



## **Scouts BSA Troop 1920**

### **Klein, TX**



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# Welcome to Troop 1920

If you are a new Scout, visiting Webelos, an interested community member, or parent, Scout Troop 1920 welcomes you! Troop 1920 is an all-girl troop within the **Phoenix District** of **Sam Houston Area Council**. **Cypress Creek Christian Church** is the Chartering Organization for our troop.

This booklet was developed by the Troop Committee in an effort to provide an understanding of the opportunities presented by the Boy Scouts of America program.

These opportunities are contained in a fun and exciting educational program based on the outdoors where most youth love to be. Troop 1920 continuously strives to address the needs of each scout while meeting the goals of the Scouts BSA program.

It is our intent that the following pages serve as an orientation manual for the parents of new Scouts, as well a continuing reference. It also describes policies of Troop 1920 which all members, youth and adult, are expected to follow. It is designed to answer basic questions about Scouting and our troop. However, if you should need additional information, please don't hesitate to call on our adult leaders. We will attempt to have a contact list for the adult leaders available online at [www.troop1920.org](http://www.troop1920.org). The only dumb question is the one you should have asked but didn't!

## BSA Mission Statement

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

## Troop 1920 Mission Statement

The mission of Troop 1920 is to create an outdoor experience in which the Scouts can have fun, learn skills, practice leadership, make friends, and experience both failure and success in a safe environment.

## Scout Oath

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

## Scout Law

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

## The Aims and Methods of Scouting

The Scouting program has specific objectives, commonly referred to as the Aims and Methods of Scouting.

### Aims

**Character Development:** The first aim is growth in moral strength and character. We may define this as what the youth is herself: personal qualities, values, and outlook.

**Citizenship:** The second aim is participating citizenship. Used broadly, citizenship means the scouts relationship to others. She comes to learn of his obligations to other people, to the society she lives in, to the government that presides over that society.

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

### The Methods

**Ideals** – The ideals of Scouting are spelled out in the Scout Oath, the Scout Law, the Scout motto, and the Scout slogan. The Scout measures themselves against these

ideals and continually tries to improve. The goals are high, and, as they reach for them, they have some control over what and who they become.

**Patrols** – The patrol method gives Scouts an experience in group living and participating citizenship. It places responsibility on young shoulders and teaches Scouts how to accept it. The patrol method allows Scouts to interact in small groups where they can easily relate to each other. These small groups determine troop activities through their elected representatives.

**Outdoor Programs** – Scouting is designed to take place outdoors. It is in the outdoor setting that Scouts share responsibilities and learn to live with one another. It is here that the skills and activities practiced at troop meetings come alive with purpose. Being close to nature helps Scouts gain an appreciation for God's handiwork and humankind's place in it. The outdoors is the laboratory for Scouts to learn ecology and practice conservation of nature's resources.

**Advancement** – Scouting provides a series of surmountable obstacles and steps in overcoming them through the advancement method. The Scout plans their advancement and progresses at their own pace as they meet each challenge. The Scout is rewarded for each achievement, which helps them gain self-confidence. The steps in the advancement system help a Scout grow in self-reliance and in the ability to help others.

**Association with Adults** – Scouts learn a great deal by watching how adults conduct themselves. Scout leaders can be positive role models for the members of their troops. In many cases a Scoutmaster who is willing to listen to the Scouts, encourage them, and take a sincere interest in them can make a profound difference in their lives.

**Personal Growth** – As Scouts plan their activities and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Scouting. Young people grow as they participate in community service projects and do Good Turns for others. Probably no device is so successful in developing a basis for personal growth as the daily Good Turn. The religious emblems program also is a large part of the personal growth method. Frequent personal conferences with their Scoutmaster help each Scout to determine their growth toward Scouting's aims.

**Leadership Development** – The Scouting program encourages Scouts to learn and practice leadership skills. Every Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership and becoming a servant leader helps a Scout accept the leadership role of others and guides them towards participating citizenship and character development.

**Uniform** – The uniform makes the Scout troop visible as a force for good and creates a positive youth image in the community. Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting. The uniform gives the Scout identity in a world

brotherhood of youth who believe in the same ideals. The uniform is practical attire for Scout activities and provides a way for Scouts to wear the badges that show what they have accomplished.

