

# Hatboro Troop 3



## Parent's Guide

April 8, 2024

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# **BSA Hatboro Troop 3**

**Hatboro, Pennsylvania**

## **Scoutmaster's Message to Parents**

Welcome to Hatboro Troop 3! This troop has been chartered to Hatboro Baptist Church since 1949. Seventy-five years and going strong! Although many changes have occurred in society, as well as the methods of operation of the troop, the guiding principles of Scouting remain the same. The Scout Oath and Law are the central guiding principles for everything we do towards achieving our goal of helping young boys develop into responsible young men.

Because each troop operates a little differently, this Parents Guide is intended to provide the parents of our Scouts with a basic understanding of the structure of Hatboro Troop 3 and how we operate. This is for parents who may be new to Scouts BSA, as well as parents who were Scouts themselves as youth. As always, I am available to answer and questions or concerns you may have.

Our aim is to provide challenging outdoor experiences and leadership opportunities for the Scouts. We foster an environment for youth to learn and grow through successes and failures. It is up to the Scouts to seize the opportunities presented. The more your Scout puts into Scouting, the more he will get out of it.









Hatboro Troop 3 is a "Boy-run" Troop, meaning the youth leadership chooses and plans every weekly meeting activity and every monthly outing. The Senior Patrol Leader (SPL) leads a cadre of Patrol Leaders and other youth officers called the Troop Leadership Council or TLC. Adult leadership is here simply to facilitate and to set safe and realistic boundries.

Our incredible program is made possible by our dedicated Staff and parents. I would also like to point out that Scouts are not the only ones who learn and benefit from the program. I truly believe that my involvement with Troop 3 since 2011 has made me a better citizen, employee, father, and husband. We are always looking for adults who are interested in helping out. Who knows, you might learn something, too!

Keith Grimes  
Scoutmaster, Hatboro Troop 3  
215-833-9655

# Methods of Scouting

The Boy Scouts of America (BSA) uses eight fundamental methods to achieve the aims of Scouting to encourage character development, teach duties and responsibilities of citizenship, and promote mental, physical, and spiritual fitness. Hatboro Troop 3 uses these eight methods in the organization of our troop:

-  Scouting Ideals
-  The Patrol Method
-  Outdoor Experiences
-  Advancement
-  Adult Interaction
-  Personal Growth
-  Leadership Development
-  The Uniform

**Scouting Ideals:** 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 to strive to live up to these ideals 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.

**Patrol Method:** The patrol method requires the Scouts to function as a team and helps the youth develop a sense of pride and identity within the troop. It also gives them the satisfaction of accepting and fulfilling group responsibilities.

**Outdoor Experiences:** Camping is central to Hatboro Troop 3's program. Youth join Scouts for fun and adventure. The Great Outdoors is the place where all the leadership skills and scout skills taught during meetings are put into practice. Scouts are encouraged to camp with the troop every month. The fellowship and comradery between Scouts are strengthened by facing challenges together. It all happens out there!

**Advancement:** Scouting provides a series of surmountable obstacles the Scout may overcome by establishing personal 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 their capabilities. They are also symbols of the internal rewards of self-confidence, self-esteem and self-reliance that they obtain through advancement.

**Adult Interaction:** Youth 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 development. Adult interaction in Scouting prepares youth for more positive interaction with teachers and future employers, as well as any adult they interact with in everyday life.

**Personal Growth:** Scouting aged boys experience tremendous 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 Development:** Leadership is a skill that can only be learned and honed by doing it. Through leadership experiences, boys learn planning, organization, decision-making, and conflict resolution skills. In Scouting, youth learn to be effective leaders by taking advantage of numerous opportunities, such as teaching skills to younger Scouts or playing an active role in the TLC.

**The Uniform:** The Scout uniform helps to make the Scout Troop visible to the public 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. We are a “Uniformed Troop”, meaning that we meet and travel in Class A uniform.

