



Troop Guidelines

I. Introduction	3
II. Purpose	3
1. Aims and Methods of Boy Scouting.....	3
2. Methods.....	3
III. Patrols	4
1. Troop Meetings.....	4
2. Attendance.....	4
3. Patrol Leaders' Council.....	5
4. Troop Planning.....	5
5. Discipline.....	6
6. Patrol Placement.....	6
IV. Campouts and Outings	7
1. Emergency Adult Phone Tree.....	7
2. Medical Requirements for BSA Activities.....	7
3. Medication.....	8
4. Overnighters.....	8
5. Patrol Food Purchasing.....	8
6. Recommended Personal Camping Equipment.....	8
7. Items NOT ALLOWED on Troop Activities:.....	9
8. Summer/Winter Camp.....	9
9. High Adventure.....	9
10. Transportation.....	9
V. Advancement and Awards	10
1. Merit Badges.....	10
2. Earning a Merit Badge.....	10
3. Scoutmaster's Conference.....	11
4. Board of Review.....	11
5. Award Presentation.....	11
6. Courts of Honor.....	11
7. Eagle Court of Honor.....	12
VI. Parent Participation	12
1. Chartered Organization.....	12
2. Troop Committee.....	13
3. Troop Committee.....	13
4. Duties of the Committee Chair.....	13
5. Duties of Troop Committee Members.....	14
6. Duties of Scoutmaster and Assistant Scoutmasters.....	14
7. Adult Scouter Training.....	14
8. Communication.....	16
9. Internet Content Standards.....	16
10. Conflict Resolution.....	18
VII. Registration Fees and Financial Information	19
1. Friends of Scouting.....	19
2. Camping Fees.....	19
VIII. Service Projects	20

IX. Leadership	20
1. Role Models.....	20
2. Leadership Elections.....	20
3. Training.....	20
4. Position Requirements.....	21
X. X. Uniform Requirements	22
1. Class A Uniform.....	22
2. Class B Uniform.....	23
3. Class C Uniform.....	23

I. **Introduction**

Troop 1631 is chartered by the Sugar Land Optimist's Club. We have existed since 1982, and were started by former, City of Sugar Land council member Clyde Jacks. The purpose of this document to provide our families with basic information and guidelines the Troop uses in our program.

We meet on Monday nights at Fort Settlement Middle School and camp monthly during the school year.

These campouts are planned for 6 – 8 months as new scout leadership begins. The Troop changes scout leadership twice a year, which creates opportunities for scouts to earn leadership requirements for rank advancements. Scouts are recognized immediately after rank advancement at Troop meetings and formally at Court of Honor Ceremonies.

Each patrol has Assistant Scoutmasters who serve as Patrol Advisors. These advisors oversee the scouts and help sign off on rank advancements and guide the scouts along the path to Eagle Scout. It is the goal of the Troop for scouts to advance to First Class in about one year's time. Most scouts make this goal if they are involved and attend most campouts and troop meetings. Parental involvement is important to the Troop, and very important to the Scouts.

The Troop Committee meets on the third Wednesday of each month at the parent meeting to discuss troop business, upcoming events, and witnesses any Eagle Project presentations. All Eagle project presentations must be scheduled with the Committee Chairperson.

This document will be reviewed as needed and any changes will be adopted by the Parent Committee.

II. **Purpose**

The purpose of the Boy Scouts of America is to provide for boys and young adults an effective educational program designed to build desirable qualities of moral strength and character, to train in the responsibilities of participating citizenship and to develop physical, mental, and emotional fitness.

The **MISSION** of the Sam Houston Area Council BSA is:

Leading Youth to Lifelong Values, Service, and Achievement

1. Aims and Methods of Boy Scouting

Every activity strives toward the three aims of Boy Scouting:

- ◆ building character
- ◆ fostering citizenship
- ◆ developing mental, moral and physical fitness

2. Methods

Eight methods are used to accomplish these aims of Boy Scouting - ***all are of equal importance***:

- ◆ **Ideals:** The ideals of Scouting are spelled out in the Scout Oath, the Scout Law, Motto and Slogan. The scout measures himself against these ideals and continually tries to improve.
- ◆ **Patrols:** The patrol method gives scouts an experience in group living and citizenship. It places a certain amount of responsibility on young shoulders and teaches boys to accept it.
- ◆ **Outdoors:** Boy Scouting is designed to take place outdoors. It is in the outdoors that scouts share responsibilities and learn to live with each other. It is here that the skills and activities practiced at Troop meetings come alive with purpose.

- ◆ **Advancement:** Scouting provides a series of surmountable obstacles and steps to overcome them through the advancement method. The scout plans his advancement and progresses at his own pace as he overcomes each challenge. The scout is ready for each achievement, which helps him gain self-confidence. The steps in the advancement system help a boy grow in self-reliance and the ability to help others.
- ◆ **Adult Association:** Boys learn from the example of their adult leader. Troop leadership may be male or female and association with adults of high character is encouraged at this stage of a young man's development.
- ◆ **Personal Growth:** As scouts plan their activities and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Scouting. Boys grow as they participate in community service projects and do Good Turns for others. The religious emblems program is also a large part of the personal growth method.
- ◆ **Leadership Development:** Boy Scouting encourages boys to learn and practice leadership skills. Every scout has the opportunity to participate in both shared leadership and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership roles of others and guides him toward the citizenship aim of Scouting.
- ◆ **Uniform:** The uniform makes the Scout Troop visible as a force for good and creates a positive youth image in the community. Wearing the uniform is an action that shows each scout's commitment to the aims and purposes of Scouting. The uniform gives the scout identity in a world brotherhood of youth that believe in the same ideals.

III. **Patrols**

1. **Troop Meetings**

Meetings will be held every Monday night from 7:00 until 8:30 PM. The Monday after campouts is usually reserved for Patrol Leaders Council (PLC) meetings. During the school year, scout meetings and PLC meetings are held at Fort Settlement Middle School. During the summer, PLC and scout meetings are held at First Colony Christian Church and Community Center located at 4141 Sweetwater Blvd. unless specified otherwise. Adult meetings are generally at the Avalon Clubhouse.

Meetings typically include:

- ◆ Opening and announcements
- ◆ Patrol meetings
- ◆ Inter-Patrol Activities
- ◆ Awards and Closings

Parents are encouraged to attend Troop meetings at any time. The adult leaders cannot leave until all boys have been picked up; all scouts need to be picked up by 8:30 PM.

2. Attendance

Attendance records are kept by the Troop Scribe and are kept in accordance with the patrol roster.

It is the Scout's responsibility to call his patrol leader to inform him of the reason for his absence from any Troop activity. The scout is expected to participate fully in the scouting program, attending as many meetings and activities as possible. The Troop also participates in service projects and fundraisers which benefit the Scout and the Troop.