## **Troop Organization Overview**

In Cub Scouting, the Cub Scout belongs to a Den, which is part of the Pack. In Scouts BSA, the Scout belongs to a Patrol, which is part of the Troop. While the unit structure is similar, there is a fundamental difference. In Scouts BSA, the scouts, **not the adults**, plan and lead the activities. This is part of what is called the **Patrol Method**.

### **The Patrol**

Each youth is placed into a patrol with other Scouts having various skills and abilities. Patrols are made up of 6-8 active scouts.

Each Patrol elects a Patrol Leader (PL) and Assistant Patrol Leader.

Patrols work together at meetings, outings, and other events towards common goals. Patrols plan, camp, eat, and live together at all scouting functions.

The Patrol Leaders plus other elected Troop positions, and some appointed positions, make up the Patrol Leaders Council (PLC). The Patrol Leader represents the Patrol members at the PLC. She also carries out decisions made by the PLC and explains them to the Patrol members. Scouts should direct questions to the Patrol Leader. If the PL cannot help them, the PL will go to the Senior Patrol Leader (SPL) for assistance.

### **Troop Leadership and PLC**

The Scouts elect the Senior Patrol Leader (SPL), who will lead the troop and the Patrol Leaders Council. The SPL selects the Assistant Senior Patrol Leader (ASPL) with the advice of the Scoutmaster. The SPL directs the activities of the Troop and carries out the plans of the PLC through the Patrol Leaders. ASPLs must be qualified to be the SPL. These leadership positions are generally filled with Scouts holding First Class rank and above.

The Senior Patrol Leader reports to the Scoutmaster. Patrol Leaders report to the Senior Patrol Leader, and Patrol members report to their Patrol Leaders. While free communication between all is encouraged, when issues arise, the Chain of Command outlined above should be respected.

The SPL should field all questions and concerns of the PLC. If the SPL cannot help the Scout, then the SPL will go to the Scoutmaster.

The PLC is responsible for planning all Troop activities. The annual plan developed

by the PLC must be approved by the Committee comprised of parents of Scouts

### **Leadership Positions:**

Scouts will be encouraged to explore the leadership positions in the troop. As time passes and the troop matures, rank requirements will be added to the pre-requirements to hold some positions:

Current Troop Leadership Positions: \*denotes member of PLC, +denotes position to be added as troop grows and matures

Senior Patrol Leader\* (SPL)

Assistant Senior Patrol Leader\*+ (ASPL)

Scribe\* (SC)

Quartermaster\* (QM)

Patrol Leader\* (PL)

Assistant Patrol Leader (APL)

Troop Guide+ (TG)

Historian (HIS)

Librarian (LIB)

Bugler (BG)

Chaplains Aid (CA)

Scouts are expected to operate the program with the guidance from the adult leaders. Many of the tasks requested of the Scouts will be new to the youth and perfection, while a laudable goal, is not a required result. Trial and error are excellent teachers. Parents are asked to encourage their Scouts by giving them room to struggle and grow with the process of the Scout making the decisions and doing the work. However, the parents of the Scouts in leadership positions are expected to mentor their Scouts in those positions so that the work is performed, but not do the work for the Scout.



## **Adult Involvement**

**To facilitate a Scout-led troop, adult leaders are instructed, except in matters involving safety or imminent danger, to go to the Scoutmaster and let the Scoutmaster request the needed action from the SPL. The SPL can then request the needed action from the Patrols via the PLs. Not following this policy will lead to confusion about who is in charge.**

**Registered adults must be trained in their position as well as have YPT.**

**Parent involvement is welcomed and encouraged, especially at the Committee level.**

### **The Scoutmaster**

The Scoutmaster's job is to train the leaders of the Troop and guide them in running the troop. Other adult leaders are assigned to support specific areas of the Scouting program as Assistant Scoutmasters or members of the Committee. Parents are encouraged to address questions regarding the program to the Scoutmaster and questions relating to other matters to the Committee.

### **The Committee**

The Troop Committee is composed of interested and registered parents. The Troop Committee approves Troop leadership, activities, and financing. The Troop Committee assures that the Troop has the necessary resources to experience the benefits of the BSA program and that the trip experiences are in line with expectations.