By adhering to the 8 Methods of Scouting, Hatboro Troop 3 encourages character development, citizenship and mental and physical fitness, thereby helping the boys develop into responsible young men.

# Troop Operations

Many readers of this Parent's Guide may be familiar with Cub Scouts, but may be unfamiliar with Scouts BSA. There are a few similarities between the two programs, but not many. Cub Scouting has dens and packs, whereas Scouts BSA 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 Scouts BSA program is youth led and troop centered; the Scouts work on their own toward advancement and the more advanced Scouts and/or adult leaders are responsible for approval of advancement requirements.

While the Scouts themselves are the heart of the troop program, the backbone of the Troop is comprised of the adult volunteers willing to give their time and talents to carry out a variety of tasks 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.

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.

The following sections are intended to familiarize you with Hatboro Troop 3 and how it functions.

## General Overview

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 in troop meetings, as well.

Hatboro Troop 3's program is focused on camping. An Annual Plan is followed, which lays out all the camping trips and many of the community service projects for the program year. 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, but there are day trips and service projects.

## Troop Organization and Annual Plan

The troop is led by the Senior Patrol Leader (SPL) and Assistant Senior Patrol Leader (ASPL), and the Scouts are divided into smaller units within the troop, called a patrol. Patrols are groups of 8 to 12 Scouts who work together in and out of the troop meetings. They employ the patrol method by sitting and working together at troop meetings and camping together on weekend outings. Each patrol has a Patrol Leader and Assistant Patrol Leader.

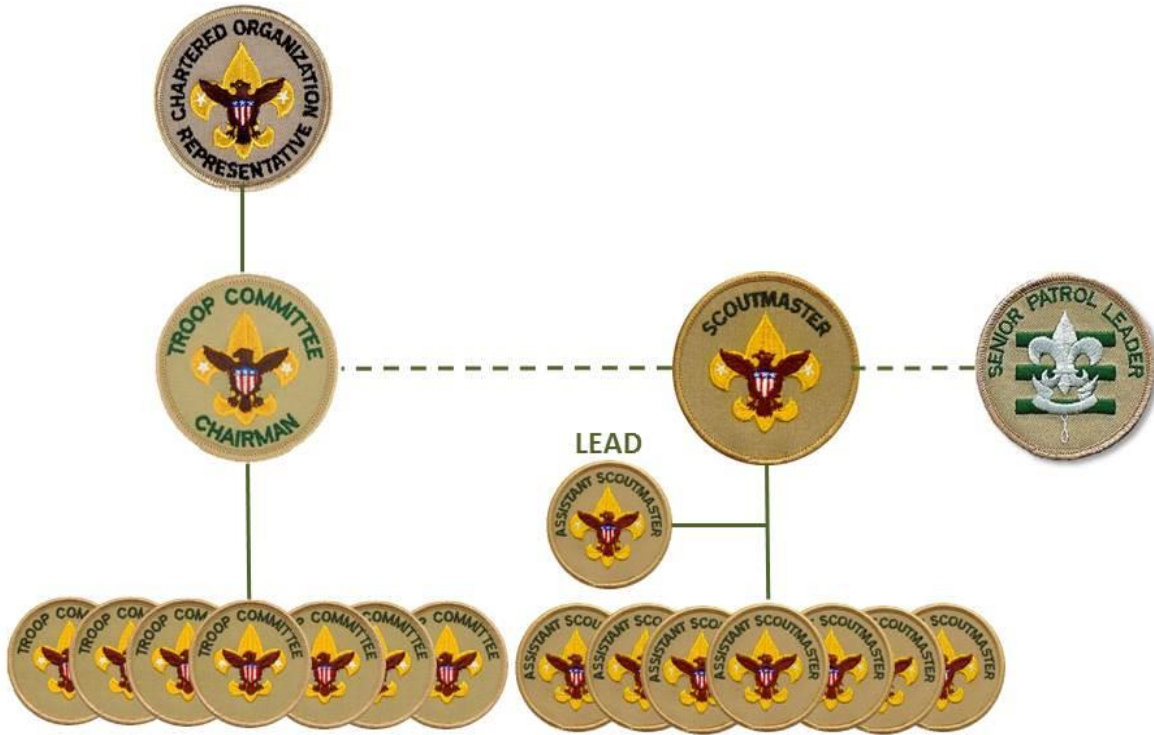
The troop's Youth Leadership is collectively known as the Troop Leadership Council or TLC. In May of each year, the troop is reorganized, and new youth leadership is elected/selected. Details on the election process are below. A new SPL is elected and the troop is re-organized into new patrols with new Patrol Leaders. In coming First Year Scouts will be placed in their own patrol(s). The SPL, with the advice and consent of the Scoutmaster, selects all other troop officers, such as the Assistant Senior Patrol Leader, Scribe, Quartermaster, etc. The SPL and Patrol Leaders of each patrol are voting members of the TLC. The Scribe is a non-voting member of the TLC and keeps the meeting minutes. The ASPL, Junior Assistant Scoutmaster (JASM) and Troop Guides are also non-voting members of the TLC. Non-voting members attend TLC meetings, and are free to share ideas and influence discussion, but the final decisions are made by the voting members. The TLC meets monthly to discuss any issues with the previous month's activities and to plan details for the upcoming month's activities that are established in the Annual Plan. The Scoutmaster acts as the advisor to the TLC.