A scout in a leadership position is required to actively fulfill his responsibilities of office. He is expected to attend all Troop activities. "You can't lead if you are not there." If the Scoutmaster is concerned that a Scout in a leadership position is not fulfilling his responsibilities, a conference will be called to discuss these concerns. The SM and Scout will come to an agreement as to the amount of leadership time that will be awarded in the event of conflict.

3. Patrol Leaders' Council

The PLC, **not the adult leaders**, is responsible for planning and conducting the Troop's activities and is chaired by the Senior Patrol Leader (SPL). It is composed of the following members: Senior Patrol Leader, Assistant Senior Patrol Leaders, Patrol Leaders, Troop Guides, Venture SPL, and any other troop leadership positions. The Scribe attends and keeps a logbook of decisions made while the Quartermaster attends and notes the equipment required for future activities. The Scoutmaster Corps are the adult advisors to the PLC. Each PL should be present or see to it that the APL or another patrol member represents his patrol when he cannot be there.

The PLC is a two-way street. Each Patrol Leader reports the view of his patrol to the council and reports on the council's decisions to his patrol. Thus every scout in the Troop, from the SPL to the newest scout, has a voice in the Troop's operation.

The PLC generally has a formal meeting monthly usually from 7:00 PM to 9:00 PM on the Monday following the campout or major activity of the month. SM should attend PLC meetings to provide guidance, advice and support for planned activities, and to stay informed on planned activities.

The planning and conducting of Troop meetings and other activities should be left to the PLC, made up entirely of scouts with guidance from the SM. The Troop Committee must give its approval to these plans and may make suggestions about them.

In order to receive leadership position for rank advancement, members of the PLC must attend 60% of the PLC and troop meetings; and 50% of the campouts during their six month tenure.

4. Troop Planning

The first step is the long-term planning for the year which is put together at a semi-annual Troop planning conference held in July and January. This plan highlights the main emphasis and features for each month's Troop meetings, outdoor events and district and council activities. At the program planning conference each Patrol Leader will represent his patrol's point of view and present its suggestions which the council can vote in or out. Each proposal for a major event or activity or program feature must be voted on and the majority rules. The January conference plans for April through September and the July conference plans for October through March.

After the annual plan has been presented and approved by the Troop Committee, copies of the program will be made and circulated to everyone related to the Troop: Scouts, parents, Troop Committee, Troop leaders, Chartered Organization Representative and the head of the Chartered Organization.

The second stage is the quarterly checkup when the PLC takes a closer look at the next 3 months. They may add new ideas from Roundtable training courses and other sources and may change or even replace features planned earlier.

The third stage takes place at the monthly meeting of the PLC. The council, using the annual plan as its guide, plans the program in detail for the coming month. They also discuss costs, needs for equipment, transportation, advancement opportunities, and similar related items.

Each Scout in the troop must have at least one custom-designed Troop T-shirt that may be purchased upon registration with the troop. The Troop has a uniform exchange program. As scouts outgrow their uniforms, please donate them to the Troop. They will be made available to scouts needing a new uniform. Uniforms and supplies may be purchased at the Scout Shop.

Good attendance and the proper wearing of the uniform show Scouting Spirit and fulfill requirements for advancement and leadership positions.

5. Discipline

Whenever a boy causes a disruption at any activity or acts counter to accepted Scouting principles, the following procedure will be followed:

- ◆ The scout will be warned verbally by the boy's leaders, i.e. PL or SPL.
- ◆ After a second disruption, the boy leaders will refer the offender to the Assistant Scoutmaster (Patrol Advisor) or Scoutmaster who will counsel him and review the next step.
- ◆ After a third disruption, the offender's parents will be phoned to come pick him up and take him home. This includes campouts.
- ◆ An offender who is sent home will not be allowed to attend further Troop functions until approved by the SM.
- ◆ Scouts in leadership positions are expected to be role models for other scouts and will lose their leadership for disciplinary problems.
- ◆ Any serious infraction will be addressed immediately by any adult present. Serious infractions include the following actions, but are not limited to these:
 - Bullying or Hazing
 - Striking a Scout
 - Willful destruction of property
 - Safety violations
 - Foul language
 - Failure to follow instructions of an adult
 - Other infractions against BSA Guidelines.

Parents will be called immediately to remove the scout. He will not be allowed to attend until parents, scout, and SM have a chance to meet. This should happen within one week of the infraction, preferably sooner. At that time consequences, if any, will be discussed and agreed to.

6. Patrol Placement

The purpose of patrols is to have a group of 6-8 boys who work together at meetings and campouts. Boys usually tent with a member of their patrol. Equipment is assigned by patrols. Patrols will generally be organized as follows:

- ◆ **NEW SCOUT PATROLS** are for scouts entering in January. Scouts will remain in these patrols for six months. After six months, the new patrols will either be merged into existing regular

patrols, or they will form new regular patrols (depending on the number of new scouts and the dynamics within the existing patrols.)

- ◆ **REGULAR PATROLS** are comprised of Scouts in the 6th, 7th and the fall semester of 8th grade. Any older Scout who is not of at least the 1st class rank will also be placed in these patrols.
- ◆ **VENTURE PATROLS** are comprised of Scouts of at least the 1st class rank who are also in the spring semester of 8th grade or a higher grade. Scouts can choose to move to a Venture Patrol or remain in a Regular Patrol.
- ◆ An Eagle Scout is a member of the **EAGLE PATROL**. However, an Eagle Scout may choose to belong to another patrol with Scoutmaster approval.
- ◆ The **LEADERSHIP PATROL** is comprised of the SPL and the two ASPL's.
- ◆ Patrol transitions from Regular to Venture Patrols occur in January of each year. If a scout who is in the spring semester of 8th grade or a higher grade is not yet a 1st class Scout, he will be allowed to transition to the Venture Patrols upon satisfactory completion of the Scoutmaster Conference for 1st class.
- ◆ The Scouts in the Leadership Patrol retain the right to return to their previous patrols after their leadership term is completed.
- ◆ The Scoutmaster may shuffle existing patrols when he feels the patrol organization is not service the boys well. When these new patrols are formed, each boy indicates a preference of one or two friends that he would like in his patrol, and best efforts are made to honor these preferences.

IV. **Campouts and Outings**

The **safety rule of four** requires that no fewer than four individuals (always with a minimum of two adults) go on any backcountry expedition or campout.