The Troop Committee is in turn responsible to the chartering organization which is the owner and operator of the official charter from the Boy Scouts of America.

The Troop's success requires that the adult leadership work to develop youth leadership and encourage them in the effort to plan a program that is enjoyable and fulfills the aims of Scouting.

The Scouts and adults need also to abide by the Troop policies which are discussed in this manual in order to make the whole process fun, enjoyable and profitable for everyone.

To reiterate, the structure of the troop is that the Charter Organization, through the Charter Organization Representative, selects the leaders of the troop, and approves changes, as well as communicating with the chartering organization. The Committee Chair reports to the Charter Organization Representative, Committee Members report to the Committee Chair, as does the Scoutmaster, and the Assistant Scoutmasters report to the Scoutmaster. Anyone not designated an Assistant Scoutmaster is considered to be a Committee Member.

***See Appendix B for more Adult Position Information***

## **About Troop 1920**

### **Meetings:**

Troop meetings are Tuesday nights from 7:30 pm -8:30 pm at The Scout Hut located at 6410 Spring Cypress, near the intersection of T.C. Jester and Spring Cypress. These meetings are used for the scouts to meet as both a Troop and patrols to plan upcoming events, work on scouting skills, and play games.

### **Outdoor Program:**

Scouting is accomplished in the outdoors. Troop 1920 aims to have a robust outdoor program consisting of 10-15 outdoor activities per year. These activities, along with the dates and locations, will be decided upon by the PLC at the annual troop planning session. Details of each event will be planned in the meetings leading up to the activities. Activities will consist of, but not be limited to: camping, hiking, shooting, climbing, backpacking, aquatics, and other outdoor adventures.

The troop will also aim to attend one or more long-term camps as well, either in the summer, winter, or both.

For all activities, meetings and outdoor program, the troop is required to adhere to BSA Youth protection and safety requirements. **One of these is that a registered female over the age of 21 with YPT must be present for all activities.**

### **Advancement:**

The objectives of Scouting and the advancement program are to teach citizenship, leadership, and lifelong skills while having fun and developing an ethic of service to others. The Scouts will complete some requirements as a group, but unlike Cub Scouts, the primary responsibility for advancement rests with the Scout.

The Scout is responsible for

- looking at the requirements
- learning or completing the required steps
- scheduling reviews by leaders

- requesting a Scoutmaster Conference and a Board of Review

Parents are encouraged to assist the scout in learning new skills, but they **cannot sign off** on any of the requirements of the Scout Handbook for their child. The handbook is to be signed by the appropriate leader.

## **Advancement, Badges, and Awards**

Advancement will be tracked both in a Scout's personal handbook and on Scoutbook, an online platform provided by BSA to aid in the tracking and reporting of Advancement.

### **Scout, Tenderfoot, Second Class, and First Class**

The Scouts should study her handbook and talk to other Scouts, to be sure that she knows or can do the actions needed for each requirement. She then reviews the material or demonstrates the skill with the SM or one of the ASMs, who will sign her book when a scout has satisfactorily demonstrated her knowledge or skill. The book should be presented to the Advancement Chair for troop records and award presentation.

### **Star, Life, and Eagle**

A Scout can start earning merit badges as soon as she joins Scouts BSA, but at this point, she will need merit badges to advance in rank. The requirements for these ranks are primarily composed of completion of merit badges, satisfactory demonstration of leadership, and service hours, or in the case of Eagle Rank, an Eagle leadership project. SM or ASM will sign off on all completed work.

### **Merit Badges**

Scouts interested in Merit badges should speak with the Scoutmaster prior to beginning a badge. Once a scout has chosen a merit badge the following steps should be taken if the scout is working with a blue card:

- 1) Find a merit badge counselor and agree to work on the badge
- 2) Meet with the SM talk about the Merit badge
- 3) Meet with the Advancement Chair to open a blue card on Scoutbook.
- 4) Work with the counselor to complete the work
- 5) Ensure the counselor has marked the completed requirements off in

Scoutbook and the SM has reviewed and signed off.

