

Troop 361

Handbook



<http://www.troop361.org>

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Troop History

Welcome to Boy Scout Troop 361 of Columbia, MD, a member of the Boy Scouts of America. The Scouts and Scout parents of Troop 361 are glad you decided to join us on our quest to help the boys make the most of their formative years. We take the business of scouting seriously. Of course, the business of Scouting is FUN too, so we also have a great time along the way!

Troop 361 was established in 1938, the same year that Baltimore Area Council was formed. We are the oldest existing troop in the National Pike District, with almost 70 years of scouting history. Our troop is rich in history and tradition, but we also train the boys for today's scouting and prepare them for the future. The troop has been meeting at First Presbyterian Church of Howard County since 1959. We are part of the National Pike District, of the Baltimore Area Council.

This handbook is intended to give you the information you will need to succeed through your scouting experience with Troop 361. The handbook will cover what we are trying to accomplish, how we are going to accomplish it, what boys and parents can expect, and what will be expected of the boys and their parents.

So get ready for some fun. And who knows? We may actually sneak in a little learning and personal growth along the way.

Troop Meeting Place:

First Presbyterian Church of Howard County
9325 Presbyterian Circle
Columbia, MD 21045

Joining Requirements:

Boys who meet the following requirements are eligible to join Troop 361:

- Complete the fifth grade, or be 11 years old, or have earned the Arrow of Light, but is younger than 18 years of age.
- Submit a completed Boy Scout application and health form, signed by a parent or guardian.
- Troop yearly dues paid
- Repeat the Pledge of Allegiance.
- Demonstrate the Scout sign, salute, handshake, and handclasp.
- Demonstrate tying the square knot (joining knot).
- Understand and agree to live by the Scout Oath, Law, Motto, Motto, Slogan, and the Outdoor Code.
- Describe the Scout badge.
- With a parent or guardian, complete the exercises in the pamphlet, "How to Protect Your Children From Child Abuse and Drug Abuse".
- Participate in a Scoutmaster conference.

These are the joining requirements of the Boy Scouts of America. Upon completion of these tasks, the boy will be awarded his first rank badge, the Scout fleur-de-lis.

How the Boy Scout Program Works:

Like Cub Scout Packs, a Boy Scout troop is structured with a chartering organization, a charter organization representative, an adult committee, and adult leaders. In the case of a Boy Scout troop, a Scoutmaster, Assistant Scoutmasters and registered adult leaders. That is where the resemblance to Cub Scouts ends. In Boy Scouts, the boys are divided into patrols, not dens. Patrols are boy led not adult-led. The Senior Patrol Leader (SPL) fills the position of the troop's boy leader. The charter organization provides a meeting place and helps the troop in any way it can. The charter representative acts as a liaison between the troop and the chartering organization. The troop committee (committee made up of registered adult leaders) ensures the troop is following BSA policy, helps conduct Boards of Review for scout rank advancement, and considers the troop's means of finance.

The Scoutmaster and his assistants carry out the program with the boys and have the closest exposure to the troop as a whole. The Scoutmasters does not run the troop, the Scouts do. And herein lies one of the bedrock principles upon which Troop 361 operates: ours is a boy-run troop. With guidance from the adult leaders, the boy leadership does all the planning and most of the arranging of the program.

The Senior Patrol Leader, not the Scoutmaster, conducts the troop meetings. The Senior Patrol Leader is an elected position, determined by regularly scheduled elections and voted on by the boys in the troop. The Senior Patrol leader is not picked by the Scoutmaster or the troop committee. The boys elect patrol leaders. The Senior Patrol leader, his assistants, and the patrol leaders make up the troop

leadership. With the assistance of the Scoutmaster and adult leaders, the troop leadership determines the troop's program at the monthly Patrol Leader's Council meetings.

The patrol leaders lead their patrol in planning for campouts and other activities.

As members of a patrol the boys work together as a unit and individually. As a unit they camp, work on patrol projects, and carry out troop assignments. As individuals they work on merit badges, rank advancements and self-improvement.

Parent Involvement:

Each scout and his family are important members of our troop. Active, involved parents and family members are vital to a scout's success. At a minimum, as a scout parent, it will be necessary for you to provide:

- The necessary uniform, equipment and transportation for your scout so that he is properly clothed, equipped, and able to participate in troop and patrol activities.
- Time to review, study, and practice his rank requirements.
- Never-ending encouragement to your scout in his advancement, service, and obedience to the Scout Law.
- Information to the Scoutmaster or one of his assistants regarding problems or concerns you or your scout may have.

Troop 361 has a strong parent involvement on the troop committee level and we encourage all parents and family members of scouts in Troop 361 to have a say in how and where the troop is headed. Parents are always welcome and encouraged to attend our troop meetings, activities, and campouts. As a parent, you will have to decide how active you can be based on your family situation and its demands, but there are always positions available in which the troop needs help. Many positions honestly will require only a few hours of your time. Experience has shown that parental involvement, either in a leadership or a support role, has a direct bearing on the motivation of a scout and the accomplishments he achieves. Parents are always welcome and encouraged to attend our troop meetings, activities, and campouts.

Membership Fee Includes:

- Boy Scout Handbook
- Troop 361 patch
- Baltimore Area Council patch
- Neckerchief
- plain slide
- Red applets
- Class B T-shirt
- Troop 361 Handbook

See Appendix B for a parent troop survey on ways that you can help the troop develop.

Troop 361 Discipline Policy

The Scouts and Adults of Troop 361 are expected to conduct themselves according to the Scout Oath, Scout Law, Scout Motto, and Scout Slogan. These are the basic principles of Scouting.

Conduct which will not be tolerated includes: fighting; verbal abuse of other scouts or scout leaders; harassment or hazing of other scouts, inappropriate bodily contact, spitting habitual use of foul language; use of tobacco in any form; use of controlled substances (drugs); consumption of alcohol; throwing knives, hand axes, or other sharp objects; careless use of flammable products and fire; stealing, abuse of troop property; abuse of the personal equipment and property of others; and any other conduct in which the scout engages which the Scout master, Assistant Scout masters, or Committee Members believe threatens the well-being of the scout or others, troop property or the property of others, or interferes with the purposes of scouting.

If a Scout cannot or will not abide by these standards and all other reasonable measures have been taken and failed, the following guidelines will be followed. Depending on the severity of the situation, steps may be skipped.

1. The Scout will be issued a warning by the Scoutmaster. This will be the first formal opportunity to talk with the scout and correct his behavior.
2. A second warning will require the Scout to write and sign a note explaining his inappropriate behavior and give it to the Senior Patrol Leader, the Scoutmaster, and his parents.
3. A third warning will require the Scout and the Scoutmaster to meet. After which the Scout, his parent(s), the SPL, the Committee Chairman and the Scoutmaster will be required to meet.
This will result in the parent being required to be with the Scout at all troop activities. After the third warning the Scout will be placed on probation for three months. Within the three month probation period the scout will be given a chance to correct his behavior and conduct themselves appropriately. The scout will meet again with the Senior Patrol Leader and the Scoutmaster at the end of the probation period to evaluate the behavior or need for further discipline.
4. If two probations occur during a 12 month period the Scout will be expelled from the troop with no option to rejoin.

