hikers who sweat heavily. Some models do not offer enough internal pouches and compartments.

Some models are heavier than external frame packs and most internal frame packs are more expensive than external frame packs.

*How to Fit a Backpack** The most important factor in fitting a pack is the hiker's torso length, which is measured from the bump in the back of the neck (the C-7) vertebra to the iliac crest near the small of the back. Have the Scout put his hands on his hip bones, thumbs pointing backwards. The point where the imaginary lines from each thumb meet is the iliac crest. (*Information from Scouting Magazine, Jan-Feb 2003)

- Hydration** - Maintaining hydration is critical to hiking success. Container options include Nalgene bottles (sturdy), Camelbak-type systems (siphon hose), and plain ol' plastic water bottles (very light).
- Sleeping Bag/Mat** – Scouts should own a quality sleeping bag that balances good insulating performance in Hawaii's climate along with weight and portability. Keep in mind that Scouts may be given the opportunity to camp in colder environments (e.g. Haleakala) or in places such as ridgelines where the winds and elevation bring the average temperature down below normal sea level temperatures. Sleeping mats, such as the type manufactured by Thermarest, provide good cushioning and insulation from the cold ground and are very compact and lightweight.
- Mess Kit and Dunk Bag** - Each Scout is responsible for his own eating utensils. The basic mess kit includes a plate, cup, and spoon along with a small pot or large cup to boil water in. Sets vary in price according to their durability and lightness. A mesh dunk bag is also required for sanitizing personal mess kits. Ziplock bags are a necessity when backpacking to carry out trash and waste.
- Sanitation** - Pathogens such as *e coli* and leptospirosis are real risks out in the field. Each Scout should carry a small bottle of Purell or other alcohol-based hand sanitizer to "wash up" before eating a meal on the trail.
- Knives, Axes, Saws** – A Scout is not permitted to handle knives, axes, and saws until he is trained by the Scout leadership, demonstrated his proficiency in the safe and proper use and care of these items to the appropriate leaders, and have earned his *Totin' Chip*. Thereafter, a Scout is required to carry his *Totin' Chip* when he carries a knife. Fixed blade knives, knives with blades longer than 4" and switchblade knives are prohibited.
- Portable Stoves** - Only Scouts at First Class rank and above are permitted to light camp stoves and to use backpacking stoves provided that they have earned their *Firem'n Chit*. Scouts at Second Class rank and below must depend upon adults to provide and operate portable stoves during overnight backpacking excursions.

- ❑ **Proof of Ownership** - Each Scout is expected to label (first initial, last name) every piece of his uniform and every piece of his gear and is expected to periodically inspect those items to be certain that each remains appropriately labeled.
- ❑ **Ziploc Bag** - This is probably one of the most valuable pieces of “equipment” that a Scout owns. It is a one-size-fits-all item that should last the length of a Scout’s tenure in the Troop. It is the depository for every blue card, merit badge card, outdated rank patch, and small piece of “miscellaneous” purchased, found, earned, or hoarded between the time a Scout enters Troop 33 and the time he turns 18. It should be kept in a safe place, a key responsibility of each Scout, because the collection contained therein may be needed to correct recordkeeping errors at the Troop or Council level.
- ❑ **Black Trash Bag** - A standard 33-gallon trash bag is handy for a variety of uses. It can be used to keep shoes and/or backpacks dry outside of a tent, be used as a makeshift poncho, or used very effectively as a liner in a backpack to keep its contents dry while backpacking during rainy weather.

Recommended Local Retailers

There are relatively few local retailers that carry hiking and camping equipment.

- **Sports Authority** carries a good, general selection of camping equipment.
- **McCully Bicycle and Sporting Goods** carries a limited selection of camping equipment.
- **Military HQ** (www.militaryhq.com) is located off of Sand Island Access Road and is a source of camping equipment.

Recommended Online Retailers

- **www.Campmor.com** – Campmor is located in New Jersey and features a comprehensive inventory and low shipping costs to Hawaii.
- **www.rei.com** – REI also features a wide selection of camping and hiking equipment.
- **www.backcountry.com**
- **www.sierratradingpost.com**

In addition, there are many other online retailers. A quick Google or Froogle search will disclose numerous sources for outdoor equipment.

Online References

- **www.backpacker.com** – Lots of general reference and recommendations
- **www.rei.com** – Also features reference material and purchasing recommendations
- **www.backpackgeartest.org** – Check out unbiased recommendations of camping and hiking gear from others
- **www.thebackpacker.com** – Another good source of gear recommendations.

- **www.epinions.com** – An extensive site featuring user ratings of outdoor gear.

Gear List for Overnight Backpack

- | | |
|---|---|
| <input type="checkbox"/> Eat breakfast, hydrate yourself | <input type="checkbox"/> Sunscreen |
| <input type="checkbox"/> Bring bag lunch, pack it “easy to reach” | <input type="checkbox"/> Whistle |
| <input type="checkbox"/> 3 to 4 liters of water--minimum | <input type="checkbox"/> Individual “wipes” |
| <input type="checkbox"/> Food for specified meals/snacks | <input type="checkbox"/> Toothbrush, toothpaste |
| <input type="checkbox"/> Personal First Aid Kit | <input type="checkbox"/> Dental floss - wrap it around your brush |
| <input type="checkbox"/> Flashlight, spare set of batteries | <input type="checkbox"/> Metal camp mirror – for signaling |
| <input type="checkbox"/> Sleeping bag/fleece bag | <input type="checkbox"/> Hat/visor |
| <input type="checkbox"/> Sleeping mat/pad | <input type="checkbox"/> Jacket/sweatshirt |
| <input type="checkbox"/> One large trash can liner to cover pack | <input type="checkbox"/> Socks – pack at least one pair |
| <input type="checkbox"/> Spare plastic bags for wet clothes/trash | <input type="checkbox"/> Underwear – pack at least one pair |
| <input type="checkbox"/> Camp towel | <input type="checkbox"/> Long pants/short pants – a change is optional |
| <input type="checkbox"/> Pocketknife, only if earned Totin’ Chip (no more than 4” blade; no fixed blades) | <input type="checkbox"/> Shoes: hiking shoes |
| <input type="checkbox"/> Disposable poncho | <input type="checkbox"/> Shirts: pack 1 change; Class B optional; quick dry shirt recommended |
| <input type="checkbox"/> Toilet paper | <input type="checkbox"/> Hand sanitizer – recommended |
| <input type="checkbox"/> Compass | <input type="checkbox"/> “Camp Suds” – to do own dishes |
| <input type="checkbox"/> Trowel | <input type="checkbox"/> Prescription medication – check with Scoutmaster |
| <input type="checkbox"/> Backpack “stove”, enough fuel for meals | <input type="checkbox"/> Sunglasses – optional but encouraged |
| <input type="checkbox"/> Hiking stick | <input type="checkbox"/> Money: see first aid kit recommendation |
| <input type="checkbox"/> Mess kit – minimal components | |
| <input type="checkbox"/> Mosquito repellent | |