In May and June, with input from the troop at large, the TLC develops the Annual Plan for the coming program year, which runs from September through August of the next calendar year. The SPL presents the plan to the troop committee for comment and review. The final approved plan is published in July.

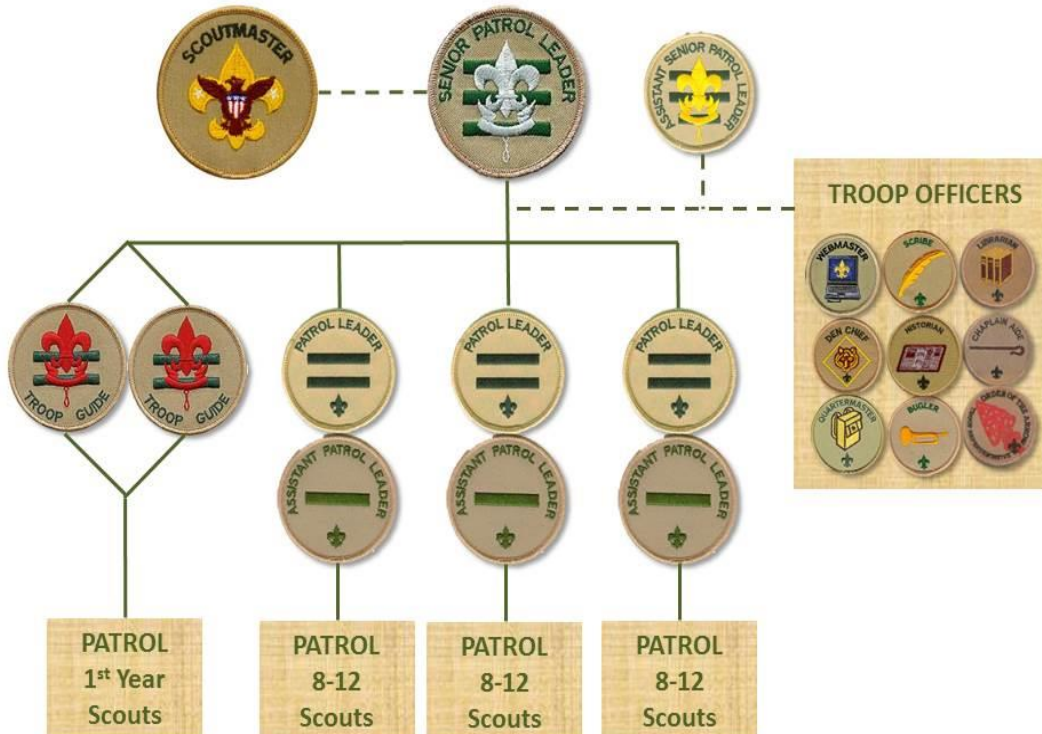
In addition to the TLC, there is a separate Troop Committee comprised of adult volunteers, led by the Troop Committee Chair. The Troop Committee is a group of adults that have accepted responsibility for various roles within the troop. They include such areas as equipment and finance. The committee oversees the operation of the troop and provides feedback to the Scoutmaster. The Troop Committee is responsible for selecting the Scoutmaster and has authority to 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, First Year Coordinator, 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.
-  Candidates for Senior Patrol Leader must have attained the rank of 1<sup>st</sup> Class or higher. The candidate must have previously served in the TLC, and must have completed or commit to register for National Youth Leadership Training (NYLT) at the time of the election. The candidate must have the capability and willingness to assume a leadership role among peers in a manner reflecting the precepts of the Scout Oath and Scout Law.
-  Nominations for the office of Senior Patrol Leader are taken from the youth members of the troop and must be seconded. The nominated Scout then chooses to accept or decline the nomination. All potential candidates are provided the opportunity to address the troop, prior to the vote.
-  Once nominations are closed, the Scouts cast votes by secret ballot. Adults do not vote. The nominee with the most votes is the new Senior Patrol Leader.
-  The current Senior Patrol Leader is eligible to be re-elected if he chooses.
-  Candidates for SPL may elect to serve the full 1 year term, or they may choose to split the year with another Scout. One serving the first 6 months (June to November), and another serving the remaining 6 months (December to May).
-  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 may opt to split the year as well.
-  Patrol Leaders will appoint their own Assistant Patrol Leaders.
-  The newly elected Senior Patrol Leader, with the advice and consent of the Scoutmaster, selects all other troop officers including Assistant Senior Patrol Leader(s), Troop Scribe, Quartermaster(s), etc. Details on Troop Officers are below
-  New leadership positions then take effect on June 1<sup>st</sup> and run through May 31<sup>st</sup> of the following year.