Weekly meetings:

Each Thursday there is a troop meeting held at either First Presbyterian Church or an offsite location starting at 7:30 pm. The meeting ends at 9:00 pm. Each boy is expected to be on time and dressed in either Class A or Class B uniform (see Uniform section for details).

Troop meetings are not held on holidays (including Maundy Thursday). We also do not have troop meetings if Howard County Public Schools are closed or if the schools close for inclement weather.

The troop meetings begin with a gathering of all scouts. The opening includes the Pledge of Allegiance, and the Scout Oath or Scout Law. At this time, the Senior Patrol leader will ask for any adult or scout announcements.

During the troop meeting, there is usually an opportunity for skill enhancement. The skills that will be taught are decided upon by the scout leadership at their monthly planning meeting.

The troop meetings end with a closing gathering of all the scouts. At this time, announcements are made and then rank advancements or merit badge achievements are handed out. Immediately after the meeting is a good time to catch up with your son's troop guide.

Finally, it is very important for scouts to be picked up on time. Troop meetings end at 9:00 pm. The Scoutmaster and other adults cannot leave until all boys have been picked up by their parents.

Program Planning:

In June of each year, a Program Planning meeting is held with the scout leadership, the Scoutmaster, and all interested parents. At the planning meeting the program year calendar is determined. This includes camping trips, Court of Honor, special activities, and summer camp. The locations are discussed and agreed upon and a program outline is developed. Consideration is given to National Pike District and Baltimore Area Council events, holidays, and public school calendar.

Troop re-chartering takes place in October of each year. For Troop 361 scouts, their second year starts on January 1st and runs through December 31st.

Each month, the boy leadership and the Scoutmaster meet in what is called the Patrol Leaders Council (PLC). At this meeting, the specific planning for each troop meeting and the rest of the month's activities are discussed and agreed upon. The PLC includes only the boy leaders; the adult leaders attend simply to lend support and answer questions. While there are times when adult leadership must step in to refine or redirect an idea, the planning is all done by the scout leadership. The PLC meets on the second Tuesday of the month beginning at 7:30 pm at First Presbyterian Church.

The Adult Troop Committee meets the fourth Tuesday of each month at 7:30 pm at First Presbyterian Church. The job of the Troop Committee is to implement the program determined by the PLC leadership. The Troop Committee also takes on the tasks and responsibilities that only adults can do. (For instance, financial matters).

Troop Communications

We realize that word of mouth by the scouts can be very efficient at getting the information to you; however we do provide a couple of other means.

- **Troop Newsletter:** The troop newsletter is called the Tent Peg. It is published monthly and contains monthly information about upcoming events or changes in troop meetings. The Tent Peg is also available in hardcopy and on-line.
- **Weekly Announcements:** Each troop meeting concludes with announcements. It is a good idea to arrive 10 to 15 minutes early so that you can hear these announcements.
- **Troop Yahoo Group:** We also have a troop only (secure) Yahoo group that is the quickest and most effective way to get information out to all of our scout families.
- **Troop website:** All activities and Tent Pegs are loaded onto the website and kept up-to-date. www.troop361.org

Troop Finances:

Annual Registration: The troop collects a scout fee each year. This money is collected in mid-October coinciding with troop re-chartering and goes to the general operating expenses of the troop. The fee covers the cost of each scout's registration fee, troop insurance, advancement badges, merit badges, Boy's Life subscriptions, and replacement of troop equipment.

Dues: No weekly troop dues are collected.

Fundraising: Each year, Troop 361 holds fundraisers to purchase equipment. For the past few years we have conducted a variety of sales including citrus fruit, popcorn, pizza & cookie dough, and bread. Each family is expected to take part in troop fundraising.

Camping/Activity Fees: Each troop camping event or activity stands on its own financially. Any fee collected for these events are intended to cover that event's expenses only. These fees include camp registration fees, insurance, patrol food and transportation. Fees will vary depending on the duration of the campout or activity, the distance traveled, and whether registration fees or park permits are required. An average overnight trip could run \$12-\$15 and a week-long summer camp would be approximately \$250. Money is due at registration time to the troop treasurer, with checks made out to Troop 361.

Uniforms

Uniform Requirements:

"The Boy Scout uniform is a tool with many edges. Whenever he wears his uniform, it reminds a boy that he is a scout and that people will expect him to act like one. The uniform is an outward sign that he believes in certain values and is willing to stand up for them. His uniform gives him a reason to take pride in the way he looks and in the badges and awards he displays that testify to his achievement in skill and leadership."

The above quote is from "The Scoutmaster's Handbook" and at Troop 361, we wholeheartedly endorse it.

Class A uniform: Worn 1st Thursday of every month and on special occasions.

Troop 361 requires one "Class A" uniform per scout, which consists of the following items:

- BSA short or long-sleeved khaki scout shirt with appropriate patches and insignia properly sewn.
- Scout shorts and/or scout long pants
- Scout socks, may be crew or knee-high length.
- BSA green web belt with scout buckle
- Troop 361 red neckerchief (presented at the bridging or at joining).
- Hiking boots or tennis shoes (no open toed shoes are allowed on camp-outs, activities, or troop meetings)

Insignia required on the Class A shirt:

- American flag patch (comes pre-sewn on scout shirt)
- Baltimore Area Council shoulder patch (left sleeve)
- Troop 361 numerals (left sleeve below BAC patch)
- Current rank badge (front left pocket)
- Red Boy Scout shoulder loops
- World Brotherhood of Scouting patch (centered horizontally over left pocket.
- Quality unit patch (available through the troop, right sleeve)
- Patrol patch when you reach first class and are assigned to a patrol. (Right sleeve above Quality Unit patch).
- If received as a Cub Scout, Arrow of Light patch (below left pocket)

Insignia placement:

Correct placement of uniform insignia is shown on the inside cover of the Boy Scout Handbook, in the BSA insignia guide, and in Appendix C.

Merit badges are worn on the merit badge sash. Merit badges may be worn in three columns on the sash. There is no required order. The sash is worn over the right shoulder and only on formal occasions.

Wearing of the Uniform:

Class A uniform is required to be worn:

- At Court of Honor
- Every first Thursday of the month.
- During travel to and from all camp-outs.
- At all Board of Reviews
- At other events specified by the Scoutmaster.

For more formal occasions (Courts of Honor, Webelos crossovers, Sunday worship services, and public appearances) the scout may add his merit badge sash and religious medals.

The Order of the Arrow (OA) sash is worn only at OA functions and other functions that render service to the OA (elections, camp promotion, and OA tap outs). The OA sash cannot be worn with the merit badge sash, nor is it worn folded over your belt.

A scout hat or the official BSA hat is the preferred headgear to be worn at troop functions or when in uniform. Hats are not worn inside or at meals.

Class B Uniform: Worn on all Thursday meeting nights except 1st Thursday of each month.

The "Class B" or field uniform consists of green Scout long-pants or shorts, Scout socks, scout belt, and Troop 361 or other scout camp T-shirt.

At summer camp or during outings when a uniform is not required, scout should wear their Class B uniform. Clothing that displays or advertises drugs, illegal controlled substances, alcohol, tobacco, suggestive wording, profanity, or advocates violence is never permitted.

Uniform Exchange:

The troop has a uniform exchange program. As scouts get older and outgrow parts of the uniform they are encouraged to bring it into the quartermaster and they will place it in the exchange tub.

