

# Hatboro Troop 3



## Parent's Guide

September 16, 2015

## Table of Contents

Scoutmaster's Message	2
Terms and Abbreviations	3
Boy Scouts of America Methods	5
Troop Operations	7
Introduction	7
General Overview	7
Troop Organization	8
Leadership Organization Chart	9
Troop Organization Chart	9
Troop Elections	10
Adult Participation	10
The Boy Scout Uniform	12
Advancement	13
Camping	15
Discipline	16
Health and Safety	16
Communication	17



# **BSA Hatboro Troop 3**

**Hatboro, Pennsylvania**

## **Scoutmaster's Message**

Welcome to Hatboro Troop 3. This troop has been chartered to Hatboro Baptist Church since 1949. Although many changes have occurred in the methods of operation since that time, the guiding principles of scouting remain the same. The term "Boy Scouting" contains the key elements of our program:



"Boy" – Troop events are planned and conducted by scouts



"Outing" – Outdoor activities constitute the main focus of the troop.

Every scouting activity moves boys toward the three basic aims of character development, citizenship training and mental and physical fitness. Troop 3 is a boy run troop that emphasizes these basic scouting aims through development of leadership skills, service to others, adventure and respect of the outdoors. We encourage all scouts to respect each other and seek responsibility both within the troop and in their everyday lives. We are disciplined in all that we do; in our meetings, in our use of the outdoors, and in our service to others. We are committed to our goal of helping young boys develop into responsible young men.

This guide was prepared to provide parents with a general idea of how the troop is organized and how the program is conducted. We take pride in the fact that we adhere to the policies and procedures of the Boy Scouts of America, however, the precise way the troop functions is a direct product of the boys' and leaders' ideas, talents and energies.

Please do not hesitate to contact the troop leadership or me with any questions or concerns you might have concerning the troop, its operation or problems that may arise.

It is my sincere hope, that both you and your sons will have a fantastic boy scouting experience in Hatboro Troop 3.

*Bob Waeltz*

Scoutmaster

# Terms and Abbreviations

APL – Assistant Patrol Leader. Boy leader appointed by the patrol leader, assists the patrol leader

ASM – Assistant Scoutmaster. Adult leader, assists the Scoutmaster in his duties

ASPL – Assistant Senior Patrol Leader. Boy leader appointed by the SPL, assists the Senior Patrol Leader

Blue Card – A 3-part card used to keep track of requirements met while working on a merit badge. It is the scout's responsibility to keep track of this card and unearned requirements. Blue cards must be signed by the scoutmaster or advancement coordinator **prior** to beginning a merit badge.

Board of Review – A panel of registered adults that assess the scout's progress on this path through rank advancement. Scouts must wear their Class A uniform during a Board of Review.

BSA – Boy Scouts of America

Chartered Organization – The group that has a charter of agreement with the Boy Scouts of America to provide a safe building for meetings and approval of registered adults working with the troop. Our chartered organization is Hatboro Baptist Church.

District – The next level of organization for our unit. Packs, Troops and Venture Crews report to and gain assistance from the District. Our District is Washington District in the Cradle of Liberty Council.

High Adventure – A trip or trek that requires greater skill, training and organization than a long term camp.

Merit Badge – A program on a particular topic to educate the scout; requirements are completed with a registered BSA merit badge counselor.

PL – Patrol Leader. Boy leader elected by the patrol.

Patrol – A small group of boys who work as a unit within the troop on skills for rank advancement and to achieve an objective such as a camping trip.

Patrol Method – A method of camping where each Patrol will camp separate from other patrols and will cook their own food and clean their own gear. They will purchase their own food for trips.

Rank – The level of achievement by which a scout progresses in skills and learning, and is promoted on the trail to Eagle Scout.

Scribe – The boy responsible for recording decisions made at the TLC meetings.