# Troop Officers

## SENIOR PATROL LEADER (SPL):

- In short, the SPL runs the troop
- Leads the troop in the opening and closing of every meeting
- Leads the troop on camping trips, and is responsible for keeping the troop on schedule
- Acts as the liaison between the Scoutmaster and the troop
- Leads the discussion at TLC meetings, and only votes in the event of a tie

## ASSISTANT SENIOR PATROL LEADER (ASPL):

- Takes over for the SPL in his absence
- Participates in monthly TLC meetings as a non-voting member

## PATROL LEADER (PL):

- Leads his patrol during meetings
- Leads his patrol on camping trips, and is responsible for keeping his patrol on schedule
- Actively participates in the TLC as the representative of his patrol
- Voting member of the TLC
- Brings any issues to the attention of the SPL and is responsible for communicating information from the TLC to the members of his patrol

## ASSISTANT PATROL LEADER (APL):

- Takes over for the PL in his absence.

## JUNIOR ASSISTANT SCOUTMASTER (JASM):

- Youth participant who assists the SPL and Scoutmaster in running the troop.
- Generally, an older scout who has previously held the office of SPL and has attained the rank of Eagle.
- Participates in the monthly TLC meetings as a non-voting member

## SCRIBE:

- Participates in the monthly TLC meetings as a non-voting member
- Takes notes during TLC and distributes per SPL guidance

## QUARTERMASTER:

- Responsible for the troop equipment used on camping trips

## LIBRARIAN:

- Responsible for keeping the troop library of merit badge books

## DEN CHIEF:

- Works with a local cub pack and regularly attends their den meetings.
- This position is very helpful for recruiting new scouts.

#### HISTORIAN:

- Maintains troop history.