Advancement

One of the goals of scouting is to provide a positive experience for boys. Fun and a sense of accomplishment are very important in retaining scouts in the program. To attain that sense of accomplishment each scout must work on rank advancement. Each rank has a rank advisor (adult advisor) to ensure that the scouts are staying on target for reaching their goal.

The trail to Eagle Scout is accomplished by advancing through the rank of Tenderfoot, Second Class, First Class, Star, Life and then Eagle. Merit badges, service projects, and scout spirit and participation are the principal directives of advancement. Rank requirements are summarized in The Boy Scout Handbook.

The requirements for Tenderfoot, Second Class, and First Class ranks can be worked on at the same time but the scout must be awarded the ranks in order. Although rank advancement is a shared responsibility between the scout and the troop leaders, the scout is expected to take charge and be primarily responsible for his own advancement. It is a scout's responsibility to:

- Attend troop functions
- Demonstrate scout spirit
- Complete requirements for the various ranks
- Secure appropriate signatures and completion dates (date/month/year) in the handbook as the requirements are completed
- Request a Scoutmaster conference presenting himself in Class A uniform.
- Present his scout book with Scoutmaster signature to the Board of Review coordinator
- Properly prepare and present himself for his scheduled Scoutmaster conference and Board of Review
- Receive recognition of advancement

The requirements of time served or outings required for each rank are all listed in your Boy Scout Handbook. Unlike the Cub Scout and Webelos programs, parents may not sign off on Boy Scout rank requirements. Parents should, however encourage their sons to advance, help them to review, and work with the troop adult leaders to help their sons advance.

The requirements for Star, Life, and Eagle each require a certain amount of time at this rank, time served in a leadership position within the troop, and a specific number of merit badges earned. See Appendix A for leadership positions and requirements for holding that position.

All Scouts are required to attend a Junior Leadership Training course once he obtains First Class rank. JLT is offered twice a year in the National Pike District. The JLT course completion is required to have a leadership position in the troop.

Steps for a Board of Review:

A Board of Review will consist of three registered adult committee members. The scout will present himself and answer any questions put before him. The procedure for scheduling a Board of Review is:

1. Obtain a Scoutmaster conference and present yourself and your scout handbook to the Scoutmaster or Assistant Scoutmaster.

Scoutmaster Conference:

Each of the six ranks in scouting contains the requirement "Participate in a Scoutmaster Conference." The purpose of the conference is to develop trust and understanding over time. This conference helps the Scoutmaster get to know each scout better by giving him a clearer idea of what individual scouts can contribute to their patrol and troop. Each conference is an opportunity for the scout to see what the Scoutmasters expectations are and a time to bring up concerns or ideas the scouts has for the troop.

2. Boards of Review are held on the first Thursday of each month. Scouts have until 9:00 pm the last Thursday of each month to complete a Scoutmaster conference and get with the advancement coordinator. Anyone signing up after the last Thursday of the month will be held over until the following month.

Example:

Scouts signs up October 26th –Board will be November 2nd.

Scout signs up November 1st or 2nd board will be in December.

3. Show up for your Board of Review in full Class A uniform and with Scout handbook completely signed off. Present yourself to the board committee in the true scout spirit.
4. If the Board approves the rank advancement the Scout's new rank will be announced that night and he will receive his rank patch within a two week period.

During the Board the scout will be ask to do the following:

- Enter the room
- Introduce himself.
- Tell what rank he is being reviewed for.
- Scout should be neat and clean and have handbook.

- At the end of the review the scout will be asked to leave the room while a decision is being voted on.
- Scout will be asked to re-enter and told either that he qualified or that he needs to do some additional work on the rank.

Eagle Boards of Review are handled differently and in accordance with BSA policy.

Merit badge Instructions:

The rank of Star, Life, and Eagle require that a scout earn a certain number and type of merit badges. There are 125 merit badges offered by the Boy Scouts of America. 12 are required Eagle merit badges.

The following steps must be followed when taking a merit badge.

- Merit badge counselors must be from the approved troop, district, or council. The troop approved merit badge counselors are listed on the troop website.
- Scout must contact the merit badge counselor before beginning any work on the badge. No work is to be done prior, unless approved by the counselor.
- Merit badge work is to be done outside of the troop meetings unless scheduled as part of the troop program.
- Requirements completed for partial merit badges at summer camp or from district or council merit badge events can be completed with a troop counselor for completion.
- Scouts must present a properly completed blue Merit Badge Application card to the Advancement Chairperson before award of the Merit Badge can be made.
- Each time a scout earns a merit badge, he will receive a card validating his accomplishment. It is very important that these cards be kept as verification of the award. Placing them in baseball card holders and keeping them in a notebook is the best way not to lose these cards. These blue cards must be presented when going for Eagle rank. If you lose it you will have to redo the merit badge.
- Partial merit badge blue cards should be retained by the scout

Courts of Honor:

A Court of Honor is a formal ceremony recognizing advancement in the troop. Scouts who have advanced in rank or earned merit badges since the last Court of Honor are recognized. Special awards will also be presented.

Our troop holds four Courts of Honor each year. Check your troop calendar for the dates. It is very important that all parents attend the Court of Honor to encourage and show their support for the scouts in the troop and to recognize the boys' accomplishments. Each scout's mother receives a red ribbon on their first

court of honor. Each time the scout advances the scout will be given a mothers pin for that rank to present to their mother and pin onto the ribbon.

Trail to First Class Program:

The first year program is designed to give new scouts the best opportunity possible to learn basic scouting skills and give them the chance to reach the rank of First Class scout within their first year of scouting. It is important to understand that, although we will prod the boys from time to time, it is up to them to take advantage of what is being offered. The boys are allowed and encouraged to work at their own pace. Often, this is the hardest part of the transition from Cub Scout to Boy Scouts.

Once the first-year scout has passed the joining requirements, he will be assisted by Troop guides and instructors in order to progress to Tenderfoot, Second Class, and then Boy Scout First Class scout. The requirements for these ranks are detailed in the Handbook. The Scout Handbook will be the first-year scout's guide and companion. It should go everywhere he goes. It is recommended that a cover be purchased or made for the soft cover handbook, as they do take some abuse. Be sure to put your son's name using black marker on the sides of the handbook. There will always be opportunities to complete requirements and, without the book, there is no way to record his accomplishments.

First Year Scout Organization:

All new scouts are placed in the Working Patrol. This Working Patrol has no elected patrol leader but instead has 3 Troop Guides. Troop Guides are older scouts, first class and above, who will work with the new scouts and help them meet their goal of First Class in the first year. Each rank also has a rank advisor, an adult assigned to oversee the scouts working on a certain rank and skills.

New Scout Campout:

A new scout campout is scheduled every year to introduce new scouts to the ways of Boy Scouting and help them master the skills necessary for patrol style camping. Some of the topics covered include:

- Campsite selection and setup
- Handbooks and advancement
- Sanitation and personal hygiene
- Fire building and safety
- Knife and axe yard safety
- First aid and poisonous plants
- Cooking and clean-up
- Patrol boxes
- Duty rosters
- Flag ceremonies
- Safe hiking and the buddy system
- Knots and ropes

As of June 2006 there is a new requirement for First Class scouts to bring a friend to a scout meeting or scout outing. This friend must be the same age or within 1 year of the scout's age. The Troop 361 scout must present their friend to the SPL, ASPL's, or Jr. Asst. Scoutmaster for them to sit and talk to this friend about scouting. One of the above-named scout boy leaders will sign off on that requirement when met.