SM – Scoutmaster. Adult leader of the Troop

Scoutmaster Conference – Last requirement for rank advancement to be completed before the Board of Review. Conducted by the Scoutmaster for all ranks.

SPL – Senior Patrol Leader. The boy “in charge”; elected by the troop, minimum requirement is a First Class Scout or higher and the capability and willingness to assume a leadership role among peers in a manner reflecting the precepts of the Scout Oath and Scout Law.

TLC – Troop Leaders Council. Composed of the Scoutmaster, Senior Patrol Leader, Patrol Leaders and Scribe who meet monthly to plan the troop activities. Chaired by the SPL.

Troop – The group of registered scouts and scouters that meet regularly for the purposes of the advancement of the goals of scouting.









Troop Event – An activity or event scheduled by the Troop, District or Council. Events include but are not limited to camping trips, organized fund raisers, food drives, Courts of Honor etc.

Troop Committee – A group of adults registered in the BSA that is responsible for the overall welfare of the Troop. The committee meets each month at the home of the Troop Committee Chairman.

Venture – The next level of scouting after Boy Scouts. A slightly less structured co-ed organization. Venture Crews work to bring the aims and methods of scouting to an older peer group. Often focuses on High Adventure activities.

# Boy Scouts of America Methods

The Boy Scouts of America (BSA) use fundamental methods to achieve scouting's aims of encouraging character development, citizenship and mental and physical fitness. Troop 3 uses these eight methods in the organization of our troop:

-  Scouting's Principles
-  The Patrol Method
-  Outdoor Experiences
-  Advancement
-  Adult Interaction
-  Personal Growth
-  Leadership Development
-  The Uniform

The ideals of Scouting are spelled out in the Scout Oath, Scout Law, Scout Motto, Scout Slogan and Outdoor Code. The scouts and leaders are expected to conform to these morals at all times during scout activities as well as in our everyday lives. The youth are encouraged to measure themselves against ideals and try to improve themselves by setting personal goals for advancement that include these principles.

The patrol method allows the boys to function as a team and helps the boys develop a sense of pride and identity within the troop. It also gives them the satisfaction of accepting and fulfilling group responsibilities.

Outdoor experiences are the backbone of Troop 3's program. Boys join Scouts for fun and adventure. The outdoors is a place that is well suited for the development of the ideals of scouting.

Scouting provides a series of surmountable obstacles the scout may overcome by establishing goals and achieving them. When they meet their advancement goals, they are positively recognized. The badges they earn, however, are not rewards for what they have done but rather are symbols of what they are capable of doing. They are also symbols of the internal rewards of self-confidence, self-esteem and self-reliance that they obtain through advancement.

Boys learn a great deal by watching their adult leaders. Troop leadership may be anyone over the age of 18 who is willing to give of their time and talents and believe in the basic aims and tenets of scouting. Association with adults of good character is important at this stage of a young man's development.

Scout age boys experience both physical and emotional growth at this stage in their lives. Scouting offers them opportunities to channel this change into productive endeavors and to learn their responsibilities to their community.

Leadership is a skill that can only be learned by doing it. Through leadership experiences, boys learn planning, organization, and decision-making skills. In scouting, boys can learn to become effective leaders.

The scout uniform helps to make the scout troop visible and should be a source of pride to the scout. It also reinforces the fact that all BSA members are equal to one another. People who see a scout in uniform know that they can expect someone of good character who is prepared to help those around him. Troop 3 emphasizes the proper wearing of the uniform in order to show the respect that the uniform deserves.

By use of these eight methods, Troop 3 attempts to encourage character development, citizenship and mental and physical fitness, thereby helping the boys develop into responsible young men.

# Troop Operations

## Introduction

Many of you reading this Parent's Guide may be familiar with Cub Scouts but may be unfamiliar with Boy Scouts. There are a few similarities between the two programs, but not many. Cub scouting has dens and packs, whereas Boy Scouting has patrols and troops. The Cub Scout program is adult led and home centered; the Cubs work on advancement with their parents and the parents sign off approval of requirements. The Boy Scout program is boy led and troop centered; the boys work on their own toward advancement and the more advanced scouts and/or adult leaders are responsible for approval of advancement requirements.