No electronic devices other than flashlights and two-way radios are allowed at any camp unless authorized by the Scoutmaster. Cell phones are permitted to be carried, but must be off at all times and used only for emergency purposes.

Note: The list on this page and the following pages are not meant to be a list of all required items to be packed, but rather a suggestion of the types of items that the Scout may bring to camp. Every Scout will pack differently and will learn through their personal experience and the advice of those more experienced than them. For backpacking, the general rule for younger Scouts is to carry no more than 20-25% of their weight. For older Scouts, the recommended limit is 30%. In addition, each Scout is expected to carry his share of the Patrol’s gear (tent, cook gear, etc.) and to carry his own backpack. When in doubt, always ask your Patrol Leader.

Gear List for Drive-Up Camp

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| <input type="checkbox"/> Eat breakfast, hydrate yourself | <input type="checkbox"/> Shampoo |
| <input type="checkbox"/> Check with Scoutmaster | <input type="checkbox"/> Deodorant |
| <input type="checkbox"/> Personal water bottle to refill as needed | <input type="checkbox"/> Metal camp mirror -- optional |
| <input type="checkbox"/> Food for meals specified by Scoutmaster | <input type="checkbox"/> Hat/visor |
| <input type="checkbox"/> Personal First Aid Kit | <input type="checkbox"/> Jacket/sweatshirt -- optional |
| <input type="checkbox"/> Flashlight, spare set of batteries | <input type="checkbox"/> Socks – pack at least one pair |
| <input type="checkbox"/> Sleeping bag/fleece bag | <input type="checkbox"/> Underwear – pack at least one pair |
| <input type="checkbox"/> Sleeping mat/pad | <input type="checkbox"/> Swim trunks – required in the shower |
| <input type="checkbox"/> One large trash can liner to cover pack | <input type="checkbox"/> Long pants/short pants – at least 1 change of shorts or long pants is recommended |
| <input type="checkbox"/> Spare plastic bags for wet clothes/trash | <input type="checkbox"/> Shoes: hiking shoes |
| <input type="checkbox"/> Clothes hanger(s) | <input type="checkbox"/> Shower slippers |
| <input type="checkbox"/> Clothespins – 4 to 6 | <input type="checkbox"/> Class A – shirt, shorts or trousers, epaulets, scarf, slide, socks (2 pairs), sash, proper insignia, belt |
| <input type="checkbox"/> Camp towel(s) | <input type="checkbox"/> Class B – 2 shirts minimum |
| <input type="checkbox"/> Pocketknife, only if earned Totin' Chip; no more than 4" blade; no fixed blades | <input type="checkbox"/> Hand sanitizer – recommended |
| <input type="checkbox"/> Camp chair -- optional | <input type="checkbox"/> Merit Badge Books – if needed |
| <input type="checkbox"/> Disposable poncho | <input type="checkbox"/> Scout Handbook – recommended |
| <input type="checkbox"/> Toilet paper – better safe than sorry! | <input type="checkbox"/> Pen/pencil |
| <input type="checkbox"/> Compass | <input type="checkbox"/> Totin' Chip, Firem'n Chit, Scout ID card |
| <input type="checkbox"/> Mess kit | <input type="checkbox"/> Note paper -- optional |
| <input type="checkbox"/> Mosquito repellent | <input type="checkbox"/> Prescription medication – check with Scoutmaster |
| <input type="checkbox"/> Sunscreen | <input type="checkbox"/> Sunglasses – optional but encouraged |
| <input type="checkbox"/> Soap, container | <input type="checkbox"/> Money: as discussed by Scoutmaster |
| <input type="checkbox"/> Toothbrush, toothpaste | |
| <input type="checkbox"/> Dental floss | |
| <input type="checkbox"/> Comb or brush | |

No electronic devices other than flashlights and two-way radios are allowed at any camp unless authorized by the Scoutmaster. Cell phones are permitted to be carried, but must be off at all times and used only for emergency purposes.