Patrol Layout

Pedro & Shark patrols 5th graders
Moose & Cobra patrols 6th graders
Panthers & Wolverine patrol 7th graders
Eagle patrol 8th graders
Stag patrol 9th graders
Hawk & Viking patrol 10th & 11th graders
Turning 18 patrol 12th graders

Camping

Outdoor Program:

Troop 361 conducts a very active outdoor program. Typically, we have camping trips scheduled for ten months of the year (August and December excluded). Two of our main trips are cabin camping in January (the boys sleep in a cabin and the adults cook for them). The second highlight is summer camp in the months of June or July.

Most campouts are patrol style campouts. This means, that once it is determined who is attending the campouts, the scouts are divided into patrols to determine the duty roster, who will be SPL, and what food will be needed.

Cancellation of trips:

Troop 361 will camp in all types of weather. However, unnecessary risks are never taken.

Camping and Food Fees:

Each troop camping event stands on its own financially. The fees that are collected meet expenses for that event. The cost of each event is determined by the length of the stay or site where we will camp.

Adult leaders and parents provide transportation to and from campouts. Parents are expected to take turns in providing transportation. We will leave and return to the First Presbyterian Church after any camping event.

Camping Equipment:

Troop 361 supplies its patrols with tents, patrol boxes, cooking equipment, dining flies, and other patrol style camping equipment.

It is the responsibility of each scout to take care of equipment used. The patrol box will be signed out to one person and that person is responsible to return all the supplies listed in the box clean (dishwasher clean), dry, and in good condition. Equipment will be checked by the quartermasters before it will be accepted back into the troop inventory. Any equipment damaged if by misuse or carelessness will be the responsibility of the person who damaged or the patrol that checked out the item. This group of people will be required to replace the item for the troop.

Required Personal Camping Supplies and Equipment:

First year scouts do not need a lot of expensive, fancy camping and backpacking equipment. Boys also have a tendency to lose things. So, at least initially, do not buy expensive or unnecessary camping gear. When it comes time

to buy more gear, feel free to talk to the Troop 361 adult leadership. They are quite skilled in the outdoors and can provide you with recommendations.

Here is a short list of the essential items all scouts should have:

- Duffel bag or sports bag for hauling gear. (A backpack is not really necessary until a scout's second year).
- A canteen or water bottle or camelback 1 quart (A square, plastic one with a wide-mouth works best.)
- Camping spoon, knife, and fork set
- Mess kit
- Pocketknife (can only be carried after earning the Totin' Chip)
- Personal first aid kit
- Extra clothing (stored in plastic 2 gallon bags)
- Trail food
- Compass
- Three-season sleeping bag
- Ground mat
- Hand or feet warmers for the cool/cold season.
- Garbage bag to cover items
- Small flashlight with new or extra batteries
- Boy Scout Handbook and pen
- Raingear (nylon poncho, raincoat, or rain suit)
- Soap, toothbrush, toothpaste, and a small towel
- Hiking boots (expensive to start with, they grow out of them quickly)
- Sunscreen
- Notebook
- Insect repellent (lotion or rub-on type only-no aerosols)

Put your son's name on anything and everything you buy him. Items can be forgotten or mixed up with other items very easily.

The best advice for sleeping bags is to borrow one until you see if your son really likes camping. If you are going to buy one, buy a 3-season bag rated at 15 to 20 degrees. Bags can also be improved during colder weather with a blanket or sleeping bag liner inside the sleeping bag.

A ground cover serves two purposes. It softens your sleeping area and it will insulate you from the ground. We recommend a close cell foam mat, available at Sunny's Surplus or other outdoor stores.

A wet scout is a miserable scout. Make sure they have good raingear!

Knives:

All scouts in Troop 361 are required to pass the Totin' Chip course, which is designed to teach respect in the handling of knives. Each boy is issued a Totin' Chip card and patch upon completion of the course. Scouts are required to carry their Totin' Chip card with them each time they have their knife in their possession.

Any scout who engages in the unsafe handling of a knife will have his knife confiscated immediately. Conditions for return of the knife and/or repeat of the Totin' Chip course will be at the discretion of the Scoutmaster or his assistants.

Sheath knives are not approved by the BSA for either scouts or adults. Acceptable knives are pocketknives or lock-back knives with a blade no longer than 4 inches. When it is time to purchase a knife, remember that knives are easily lost.

Summer Camp:

The Troop typically stays a week at Broad Creek Memorial Scout Reservation and a week at another scout camp out of council. The weeks at summer camp are scheduled in June and July. Scouts are permitted to attend both sessions. We strongly recommend that all First-year scouts attend at least one week of summer camp. They are sure to accomplish a lot toward their advancement. A list of summer camp equipment is given at the end of this handout.

See Appendix E for a general list of camping supplies for a campout.

Health and Safety

Health and safety concerns are the first priority with Troop 361. The troop conducts its scouting activities in a safe and prudent manner in accordance with the policies and procedures of the Boy Scouts of America as set forth in the Guide to Safe Scouting and The Rules and Regulations of the Boy Scouts of America.

Adult Leadership Requirements for Trips and Outings

- Two registered adult leaders or one registered adult and a parent of a participating scout, one of whom must be at least 21 years of age or older, are required for all trips and outings.
- No fewer than four individuals (always with the minimum of two adults) go on any back country expedition or campout.
- Male and female leaders require separate sleeping facilities. Married couples may share the same quarters if appropriate facilities are available.
- When staying in tents, no youth will stay in a tent of an adult other than his parent or guardian.

Transportation:

Safety is the number one concern when the troop arranges transportation for troop outings.

Transportation to campouts and other troop outings (service projects, summer camp, outings) is normally provided by adult leaders and/or parent volunteers. As parents you will be called upon to help with troop transportation needs, so please keep this in mind and volunteer when necessary.

Medical Information:

It is recommended that all members of the Boy Scouts of America have periodic medical evaluations by a physician. Below are the minimum standards for providing medical information prior to participating in various activities. They are classified as follows:

Class 1 & 2: Includes any event that does not exceed 72 consecutive hours, where the level of activity is similar to that normally expended at home or at school and where medical care is readily available.

Examples: day camp, day hike, swimming party or overnight campout, resident camping, tour camping, and hiking in relatively populated areas. This medical examine and form are good for 3 years.

Class 3: Includes any event involving strenuous activities such as backpacking, high altitude, extreme weather conditions, cold water, exposure, fatigue, athletic competition, adventure challenge, or remote conditions where readily available medical care cannot be assured.

Examples: high-adventures camp or activities, jamborees, extended backpacking trips (Philmont). This Class 3 form is good for 1 year.

Adults over 40 are required to submit a Class 3 form before going on any of these trips. Good for only 1 year.

See Appendix D for a copy of the Medical Form Class 1 & 2

Emergency Telephone Numbers:

Each scout will be given a Permission Form that needs to be filled out with emergency contact information, doctor's numbers, health care information, and medical release form that must be filled out and submitted before the scout attends the event.

Food Allergies and Dietary Restrictions:

Please inform your scout's leader if you or your scout has food allergies or dietary restrictions.