While the heart of the troop program is the boys and the leadership they develop, the backbone of the Troop, just as in Cub Scouts, is the adult volunteer willing to give of their time and their talents to carry out a variety of tasks designed to complement each other and provide the resources necessary for successful troop operations. The roles and responsibilities of the adult leaders in the troop, however, are very different than their counterparts in a Cub Scout pack.

The following sections will attempt to familiarize you with the Boy Scout Troop and how it functions.

## General Overview

Although the scouting program is designed to be run as much as possible by the older, more experienced scouts in the troop; adult leadership is still a vital necessity. Experience has shown that a troop program will only be as interesting and dynamic as the adult leadership.

Troop 3's program is focused on camping. The program year begins in September and consists of 10 weekend camping trips throughout the year and a weeklong summer camp in July or August. There is typically no weekend trip in the month of December due to holiday obligations. Troop meetings are held on Monday nights all year long. During the school year they are held in fellowship hall on the second floor of Hatboro Baptist Church. During the summer months, we move many of our meetings outdoors. Meetings begin promptly at 7:30 PM and end promptly at 9:00 PM. Troop meetings typically focus on planning for camping trips, developing scout skills or advancing in rank. We always try to include some type of game into troop meetings.



In May and June, the TLC develops the annual plan for the coming program year. The plan is then presented to the troop committee, by the SPL for comment and review. The final plan will be published in July.

## Troop Organization

In May of each year, the troop leadership is reorganized. A new SPL is elected and then the troop is organized into patrols. The SPL and patrol leaders of the various patrols make up the Troop Leaders Council. In addition to the TLC, there is a separate troop committee and staff.

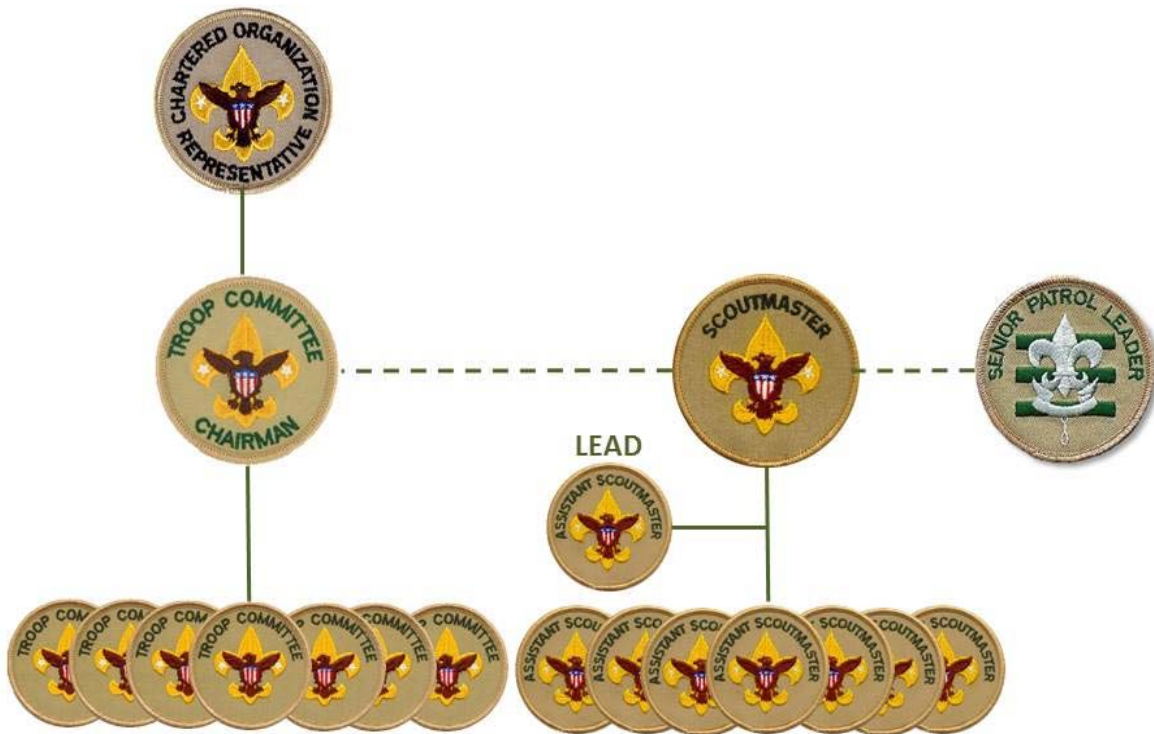
Patrols are groups of 8 to 12 boys who work together in and out of the troop meetings. They sit together at troop meetings and camp together on weekend outings. They use the patrol method.