### **Recording Advancement and Merit Badges**

Scouts completing each of their requirements for rank should present their signed off book to the Advancement Chair prior to their Board of Review (see below). The Chair will record the completion in Scoutbook.

### **Scoutmaster Conference and Board of Review:**

**Scout Master Conference (SMC)** should be requested, at least 2 weeks in advance, by the scout with the SM or an ASM. These should not take place with the parent of the scout as the SM or ASM. Scouts should be prepared to discuss and examine the requirements completed for this rank.

**Board of Review (BOR)** should be requested by the scout, at least 2 weeks in advance, with the Advancement Chair. Three parents who are not registered as SM, or ASM, and are not the parent of the scout, should sit at the review board.

Scout should be in full BSA field uniform (Class A) and prepared to discuss the work completed and the events attended during this rank.

### **Other Awards and Badges:**

Scouting offers many awards other than rank and advancement, below are some highlights

- Order of the Arrow
- Religious Emblems
- BSA lifeguard
- Mile swim
- World Conservation Award
- Paul Bunyan Award
- Suba BSA
- Den Chief Service Award
- BSA Stand Up Paddle boarding

See the link below for a list of awards

<https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/>

Scouts should report the accomplishment of these awards to the Advancement Chair upon completion

## **Uniforms, Equipment, and Gear**

### **Personal Equipment Needs:**

Each Scout should plan to obtain the equipment shown below. The Scout's name and Troop number should be printed on all items. Scout equipment makes great gifts for special occasions and birthdays. It's also appropriate for some parents to provide opportunities for the scout to earn the money and buy some of these things herself.

### **Handbook:**

The first need of a newly-registered Scout is the "**Scouts BSA Handbook for Girls**". This book contains the basics of outdoor knowledge and skills that every Scout will learn. It can be obtained from the Scout Shop locations or on Amazon. The handbook should be brought to all Troop meetings and outings. A waterproof cover is useful in protecting the handbook from the elements. The handbook lists basic items needed for campouts. This is the record of his accomplishments, and should be kept safe.

### **Uniforms:**

#### ***Field Uniform (Class A)***

- BSA uniform shirt
- BSA short or long pants
- BSA socks
- BSA belt
- Troop neckerchief (custom NC to be ordered as troop grows)
- BSA merit badge sash
- BSA cap

#### ***Activity Uniform (Class B)***

- Troop or other BSA t-shirt
- BSA short or long pants

- BSA socks
- BSA belt
- BSA cap

Plain blue denim pants or shorts with **NO** distressed fabric, stitching or insignias may be substituted for BSA pants/shorts. All shorts should be of the appropriate length, covering to mid-thigh, no short shorts.

Field uniforms should be worn at all Council or District events, Boards of Review, Courts of Honor, Troop meetings, and activities unless otherwise noted.

## **Camping Equipment**

For a youth to participate in our active outdoor program and have fun, she will need certain equipment. Good locations locally include Academy or REI. The following camping equipment is recommended immediately:

- Sleeping bag (evening temperatures may range from 25°F to 75°F)
- Sleeping pad, foam or inflatable
- Mess kit and knife, fork, and spoon
- Rain gear, at minimum a rain jacket, some may want pants as well. A poncho is not recommended.
- Small waterproof flash light with a spare set of batteries. Head lamps are popular.
- Small personal first aid kit (may be made from items at home)
- Personal necessities to include insect repellent, sunscreen, toiletries.
- Water bottle, at least 2 liters
- Compass
- 2-3 person tent (scouts will share tents when possible)
- Backpack, these need not be a large backpacking style pack but should be able to contain all of the gear the scout needs for a weekend.
- Sturdy footwear

## **Membership:**

All new members will be asked to fill out a BSA youth application, pay troop dues, and read and sign the troop behavior expectations.

Dues cover one year related expenses and break down as follows:

National Dues: \$72.00

Troop Dues: \$118.00

First time Scout: \$25

Total first time scouts: \$215

Total Returning Scout: \$190

If you are registered with another unit the National dues will be waived.

Families will receive a \$50 discount for each scout after the first.