Medications:

Personal medications which require administration during troop campouts or scouting activities are required to be turned into the Trip Coordinator prior to departure. The medication should be placed in a Ziploc bag with instructions and also have the scout's name on the outside of bag.

Code of Conduct:

Troop 361 expects the scouts in the program to conduct themselves in a manner befitting a Boy Scout. What are the rules? They are simple and we remind ourselves at each troop meeting. The Scout Oath, Law, Motto, Slogan, and the Outdoor Code. The Scout Law says, "A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent."

Troop adult leadership uses the Scout law to illustrate where behavior is not quite up to standards and we strive to instruct by example. We fully realize that scout-age boys will stray from time to time, but we maintain a firm base and it works well.

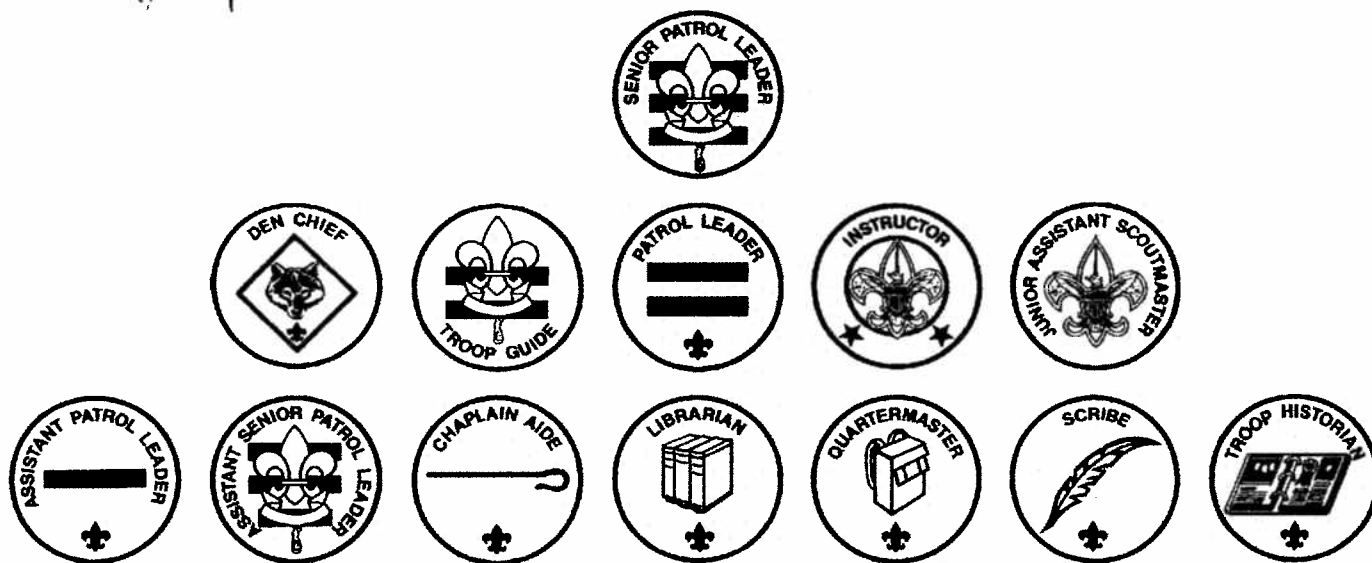
We will not tolerate any behavior deemed dangerous, behavior that causes harm to the scout or others, or any abuse of the laws of the State of Maryland.

Appendix A

Leadership Positions, Duties, and Responsibilities



Leading the way...





GENERAL INFORMATION

- Type:** Elected by the members of the troop
Term: 6 months
Reports to: Scoutmaster
Description: The Senior Patrol Leader is elected by the Scouts to represent them as the top junior leader in the troop.
Comments: The Senior Patrol Leader is the focal point of the troop. He needs to attend as close to all troop functions as possible. One of the major parts of the SPL's job is to appoint other troop leaders. He must choose leaders who are able, not just his friends or other popular Scouts.

QUALIFICATIONS

- Age:** 15
Rank: Star or higher JTL trained
Experience: Previous service as SPL, ASPL, PL, or APL
Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend 85% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that the Assistant Senior Patrol Leader is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Runs all troop meetings, events, activities, and the annual program planning conference.
- Runs the Patrol Leader's Council meeting.
- Appoints other troop junior leaders with the advice and counsel of the Scoutmaster.
- Assigns duties and responsibilities to junior leaders.
- Assists the Scoutmaster with Junior Leader Training.



GENERAL INFORMATION

- Type:** Elected by member of the patrol
Term: 4 to 6 months
Reports to: Senior Patrol Leader
Description: The Patrol Leader is the elected leader of his patrol. He represents his patrol on the Patrol Leader's Council.
Comments: The Patrol Leader may easily be the most important job in the troop. He has the closest contact with the patrol members and is in the perfect position to help and guide them. The Patrol Leaders, along with the Senior Patrol Leader and Assistant Senior Patrol Leader are the primary members of the Patrol Leaders' Council.

QUALIFICATIONS

- Age:** none
Rank: 1st class and JLT trained
Experience: none
Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that the Assistant Patrol Leader is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Appoints the Assistant Patrol Leader.
- Represents the patrol on the Patrol Leader's Council
- Plans and steers patrol meetings
- Helps Scouts advance
- Acts as the chief recruiter of new Scouts
- Keeps patrol members informed
- Knows what his patrol members and other leaders can do.



GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 1 year

Reports to: Scoutmaster

Description: The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18. He's appointed by the Scoutmaster because of his leadership ability.

Comments: In many cases the JASM has the same responsibilities as an Assistant Scoutmaster.

QUALIFICATIONS

Age: At least 16 years old

Rank: Eagle

Experience: Previous leadership positions

Attendance: 75% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Functions as an Assistant Scoutmaster.

Performs duties as assigned by the Scoutmaster.



GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 1 year

Reports to: Scoutmaster and Den Leader

Description: The Den Chief works with the Cub Scouts, Webelos Scouts, and Den Leaders in the Cub Scout pack.

Comments: The Den Chief provides a knowledge of games and Scout skills that many Den Leaders lack. The Den Chief is also a recruiter for the troop. This function is important because no troop can thrive without new members and most new members will come from Cub Scouting.

QUALIFICATIONS

Age: 14 or older

Rank: Star or higher and JLT trained

Experience: none

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

In terms of attendance with your den, you are expected to attend 90% of den meetings and pack functions. You must inform the Den Leader if you will be absent.

Effort: You are expected to given this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Knows the purposes of Cub Scouting

Helps Cub Scouts advance through Cub Scout ranks.

Encourages Cub Scouts to join a Boy Scout troop upon graduation.

Assists with activities in the den meetings.

Is a friend to the boys in the den.

Helps out at weekly den meetings and monthly pack meetings.

Meets with adult members of the den, pack, and troop as necessary.



GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 1 year

Reports to: Scoutmaster

Description: The Instructor teaches Scouting skills.

Comments: The Instructor will work closely with both the Troop Guide and with the Assistant Scoutmaster for new Scouts. The Instructor does not have to be an expert but should be able to teach the Scoutcraft skills needed for Tenderfoot, Second Class, and First Class ranks. The troop can have more than one instructor.