The TLC involves each patrol leader representing his patrol. They meet monthly with the other patrol leaders and the Senior Patrol Leader to plan details for the upcoming month's activities established in the Annual Plan. The troop Scribe is also a member who keeps the notes of the TLC. The Scoutmaster acts as the advisor to the TLC.

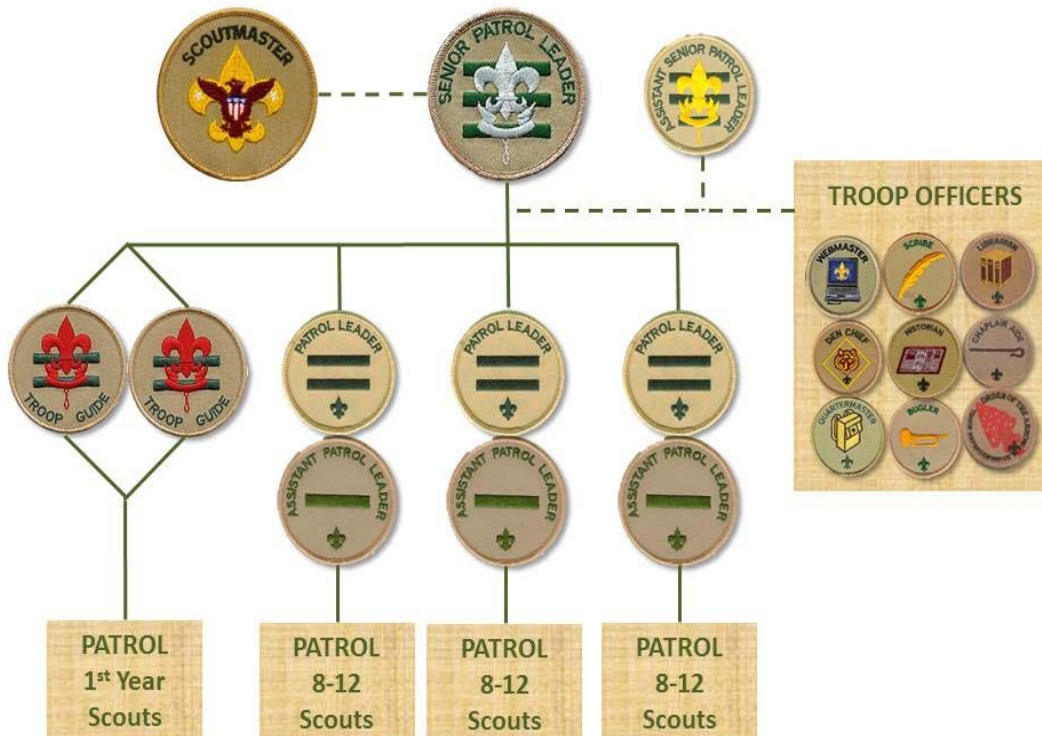
The troop committee and staff are set of adults that have accepted responsibility for various roles within the troop. They include such areas as equipment and finance. The troop committee chair is the head of the troop committee. The committee oversees the operation of the troop and, provides feedback to the Scoutmaster. The committee is responsible for selecting the Scoutmaster and can remove the Scoutmaster from office if necessary.