1. Emergency Adult Phone Tree

When Troop 1631 is camping or on an overnight, the following emergency procedure will be used when direct contact is not feasible. A list of all scouts and scouters will be left with a designated adult on each event. This person's name will be on the permission form; and will be responsible to have a cell phone on 24 hours in case of emergency while the scouts and scouters are out of town. The designated person can be anyone from the Troop Committee and should be contacted by the ASM in charge of the Scout Event. This gives parents in town a place to call if there are questions, and a place for adult scouters to call in case of emergency and all families need to be notified of important information.

2. Medical Requirements for BSA Activities

All scouts and scouters participating in camping activities or scout trips shall have a completed and signed medical release form and permission slip before they will be allowed to participate. Medical Forms A and B cover the two general activity categories, each with specific medical requirements. Forms A, B, and C and the Medication Form are available on the Troop or Council websites. Camps outside of Texas may require specific medical forms in addition to Forms A, B, and C.

- ◆ The **Part A Medical Form** is a current health history which must be completed and signed annually by all registered scouts and adults. Activities covered by Part A include any event that does not exceed 72 consecutive hours and where the level of activity is similar to that normally expended at home or at school and where medical care is readily available

Examples include a day hike or weekend campout. This form requires a copy (front and back) of your medical insurance card. The medication section primarily applies to “maintenance” type prescriptions, i.e. ones you take regularly. There is an additional medication form to be filled out in the event you or your scout are taking a “one time” medication during a scouting activity such as a campout. With regard to immunizations, BSA requires that all participants have had a tetanus shot within the past 10 years.

- ◆ The **Part B Medical Form** is required for any event that exceeds 72 consecutive hours, resident camp settings, strenuous and demanding service projects, and high-adventure treks. Examples include summer and winter camp. For those never participating in these types of activities, this form is not required. This form requires a medical evaluation by a licensed physician and must be also completed annually. It is highly recommended that this form be completed at the scout’s or scouter’s annual physical exam.
- ◆ **Part C** is an Informed Consent/Hold Harmless Agreement and Talent Release which should be completed annually and submitted along with Part A to the Medical Forms Coordinator. Notarization is not needed.

3. Medication

If a scout needs to take any medication, supplement, or vitamins while on camping trips a parent must complete a Medication Form and give the medication to the adult scouter in charge for safekeeping along with a schedule for taking the medication. The adult scouter in charge will ensure that the scout takes the medication on schedule.

4. Overnights

Any scout who wishes to participate in a campout must bring a signed permission slip and pay \$20 to the adult leader in charge by the Monday troop meeting preceding that activity. Additionally, each adult attending, except the adult leader in charge and the scoutmaster, should pay \$5 on that same Monday to help defray the cost of adult food. These payments are nonrefundable unless the adult leader in charge receives notification by Wednesday evening. Any scout or adult wishing to attend the campout after the Monday troop meeting must get prior approval from the adult leader in charge. The adult leader in charge will advise all cooks of the final roster of attendees on Wednesday evening before the campout. The patrol cooks should submit receipts for food to the adult leader in charge at check in for reimbursement.

Additionally, standard check in times for all weekend campouts will be 6:00 PM unless advised otherwise. We will depart promptly at 6:30. Any scouts unable to arrive for check in should advise the adult leader in charge immediately and personal transportation may need to be arranged.

Troop 1631 will normally have an outdoor activity at least once each month. Outing schedules will be announced in the monthly schedule distributed by the Troop and times and places to meet will be announced at meetings by the SPL. BSA National, Council and Troop camping policies will be followed on all outings.

5. Patrol Food Purchasing

During a regular troop meeting prior to each outing, each patrol makes a menu and has it approved by the Patrol Adviser. One or two of the patrol members, on a rotating basis, are then assigned to purchase the food. Purchase of supplies should be done carefully in order to keep costs reasonable, approximately \$10.00 to \$12.00 per boy for 4 meals.

The roster for any activity will be finalized at the meeting prior to the activity. If there are changes after that, it is the responsibility of the scout to notify his leadership. That scout will pay for any expense incurred for that activity. Exceptions will be at the discretion of the SM.

Each patrol member going will share the food cost. The patrol member in charge of the food purchasing will turn in the receipt for food purchase to the adult in charge for reimbursement.

6. Recommended Personal Camping Equipment

- ◆ Back pack
- ◆ Sleeping bag
- ◆ Mess kits and cups (metal or hard plastic)
- ◆ Eating utensils
- ◆ Compass
- ◆ Poncho or rain gear

For a more complete list refer to the Boy Scout Handbook. Any Assistant Scoutmaster can provide advice on the purchase of personal camping equipment, items needed for short or long term camps.

7. Items NOT ALLOWED on Troop Activities:

- ◆ Drugs (other than medications, supplements or vitamins turned over to Adult)
- ◆ Tobacco (in any form)
- ◆ Alcohol
- ◆ Sheath (hunting) knives
- ◆ Folding knives with blades longer than 4 inches
- ◆ Cell Phones*
- ◆ Radios/ Walkmans/Electronic Games**
- ◆ Liquid fuel devices (lamps, hand warmers, stoves etc.)***
- ◆ Individual hatchets or axes
- ◆ Fireworks/Firearms
- ◆ Soft drinks or personal snacks
- ◆ Paper/Styrofoam cups plates etc.

* Cell phones are for adults only.

** These devices are allowed in tents on campouts but cannot be seen or heard.

*** Liquid fuel stoves are required for some High Adventure trips.

If you are in doubt as to whether something is allowed, ask your Patrol Advisor or Scoutmaster.

8. Summer/Winter Camp

Troop 1631 typically has both summer and winter camp program. The summer camp program tries to accommodate both merit badge and high adventure activities. Winter camp is typically a merit badge camp in-council camp.

Summer/Winter camp will be limited to active members of Troop 1631 who have maintained their Troop standing and have paid any individual patrol debts. Any boy not a member of Troop 1631 desiring to attend Summer/Winter camp with our Troop must be an active Boy Scout in another Troop and provide an approval from his parents in writing, after approval by the SM prior to reservation deadlines.

9. High Adventure

Special High Adventure trips involving backpacking, canoeing, sailing etc. are available for older scouts who are active Troop members. Most of the available programs require that participants be at least 13 years old and/or have attained First Class rank.

In addition to meeting the minimum requirements for participation in an activity, scouts must also demonstrate to the adult scouter in charge that they have the necessary physical stamina and Scouting skills to participate safely and effectively.

Eligible scouts and Scouters are accepted for High Adventure programs on a first come, first served basis. A deposit is usually required in order to reserve a space.

10. Transportation

Adequate transportation is required for the scouts, their gear and Troop equipment to and from all campouts. The adult Scouters going on the campout can provide some of this transportation but not all of it. Parents of the scouts must cooperate in providing additional vehicles and drivers.

The Adult in Charge or designated adult will verify that adequate transportation is arranged and notify any parent whose vehicle will not be required.