Gear List for Summer Camp

- | | |
|---|--|
| <ul style="list-style-type: none"><input type="checkbox"/> Eat breakfast, hydrate yourself<input type="checkbox"/> Check with Scoutmaster<input type="checkbox"/> Personal water bottle to refill as needed<input type="checkbox"/> Snack food as discussed by Scoutmaster<input type="checkbox"/> Personal First Aid Kit<input type="checkbox"/> Flashlight, spare set of batteries<input type="checkbox"/> Sleeping bag/fleece bag/sheets/pillow<input type="checkbox"/> Sleeping mat/pad if needed<input type="checkbox"/> One large trash can liner to cover pack<input type="checkbox"/> Spare plastic bags for wet clothes/trash<input type="checkbox"/> Clothes hanger(s)<input type="checkbox"/> Clothespins – 4 to 6<input type="checkbox"/> Camp towel(s)<input type="checkbox"/> Pocketknife, only if earned Totin' Chip; no more than 4" blade; no fixed blades<input type="checkbox"/> Camp chair -- optional<input type="checkbox"/> Disposable poncho<input type="checkbox"/> Toilet paper – better safe than sorry!<input type="checkbox"/> Compass<input type="checkbox"/> Mess kit – if needed<input type="checkbox"/> Mosquito repellent<input type="checkbox"/> Sunscreen<input type="checkbox"/> Day Pack / School backpack<input type="checkbox"/> Soap, container<input type="checkbox"/> Toothbrush, toothpaste<input type="checkbox"/> Dental floss<input type="checkbox"/> Comb or brush<input type="checkbox"/> Shampoo<input type="checkbox"/> Deodorant | <ul style="list-style-type: none"><input type="checkbox"/> Metal camp mirror – optional<input type="checkbox"/> Hat/visor<input type="checkbox"/> Jacket/sweatshirt -- optional<input type="checkbox"/> Socks – pack 6 pairs, minimum<input type="checkbox"/> Underwear – pack 6 pairs, minimum<input type="checkbox"/> Swim trunks – required in the shower<input type="checkbox"/> Long pants – at least 1 pair is recommended; short pants -- should pack several changes<input type="checkbox"/> Shoes: 2 pairs minimum. 1 pair hiking shoes; sneakers may be used only as 'backup' shoes<input type="checkbox"/> Shower slippers<input type="checkbox"/> Class A – shirt, shorts or trousers, epaulets, scarf, slide, socks (2 pairs), sash, proper insignia, belt<input type="checkbox"/> Class B – 3 shirts minimum<input type="checkbox"/> Hand sanitizer – recommended<input type="checkbox"/> "Febreze" laundry spray<input type="checkbox"/> Merit Badge Books to be read/studied before camp<input type="checkbox"/> Scout Handbook -- recommended<input type="checkbox"/> Pen/pencil<input type="checkbox"/> Totin' Chip, Firem'n Chit, Scout ID card; photo ID may be required<input type="checkbox"/> Notebook/note paper -- recommended<input type="checkbox"/> Prescription medication – check with Scoutmaster<input type="checkbox"/> Sunglasses – optional but encouraged<input type="checkbox"/> Money: as discussed by Scoutmaster |
|---|--|

No electronic devices other than flashlights and two-way radios are allowed at any camp unless authorized by the Scoutmaster. Cell phones are permitted to be carried, but must be off at all times and used only for emergency purposes.

Troop 33 Advancement Policies

Revised 8/22/2006

There are four basic steps for advancement. The steps described below include guidelines that are specific to our troop while remaining fully compliant with Boy Scout policies and procedures outlined in the next section. Additional information is available through resources published by Boy Scouts of America.

All adult activities within the Troop must be conducted using “two deep” participation: one adult and two Scouts or two adults and one Scout. Each Scout must understand that his tenure within the Troop demands strict adherence to the Buddy system.

Step 1 - The Boy Scout LEARNS.

A Scout learns by doing. As he learns, he grows in ability to do his part as a member of the patrol and the troop. As a Scout builds knowledge and develops skills, he is asked to teach others; it is in this way that he begins to develop leadership.

- **Troop Meetings** - Troop 33 holds year-round, 90 minute, weekly meetings on Friday evenings. The Troop’s Scout leadership, with the guidance of the Scoutmaster, is responsible for planning and implementing each evening’s agenda. Instructional time for skill development, incorporated into many meetings, is conducted by individual higher-ranked Scouts with the support of the entire Patrol Leader’s Council (PLC), who use the Troop Planning guide as a resource.

Instructional segments of a meeting address a specific topic or skill and typically last about 30 to 60 minutes. Broader skills such as first aid, pioneering, and orienteering are usually taught and practiced over the course of several meetings. All skills should be supplemented by independent practice at home and/or while the Scout is camping with his Troop.

Scouts are recommended to attend a minimum of 60% of all scheduled Troop meetings since their last rank advancement or six months, whichever is longer, in order to be eligible for advancement to the next rank. Attendance records are maintained by the Troop Scribe.

- **Troop Outings** - Outdoor events for the year are scheduled by the PLC during their annual planning session, typically in August. The calendar of events that the PLC prepares is then presented to the Troop Committee for final approval. At least one outdoor event per month is scheduled. To facilitate permit acquisition, driver recruitment, and meal planning Scouts MUST sign up for events at least two weeks in advance. All

Troop events not listed on the Troop calendar must be requested at least 30 days in advance to allow time for the Scoutmaster to present it to the Troop Committee.

Scouts are recommended to attend a minimum of 60% of all scheduled Troop events (hikes, camps, service projects, etc.) since their last rank advancement or six months, whichever is longer, in order to be eligible for advancement to the next rank. Attendance records are maintained by the Troop Scribe.

- **Merit Badges** - Merit badge classes provide a way for Scouts to learn skills and develop responsibility. Scouts who want to earn a particular merit badge are expected to (a) ask a registered merit badge counselor whether he/she is able to conduct a particular merit badge class. If the instructor is agreeable to meeting a larger group, the Scout is (b) responsible for announcing the availability of that class to other Scouts and (c) coordinating the class signup and schedule for the participants.

Aloha Council maintains a list of approved and registered merit badge counselors. If the merit badge sought is not currently offered within the Troop, the Scout may enroll in a merit badge class offered elsewhere provided that the blue merit badge card is signed by the Scoutmaster before classes are taken.

Steps to Earning a Merit Badge

Prior to beginning a class, each Scout must obtain a tri-fold, blue, merit badge card from the counselor or Advancement Chairperson. It is the Scout's responsibility to complete the Scout and counselor information on the blue card before asking the Scoutmaster to sign the front of the card. Without the Scoutmaster's signature to serve as written authorization, a Scout cannot participate in a merit badge class nor proceed in completing requirements for that merit badge. Merit badges may be earned only through counselors within the Troop pre-approved by the Advancement Chairperson and outside merit badge counselors pre-approved by Aloha Council.

When all requirements have been met, the merit badge counselor will sign the card in two places and date the card in three places, then keep one section of the card for his/her record. Although that date is ultimately considered the "effective date" of the merit badge, several more steps must be completed before the merit badge is recorded on the Scout's permanent record.

The Scout presents the remaining two thirds of the card to the Scoutmaster, who will sign the "Applicant's Record" section. The Scout then takes those two sections of the card to the Advancement Chairperson for that adult to initial and date. The Advancement Chairperson keeps one section of the card and gives the remaining section to the Scout.