The adult leader of the troop is the Scoutmaster. He is responsible for the day to day operation of the troop. He has a number of Assistant Scoutmasters. Hatboro Troop 3 has one Lead Assistant Scoutmaster who takes over in the absence of the scoutmaster. Other Assistant Scoutmasters have specific duties including Life to Eagle, New Scout Patrol, Patrol Advisors etc.

# LEADERSHIP ORGANIZATION












# TROOP ORGANIZATION



## Troop Elections

The elected troop officers of Hatboro Troop 3 are the Senior Patrol Leader and the individual Patrol Leaders. All other positions are appointed by the SPL with Scoutmaster approval.

-  Troop elections are held once a year in the month of May at a regular troop meeting.
-  The only requirement to be Senior Patrol Leader is that the scout must have attained the rank of 1<sup>st</sup> Class.
-  Nominations for the office of Senior Patrol Leader will be taken from the floor. All nominations must be seconded and the scout must accept. Potential candidates will have the chance to speak to the troop membership prior to the vote.
-  Once nominations are closed a secret ballot vote will be taken. The person having the most votes will be the Senior Patrol Leader.
-  The current Senior Patrol Leader is eligible to be re-elected if he chooses.
-  Candidates may elect to serve 6 months with another scout serving the additional 6 months if they so choose.
-  The Senior Patrol Leader with the advice and consent of the Scoutmaster, will select all other troop officers to include the Assistant Senior Patrol Leader, Troop Scribe, Quartermaster, etc.
-  After the election of the Senior Patrol Leader, the scouts will form themselves into new patrols. Once they have formed new patrols, the scouts will elect their patrol leaders.
-  Patrol Leaders will appoint their own Assistant Patrol Leaders.

## Adult Participation

It is mandatory for all adult volunteers to complete BSA's web-based Youth Protection Training and obtain criminal and child abuse background checks in accordance with the Child Protective Services Law of the Commonwealth of Pennsylvania. Below is a listing of the adult job responsibilities. This listing is included to familiarize you with the roles of adult volunteers so that you may ask questions and seek advice from volunteers holding these positions. Your offer of assistance in the operation of the troop is always appreciated. It is hoped that the descriptions will also provide you with sufficient information to allow you to assess your ability and desire to serve. If you would like to serve on the troop committee you must complete

troop committee training. Assistant Scoutmasters must complete SM specific training and then the Outdoor Leadership Skills weekend.

#### CHARTERED PARTNER REPRESENTATIVE:

- Representative of the sponsoring organization (Hatboro Baptist Church)
- Supportive of the scouting program
- Oversees quality of adult leadership of the program

#### TROOP COMMITTEE CHAIRMAN:

- Organizes and chairs troop committee meetings
- Oversees the entire troop operation
- Arranges recognition of adult leaders
- Sees that troop leaders and committee members are properly trained
- Provides feedback from the committee to the Scoutmaster
- Assists the troop in rechartering

#### SCOUTMASTER

- Train and guide boy leaders to run the troop
- Supervise troop meetings and other troop events
- Work with the TLC to organize troop meetings, camping trips and the annual plan
- Ensure that troop equipment is maintained properly
- Responsible for safety at meetings and camping trips
- Attend district roundtable meetings
- Conduct Scoutmaster conferences
- Take part in crossover ceremonies for Webelos
- Serves as liaison to Cub Packs
- Ensures that website is up to date
- Makes sure weekend trips are properly planned

#### LEAD ASSISTANT SCOUTMASTER

- Assists Scoutmaster with his responsibilities
- Provides Guidance to Assistant Scoutmasters who are patrol advisors
- Promotes the involvement of parents of scouts in the troop
- Takes over for Scoutmaster in his absence