QUALIFICATIONS

Age: 14 or older

Rank: 1st Class or higher and JTL Trained

Experience: none

Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Teaches basic Scouting skills in troop and patrols.



GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 4-6 months

Reports to: Scoutmaster

Description: The Troop Guide works with new Scouts. He helps them feel comfortable and earn their First Class rank in their first year.

Comments: The first year as a Boy Scout is a critical time with new places, new people, new rules, and new activities. The Troop Guide is a friend to the new Scouts and makes first year fun and successful. This is an important position.

QUALIFICATIONS

Age: 14 or older

Rank: 1st Class or higher and JLT trained

Experience: none

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 90% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Introduces new Scouts to troop operations.

Guides new Scouts through early Scouting activities

Shields new Scouts from harassment by older Scouts.

Helps new Scouts earn First Class in their first year.

Teaches basic Scout skills.

Coaches the patrol leader of the new Scout patrol on his duties.

Works with the patrol leader at Patrol Leaders' Council meetings.

Attends Patrol Leaders' Council meetings with the patrol leader of the new Scout patrol.

Assists the Assistant Scoutmaster with training.

Counsels individual Scouts on scouting challenges.



GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader
- Term:** 6 months
- Reports to:** Senior Patrol Leader
- Description:** The Assistant Senior Patrol Leader is the second highest ranking patrol leader in the troop. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the SPL or when called upon. He also provides leadership to other junior leaders in the troop.
- Comments:** The most important part of the ASPL position is his work with the other junior leaders. The ASPL should be familiar with the other positions and stay current with the work being done.

QUALIFICATIONS

- Age:** 13 years of age
- Rank:** 1st Class or higher and JLT trained
- Experience:** none
- Attendance:** 75% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.
- Attendance:** You are expected to attend 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
- Effort:** You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
- Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Helps the Senior Patrol Leader lead meetings and activities.
- Runs the troop in the absence of the Senior Patrol Leader.
- Helps train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian, and Chaplin Aide.
- Serves as a member of the Patrol Leader's Council.



GENERAL INFORMATION

- Type:** Appointed by the Patrol Leader
Term: 4-6 months
Reports to: Patrol Leader
Description: The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in his absence.
Comments: Substituting for the Patrol Leader is only part of the Assistant Patrol Leader's job. The APL actively helps run the patrol.

QUALIFICATIONS

- Age:** none
Rank: none
Experience: none
Attendance: 60% over previous 6 months

PERFORMANCE REQUIREMENTS

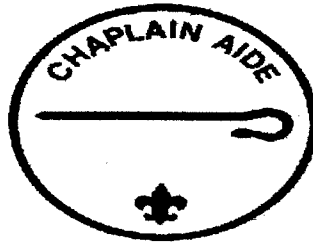
- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Helps the Patrol Leader plan and steer patrol meetings and activities.
- Helps the Patrol Leader keep patrol members informed.
- Helps the patrol get ready for all troop activities.
- Represents his patrol at Patrol Leader's Council meetings when the Patrol Leader cannot attend.
- Lends a hand controlling the patrol and building patrol spirit.



GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader
Term: 4-6 months
Reports to: Assistant Senior Patrol Leader
Description: The Chaplain Aide works with the Troop Chaplain to meet the religious needs of Scouts in the troop. He also works to promote the religious awards program.
Comments: "Duty to God" is one of the core beliefs of Scouting. The Chaplain Aide helps everyone in the troop by preparing short religious observations for campouts and other functions. The Chaplain Aide does not always lead the observation himself and can have other troop member's help.

QUALIFICATIONS

- Age:** none
Rank: 1st class or higher and JLT trained
Experience: none
Attendance: 60% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Assists the Troop Chaplain with religious services at troop activities.
- Tells Scouts about the religious emblem program for their faith.
- Makes sure religious holidays are considered during troop program planning.
- Helps plan for religious observance in troop activities.



GENERAL INFORMATION

- Type:** Elected by fellow scouts
Term: 4-6 months
Reports to: Assistant Senior Patrol Leader
Description: The Troop Historian keeps a historical record or scrapbook of troop activities.
Comments: The true value of a good Historian does not show up until years later. The Historian provides material for displays and presentations of current activities. In addition, the work of the Historian provides a link with the past.

QUALIFICATIONS

- Age:** none
Rank: 1st class or higher and JLT trained
Experience: none, but interest in photography is helpful
Attendance: 60% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Gathers pictures and facts about past troop activities and keeps them in a historical file or scrapbook.
- Takes care of troop trophies, ribbons, and souvenirs of troop activities.
- Keeps information about former members of the troop.



GENERAL INFORMATION

Type: Elected by fellow scouts

Term: 4-6 months

Reports to: Assistant Senior Patrol Leader

Description: The Troop Librarian takes care of troop literature.

Comments: The library contains books of historical value as well as current materials. All together, the library is a troop resource worth hundreds of dollars. The Librarian manages this resource for the troop.

QUALIFICATIONS

Age: none

Rank: 1st class or higher and JLT trained

Experience: none

Attendance: 75% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Sets up and takes care of a troop library

Keeps records of books and pamphlets owned by the troop.

Adds new or replacement items as needed.

Keeps books and pamphlets available for borrowing.

Keeps a system for checking books and pamphlets in and out.

Follows up on late returns.

Issues vouchers for purchase of used merit badge books.



GENERAL INFORMATION

Type: Elected by fellow scouts

Term: 4-6 months

Reports to: Assistant Senior Patrol Leader

Description: The Troop Quartermaster keeps track of troop equipment and sees that it is in good working order.

Comments: The Quartermaster does most of his work around campouts. There are times when the Quartermaster has to be available to check equipment in and out.

QUALIFICATIONS

Age: none

Rank: 1st class or higher and JLT trained

Experience: none

Attendance: 75% over the previous six months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Keeps records on patrol and troop equipment

Makes sure equipment is in good working condition

Issues equipment and makes sure it is returned in good condition

Makes suggestions for new or replacement items

Works with the Troop Committee member responsible for equipment

Gets the US, troop, and patrol flags for meetings and ceremonies and puts them away afterwards.



GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 4-6 months

Reports to: Assistant Senior Patrol Leader

Description: The Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council and keeps a record of dues, advancement, and Scout attendance at troop meetings.

Comments: To be a good Scribe you need to attend nearly all troop and Patrol Leaders' Council meetings.

QUALIFICATIONS

Age: none

Rank: 1st class or higher and JLT trained

Experience: none

Attendance: 60% over the previous six months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Attends and keeps a log of Patrol Leaders' Council meetings

Records individual Scout attendance and dues payments.

Records individual Scout advancement progress

Works with the Troop Committee members responsible for records and finance.

Appendix B

TROOP RESOURCE SURVEY

Boy Scouting is for adults as well as boys. We invite you to share your skills and interests so the best possible program can be developed for the Boy Scouts in this troop. In making this survey, the committee wishes to find ways you can enjoy using your talents to help our Scouts. Your cooperation is greatly appreciated. Please fill out this questionnaire for each adult in your family.

Welcome to the Scout family of Troop 361 in the National Pike District in the Baltimore Area Council.