After the Advancement Chairperson files the appropriate paperwork and purchases the earned badge, it is then awarded to the Scout, usually at the next meeting. A Scout is expected to

display merit badge patches on his sash as soon as the badge is awarded. (The Troop provides the original patch. Lost patches must be paid for by the Scout). The Troop strongly recommends that each Scout keeps all original blue cards until the Scout completes his tenure within the Troop. (see 'ziploc bag' in gear section)

Step 2 - The Boy Scout is TESTED.

- **Advancement Requirement Sign Off** - Scouts are expected to “Be Prepared.” Because the advancement procedure is not an opportunity for training or learning, the Scout is expected to master each skill before he asks to have specific requirements signed off. If a Scout appears uncertain or tentative of his skills during the advancement process, either the leader or the Scout being tested will stop the advancement procedure and the Scout will be asked to return at a later time after he has mastered the skill.

When the Scout successfully demonstrates mastery of the skill being evaluated, his leader will initial and date the back section of the Scout's handbook. Handwriting must be legible so that there is no question as to who authorized the Scout's advancement.

The following leaders are authorized to sign off a Scout's advancement requirements:

- Scout's assigned Patrol Leader
- Troop Guides
- Troop Instructors
- Senior Patrol Leader
- Assistant Senior Patrol Leader
- Assistant Scoutmaster(s)
- Scoutmaster

Because the Scout and his Patrol Leader are primarily accountable to each other, the Scout will approach his Patrol Leader first for advancement signoffs. If his Patrol Leader is not available, the Scout may then approach the other leaders listed above.

The following are not authorized to sign off a Scout's advancement requirements:

- Scout's parents or any other family member
 - Assistant Patrol Leaders
 - Patrol Leaders of other patrols
- **Skills Review Session** - *“A Boy Scout badge recognizes what a Boy Scout is able to do; it is not a reward for what he has done.”* (National BSA guidelines) Because higher-ranked Scouts are constantly expected to lead and to teach lower-ranked Scouts, maintaining skill proficiency is imperative. All Scouts should expect to have their skills periodically reviewed. This skills review session may be requested by an adult leader or Scout leader who is authorized to sign off advancement requirements.

Although these sessions are not specifically required for continued rank advancement, teaching skills to younger Scouts is one aspect of leadership within the Troop. Review sessions, therefore, are one way that higher-ranked Scouts can quickly self-identify skills that must be reviewed or practiced to improve their overall leadership. Review sessions should not last more than 15 minutes and shall be conducted when a Scout requests advancement to the next rank.

Step 3 - The Boy Scout is REVIEWED.

- **Scoutmaster Conference** - After all requirements have been completed, a Scoutmaster conference will be scheduled. Scoutmaster conferences are by appointment only and must be scheduled at least a week in advance. During this conference, the Scout's performance within the Troop and his Patrol will be discussed. Some of the discussion questions may include, "Does the Scout carry out his personal responsibilities within his Troop and Patrol? If he is a leader, does he demonstrate sound leadership? If not a leader, does he demonstrate respect for his leadership and for his fellow Scouts in accordance with the Scout Oath and Law?"

Scoutmaster's Conferences for advancement to Star, Life, and Eagle will be conducted by three members of the Scoutmaster team (Scoutmaster and Assistant Scoutmasters, or any combination therein). Scoutmaster's Conferences for lower ranks will be conducted by one person from the Scoutmaster team.

If the Scout successfully completes his Scoutmaster conference, the Scout will sign up for the next Board of Review. If the Scoutmaster feels that the Scout is not ready to advance to the next rank, the Scout will receive feedback on the areas in which he needs to improve and a second Scoutmaster conference will be scheduled at a later date to determine if the Scout has shown improvement since his last Scoutmaster's conference.

Scoutmaster conferences are not limited to rank advancement discussions and can be scheduled as needed. When either the Scoutmaster or a Scout determines a need for a conference, it will be scheduled as quickly as possible.

- **Board of Review** - A Scout may sign up for a Board of Review after successfully completing his Scoutmaster Conference. A Board of Review comprises at least three adults who will discuss, or review, the Scout's cumulative experiences within the Troop. A typical Board of Review lasts 15-20 minutes. At the end of the Board of Review, the adults will sign the Advancement Report that will be submitted to Aloha Council. A Scout's rank advancement date is effective immediately upon the successful completion of his Board of Review. The Scout's new rank patch will be presented to him at the next troop meeting. A formal recognition for the Scout and his parents is conducted at the troop's quarterly Court of Honor. Other functions of the Board of Review are described

in the Advancement Committee Policies and Procedures handbook published by Boy Scouts of America.

- **Scheduling** - Boards of Review are normally offered on the second Friday of each month during Troop meeting hours only (7:30-9:00 p.m.). Scouts who are eligible for advancement must sign up by the last Friday of each month for the following month's Board of Review (e.g. the deadline to sign up for a June Board of Review is the last Friday of May). Because the Scoutmaster Conference must be completed before the Board of Review can be scheduled, each Scout must be attentive to the schedule and plan ahead to allow enough time for both requirements.
- **Attire** - Scouts are required to appear at their Board of Review in full dress uniform.* Before the Review begins, the Scout's uniform will be inspected for completeness and neatness. If the Scout's uniform is deemed incomplete, the Scout will be asked to reschedule his appearance before the next Board of Review.
 - The following BSA Uniform components are required: scarf, scarf slide, sash with all earned patches, belt, socks, shorts or slacks, shirt, pen, and notepad. Covered-toe shoes are also required. The Board of Review will inspect the Scout's appearance and uniform at the start of each session.
- **Discrepancy on Advancement** – If a parent has a question regarding his son's advancement, the parent should talk directly with the Scoutmaster—not with the PLC member.

Step 4 - The Boy Scout is RECOGNIZED.