Adult Dues: \$50, unless registered with another unit

## **Electronics**

The Scouting program is primarily outdoors, cooperative, and team based. Part of the program is the chance to unplug from electronics. While we understand the modern need to stay connected to you child, we ask that electronics be left at home or turned off/silent while at Troop functions. If there is an emergency adult leaders will have phones (numbers published) and be available. Scouts failing to adhere to this policy will have their phones removed. Please talk to you Scout about this policy.

## **Troop Discipline**

The following applies to not only Scouts, but also any adult attending any troop activities, registered or not:

- 1) Expectations for Behavior
  - a. All participants, youth and adult are expected to live by and follow the Scout Oath and Law
  - b. Participants should follow the chain of command
  - c. Represent the Troop and its Charter Organization with pride and dignity.
  - d. Wear the official BSA uniforms appropriately during unit activities, and not wear BSA uniforms in any non-BSA related activity.
  - e. Behave within the policy standards of the BSA, including specific provisions of the following:
    - i. Guide to Safe Scouting
    - ii. Youth Protection Policy
    - iii. Guide to Advancement
- 2) As a general rule, the Unit Leader in charge of any troop activity is the deciding authority on any issues related to behavior and discipline. Any actions taken by the Unit Leader in charge of an activity related to behavior and discipline will be



reported to the Troop Committee Chair and Charter Organization Representative as soon as possible after action is taken. Actions related to violations of Youth Protection Policy will also be reported to the District immediately.

- 3) In all matters related to behavior and discipline issues, the unit Key 3 will decide whether the issues should be brought to the attention of the unit committee, charter organization, and parents. In general, when the Unit Leader in charge of an activity administers discipline to a youth member of the troop, the leader will make a report to the youth's parents and the unit Key 3 regarding the nature of the behavior being addressed, and the action taken. Depending on the circumstances, the Key 3 may wish to consider additional actions. The range of potential actions by the Troop Committee could include any of the following in individual disciplinary cases:
  - a. Suspension from participation in troop activities
  - b. Removal from leadership positions
  - c. Limitations or conditions placed on participation (e.g. attendance of a parent in order for the youth to participate).
  - d. Reimbursement to the troop for damage caused to troop equipment or facilities used by the troop.
  - e. Revocation of membership in the BSA (in this case, the District Executive will be involved in the decision-making process).
- 4) If deemed necessary by the Unit Leader in charge of an activity, a scout or adult may be dismissed from participation in the activity and required to leave the activity immediately. In cases involving youth, parents will be contacted to come to the activity to take custody of their scout and leave. By allowing their scouts to participate in any unit activity, the parents agree to these conditions and will respond immediately to any request from the Leader in charge of the activity to remove their scout from participation in that activity. The following statement will be part of activity permission slips and commitment letters:

*“The parent’s signature on this permission slip (commitment letter) constitutes agreement that the parent will come to the activity regardless of location and take custody of their scout in the event that scout must be dismissed from the activity for any reason deemed appropriate by the Unit Leader in Charge of the activity, including disciplinary issues.”*
- 5) Violations of BSA policy that are considered especially serious include the following:
  - a. Behaving in an unsafe manner that could result in harm to the individual or others.
  - b. Use or possession of controlled or illegal substances.
  - c. Possession or use of fireworks, or personal firearms at unit activities
  - d. Hazing or harassing, physically or verbally, another Scout.



- 6) Minor matters will not be discussed outside the troop. The Scoutmaster and Assistant Scoutmasters will be informed of any disciplinary action. Parents will be notified of more serious or repeated matters at the discretion of the adult leaders. Discipline will be handled in the following manner:
  - a. For minor infractions, such as the failure to perform duty roster assignments, discipline will be handled within the Patrol and/or Troop.
  - b. More serious problems, such as minor fighting or property damage, discipline will be handled by the PLC subject to approval of the Scoutmaster.
  - c. For any more serious matters, discipline will be handled directly by the Scoutmaster and Assistant Scoutmasters
- 7) The Unit Key 3 and the Troop Committee will monitor the effectiveness of this policy and make adjustments as needed. At a minimum, this policy will be updated annually, distributed to all unit members as part of the recharter process.

The adult volunteers of Troop 1920 are expected to support and set the example for the Behavior and Discipline policy, and to model the behavior expected from the Scout.