Departure time from the School/Church is normally 6:00 PM Friday afternoon or 7:00 AM Saturday mornings for day trips. It is the scout's responsibility to be at the designated departure location 30 minutes prior to departure time for check-in. Scouts arriving late will have to provide their own transportation to the activity if the Troop has already left and NO fees will be refunded.

Designated drivers will normally deliver scouts home. Parents should either be home or make arrangements for the scout to be able to enter the house.

Boy Scout policy on seat belts and automobile insurance will be followed. Everyone must use a seat belt, and ALL vehicles MUST be covered by a public liability and property damage liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed and the states where travel will occur, and BSA Tour Permit Requirements.

It is Troop policy that drivers not text or talk on their telephones while driving scouts in their vehicles.

V. **Advancement and Awards**

1. **Rank Advancement**

Scouts work independently, under the guidance of the Troop Guides and adult leadership, to achieve their Tenderfoot, Second Class and First Class Ranks.

Requirements must be signed off by an Assistant Scoutmaster who is not the parent of the scout. The Scoutmaster will verify all rank requirements using the scout's book, and update the electronic record after the Scoutmaster conference (see below). The scout's book is the primary recording device for advancement.

Scout research indicates that Scouts who achieve First Class within the first year of joining a Troop have a much higher degree of advancement in the Scouting program, so it's important to focus on rank vs. merit badges especially during the first year.

2. We believe Troop 1631 should be a boy-led troop, and as such, have established guidelines for the definition of "active participation" for Life Scouts seeking Eagle status. The BSA regulations leave the definition of "active in the troop" to each troop, and in August 2014, the Adult Committee adopted guidelines that allow older scouts the flexibility to manage their school and other extracurricular activities with their responsibilities to the troop. As such, in order to be considered active in Troop 1631, all scouts who attain the Life rank at the September 2014 Court of Honor must either:

- A. Attend one troop meeting a month and one campout per quarter (need not be consecutive quarters for camping) **OR**
- B. Be assigned to mentor a scout working on their First Class and meet with that scout individually or in a group setting for skills instruction and practice. The Life scout must submit his plan in advance, including the name of the scout mentee, to the Scoutmaster for approval, and must report his attendance and the progress of that scout every three months to the Scoutmaster

3. **Scoutmaster's Conference**

After completing the requirements for a rank, a Scoutmaster's Conference is scheduled. When a

scout has completed all requirements for a rank, as indicated in his scout book, he requests a conference with the scoutmaster via email or the troop website.

Conferences should not be held during Scout meetings, and should be planned at least three weeks before the Court of Honor, to allow scheduling of Boards of Review (see below).

After the Scoutmaster's Conference, the scout requests a Board of Review form from the Computer Records Chair. After the conference the Patrol Advisor should send any updates to the Computer Records Chair, and send an email to all Assistant Scoutmasters, Computer Chair, and Advancement Chair noting the date of the Scoutmaster Conference, and congratulating the Scout.

A scout must be in Class A Uniform and have his Scout handbook and computer printout when going before a Board of Review.

4. Board of Review

All Boards of Review are to be done by a minimum of three committee members. The Eagle Board of Review is comprised of a minimum of three registered adults (not to include the Scoutmaster or Assistant Scoutmasters) and the Thunder Wolf District Advancement Chairman or his/her designee.

The Board of Review is the LAST step in completing a rank and should not be considered until other requirements for that rank have been completed and signed off in the Scout Handbook and recorded in the troop computer database. The records as recorded in the computer program "TroopMaster (TM)" are the official advancement records of the Troop.

A scout must be in Class A Uniform and have his Scout handbook and computer printout when going before a Board of Review.

5. Merit Badges

The merit badge program is part of the advancement plan of the Boy Scouts of America. A merit badge is an award that is presented to the scout when he has completed the requirements for one of more than 120 subjects in a wide variety of art, craft, hobby, sport, trade, profession, business, and service or self-improvement areas.

The merit badge program is one of Scouting's basic character developing tools. Earning merit badges gives a boy the kind of self confidence that comes only from overcoming difficult obstacles to achieve a goal.

Working with a Merit Badge Counselor gives a scout contact with an adult with whom he may not be acquainted. This is a valuable experience. To the fullest extent possible, the merit badge counseling relationship is a one adult/one boy 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. However, this group experience should be followed by individual attention to each candidate's projects and his ability to fulfill all requirements. **Remember that two-deep leadership always applies.**

6. Earning a Merit Badge

Merit badges are earned typically at summer/winter camp, at district Merit Badge Day, or within the Troop. These are the steps that a scout takes to earn a merit badge. A Merit Badge may be earned on an individual basis with permission from the Scoutmaster. A Merit Badge Counselor should be identified in advance and will work with the scout through the merit badge.

- A. The scout goes to the Scoutmaster Corp for an "okay" to pursue a particular merit badge. The scout then gets a signed and dated merit badge card.
- B. The scout will obtain the current specific merit badge requirements and is responsible to read requirements.
- C. The scout will bring any item or paper work that has been completed as pre-required tasks from the merit badge pamphlet to the Merit Badge Counselor for verification.
- D. The scout will complete all requirements with the counselor before having the merit badge card signed and dated by the counselor.
- E. Once all items are completed and the merit badge card is signed, the Scout will be awarded the merit badge at the next Court of Honor.

Note: Merit Badges should normally take no longer than six months to complete. Most require significantly less time.

3. Award Presentation

Rank advancements are normally presented at Troop meetings shortly after being earned. The scout is also recognized at the next Court of Honor for rank advancement, other awards, and merit badges.

4. Courts of Honor

Courts of Honor are held three to four times a year for the purpose of recognizing all advancements and achievements due at that time. These are important nights and the attendance of ALL parents is requested. If your son is receiving any type of recognition, at least one parent should be present. We like to recognize the parents' support of our program. In order to receive recognition at the next Court of Honor, a scout must complete a Merit Badge or a Board of Review at least one week prior; two weeks are preferred prior to the Court of Honor.

5. Eagle Court of Honor

The Eagle rank is awarded at a special Court of Honor. The family plans the Eagle Court of Honor at a time and location of their choosing. Waiting at least six weeks after the Board of Review is recommended.

Each scout earning the Eagle rank with Troop 1631 is awarded an Eagle Scout Buck knife on behalf of the scouts in the Troop. The knife is engraved by Buck with the scout's name, Troop 1631 and the date of his Eagle (the date of the Board of Review.) They are also awarded a one – year membership with the National Eagle Scout Association (NESA) on behalf of the Troop Committee. The Eagle rank certificate, the NESA certificate and Eagle Challenge are presented in frames.