- **Courts of Honor** - Although each Scout receives his rank advancement and merit badge awards soon after he earns them, the Court of Honor formally recognizes each Scout for his rank advancement and provides incentive for other Scouts to advance. Courts of Honor are held quarterly during the regular Friday night meeting. Every Scout who advanced in rank since the previous Court of Honor is honored. The Scout's family and friends are invited to attend the ceremony. Refreshments are provided by the families of the Scouts who advance during that Court of Honor. When a Scout earns his Eagle Scout rank, he deserves a special recognition. Although the Eagle rank becomes retroactive to the date of the Eagle Board of Review, the decision remains unofficial until the Board of Review decision is approved by the national Eagle Scout Service. An Eagle Court of Honor cannot be held before the Eagle rank is approved by the national office.

Boy-Led Troop and Boy-Led Patrol

Empowering boys to be leaders is the core of Scouting. Scouts learn by doing, and what they do is lead their patrols and their troop. The boys themselves develop a troop's program, then take responsibility for figuring out how they will achieve their goals. The Scouts also select their own leaders who are collectively known as the Patrol Leaders Council (PLC). The PLC is the heart of leadership within the troop and is led by the Senior Patrol Leader and Assistant Senior Patrol Leader.

The role of the Scoutmaster and Assistant Scoutmaster is to train young leaders to run the troop by providing direction, coaching, and support.

Scouts will make mistakes now and then, but only through real hands-on experience as leaders can they learn to lead. Therefore, it is important that all parents leave the responsibilities of leadership in the hands of the Scouts and the junior leadership they have chosen.

If a parent observes any area that needs attention or improvement, they should bring it to the attention of a committee member, the Scoutmaster, or the Assistant Scoutmaster(s) and never directly to the attention of the Scouts themselves.

After parental concerns are shared with the Scoutmaster, he will explore the concern with involved parties and seek a resolution by following the established chain of command within the Troop.

Safety and Discipline

All adult volunteers are required to complete a BSA Youth Protection Training program. Troop 33 adheres to all BSA Youth Protection Guidelines found in the BSA *Guide to Safe Scouting*. The current Guide to Safe Scouting can be found online at <http://www.scouting.org> and searching for “Guide to Safe 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. The chartered organization is responsible for ensuring that sufficient leadership is provided for all activities.
- **No one-on-one contact.** One-on-one contact between adults and youth members is not permitted. In situations that require personal conferences, such as a Scoutmaster's conference, the meeting is to be conducted in view of other adults and youths.
- **Respect of privacy.** Adult leaders must respect the privacy of youth members in situations such as changing clothes and taking showers at camp, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.
- **Separate accommodations.** When camping, no youth is permitted to sleep in the tent of an adult. Councils are strongly encouraged to have separate shower and latrine facilities for females. When separate facilities are not available, separate times for male and female use should be scheduled and posted for showers.
- **Proper preparation for high-adventure activities.** Activities with elements of risk should never be undertaken without proper preparation, equipment, clothing, supervision, and safety measures.
- **No secret organizations.** The Boy Scouts of America does not recognize any secret organizations as part of its program. All aspects of the Scouting program are open to observation by parents and leaders.
- **Appropriate attire.** Proper clothing for activities is required. 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.

Youth Member Behavior Guidelines

The Boy Scouts of America is a values-based youth development organization that helps young people learn positive attributes of character, citizenship, and personal fitness. The BSA has the expectation that all participants in the Scouting program will relate to each other in accord with the principles embodied in the Scout Oath and Law.

One of the developmental tasks of childhood is to learn appropriate behavior. Children are not born with an innate sense of propriety and they need guidance and direction. The example set by positive adult role models is a powerful tool for shaping behavior and a tool that is stressed in Scouting.

Misbehavior by a single youth member in a Scouting unit may constitute a threat to the safety of the individual who misbehaves as well as to the safety of other unit members. Such misbehavior constitutes an unreasonable burden on a Scout unit and cannot be ignored.

Appendix A

Boy Scout Advancement

From the Advancement Committee Policies and Procedures (pp. 15-17),
Boy Scouts of America, Revised 1999

The Boy Scout advancement program is subtle. It places a series of challenges before a Scout in a manner that is fun and educational. As Scouts meet these challenges, they achieve the aims of Boy Scouting.

The Scout advances and grows in the Boy Scout phase of the program in the same way a plant grows by receiving nourishment in the right environment. The job of adults concerned with advancement is to provide the right environment.

One of the greatest needs of young men is confidence. There are three kinds of confidence that young men need: in themselves, in peers, and in leaders.

Educators and counselors agree that the best way to build confidence is through measurement. Self-confidence is developed by measuring up to a challenge or a standard. Peer confidence develops when the same measuring system is used for everyone—when all must meet the same challenge to receive equal recognition. Confidence in leaders comes about when there is consistency in measuring—when leaders use a single standard of fairness.

No council, district, unit, or individual has the authority to add to or subtract from any advancement requirement. A Boy Scout badge recognizes what a young man is able to do; it is not a reward for what he has done.

Standards for joining a Boy Scout troop and for advancement are listed in the latest printing of the Boy Scout Handbook and in the current Boy Scout Requirements book. .

Advancement accommodates the three aims of Scouting: citizenship, growth in moral strength and character, and mental and physical development.

The advancement program is designed to provide the Boy Scout with a chance to achieve the aims of Scouting. As a Scout advances he is measured and grows in confidence and self-reliance.

When a badge and certificate are awarded to a Boy Scout to recognize that he has achieved a rank, they represent that a young man has:

- Been an active participant in his troop and patrol.
- Demonstrated living the Scout Oath (Promise) and Law in his daily life.

- Met the other requirements and/or earned the merit badges for the rank.
- Participated in a Scoutmaster conference.
- Satisfactorily appeared before a board of review.

In the advanced ranks (Star, Life, and Eagle), the badge represents that the young man has also:

- Served in a position of responsibility in the troop.
- Performed service to others.

Four Steps of Advancement. A Boy Scout advances from Tenderfoot to Eagle by doing things with his patrol and his troop, with his leaders, and on his own. It's easy for him to advance, if the following four opportunities are provided for him.

The Boy Scout learns. A Scout learns by doing. As he learns, he grows in 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.

The Boy Scout is tested. A Scout may be tested on rank requirements by his patrol leader, Scoutmaster, assistant Scoutmaster, a 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.