#### ASSISTANT SCOUTMASTERS

- Assists Scoutmaster with his responsibilities
- Promotes the involvement of parents of scouts in the troop

#### ADVANCEMENT CHAIRMAN

- Make prompt report of scout advancement
- Keeps status of merit badges earned
- Keeps all records in Troop master and Internet Advancement
- Attend troop meetings to assist with advancement needs

- Obtains all needed badges and merit badges for presentation
- Attend troop committee meetings






#### EQUIPMENT CHAIRMAN

- Maintain troop equipment
- Coordinate repair and storage of troop equipment
- Advise troop committee of equipment needs
- Attend troop committee meetings





## The Boy Scout Uniform

Hatboro Troop 3 is a uniformed troop. There are three different uniforms that may be used depending on the event.





#### FULL CLASS A

-  Troop Neckerchief and Neckerchief Slide of the Scout's choice
-  Brown Shirt (Rank and Leadership Patches Up-to-Date)
-  Scout Pants or Shorts
-  Scout Socks
-  Scout Belt

#### CLASS A

-  Brown Shirt (Rank and Leadership Patches Up-to-Date)
-  Scout Pants or Shorts
-  Scout Socks
-  Scout Belt

#### CLASS B

-  Troop 3 T-Shirt
-  Scout Pants or Shorts
-  Scout Socks
-  Scout Belt

The Full Class A uniform will be worn at all Eagle Scout Courts of Honor and Parents Night. In addition, Merit Badge Sashes may be worn at Courts of Honor or Parents night. OA sashes are not to be worn unless attending an Order of the Arrow Event.

The Class A uniform will be worn to all Troop Meetings unless otherwise instructed. It will also be worn while traveling to and from camping trips unless instructed to wear the neckerchief. The Class A uniform is typically suspended during the summer months. The Class B uniform is worn in its place during June, July and August.








The Class B uniform may be worn at any time while camping or other outing or during the summer when the Class A uniform is suspended.

Many parts of the Scout Uniform are available at the Troop 3 Trading Post. If you need uniform parts, please see the Trading Post Coordinator. If your son has outgrown his uniform, please consider donating it to the Troop 3 Trading Post. Items available include uniform parts (shirts, pants, shorts) troop t-shirts, neckerchiefs and other items.

## Advancement

### Rank

There are a total of seven ranks in the Boy Scout Program. They are;

-  Scout – This is the joining rank and is presented at investiture
-  Tenderfoot
-  2<sup>nd</sup> Class
-  1<sup>st</sup> Class
-  Star
-  Life
-  Eagle



To attain each rank, the scout must demonstrate some combination of knowledge, skill, and service to the community. Once each requirement is completed; it is the scout's responsibility to seek out the ASM to sign off requirements in his handbook. Finally, the scout will have a Scoutmaster's Conference followed by a Board of Review. The Board of Review is not a re-test, simply a discussion about the scout's experience in scouting. Once the Board of Review is complete, the scout will receive his new badge of rank.

### Merit Badges

In order to advance beyond the rank of 1<sup>st</sup> Class, and to fully participate in the scouting program, merit badges must be earned. Scouts can begin working on merit badges at any time. The steps in earning a merit badge are:

- 🦋 The scout selects merit badges. A list of merit badges can be found in the Scout Handbook or at [www.meritbadge.org](http://www.meritbadge.org).
- 🦋 The scout asks the Scoutmaster or Advancement Chairman for a Merit Badge Application, a 3-Part card known as a “Blue Card”. It includes the Application, Applicant’s Record, and Counselor’s Record portions, and is to be kept intact until the merit badge is complete.
- 🦋 The scout locates a merit badge counselor by asking the Scoutmaster, Advancement Chairman, or Merit Badge Dean.
- 🦋 The scout contacts the merit badge counselor.
- 🦋 The scout can usually obtain a merit badge book from the troop library by simply asking the troop librarian. Merit badge books can also be purchased at scout shops and on-line. When a merit badge book is no longer needed, consider donating to the troop library.
- 🦋 Merit badge workbooks are available for free download at [www.meritbadge.org](http://www.meritbadge.org). Note that the workbooks only contain requirements, and do NOT contain all of the necessary information found in the merit badge books.
- 🦋 Once the scout has completed all the requirements, the counselor signs the blue card and detaches the “Counselor’s Record” portion.
- 🦋 It is the scout’s responsibility to submit the remaining two parts of the Blue Card to the Advancement Chairman. The Advancement Chairman will detach the “Application” portion to retain for the Troop’s records, and return the “Applicant’s Record” portion to the scout.
- 🦋 Once the merit badge application is processed (usually in about two weeks), the scout will be recognized and receive the badge during a Troop Meeting.

It is recommended that scouts keep all of their completed Blue Cards together in a safe place. The signed Blue Card his only proof of completing a merit badge, in case Troop records are lost or inaccurate.

If a scout completes some but not all requirements of a merit badge, a “Partial” can be issued. The individual requirements are initialed by the counselor, and the whole 3-part Blue Card is returned to the scout. It is the scout’s responsibility to keep the Partial Blue Card safe until work on the merit badge resumes. Note this is the only record of completed requirements, and usually cannot be recreated.

### Scoutmaster’s Conference

The Scoutmaster’s Conference is an important part of the advancement process. This is a time when individual scouts and the Scoutmaster can meet and have a discussion about their individual advancement. It is at this time that advancement goals can be set. Scouts wishing to advance must schedule a time with the Scoutmaster.



Advancement is not the only time that a Scoutmaster's Conference could be held. Scoutmaster's Conferences could also be held for scouts who are not advancing or scouts that are having discipline problems. These would be on an as needed basis.

## Board of Review





As noted above, the final step in advancement for any rank is the Board of Review. This review is not a retest, but a chance for the troop to check in with the individual scout about his scouting experience. The Board of Review will be set up by the troop Board of Review coordinator after a scout tells him that he is ready for a board. Eagle Scout Boards of review are different and are handled at the District Level.

## Life to Eagle

The Life to Eagle process can be difficult. There are many details that the scout must pay attention to during this time. The troop Life to Eagle Coordinator will meet many times with the individual scout to be sure that the paperwork is being completed correctly. An Eagle Scout project coach will also be appointed to be sure that the scout's Eagle project meets the standards for a proper Eagle Scout project.

## Camping

Camping is the backbone of the scouting program. Hatboro Troop 3 runs a year round program and therefore we go on some type of trip every month. The only exception is the month of December. Typically, the December event is a one day event. Unless otherwise told, the patrol method is in effect on every trip, therefore the patrol will cook, eat and sleep as a group. Boys will be expected to learn to:

-  Pitch their own tents
-  Cook patrol meals
-  Clean patrol dishes
-  Work as a team

Boy leaders and or adult leaders will demonstrate how to perform the above tasks, however, scouts will be expected to do it themselves. Parents will not be permitted to do it for them.

Camping trips can include but will not be limited to canoeing, backpacking, cycling, shooting sports, orienteering, pioneering, and spelunking, fishing and boating.

All scouts are expected to wear their Class A uniform when traveling to and from camping trips. The Class B uniform is acceptable while at the trip.





Because the cost of Summer Camp is the most expensive trip of the year, Camperships are available from the troop. If you have a need for a campership, please see the Troop Committee Chairman or the Scoutmaster. If we travel to the Cradle of Liberty Council Camp, Resica Falls Scout Reservation, camperships may also be available at the Council level.

It is the policy of Hatboro Troop 3 that electronics are not permitted on troop camping trips. Electronics include cell phones or any electronic game. They may be brought with scouts while traveling, but while in camp, they will remain in the vehicle.