### Acknowledgement

By my signature, I acknowledge that I have read, understand, and agree to the policies and procedures as presented in this manual. I understand the expected behaviors, and the stages of discipline within Troop 1920.

Scout Name (print): \_\_\_\_\_

Scout Signature: \_\_\_\_\_

Parent Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

## **Appendix:**

- a) Troop Consent Form**
- b) Adult Troop Positions**
- c) Camping Checklist**
- d) Camping and Meal Planner**
- e) Recommended Starter Gear**
- f) Summer/Winter Camp**
- g) How Parents Can Help**

# Appendix A

Troop 1920, Klein TX

## ACTIVITY CONSENT FORM AND APPROVAL BY PARENTS OR LEGAL GUARDIAN

Activity Name: \_\_\_\_\_ Date(s) \_\_\_\_\_ Location \_\_\_\_\_

Scout Name: \_\_\_\_\_ Cost: \_\_\_\_\_ Paid: \_\_\_\_\_ Cash/Check

Adult Name: \_\_\_\_\_ Cost: \_\_\_\_\_ Paid: \_\_\_\_\_ Cash/Check

### My child has my consent to participate in this scheduled activity of Troop 1920.

- I understand that I am responsible for arranging transportation for my Scout to and from this activity. I may choose to permit my Scout to be transported to the activity by another family. If I so choose to permit my Scout to be transported by another family, I release Scouts BSA Troop 1920, the Troop's adult volunteers, and the Troop Committee of any responsibility in case of an accident, or the transmission of any virus or communicable disease.
- I certify that my Scout is in good health and that he can take part in all the normal activities of Troop 1920. I understand that all reasonable measures will be taken to safeguard each Scout. I will not hold Scouts BSA Troop 1920, the Troop's adult volunteers or the Troop Committee responsible in the event of sickness or accident to my Scout.
- I certify that the information currently on file with Troop 1920 as emergency information regarding shots, allergies, insurance carriers, policy or group numbers, emergency phone numbers remains unchanged from the form filed with the Troop at the time of the last recharter. If information has changed it is my responsibility to complete a current emergency form and return to the Troop.
- I understand that if my Scout seriously misbehaves, becomes sick or homesick, or is seriously injured during this activity I will be contacted immediately and that it will be my responsibility to provide transportation for her from the location of this activity to her home.

**Any physical conditions: Yes No Currently taking any medication: Yes No Explain on back of form if needed.**

Name and best contact phone number(s) to reach a parent or guardian: \_\_\_\_\_

I understand that participation in Scouting activities involves the risk of personal injury, including death, due to the physical, mental, and emotional challenges in the activities offered. Information about those activities may be obtained from the venue, activity coordinators, or local council. I also

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understand that participation in these activities is entirely voluntary and requires participants to follow instructions and abide by all applicable rules and the standards of conduct. In case of an emergency involving my child, I understand that efforts will be made to contact me. In the event I cannot be reached, permission is hereby given to the medical provider to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for my child. Medical providers are authorized to disclose protected health information to the adult in charge and/ or any physician or health care provider involved in providing medical care to the participant. Protected Health Information/Confidential Health Information (PHI/CHI) under the Standards for Privacy of Individually Identifiable Health Information, 45 C.F.R. §§160.103, 164.501, etc. seq., as amended from time to time, includes examination findings, test results, and treatment provided for purposes of medical evaluation of the participant, follow-up and communication with the participant's parents or guardian, and/or determination of the participant's ability to continue in the program activities. With appreciation of the dangers and risks associated with programs and activities including preparations for and transportation to and from the activity, on my own behalf and/or on behalf of my child, I hereby fully and completely release and waive any and all claims for personal injury, death, or loss that may arise against the Boy Scouts of America, the local council, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with any program or activity. NOTE: The Boy Scouts of America and local councils cannot continually monitor compliance of program participants or any limitations imposed upon them by parents or medical providers. List any restrictions imposed on a child participant in connection with programs or activities below and counsel your child to comply with those restrictions.