The Boy Scout is reviewed. After a Scout has completed all requirements for a rank, he has a board of review. For Tenderfoot, Second Class, First Class, Star, Life, and Eagle Palms, the review is conducted by members of the troop committee. The Eagle Scout board of review is conducted in accordance with local council procedures.

The Boy Scout is recognized. When the board of review has certified a boy's advancement, he deserves to receive recognition as soon as possible. This should be done at a ceremony at the next troop meeting. The certificate for his new rank may be presented later at a formal court of honor.

Age Requirements. Boy Scout awards are for young men not yet 18 years old. Merit badges, badges of rank, and Eagle Palms are for registered Boy Scouts, Varsity Scouts, or qualified Venturers. Any registered Boy Scout or Varsity Scout may earn these awards until his 18th birthday. Any Venturer who achieves the First Class rank as a Boy Scout or Varsity Scout in a troop or team may continue working for the Star, Life, and Eagle Scout ranks and Eagle Palms while registered as a Venturer up to his 18th birthday.

Youth members with special needs may work toward rank advancement after they are 18. (See section titled "Advancement for Youth Members with Special Needs," Advancement Committee Policies and Procedures, page 25.)

Time Extensions. If a Scout or a Venturer foresees that he will be unable to complete the requirements for the Eagle rank prior to his 18th birthday, he may file a petition in writing with the National Boy Scout Committee through the local council for special permission to continue to work toward the award after reaching age 18. The petition also may be filed by the unit leader or unit committee. The petition must show good and sufficient evidence and detail the extenuating circumstances that prevented the Scout from completing the requirements prior to his 18th birthday. Extenuating circumstances are defined as conditions or situations that are totally beyond the control of the Scout or Venturer.

If circumstances should also prevent a Scout or a Venturer from requesting the extension before he is 18, it is still permissible to ask for the extension, detailing the extenuating circumstances that prevented him from completing the requirements and from requesting the extension before age 18.

Troop Advancement Goals. The Scoutmaster must be in charge of advancement in the troop. It is necessary that the Scoutmaster understand the purpose of the advancement program and the importance it has in the development of the Scouts in the troop. The troop's program must provide advancement opportunities. By participating in the troop program, the Scout will meet requirements for rank advancement.

The troop's unit commissioner and the district advancement committee can play an important part in explaining advancement and helping the Scoutmaster utilize the advancement program in the troop program, making it exciting to the Scouts in the troop.

It is important that the troop committee and the Scoutmaster set an advancement goal for the year. A basic goal should be for each Scout to advance a rank during the year. New Scouts should earn the First Class rank during their first year in the troop. (*Troop 33 Note: Every Scout advances at a pace that is comfortable for him. While advancement to First Class within a year is not impossible, it is not probable within our Troop schedule offered. Our minimum goal is to have each Scout advance a rank each year, thus achieving First Class rank within three years.*) By doing so, these new Scouts become net contributors to the troop and are able to care for themselves and others. When reviewed monthly by the troop committee, Scouts will recognize the importance of advancement. Troops should conduct boards of review for Scouts who are not advancing. A minimum of four formal courts of honor a year (one every three months) should be held to formally recognize the Scouts in the troop. :

Presentation of merit badges and rank badges should not await these courts of honor; awards and badges should be presented at the next meeting after they have been earned. Scouts are recognized again at a formal court of honor.

Scoutmaster Conferences. One of the most enjoyable experiences of being a Scoutmaster is the opportunity for a Scout and his leader to sit down and visit together.

In large troops, Scoutmasters occasionally assign this responsibility to assistant Scoutmasters or members of the troop committee; but this is unfortunate, because most Scoutmasters feel that this is truly the opportunity to get to know the Scout and help him chart his course in life.

A good conference should be unhurried. It helps the Scout evaluate his accomplishments and to set new goals with his Scoutmaster. This can be accomplished at a troop meeting, camping trip, or in the Scout's home.

Goal setting by the Scout makes it possible for the Scoutmaster to help the Scout with his weaknesses and encourage him to use his strengths.

The Scout (joining) conference is probably one of the most important associations the Scout will have in his Scouting career. It is at this conference that the Scoutmaster illustrates to him the adult-youth relationship that is unique to Scouting.

All through the ranks, it is rewarding for the Scoutmaster to observe the Scout grow in responsibility and maturity. It is through this association and example that a young man grows and matures, and the Scoutmaster conference accomplishes that aim. (See Scoutmaster Handbook, chapter 8.)

Record Keeping. Each troop is responsible for keeping its own records and reporting advancement to the local council service center. This is done on an Advancement Report form. One copy is kept by the troop and two are sent to the council with an order for badges and awards. It is best that this form be submitted at least monthly so that troop records remain current and Scouts are able to receive their awards quickly after earning them. Awards cannot be purchased or awarded until the Advancement Report has been filed with the council office. A Troop/Team Record Book, maintained by the troop scribe, is available.

At the discretion of the local council, computer-generated Advancement Reports may be used. If used, two copies of the computer-generated report must be submitted to the council service center.

Training. A unit of training, Boy Scout Advancement, is available for instruction in how to carry out the advancement program.

Appendix B

Boards of Review

From the Advancement Committee Policies and Procedures (pp. 19-20),
Boy Scouts of America, Revised 1999

A periodic review of the progress of a Scout is vital in the evaluation of the effectiveness of the Scouting program in the unit. The unit committee can judge how well the Scout being reviewed is benefiting from the program. The unit leader can measure the effectiveness of his or her leadership. The Scout can sense that he is, or is not, advancing properly and can be encouraged to make the most of his Scouting experience.

Not only is it important to review those Scouts who have learned and been tested for a rank, but also to review those Scouts who have shown no progress in their advancement over the past few months.

The members of the board of review should have the following objectives in mind when they conduct the review.

- To make sure the Scout has done what he was supposed to do for the rank.
- To see how good an experience the Scout is having in the unit.
- To encourage the Scout to progress further.

The review is not an examination; the board does not retest the candidate. Rather, the board should attempt to determine the Scout's attitude and his acceptance of Scout ideals. Scout spirit is defined as living the Scout Oath (Promise) and Scout Law in a Scout's everyday life. The board should make sure that good standards have been met in all phases of the Scout's life. A discussion of the Scout Oath and Scout Law is in keeping with the purpose of the review, to make sure that the candidate recognizes and understands the value of Scouting in his home, unit, school, and community.