Please return this survey to _____

(Please print)

Name _____ Home phone _____

Home Fax _____

Street address _____ E-Mail _____

City _____ State _____ Zip _____

Work: _____ Work phone _____

Occupation: _____ Work Fax _____

Street address _____ E-Mail _____

City _____ State _____ Zip _____

1. What are your hobbies? _____ Favorite? _____

2. In what sports or activities do you take an active part? _____

3. Would you be willing to assist the troop leaders and committee members occasionally? _____

4. Please check the areas in which you would be willing to help.

General Activities

- Campouts
- Hikes
- Outdoor activities
- Troop meetings
- Swimming supervision
- Bookkeeping
- Typing
- Drawing/art
- Transportation of Scouts
- Transportation of equipment
- Other _____

Special Program Assistance

- I can participate in boards of review.
- I have a van, SUV, or truck. _____
- I have a workshop.
- I have family camping gear.
- I have access to a cottage.
- I have access to camping property.
- I can make contacts for special trips and activities.
- I can help with troop equipment.
- I have access to a personal computer.
- I have access to a Copy Machine.

5. Please check any Scouting skills you would be willing to teach.

- | | | |
|---------------------------------------------------------|------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Rope work (knots and lashings) | <input type="checkbox"/> First aid | <input type="checkbox"/> Map and compass use |
| <input type="checkbox"/> Conservation | <input type="checkbox"/> Knife and ax handling | <input type="checkbox"/> Camping |
| <input type="checkbox"/> Outdoor cooking | <input type="checkbox"/> Star study | |
| <input type="checkbox"/> Aquatics | <input type="checkbox"/> Citizenship | |

MERIT BADGES

As of April 29, 2006

Check the merit badges that you can help Boy Scouts earn

Bold Required (1. One of three, 2. One of two)

- | | | | |
|--------------------------------------------------------------|--------------------------------------------------------------------|--------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> American Business | <input type="checkbox"/> Cooking | <input type="checkbox"/> Horsemanship | <input type="checkbox"/> Railroadng |
| <input type="checkbox"/> American Cultures | <input type="checkbox"/> Crime Prevention | <input type="checkbox"/> Indian Lore | <input type="checkbox"/> Reading |
| <input type="checkbox"/> American Heritage | <input type="checkbox"/> Cycling¹ | <input type="checkbox"/> Insect Study | <input type="checkbox"/> Reptile/Amphibian Study |
| <input type="checkbox"/> American Labor | <input type="checkbox"/> Dentistry | <input type="checkbox"/> Journalism | <input type="checkbox"/> Rifle Shooting |
| <input type="checkbox"/> Animal Science | <input type="checkbox"/> Disability Awareness | <input type="checkbox"/> Landscape Architecture | <input type="checkbox"/> Rowing |
| <input type="checkbox"/> Archeology | <input type="checkbox"/> Dog Care | <input type="checkbox"/> Law | <input type="checkbox"/> Safety |
| <input type="checkbox"/> Archery | <input type="checkbox"/> Drafting | <input type="checkbox"/> Leatherwork | <input type="checkbox"/> Salesmanship |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Electricity | <input type="checkbox"/> Lifesaving² | <input type="checkbox"/> Scholarship |
| <input type="checkbox"/> Art | <input type="checkbox"/> Electronics | <input type="checkbox"/> Mammal Study | <input type="checkbox"/> Sculpture |
| <input type="checkbox"/> Astronomy | <input type="checkbox"/> Emergency Preparedness² | <input type="checkbox"/> Medicine | <input type="checkbox"/> Shotgun Shooting |
| <input type="checkbox"/> Athletics | <input type="checkbox"/> Energy | <input type="checkbox"/> Metalwork | <input type="checkbox"/> Skating |
| <input type="checkbox"/> Auto Mechanics | <input type="checkbox"/> Engineering | <input type="checkbox"/> Model Design | <input type="checkbox"/> Small Boat Sailing |
| <input type="checkbox"/> Aviation | <input type="checkbox"/> Entrepreneurship | <input type="checkbox"/> Motorboating | <input type="checkbox"/> Snow Sports |
| <input type="checkbox"/> Backpacking | <input type="checkbox"/> Environmental Science | <input type="checkbox"/> Music | <input type="checkbox"/> Soil and Water Conservation |
| <input type="checkbox"/> Basketry | <input type="checkbox"/> Family Life | <input type="checkbox"/> Nature | <input type="checkbox"/> Space Exploration |
| <input type="checkbox"/> Bird Study | <input type="checkbox"/> Farm Mechanics | <input type="checkbox"/> Nuclear Science | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Bugling | <input type="checkbox"/> Fingerprinting | <input type="checkbox"/> Oceanography | <input type="checkbox"/> Stamp Collecting |
| <input type="checkbox"/> Camping | <input type="checkbox"/> Fire Safety | <input type="checkbox"/> Orienteering | <input type="checkbox"/> Surveying |
| <input type="checkbox"/> Canoeing | <input type="checkbox"/> First Aid | <input type="checkbox"/> Painting | <input type="checkbox"/> Swimming¹ |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Fish and Wildlife Management | <input type="checkbox"/> Personal Fitness | <input type="checkbox"/> Textile |
| <input type="checkbox"/> Cinematography | <input type="checkbox"/> Fishing | <input type="checkbox"/> Personal Management | <input type="checkbox"/> Theater |
| <input type="checkbox"/> Citizenship in the Community | <input type="checkbox"/> Fly Fishing | <input type="checkbox"/> Pets | <input type="checkbox"/> Traffic Safety |
| <input type="checkbox"/> Citizenship in the Nation | <input type="checkbox"/> Forestry | <input type="checkbox"/> Photography | <input type="checkbox"/> Truck Transportation |
| <input type="checkbox"/> Citizenship in the World | <input type="checkbox"/> Gardening | <input type="checkbox"/> Pioneering | <input type="checkbox"/> Veterinary Medicine |
| <input type="checkbox"/> Climbing | <input type="checkbox"/> Genealogy | <input type="checkbox"/> Plant Science | <input type="checkbox"/> Water Skiing |
| <input type="checkbox"/> Coin Collecting | <input type="checkbox"/> Geology | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Weather |
| <input type="checkbox"/> Collections | <input type="checkbox"/> Golf | <input type="checkbox"/> Pottery | <input type="checkbox"/> Whitewater |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Graphics Arts | <input type="checkbox"/> Public Health | <input type="checkbox"/> Wilderness Survival |
| <input type="checkbox"/> Composite Materials | <input type="checkbox"/> Hiking¹ | <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Wood Carving |
| <input type="checkbox"/> Computers | <input type="checkbox"/> Home Repairs | <input type="checkbox"/> Pulp and Paper | <input type="checkbox"/> Woodworking |
| | | <input type="checkbox"/> Radio | |

Appendix C:



CLASS 2 MEDICAL EVALUATION

(Required once every 36 months for all participants under 40 years of age. All youth attending a Council Boy Scout summer camp, Cub/Webelos Rendezvous Camp must have a Class 2).

Name _____ Age _____

NOTE TO LICENSED MEDICAL PRACTITIONERS*: The person being evaluated will be attending 1 or more weeks of camp that may include sleeping on the ground and participating in strenuous activities such as hiking, boating, and vigorous group games. Please review the HEALTH HISTORY with the participant for any interim changes. Explain any "abnormal" evaluations.