Scouts are responsible for their personal camping gear at all times. The troop will provide tents and cooking gear as needed depending on the trip. Personal camping gear lists are available at the Hatboro Troop 3 website at [www.hatborotroop3.org](http://www.hatborotroop3.org).

## Discipline





Scouts are expected to demonstrate the Scout Oath and Scout Law towards each other and their leaders. In the event that a scout is unruly, disruptive, disrespectful to troop leadership or conducts himself in a manner that is against the principles of the Scout Oath or Scout Law or is unsafe to himself or others, the appropriate consequences will be assigned by the scoutmaster (or his designee). This consequence will vary depending on the severity of the problem and will follow these guidelines.

-  Talking with the scout about how his actions are in violation of the principles of the Scout Oath and Scout Law and how he can be a better example to the scouting community.
-  Contacting the scout's parents and asking them to come and pick him up from an activity.

At no time will a scout be disciplined in front of other scouts. Individual scouts will be counseled in compliance within the guidelines of the BSA Youth Protection policy.

## Health and Safety

The health and safety of all of our youth members is the primary concern of all adult leadership. Troop 3 will follow all health and safety guidelines as published in the current issue of the BSA publication GUIDE TO SAFE SCOUTING. These include but are not limited to:

-  All riders will wear seatbelts while vehicles they are riding in are in motion
-  Completed health forms will be taken on every camping trip
-  The troop will have a first aid kit on every camping trip
-  The safe swim defense plan will be in effect for every swimming activity

- 🦋 The safety afloat plan will be in effect for every float trip
- 🦋 A tour plan will be filed for every trip as required
- 🦋 The scoutmaster or his designee is responsible for all health and safety aspects of the troop program. Any scout or adult may bring a concern to the attention of the scoutmaster.
- 🦋 The scoutmaster has the authority and responsibility to cancel an event due to unsafe conditions.
- 🦋 Any adult leader may remove a scout from an activity if the adult feels that the activity is not safe and appropriate for the boy.

All Scouts and Leaders are required to have physical exam on an annual basis. The most recent version of the Annual Health and Medical Record form can be found on the Council's website at [www.colbsa.org](http://www.colbsa.org). The Annual Health and Medical Record is a 4-part form. Parts A & B must be completed by the Scout and a Scout's parent. Part C and D must signed by the Scout's physician or examiner. Parts A & B are required for the Scout to participate in any weekend outing. Part C is mandatory for Summer Camp. Part D is only required if the Scout is going to participate in a high adventure activity, such as Philmont. The completed health forms are kept by the troop medical officer.

## Communication

Communication is a very important part of a positive experience for both you and your son while a part of Hatboro Troop 3. If you ever have any questions or concerns you are encouraged to speak to the Scoutmaster to solve any problems. It is our belief that little problems become bigger problems if not addressed properly.

We communicate with you in several forms:

### 🦋 Newsletter

- The Troop 3 Newsletter is published at the beginning of every month by the Scoutmaster. It is full of information on upcoming events, past events and the monthly calendar.

### 🦋 Website

- We encourage you to visit our website at [www.hatborotroop3.org](http://www.hatborotroop3.org). This site is constantly updated with important announcements, the annual plan and the most current newsletter. You will also find important forms, packing lists, photos and contact information.

### 🦋 Facebook

- Visit our Facebook page at [www.facebook.com/hatborotroop3](http://www.facebook.com/hatborotroop3). This is constantly updated with important announcements or information that must go out immediately. You will also find photos from all of our trips. We encourage you to “Like” our Facebook page.

#### Twitter

- Visit our Twitter feed at @hatborotroop3. You can access our twitter page from the homepage of our website. Twitter is constantly updated with important announcements and information. We encourage you to follow us on twitter.

#### E-Mail

- We send out a large amount of e-mail. Please contact our webmaster in order to get on the Troop 3 mailing list.