The decision of all boards of review is arrived at through discussion and must be unanimous.

When a boy satisfactorily completes his board of review for a rank or an Eagle Palm, tenure for his next rank or Eagle Palm begins immediately.

Scouts 18 or older. Scouts who have completed all requirements for a rank prior to their 18th birthday should submit their application and be reviewed and recognized within three months after that date. For Eagle Scout boards of review conducted between three and six months after the candidate's 18th birthday, a statement explaining the reason for the delay must be attached to the Eagle Scout Rank Application when it is submitted to the Eagle Scout Service.

If an Eagle Scout board of review will be held after the six months following the candidate's 18th birthday, the Eagle Scout must petition the National Boy Scout Committee for an extension of time to hold the board of review. The petition must be processed through the local council, detailing the extenuating circumstances that prevented the board of review from being held within the six-month period following the candidate's 18th birthday, and be accompanied with a copy of the Eagle Scout Rank Application.

For the composition of boards of review for Varsity Scout teams and Venturing crews, see "Varsity Scout Advancement" and "Venturing Advancement," page 24.

Review for Tenderfoot through Life Ranks and Eagle Palms. After a Scout has completed all requirements for Tenderfoot, Second Class, First Class, Star, and Life ranks, or an Eagle Palm, he appears before a board of review. This board of review is made up of at least three and not more than six members of the troop committee. One member serves as chairman, usually the committee member responsible for advancement. Unit leaders, assistant unit leaders, relatives, or guardians may not serve as members of a Scout's board of review.

The review should be conducted at a convenient time and location, such as a meeting, summer camp, or the home of a member of the troop committee.

The review has three purposes:

- To make sure that the work has been learned and completed.
- To check to see what kind of experience the boy is having in his patrol and troop.
- To encourage the Scout to advance to the next rank.

Because many boys are ill at ease when talking to adults, it is important that the board be held in a relaxed atmosphere. A certain amount of formality and meaningful questioning should be used during the review.

The Scout should be neat in his appearance and his uniform should be as correct as possible, with the badges worn properly. It should be the desire of the board to encourage the Scout to talk so that the review can be a learning experience for the candidate and the members of the board.

The review is not an examination. The Scout has learned his skill and has been examined. This is a review. The Scout should be asked where he learned his skill, who taught him, and the value he gained from passing this requirement.

The Scout reviews what he did for his rank. From this review, it can be determined whether he did what he was supposed to do. The review also reveals what kind of an experience the Scout is having in the troop. With that knowledge, the troop leaders can shape the program to meet the needs and interests of the Scouts.

The board should attempt to determine the Scout's ideals and goals. The board should make sure that a good standard of performance has been met. A discussion of the Scout Oath and Scout Law is in keeping with the purpose of the review, to make sure the candidate recognizes and understands the value of Scouting in his home, unit, school, and community.

The board of review members should feel free to refer to the Boy Scout Handbook, Scoutmaster Handbook, or any other references during the review. The Troop Committee Guidebook contains examples of questions that could be asked during a review.

The review should take approximately fifteen minutes. At the conclusion of the review, the board should know whether a boy is qualified for the rank or Palm. The Scout is asked to leave the room while the board members discuss his achievements. The decision of the board of review is arrived at through discussion and must be unanimous. If members are satisfied that the Scout is ready to advance, he is called in, congratulated, notified as to when he will receive his recognition, and encouraged to continue his advancement or earn the next Palm.

If the board decides that the Scout is not ready to advance, the candidate should be informed and told what he has not done satisfactorily. Most Scouts accept responsibility for not completing the requirements properly. The members of the board of review should specify what must be done to rework the candidate's weaknesses and schedule another board of review for him. A follow-up letter must be sent to a Scout who is turned down for rank advancement, confirming the agreements reached on the actions necessary for advancement. Should the Scout disagree with the decision, the appeal procedures should be explained to him (See "Appealing a Decision," page 22.).

After the board of review is completed, the Scoutmaster is informed of all of the decisions that were made by the board of review.

Remember, after a Scout satisfactorily completes a board of review, he cannot be recognized until that action is reported to the council service center on an Advancement Report. A monthly report keeps unit records current and is a good practice. The troop scribe should also keep a record in the Troop/Team Record Book for easy reference by the Scoutmaster and use by other boards of review.

Eagle Scout Boards of Review. The Boy Scouts of America has placed the Eagle Scout board of review in the hands of the troop, team, crew; or ship committee or the district or council committee responsible for advancement. The council will decide and promulgate which method or methods may be used.

The board of review for an Eagle candidate is composed of a minimum of three members and a maximum of six members, 21 years of age or older. These members do not have to be registered in Scouting, but they must have an understanding of the importance and purpose of the

Eagle board of review. At least one district or council advancement representative shall be a member of the Eagle board of review, when conducted at the unit level, and may serve as chairman if so requested by the unit.

Because of the importance of the Eagle Scout Award, a unanimous decision must be reached as to the Scout's qualifications. If a unanimous decision is not reached, a new review may be convened at the request of the applicant, the unit leader, or the unit committee. The review should take approximately thirty minutes.

Appendix C

Courts of Honor

From the Advancement Committee Policies and Procedures (pp. 23),
Boy Scouts of America, Revised 1999

Each time a Scout advances in rank, he should be recognized on two occasions. The first should occur as soon as possible after a Scout has been approved by a board of review and an Advancement Report has been filed with the council office—preferably at the next unit meeting. This ceremony should be dignified but simple, involving not much more than presenting the Scout with his new badge of rank.

The second occasion is a court of honor, a public ceremony to recognize Scouts for successful achievement and to describe the importance of the program. The main purposes of the court of honor are to furnish formal recognition for achievement and to provide incentive for other Scouts to advance.

Formal courts of honor should be conducted at least four times a year. All Scouts who have advanced since the previous court of honor are honored. Their parents and friends should be invited to attend the ceremony.