List participant restrictions, if any: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Adult in charge of activity: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Shopping/packing time and date: \_\_\_\_\_ Gathering time and date: \_\_\_\_\_

Departure time and date: \_\_\_\_\_ Estimated return time and date: \_\_\_\_\_

## Appendix B

### Adult Positions in Troop

**Chartered Organization Representative** The direct contact between the unit and the Chartered Organization. This individual is also the organization's contact with the district committee and the Local Council. The chartered organization representative may become a member of the district committee and is a voting member of the council. The Chartered Organization Representative appoints the unit committee chair.

**Troop Committee Chairman** The unit committee chair is appointed by the chartered organization and registered as an adult leader of the BSA. The unit committee chairman appoints and supervises the unit committee and unit leaders.

The following Committee positions are appointed by the Troop Committee Chair.

**Troop Secretary** Keep minutes and records, send notices, and handle publicity.

**Troop Treasurer** Handle unit funds, pay bills, maintain accounts, coordinate the annual Friends of Scouting (FOS) campaign, and supervise fundraising.

**Troop Advancement Chair** Ensure that the unit has at regular boards of review and courts of honor, and that the unit has goals of helping each Scout advance a rank each year and for new Scouts to reach First Class rank during their first year. The advancement coordinator is also responsible for record keeping and submitting advancement reports.

**Troop Equipment Coordinator** Work with the youth Quartermaster and is responsible inventory, storage, and maintenance of unit equipment.

**Troop Outdoor/Activities Chair** Secure tour permits and permission to use camping site, serve as transportation coordinator, and ensure a monthly outdoor program.

**Troop Membership Chair** Help ensure a smooth transition of new Scouts into the unit and orientation for new parents.

**Troop Training Chair** Ensure training opportunities are available, maintain training records and materials, and is responsible for BSA Youth Protection training.

**Troop Scouting for Food Chair** Coordinate an annual food drive for the unit and reports the result to the district.

**Troop Fundraising Chair** Supervise Fundraising and ensure that every youth member has the opportunity to participate in Popcorn sales or other council Fundraising events.

**New Parent Unit Coordinator** The New Parents Unit Coordinator is an appointed member of the unit committee or can be an assistant unit leader. Their job is to welcome parents, keep them informed, and encourage

them to help with at least one specific

task or project each year.

**Direct youth contact**  
**leaders**

**Troop Chaplain**

Provide spiritual tone, guide the chaplain aide, give spiritual counseling, and promote the regular religious participation of each member.

**Scoutmaster**

The Scoutmaster is the adult responsible for working directly with the Scouts to help them create the program for the troop. The Scoutmaster trains leaders to run the troop by providing direction, coaching, and support.

**Assistant Scoutmaster(s)**

An Assistant Scoutmaster is one of the adult leaders age 18 or over who assist the Scoutmaster in delivering the troop program.

The Scoutmaster and Assistant Scoutmasters are NOT formal members of the committee. The Scoutmaster and Assistant Scoutmasters are advisers to the committee. They may attend committee meetings to communicate scout plans and to coordinate the needs of the Scouts. This factor is important to remember during Boards of Review because the Boards of Review also serve as quality checks of the Scouting program as delivered by the Scoutmaster and the Assistant Scoutmasters.

# Appendix C

## Troop 1920 recommended weekend camping checklist

### Outdoor Essentials

- ☐ Pocket knife
- ☐ First aid kit
- ☐ Rain gear
- ☐ Water Storage
- ☐ Flashlight
- ☐ Fire starter
- ☐ Sun protection
- ☐ Compass
- ☐ Day pack
- ☐ Whistle

### Clothing

- ☐ Uniform (Worn)
- ☐ T-Shirt short sleeve
- ☐ T-shirt long sleeve
- ☐ Underwear
- ☐ Socks
- ☐ Windbreaker
- ☐ Hat
- ☐ Bandana
- ☐ Boots or sturdy shoes

### Camp gear

- ☐ Tent
- ☐ Sleeping bag
- ☐ Sleeping Pad
- ☐ Mess Kit
- ☐ Scout Handbook

### Personal Gear

- ☐ Toothbrush
- ☐ Toothpaste
- ☐ Floss
- ☐ Small Towel
- ☐ Toilet paper
- ☐ Deodorant