The Eagle award as presented includes:

- ☐ the Eagle Kit (Eagle badge, Eagle pin, Mother's pin, Father's tie tack and Scout pin)
- ☐ one Eagle neckerchief (national style)
- ☐ an eagle neckerchief slide

The Troop furnishes the candle holders, hanging Eagle symbol, and rank stands needed for the ceremony. The Advancement Chairman sends letters to dignitaries announcing the Eagle award and inviting them to the ceremony and asking for a message from them. The returned messages are presented to the Eagle Scout at his Court of Honor.

The family of the Eagle:

- ☐ sets the time and location for the Court of Honor
- ☐ makes the arrangements
- ☐ plans the program with assistance from the Advancement Committee and SM
- ☐ prepares and sends the invitations
- ☐ prepares the ceremony script and program aims and selects the participants
- ☐ arranges for photographer (usually friend or Troop parent)
- ☐ serves refreshments, if desired, after the ceremony

VI. Parent Participation

Registration fees include one adult registration. The policy in Troop 1631 is that a minimum of one adult from each family completes an adult registration form and takes an active role in supporting the Troop. Throughout this document are references to areas where parents may participate. Some examples are Scoutmaster/Assistant Scoutmasters, Troop Committee, Transportation, Boards of Review, Merit Badge Counselors, Eagle Advisors, Courts of Honor, Service Projects, Outdoor Program and Fundraisers. At minimum, parents are expected to monitor their sons' advancement, attend Courts of Honor and read all handouts that are sent home from meetings. Parents will also ensure all fees are turned in, health forms are up-to-date and scouts are sent to the meetings on time and in proper uniform.

1. Chartered Organization

Boy Scout Troops do not exist by themselves. Every Troop is part of the youth program of some established community organization. Troop 1631's Chartered Organization is the Sugar Land Optimist Club. It is granted a charter by the BSA to operate our Troop for one year and at the end of each year they renew their charter.

The Chartered Organization agrees to help us secure satisfactory meeting facilities, approves select a Scoutmaster, appoint a Troop Committee; and choose a Chartered Organization Representative, a member of the organization who serves as a link between the organization and the Troop.

The Chartered Organization Representative works closely with the Troop Committee and its chairman. He/she helps in areas such as re-chartering and leadership recruiting. He/she also officially represents the organization and it's Scouting units at the District and Council level and can obtain help from those sources when it is needed.

2. Troop Committee

The Troop Committee represents and is responsible to the Chartered Organization. Experience has shown those Troops with Committees of seven or more members are stronger, have better programs and last longer. Both men and women may be members but must be 21 years of age or older.

The Scoutmaster is not formally a member of the Committee but assists the chairman in planning the agenda and attends Troop Committee meetings. The Scoutmaster presents the plans and needs of the Troop program and assists the Committee in its organizing to make the program happen.

The elected boy leaders, known as the PLC, working under the guidance of the Scoutmaster(s) are responsible for the Troop program. This includes planning and carrying out Troop meetings and outdoor programs.

3. Troop Committee

Troop Committee meetings are held the third Wednesday of the month at 7:30 PM at the Avalon Clubhouse. Meetings are open to all adults of scouts in the troop.

Troop Committee Responsibilities:

- A. Provide adequate meeting facilities.
- B. Advise Scoutmaster on policies relating to the Boy Scout program and the Chartered Organization.
- C. Carry out the policies and regulations of the Boy Scouts of America.
- D. Encourage leaders in carrying out the Boy Scout program
- E. Be responsible for finances, adequate funds and disbursements in line with the approved budget plan.
- F. See that adult leadership is assigned in case the Scoutmaster is absent or is unable to serve.
- G. Operate Troop to ensure permanence.
- H. Review Troop Guidelines as needed and amend and formally adopt changes to ensure that the guidelines remain current.
- I. Evaluate the Troop program, Committee Chair, and the Scoutmaster annually.
- J. Concurrently with the Troop program evaluation process, the troop will hold a leadership selection process for either the committee chair or the scoutmaster.

4. Duties of the Committee Chair

It is the responsibility of the Committee Chair to organize the Troop Committee and to see that all functions are delegated, coordinated and completed. The Committee Chair should also maintain a close relationship with the Chartered Organization and the Scoutmaster. The following are minimum duties of the Committee Chair:

- Encourage and see that Troop Leaders and Committee members are aware of the training opportunities.
- Interpret National and Local policies to the troop.
- Call, preside over, and promote attendance at monthly troop parent meetings and any special meetings that may be necessary.
- Ensure Troop representation at monthly Round Table.
- Arrange for annual charter review and recharter annually.
- Maintain a recruiting effort for both scouts and parents.

5. Duties of Troop Committee Members

Each member of the Committee should have specific responsibilities to divide the job among the

membership to best carry out the pledge made at the time of the application for charter. A detailed description of the duties of individual committee members can be found in the Troop Committee Guidebook.

Note of Caution: Exercise care to see that in no instance does committee member responsibilities encroach upon the rightful responsibilities of the Scoutmaster Corps or other Troop leaders. Likewise, the SM must not assume the functions of the Committee. Each is important and must be carried out concurrently.

6. Duties of Scoutmaster and Assistant Scoutmasters

The Scoutmaster is the one – and only – troop leader who relates closely to each of the other links in the chain of troop operations: The Scouts, the junior leaders and the patrol leaders' council, the assistant Scoutmasters, the Troop Committee, and through the committee the chartered organization representative and the chartered organization. Specific responsibilities include:

- ◆ Train and guide the boy leaders to guide their Troop.
- ◆ Work with and through responsible adults to bring Scouting to the boys.
- ◆ Help boys grow by encouraging them to learn for themselves.
- ◆ Guide boys in planning the Troop Program.
- ◆ Help the Troop Committee recruit Assistant Scoutmasters.
- ◆ Conduct Scoutmaster Conferences.

The Assistant Scoutmaster supports the Scoutmaster and will be assigned specific duties such as serving as Patrol Advisors. The Troop will also have an Assistant Scoutmaster assigned as the First Assistant Scoutmaster who will fill in when the Scoutmaster is unavailable. Patrol Advisors are assigned to a specific patrol and will be responsible for Scoutmaster's Conferences for that Patrol.

7. Adult Scouter Training

Trained leaders provide a quality, fun-filled program for boys and young men and young women. When leaders understand the why and how of Scouting, they are more effective in their roles and the youth win! Troop 1631 has made a commitment to be a quality unit, and to achieve this we must continue to provide our scouts with trained leaders. The training courses listed below are recommended for leaders in our Troop.

Scoutmasters and Assistant Scoutmasters are considered trained when they have completed Fast Start Training, Youth Protection Training, This Is Scouting, Scoutmaster and Assistant Scoutmaster Leader Specific Training, and Introduction to Outdoor Leader Skills.