PHYSICAL EXAMINATION (To be filled out by a licensed medical practitioner)

Height _____ Weight _____ BP _____ / _____ Pulse _____

Lab: Urinalysis (dipstick) _____ Albumin _____ Sugar _____

VISION: Normal _____ Glasses _____ Contacts _____

HEARING: Normal _____ Abnormal _____ Explain _____

Check Box:	N	ABN		N	ABN
Growth development	()	()	Teeth	()	()
Skin	()	()	Cardiopulmonary system	()	()
Genitalia	()	()	Musculoskeletal	()	()
Hernia	()	()	Neurobehavioral	()	()
HEENT	()	()			

Explain: _____

LIMITATIONS:

Activity restrictions _____

Diet restrictions _____

Physician Signature _____ M.D./D.O./D.C./P.A./R.N.P.* Date _____

Address _____ Phone _____

City, State, ZIP _____

*Examinations conducted by doctors of chiropractic, physician's assistants, or pediatric nurse practitioners will be recognized only in states where they may perform physical examinations for students enrolled in public school systems.

INTERVAL RECORD	SCREENING EXAMINATION	
DATE, TIME, PLACE, ETC.	(Findings, diagnoses, treatment, instructions, disposition, etc.)	BY

A PHOTOCOPY OF THIS FORM IS PERMITTED

PERSONAL HEALTH AND MEDICAL RECORD: CLASS 1 AND CLASS 2

Class 1 (update annually for all participants). Activity: Day Camp, overnight hike, or other programs not exceeding 24 hours, with level of activity similar to that of home or school. Medical care is readily available. Current personal health and medical summary (history) is attested by parents to be accurate. This form is filled out by all participants and is on file for easy reference.

Class 2 (required once every 36 months for all participants under 40 years of age). Activities: Summer Camp, resident camp, and any other activity such as backpacking, tour camping, or recreational sports involving events with level of activity similar to that at home or school. Medical care is readily available. **All youth attending a Council Boy Scout summer camp, Cub/Webelos Rendezvous Camp must have a Class 2.**

If your child has had a medical evaluation (physical examination) within the last 36 months, a copy of the results of this examination must be attached to this health history for all participants in a camping experience lasting longer than 24 consecutive hours.

CLASS 1 PERSONAL HEALTH AND MEDICAL HISTORY

(annually by all participants)

To be filled out by parent, guardian, or adult participants. Please print in ink.

IDENTIFICATION

Name _____ Date of birth _____ Age _____ Sex _____

Name of parent or guardian _____ Telephone: H) _____ B) _____

Home address _____ City _____ State _____ Zip _____

Business address _____ City _____ State _____ Zip _____

If person named above is not available in the event of an emergency, notify:

Name _____ Relationship _____ Telephone _____

Name _____ Relationship _____ Telephone _____

Name of personal physician _____ Telephone _____

Personal health/accident insurance carrier _____ Policy No. _____

Check all items that apply, past or present, to your health history. Explain any "Yes" answers.

ALLERGIES: Food, medicines, insects, plants Yes () No () Explain: _____

GENERAL INFORMATION:	YES	NO		YES	NO		YES	NO
Asthma	()	()	Diabetes	()	()	Kidney Disease	()	()
Cancer/leukemia	()	()	Heart trouble	()	()	Hemophilia	()	()
High blood pressure	()	()	Convulsions	()	()			

Explain: _____

List any medications to be taken at camp: _____

List any physical or behavioral conditions that may affect or limit full participation in swimming, backpacking, hiking long distances, or playing strenuous physical games: _____

List equipment needed such as wheelchair, braces, glasses, contact lenses, etc: _____

IMMUNIZATIONS:(give date of last inoculation)

Tetanus toxoid _____ Measles _____ Diphtheria _____ Pertussis _____

Mumps _____ Rubella _____ Polio _____

In case of emergency, I understand every effort will be made to contact me (if an adult, my spouse or next of kin). In the event I cannot be reached, I hereby give my permission to the physician selected by the adult leader in charge to secure proper treatment, including hospitalization, anesthesia, surgery, or infections of medication for my child (or for me, if an adult). The signature of the parent/guardian or adult is required on a yearly basis and indicates that all information is correct, up to date, and that a physical by a licensed physician occurred within the last 36 months.

Date _____ Signature of Parent/Guardian or adult _____ (Year 1)

Date _____ Signature of Parent/Guardian or adult _____ (Year 1)

Date _____ Signature of Parent/Guardian or adult _____ (Year 1)

Troop 361 Summer Camp Checklist

Prepare To Have Fun

Here is a suggested list of personal equipment needed for an enjoyable experience at camp. Add any items you feel are important and necessary. Pack everything in a lockable trunk, pack, or duffel bag. Put your name on all clothing and gear. Remember we travel in complete Class A uniforms.

CLOTHING AND BEDDING

- Complete Scout Uniform; A & B
- Extra shorts or pants, and tee shirts
- Daily change of underwear and socks
- Handkerchief
- Bathing Suit
- Raincoat and/or poncho
- Hiking Boots
- Pajamas/Sleep Clothes
- Sweater and/or light Jacket
- Sneakers
- Sleeping Bag or Two (2) Blankets
- Sleeping Pad
- Pillow (if desired)

OPTIONAL

- Camera/Film
- Insect Repellent (no spray cans)
- Playing Cards
- Books, Magazines
- Bible or Prayer Book
- Sewing Kit
- Individual First Aid Kit
- Personal Fishing Equipment
- Personal Camping Equipment
- Dirty Clothes Bag
- Sunscreen/Hat
- Pocketknife

MUSTS FOR AN ENJOYABLE STAY

- Knapsack/Day Pack
- Knife, Fork, Spoon, Cup
- Flashlight, Extra Batteries
- Boy Scout Handbook
- Pen, Pencil, Pad/Notebook
- Boy Scout Advancement Card
- Compass
- Pre-camp Merit Badge Requirements
- Spending Money For Trading Post
- Nalgene or water bottle

TOILET ARTICLES

- Bath Towel
- Toothbrush and Toothpaste
- Pool Towel
- Washcloth
- Comb, Brush
- Soap in container
- Shampoo

Please Leave At Home: Fireworks, Fixed Blade Knives, Candles, Gameboys or Electronic Toys, Radios, CD Players, Cell Phones, Matches/Lighters.

Especially Important: In order for everyone to have a great time, each scout is expected to treat each other with respect and courtesy. Name calling, physical abuse, foul or abusive language will not be tolerated. Shower, daily clothing change, and keeping a neat tent are required. Deer ticks can be a problem. The scouts should examine themselves when they take showers. Deer ticks are the size of a freckle.

Merit Badge Preparation: Please review the requirements that must be done prior to Camp.

Partial merit badges can be difficult to finish during the regular year. *Don't Wait Until The Last Moment!* Put the time between school ending and camp to good use. Some helpful web resources are:

<http://www.emf.net/~troop24/scouting/mb-pages.html>

<http://www.meritbadge.com>

Parent Visits: Both Broadcreek and other camps we will attend have parent visit days. Visitors need to sign in at the camp office. Please visit only on these days. Letters are nice for the scouts to receive (mail early in week to assure delivery).

Mail Service:

Scouts Name, Troop 361, Kit Carson
Camp Spencer, Broad Creek Scout Reservation
1929 Susquehanna Hall Road
Whiteford, MD 21160