### Extras

- ☐ Watch
- ☐ Camera
- ☐ Notebook
- ☐ Pen or Pencil
- ☐ Insect repellent
- ☐ Binoculars
- ☐ 20ft parachute cord
- ☐ Camp Chair

### Cold Weather

- ☐ Hat
- ☐ Gloves
- ☐ Long underwear
- ☐ Wool socks
- ☐ Warm coat
- ☐ Sleeping bag liner
- ☐ Blanket

## Appendix D

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# SBSA Troop 1920

# Camping and Meal Plan

Patrol Name:					Location:				
Patrol Leader:					Scout:			Scout:	
Asst. Patrol Leader:					Scout:			Scout:	
Scout:					Scout:			Scout:	

Patrol Duty Assignments					
Patrol Duties	Head Cook	Assitant Cook	KP Duty	KP Duty	Camp Cleanup
Saturday Breakfast					
Saturday Lunch					
Saturday Dinner					
Saturday Cracker barrel					
Sunday Breakfast					

Patrol Menu			
Fri: Cracker barrel		Sat: Dinner	
Sat: Breakfast		Protien	
Protien		Fruit/Veg	
Fruit/Veg		Grain	
Grain		Other	
Other		Drink	
Drink		Sat: Cracker barrel	
Sat: Lunch		Sun: Breakfast	
Protien		Protien	
Fruit/Veg		Fruit/Veg	
Grain		Grain	
Other		Other	
Drink		Drink	

Tent Assignments				Patrol Activities	
Tent 1	Tent 2	Tent 3	Tent 4	Activity	
				Leader	
				Gear	

Notes	Skit or Song



## Camping and Meal Plan

Patrol Name:					Shoppers:			
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Fri. Cracker Barrel		Sat. Dinner	
Sat. Breakfast		Sat. Cracker Barrel	
Sat. Lunch		Sun. Breakfast	

[illegible]

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## Appendix E

### Recommended Starter Gear

- **Sleeping Bag:** 40\* bag will cover most camping trips, \$25-\$30
- **Mess Kit:** Plate, bowl, cup and utensils, \$10-\$15
- **Flash Light:** Headlamps are great, but any basic light will do, keep it small, inexpensive and simple \$10-\$12
- **Sleeping pad:** Simple foam mat, \$10
- **Tent:** 2-4 person basic tent, nothing expensive or fancy \$25-\$45
- **Backpack/Duffel bag:** This can be an old school bag or a gym bag. They will need a better pack later in scouting. \$25-\$100
- **Old Clothing:** Set aside old pants, shorts, tee shirts and shoes these will comeback filthy.
- **Rain Gear:** Simple rain jacket avoid ponchos in possible , \$15-\$20
- **Water Bottle:** Canteen, Nalgene, or an old power aid bottle, \$1-\$10
- **Compass:** simple easy to read, \$5-\$15

## Appendix F

### Summer/Winter Camp

*"A week of camp life is worth six months of theoretical teaching in the meeting room."*

*—Lord Baden-Powell, Scouting's founder*

- Scouts who go to summer camp are more likely to stay in scouting.
- Summer camps are one week in June/July each year when the Scouts have a chance to work on skills, activities, and merit badges.
- Camp varies in cost from \$350-\$600 each year.
- Camps can be anywhere in the US but most will be within a one day drive.
- High Adventure camps are open to scouts 14 and up in conjunction with Venture Crew 87.

## Appendix G

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- 100% cotton is not a good choice for clothing in hot humid Texas. Check clothing labels and help your child choose synthetic moisture wicking clothing.
- Teach your child your phone number, yes we keep it on file but if your child needs to reach you at the end of a camping trip it is best if she can do it easily.
- Make sure your child knows what medication she takes and send them to camp with our medical officer. Don't make a campout the place you let your child "take a weekend off" their medication.
- Put your Scouts name and troop number in everything. Scouts attend events with many people, and gear and clothing looks alike. They will lose it, try your best to only buy it once.
- Let your Scout pack for themselves. If you pack for your Scout they won't know what they have or where it is. Letting Scouts pack for themselves can be scary, work with them to help teach them what to bring and to give yourself peace of mind.
- Help your Scout keep track of their gear at home. Teach them to organize their gear in totes or bags that can be easily stored and packed away when not in use.