Committee Members are considered trained when they have completed Fast Start Training, Youth Protection Training, This Is Scouting, and the Troop Committee Challenge as their Leader Specific training.

- A. *Youth Protection Training (YPT)*: is required for all registered adults scouters. All parents are also encouraged to take this training. This training is available on-line and must be renewed every 2 years.

- B. *Fast Start Training*: is required for all registered adult scouters as soon after they join the troop as possible. It is available on-line.
- C. *This Is Scouting*: is an introductory on-line course that provides an overview of key components of the overall Scouting program
- D. *Scoutmaster and Assistant Scoutmaster Leader Specific Training and Introduction to Outdoor Leadership Skills*: are the classroom and weekend camping courses, respectively, that teach the skills to plan and conduct an outdoor experience with your unit.
- E. *Troop Committee Challenge*: is the leader specific training for troop committee members. It was developed to help committee members understand their roles and responsibilities. It is available on-line.
- F. *Safe Swim Defense*: Instructs on the importance of advanced preparation and planning in preventing accidents and maintaining safety during any swimming activity. In order for the Troop to engage in any swimming activity, there must be at least one adult scouter with this training. This training is available on-line and must be renewed every 2 years.
- G. *Safety Afloat*: Instructs on the planning, training, and preparation required for any activity using watercraft. In order for the Troop to engage in any excursion, expedition, or trip on the water (canoe, raft, sailboat, sailboard, motorboat, rowboat, tube, or other watercraft) there must be at least one adult scouter with this training. This training is available on-line and must be renewed every 2 years.
- H. *Red Cross Standard First Aid Course*: Recommended for all adult Scouters involved in outdoor or camping activity.
- I. *CPR*: In order for the Troop to go canoeing there must be at least one adult scouter with CPR training, Safe Swim Defense, and Safety Afloat.
- J. *Wood Badge*: An intensive and fun filled training open to all adult leaders who want to be the best leaders they can be. The training covers topics in leadership skills, scout craft training, advance training techniques and more. It is held at the Council level twice per year. This is the most advanced level of training offered to adult scouters.

Training Resources

- District Courses are hosted throughout the year by districts in the Sam Houston Area Council. Check the Training Schedule at the Council website (www.shac.org) for a list of when these courses are offered.
- On-line Training Courses can be found at <https://myscouting.scouting.org>.
- Roundtable is a 1.5 hour monthly meeting for Leaders and adults. Roundtable provides ideas for program and activities for the following month's theme. It is also a source of information on upcoming events in the District and Council. Roundtable is conducted by the Thunder Wolf District on the first Thursday of the month at 7:30 PM.
- University of Scouting is held the 2nd Saturday in February each year. It offers a wide variety of courses and workshops for every adult leader. Registration and further information is available at the Council website, www.shac.org.
- Scouting Magazine will be sent to all adult scouters who submit the adult registration form.
- E-Scouter is a monthly email newsletter for scouts, supporters and valued volunteers. Subscribe online at www.shac.org.

8. Communication

Troop 1631 has adopted the following Communication Principles as the basis for communication within our Troop.

- A. Centered around boys/families
- B. Scouting should be a safe environment to make mistakes
- C. Improved communication will prevent many conflicts
- D. Will concentrate on communication issues between troop and boys/families
- E. Two deep leadership at all levels

The troop recognizes that each form of communication has advantages and disadvantages. Communication should occur via at least two different venues with a combination of electronic and traditional. Email and the secure website are designated as the preferred communications medium for the troop, and is the responsibility of every scout/family to either check these resources for the latest information and schedules, or else specifically ask other troop members to keep them informed. Other traditional methods of communication, such as phone calls and regular mailing may be used for mission critical issues with the goal to eliminate them where possible. The following methods have been recognized as the methods the Troop can utilize as effective communication methods.

- A. Verbal Discussion
- B. Calendar
- C. Phone Tree
- D. E-mail
- E. Website
- F. Newsletter
- G. Communications Box at Meetings
- H. Mailing
- I. Other

8. Internet Content Standards

Boy Scout Troop 1631, Thunder Wolf District, Sam Houston Area Council/BSA, chartered by The Optimists Club in Sugar Land, Texas, has established a website to:

- ◆ Provide electronic access to Troop information, news and resources
- ◆ Facilitate communication between Scouts, parents, volunteer Scouters, our community and other interested friends of Scouting
- ◆ Promote the positive use of technology and the Internet while providing protection for our youth
- ◆ Promote and exemplify the Ideals of Scouting

General Policy:

All material on the Troop 1631 website is provided for the benefit of the Boy Scouts, parents and adult volunteers (Scouters) of Troop 1631. Published information on an Internet site is subject to the same standards and restrictions of any other publishing medium to include the use of any copyrighted material. Every effort shall be made to appropriately credit copyrighted material. Any content (whether text, photographs, illustrations, design, or programming), that is not developed by

Troop volunteers or by third parties under the terms of a contract or agreement with the Troop, and that is not considered public domain or used in accordance with the author's written license shall obtain written permission from the owner of that material.

All documents, graphics (to include illustrations, animations and photographs) and any other material on this site must conform to the principles, policies, and traditions of the Boy Scouts of America, the Sam Houston Area Council, and Troop 1631's chartering partner, The Optimists Club of Sugar Land, Texas.

Privacy and Security:

One purpose of the Troop 1631 websites is to promote the positive use of technology and the Internet while providing protection for our youth. The Troop also wishes to foster free and open communication among Scouts, parents, and Scouters.

Troop 1631 operates and maintains a website at www.troop1631.weebly.com. The site is available for public access, and is used primarily to publish troop activities, forms, files, and photographs of troop events.

An activity calendar is emailed to all members of the site every week. This is the primary means of communications for the troop, so if you do not have an email account, or if you rarely check your email, it is your responsibility to arrange for someone in the troop to notify you of events and changes to the schedule. The activity calendar and troop information is sent using the yahoo groups email t1631@yahoogroups.com.

The easiest way to subscribe to the troop mailing list is send an email to the Troop Webmaster with your name and preferred email address. Instructions to do this are on the website. If you would like to receive messages at more than one address, you may list additional email addresses. You may occasionally receive confidential (troop only) communications, so please do NOT subscribe an address out of your immediate family. Once the request is received, an invitation email is sent for you to join.

Policies:

The Privacy Policy listed on the BSA National website at www.scouting.org states the following:

"This privacy policy does not apply to any council or unit Web site, as their content is not controlled by the National Council of the Boy Scouts of America. Please contact the administrator of any council, unit, or other Scouting-oriented Web site for information about their own privacy policies and the information they collect about their site visitors."