When a Scout has earned the Eagle Scout rank, he deserves a special recognition. The Eagle Scout ceremony may not be conducted until the action of the board of review has been approved by the national Eagle Scout Service.

Procedures for conducting courts of honor and special First Class and Eagle Scout courts of honor are described in *Woods Wisdom: Troop Program Features*.

Badges of rank, merit badges, and Eagle Palms are restricted items. These items may not be sold or distributed unless the Advancement Report, No. 34403A, has been properly filled out and has been submitted to the local council office. To do otherwise will jeopardize individual youth members' record of achievement.

Appendix D

Merit Badges

From the Advancement Committee Policies and Procedures (pp. 17-18),
Boy Scouts of America, Revised 1999

Earning merit badges gives a Scout the kind of self-confidence that comes from overcoming obstacles to achieve a goal. Through the merit badge program, a Scout also learns career skills, develops socially, and may develop physical skills and hobbies that give a lifetime of healthful recreation.

The steps to follow in the merit badge program are outlined in the current Boy Scout Requirements. This book lists the requirements a Scout meets to earn each of the more than 100 merit badges that are available. Scouts must be tested individually, and they must meet all the requirements.

No additional requirements may be added.

A merit badge cannot be taken away once it has been earned, provided the counselor is a registered counselor for the merit badge.

Scout Buddy System. A Scout must have a buddy with him at each meeting with a merit badge counselor. A Scout's buddy can be another Scout, a parent or guardian, a brother or sister, or a relative or friend. From his Scoutmaster, the Scout obtains a signed merit badge application and the name of the appropriate merit badge counselor. The Scout sets up his first appointment with the counselor. The counselor should explain the requirements to the Scout. The Scout and his buddy then meet as appropriate with the counselor until the Scout completes the badge's requirements.

Group Instruction of Merit Badges. The question arises as to whether it is permissible to have Scouts earn merit badges in groups. Many subjects may be presented to groups of Scouts without defeating one of the purposes of the merit badge plan—working closely with a qualified adult.

The National Executive Board has approved this policy statement on merit badge counseling:

“To the fullest extent possible, the merit badge counseling relationship is a counselor-Scout arrangement in which the boy is not only judged on his performance of the requirements, but receives maximum benefit from the knowledge, skill, character, and personal interest of his counselor. Group instruction and orientation are encouraged where special facilities and expert

personnel make this most practical, or when Scouts are dependent on only a few counselors for assistance. However, this group experience should be followed by attention to each individual candidate's projects and his ability to fulfill all requirements."

In harmony with this policy, a troop or team may use merit badge counselors in unit meetings. The merit badge counselor can make a presentation covering the highlights of a merit badge subject. Scouts should then be given an opportunity to try some skill related to the badge. This introduction to a merit badge can spark an interest in the subject.

(Note: For information on Troop 33 Merit Badge procedures, see page 14 of this Handbook.)

Appendix E

Service Projects

From the Advancement Committee Policies and Procedures (pp. 18-19),
Boy Scouts of America, Revised 1999

Second Class Rank. For the Second Class rank, a Scout must participate in a service project or projects approved by his Scoutmaster. The time of service must be a minimum of one hour. This project prepares a Scout for the more involved service projects he must perform for the Star, Life, and Eagle Scout ranks.

Star and Life Ranks. For Star and Life ranks, a Scout must perform six hours of service to others. This may be done as an individual project or as a member of a patrol or troop project. Star and Life service projects may be approved for Scouts assisting on Eagle service projects. The Scoutmaster approves the project before it is started.

Eagle Scout Rank. For a service project to qualify as an Eagle Scout service project, the Scout, while a Life Scout, must plan, develop, and give leadership to others in a service project benefiting any religious institution, school, or community. These projects, of course, must conform to the wishes and regulations of those for whom the project is undertaken.

The Eagle Scout service project provides the opportunity for the Eagle Scout candidate to demonstrate the leadership skills he has learned in Scouting. He does the project outside the sphere of Scouting.

As a demonstration of leadership, the Scout must plan the work, organize the personnel needed, and direct the project to its completion.

Service to others is important. Work involving council property or other BSA activities is not acceptable for an Eagle Scout service project. The service project also may not be performed for a business, or be of a commercial nature, or be a fund-raiser.

NOTE: Fund-raising is permitted only for securing materials or supplies needed to carry out the project.

Routine labor, a job or service normally rendered, should not be considered. There is no minimum number of hours that must be spent on carrying out the project. The amount of time spent must be sufficient for the Scout to clearly demonstrate leadership skills.

The Eagle Scout Service Project Workbook, No. 18-927, must be used to meet this requirement.

The Scout must secure the prior approval of his unit leader, his unit committee, and the benefactor of the project. The project must also be reviewed and approved by the district or council advancement committee or their designee to make sure that it meets the stated standards for Eagle Scout service projects before the project is started. This pre-approval of the project does not mean that the board of review will approve the way the project was carried out.

Upon completion of the project, the Eagle Scout Service Project Workbook, properly filled out, is submitted with the Scout's Eagle application to include the following information.

- What was the project?
- How did it benefit others?
- Who from the group benefiting from the project gave guidance?
- Who helped carry out the project?
- What materials were used and how were they acquired?

Although the project idea must be approved before work is begun, the board of review must determine the manner in which the project was carried out. Questions that must be addressed include:

- Did the candidate demonstrate leadership of others?
- Did he indeed direct the project rather than do all of the work himself?
- Was the project of real value to the religious institution, school, or community group?
- Who from the group benefiting from the project may be contacted to verify the value of the project?
- Did the project follow the approved plan or were modifications needed to bring it to its completion?

All the work on the project must be done while the candidate is a Life Scout and before the candidate's 18th birthday, unless a time extension has been allowed (see the section titled "Time Extensions," page 16).

The Eagle Scout service project is an individual matter; therefore, two Eagle Scout candidates may not receive credit for working on the same project.

The variety of service projects performed throughout the nation by Scouts earning their Eagle Award is staggering. For ideas and opportunities regarding service projects, the Scout can consult people such as school administrators, religious leaders, local government department directors, or a United Way agency's personnel.

The district or council advancement committee also can be helpful by identifying possible projects.