Therefore, the following policies have been adopted by Troop 1631 and shall be enforced to help ensure the safety of our Scouts, parents, and Scouters:

- A. Only the Troop Webmaster, the Scout Webmaster, and those Scouters approved by the Troop Committee will be given administrative access to the Troop 1631 website.
- B. First name and last initial of Scouts MAY be used on the public site.
- C. Photographs of Scouts and Scouting activities MAY be published on the public site.
- D. Full names of adult leaders MAY be used on both the public and private sites.
- E. Any disagreement on the content of either the private or public websites will follow the Troop 1631 procedure for conflict resolution.
- F. Passwords should not be disclosed for any password-protected documents on the troop website.
- G. The Troop email list should not be used for business purposes.

Disclaimer:

All information on the Troop 1631 website is believed to be accurate, but no guarantee of accuracy, timeliness, or organization can be made. The maintainer of this website is a volunteer and cannot be responsible for errors, omissions, accuracy, or use of the information. Any errors or omissions must be brought to the attention to either the Troop Webmaster or the Troop Committee.

2. Conflict Resolution

Troop 1631 has adopted the following Conflict Resolution Principles to address issues between boys/family and troop leadership. The process should be fair to all, transparent, and simple as possible. The simplest way to avoid conflict is prevention. To that end, Troop 1631 has adopted some two fundamental standards to provide an atmosphere for open communication and conflict prevention.

The first is to have specified term limits for the Scoutmaster and the Committee Chair. The two-year terms will be staggered to provide the troop continuity. Each position can remain for successive terms, provided the leadership selection process has been used. Both positions will have detailed job descriptions.

The second standard is to provide education to the parents on troop activities and encourage training of adults working with scouts. Conflict resolution for specific issues will be driven by the following principles:

- A. Address an issue in a timely manner – avoidance only amplifies problems.
- B. All new business items will be addressed at the beginning of parent meetings.
- C. Significant issues should have a third uninvolved party to act as arbitrator/advocate/resource (Aspect of Two Deep Leadership). Could be ASM for patrol or District Representative
- D. Specific issues should follow the BSA established chain of command
 - ◆ Patrol
 - ◆ Patrol Leader
 - ◆ Assistant Scoutmaster
 - ◆ Scoutmaster
 - ◆ Committee Chair
 - ◆ Charter Organization Representative
- E. Perform a Root Cause Analysis of significant issues to determine how an issue could be avoided in the future to prevent similar problems
- F. Root Cause Analysis is performed by position immediately above those involved (i.e. SM for ASM, CC for SM, COR for CC)
- G. Resolve at lowest level possible
- H. Reach Closure

Any Adult/Committee Member may add a conflict/issue to the Committee Agenda if appropriate process has been followed to that point. The Committee Agenda should include new business or open forum at the beginning of the meeting and items should be limited to 3 minutes. If additional time is needed it should be tabled or discussed after committee business. Issues may be assigned to a sub-committee for action. Open forum should be limited to 5 people for a total of 15 minutes added to the beginning of the meeting, if needed.

VII. **Registration Fees and Financial Information**

The **Scout** and his family pay for his own uniform, books, equipment and registration fee. The **Troop** pays for its program needs from registration fees and Troop fundraising projects. The Troop Committee adopts an annual budget, and based on our costs collects a flat fee for each scout for the following:

- ◆ Youth registration, "Boys Life", insurance
- ◆ Troop awards and recognition
- ◆ Troop activities and supplies
- ◆ Troop equipment storage
- ◆ One adult registration and insurance

Scouts joining the Troop are required to purchase one Troop activity T-shirt, which is considered Class B uniform shirt.

A second scout registering from the same family is at a discounted rate which covers youth registration, insurance and Troop fees. Registration for a second adult is \$16.00 and a second copy of Boy's Life would cost \$12.00. Prorated fees for partial year registrations are available. Transfer scouts with current registrations will pay a prorated troop registration fee. The Troop Committee discusses registration fees annually and adjusts fees if needed.

1. **Friends of Scouting**

The **Council** pays for its service to chartered sponsoring organizations, year round camping program services, special activities and service center operation from several sources. The United Way, through their community fund drives, provides a portion of the Council's financial needs. The Sam Houston Area Council receives a major portion of its funds from the annual **Friends of Scouting** campaign. Each family is encouraged to contribute to the Friends of Scouting campaign to cover the costs paid by the Council to maintain the scout camps and the many other programs and services that the Troops and Packs use in their activities.

2. **Camping Fees**

Registration does not cover Summer Camp, Winter Camp, High Adventure Camp or money needed for weekend campouts. Each activity should be self-funding and scouts will be charged. All money collected for registration, fundraisers or activities should be turned over to the adult Scouters in charge of that project who will turn it over to the Troop Treasurer. The Troop Treasurer maintains all financial records.

Adults providing transportation and leadership on Troop activities pay their own way including the operating expense of their vehicles, food cost and other personal expenses. Expenditures for Troop program supplies should be supported by receipts and turned over to the Treasurer for reimbursement. The Troop Committee must pre-approve all additional expenses and may elect to cover certain scout's fees in hardship cases.

VIII. **Service Projects**

The Troop organizes several service projects each year. Part of the Scouts Oath is to help other people at all times. While service hours are required for rank advancement, a Scout promises to help other people and Scouts are expected to provide service because it is part of being a Boy Scout. The Troop offers opportunities for service hours; all services hours done outside of those organized by the troop must be approved by the Scoutmaster prior to the service work.

IX. **Leadership**

1. **Role Models**

All scouts in leadership positions are expected to be positive role models.

2. **Leadership Elections**

Elections are held at one of the meetings in July and January and offices are then filled the first of August or February. The scouts elect the Senior Patrol Leader and then each patrol elects a Patrol Leader and Assistant Patrol Leader. All other positions are appointed when the Scoutmaster and SPL meet to determine the leadership roster. At least one week prior to seeking election, candidates must notify the Scoutmaster if they desire a leadership position for that term **in writing**.

To enable more scouts a leadership opportunity, the prior SPL and patrol leaders cannot hold two consecutive terms in the same elected position and priority is given to Scouts who are interested in leadership and did not have a leadership position in the prior term.

~~The patrol leader in the new scout patrols usually changes every month to give each scout an opportunity to experience a PLC and the leadership role on a campout.~~

3. **Training**

- A. *Troop Junior Leader Training*: This formal weekend event is conducted by the SM and is by invitation only. Upon completion of Troop Junior Leader Training, each Junior Leader is entitled to wear the **trained** emblem for his particular leadership position. If he changes positions in the future, he must again attend the training course to be qualified to wear the **trained** emblem. This training will be conducted within 4 to 6 weeks after each Troop election.
- B. *Troop Junior Leader Training Conference*: This is a weeklong course for mature scouts who are striving to be leaders in the troop. The course costs are paid by the scout. Scouts must be at least First Class rank, at least 13 years old, skilled in outdoor living and have Scoutmaster approval.
- C. *Den Chief Conference*: This is the basic training for all scouts interested in becoming Den Chiefs. It is held twice a year, once at Cub POW WOW and once at University of Scouting.
- D. *Challenging Outdoor Personal Experience (C.O.P.E.)*: Project C O P E. is a nationally recognized program of the Boy Scouts of America developed for older Boy Scouts. It is a variety of challenging activities designed to teach teamwork along with decision-making leadership and self-esteem. Please see the Scouter newspaper for qualifications, schedule and cost.

4. Position Requirements

- A. *Senior Patrol Leader (SPL)*: The SPL must be the minimum rank of Life and is elected by the entire Troop. He is the top junior leader in the Troop. He leads the PLC and, in consultation with the Scoutmaster Corps, appoints other junior leaders and assigns specific responsibilities as needed. Whenever the Troop comes together for a meeting or an activity, the SPL is in charge.
- B. *Assistant Senior Patrol Leader (ASPL)*: The ASPL is elected by the troop and fills in for the SPL in his absence. He also is responsible for training and giving direction to the Quartermaster, Scribe, Troop Historian, Librarian and Instructors. One ASPL will be responsible for coordinating regular troop activities and the other will coordinate meetings.

Neither the SPL nor ASPL remain in a patrol after they take office. However, they reserve the right to return to their previous patrol after their leadership is completed.

- C. *Patrol Leaders (PL)*: The patrol members elect patrol leaders and assistant patrol leaders (APL). A PL handles all the responsibilities for organizing his patrol and keeping it well informed. The PL is responsible for attending or sending a representative from his patrol to all PLC meetings where he will report on his patrol's progress or problems. He should notify his patrol of the PLC proceedings.

The PL must understand the Patrol Method and apply it in running his patrol. The PL is responsible for seeing to it that a menu is drawn up and patrol cooking and food buying plans are decided upon at the meeting prior to each outing and to double check planned outing attendance and report this number to the scout(s) doing the food purchasing for that particular outing. The patrol leader is responsible for reporting equipment needs for campouts and activities to the Troop Quartermaster.

The patrol leader will record patrol attendance and turn this over to the Troop Scribe at the close of each meeting or activity. The PL is responsible to check on scouts not attending Troop meeting and activities. The PL is in charge of his patrol and all problems arising within his patrol will be discussed with him prior to any discussions with the SPL, Patrol Advisor or Scoutmaster.

- D. *Assistant Patrol Leaders (APL)*: The assistant patrol leaders (APL) will fill PL responsibilities such as attending meetings or fulfilling PL duties when the PL is unable to do so, and will communicate to the PL and his patrol necessary information of the PLC proceedings or other appropriate information.
- E. *Den Chief*: The Den Chief works with a den of Cub Scouts led by an adult called a Den Leader. He helps with den meetings, helps the Cub Scouts earn achievements and serves as a scout role model for the younger boys. Working with the Assistant Scoutmaster for new scouts, he also acts as a recruiter by bringing graduating Webelos scouts into the Troop and by promoting Pack/Troop activities. He is a key link between the Pack and the Troop.
- F. *Quartermaster*: He is responsible for supplies and equipment. He keeps a current inventory of Patrol and Troop equipment and sees that it is in good condition. He checks equipment in and out, and reports to the PLC on equipment needing major repair or replacement. Adult Quartermasters will provide assistance.

- G. *Scribe*: The Scribe is the Troop Secretary. He attends the PLC meetings and keeps a logbook of their decisions. He keeps a record of attendance at meetings and activities and Troop advancement. He works with the adult in charge of computer records in carrying out his responsibilities. All scrapbooks and additional material must be turned in to the adult historian upon completion of a Scribe's term.

H. **Digital scribe: Maintains the troop website and social media/text alerts to other scouts**

- I. *Troop Historian*: He collects and cares for Troop memorabilia such as photos, news stories, trophies, flags, scrapbooks, and awards. He also collects and files information about former scouts and Scouters and makes materials available when needed for programs, news stories, or Troop history projects.
- J. *Librarian*: He keeps the Troop's books, merit badge books and the merit badge counselor list available for checkout by scouts and leaders. He also keeps a file of all Troop literature and a record of all material loaned out. He recommends new acquisitions and reports on replacement needs.
- K. *Chaplain Aide*: The Aide assists the Troop Chaplain in his/her service to the Troop, helps to see that religious holidays are considered during program planning and promotes the religious emblems program. He is also responsible for a Scouts Own or spiritual service on campouts.
- L. *Bugler*: The Bugler will be responsible to play the Bugle at Troop Meetings, Court of Honor, or wherever else needed.
- M. *Junior Assistant Scoutmaster*: Junior Assistant Scoutmasters are Eagle Scouts who are under the age of 18. On his 18th birthday, the Junior Assistant Scoutmaster will be eligible to become an Assistant Scoutmaster.
- N. *Troop Guide*: This older scout, at least First Class in rank, is both a leader and a big brother to the patrol of new scouts. The Troop will appoint a Troop Guide for each patrol of new scouts.
- O. *Venture Senior Patrol Leader*: He is the appointed leader of a Troop Venture Crew. Venture activities are for older scouts interested in high adventure experiences.

X. **Uniform Requirements**

The following uniforms have been defined for various troop functions. **The Class A (Field Uniform) uniform should always be worn at all meetings. The Traveling Uniform will be the Class A uniform unless otherwise specified.** If a Scout is not wearing his uniform, his lack of proper uniform will be discussed with him and his parents. They will be reminded that the uniform is expected if the lack of informing persists. Scouts coming to the meeting directly from other activities should carry their scout uniform and change prior to entering the meeting room. Occasional uniform inspections will be held without notice to help Scouts understand the requirements. **No open-toed shoes (no sandals) are allowed at any Scouting function.**

1. **Class A Uniform**

- Official Class A Scout shirt
- Red shoulder epaulets
- Proper insignias, unit numerals, council and patrol patches, etc.
- Scout shorts or trousers

- Scout belt and buckle, unless a belt is built into the trouser
- Scout socks
- Scout Handbook
- Official green and red BSA hat or a campaign hat (optional)

2. Class B Uniform

- Troop T-shirt
- Scout shorts or trousers
- Scout belt and buckle, unless a belt is built into the trouser
- Scout socks
- Any Scout-related hat (optional)

3. Class C Uniform

- Troop T-shirt
- Blue jeans

Please consider this as a working document that will be updated as required. Any suggestions you may have will readily be accepted and given to the Troop Committee for approval. The overriding policies and practices are BSA National, followed by Sam Houston Area Council, and then by Troop 1631.