#### CHAPLAIN'S AIDE:

- Presides over Sunday Services held during camping trips, called "Scout's Own".

#### BUGLER:

- Plays taps on his trumpet or bugle on camping trips and at summer camp.

#### ORDER OF THE ARROW REPRESENTATIVE:

- Represents the troop at monthly chapter meetings of the Order of the Arrow (OA). The OA is an honor society of camping, with annual elections for entry.
- Makes announcements of OA related activities at troop meetings

#### WEBMASTER:

- Maintain the troop website and social media outlets.

#### LEAVE NO TRACE TRAINER:

- Knowledgeable in the principles of Leave No Trace, and trains the troop as needed.

## Adult Participation

It is mandatory for all adult volunteers to complete the 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 job responsibilities for registered adult leaders. 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 register with the BSA and complete troop committee training. Assistant Scoutmasters must register with the BSA and complete SM specific training and the Individual Outdoor Leadership Skills weekend. Troop 3 follows all current BSA policies and guidance regarding the eligibility of adult leaders.

#### CHARTERING ORGANIZATION REPRESENTATIVE:

- Representative of the sponsoring organization. For Troop 3, this is Hatboro Baptist Church
- Supportive of the scouting program
- Oversees quality of adult leadership of the program
- Make arrangements with the Church Office to reserve meeting spaces

#### TROOP COMMITTEE CHAIRMAN:

- Organizes and leads troop committee meetings
- Oversees the entire troop operation
- Arranges recognition of adult leaders
- Ensure that troop leaders and committee members are properly trained
- Attends district roundtable meetings
- Provides feedback from the committee to the Scoutmaster
- Assists the troop in the rechartering process
- Liaison for the troop to Washington District and Cradle of Liberty Council

#### SCOUTMASTER:

- Trains and guides youth leaders to run the troop
- Supervises troop meetings and other troop events
- Advises the TLC in organizing troop meetings, camping trips and the annual plan
- Ensures that troop equipment is maintained properly
- Responsible for safety at meetings and camping trips
- Attends district roundtable meetings
- Conducts Scoutmaster conferences for Scouts' advancement
- Takes 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:

- Makes prompt report of scout advancement
- Keeps status of merit badges earned
- Keeps all records in Scoutbook and Internet Advancement
- Attends troop meetings to assist with advancement needs
- Obtains all needed badges and merit badges for presentation
- Attends troop committee meetings

#### EQUIPMENT CHAIRMAN:

- Maintains troop equipment
- Coordinates repair and storage of troop equipment
- Advises troop committee of equipment needs
- Attends troop committee meetings

#### UNREGISTERED PARENTS:

All parents and legal guardians who are not registered leaders in Troop 3 are welcome to volunteer for service projects and attend troop day trips. Only adults registered with the BSA may attend overnight camping trips.

Unregistered adults who wish to attend weekend camping trips (less than 72 hours in duration) must do the following to register:

1. Obtain criminal and child abuse background checks in accordance with the Child Protective Services Law of the Commonwealth of Pennsylvania. (Copies of certifications from your Cub Pack, Little League, Sunday School, work, etc. are acceptable)
2. Complete the BSA's web-based Youth Protection Training (go to [my.scouting.org](http://my.scouting.org))
3. Complete Parts A and B of the BSA Medical Form.
4. Submit an Adult Application and pay the annual dues

#### ADULTS CAMPING:

For weekend camping trips (less than 72 hours in duration), all adults must have a current registration with the BSA, including current BSA Youth Protection Training and criminal and child abuse background checks in accordance with the Child Protective Services Law of the Commonwealth of Pennsylvania and current BSA policy. Additionally, a current copy (less than 1 year old) of Parts A and B of the BSA Medical Form must be on file with the Troop Medical Officer.

For trips in excess of 72 hours in duration, such as Summer Camp and Venture Trips, all adults must complete the above, plus have Part C of the BSA Medical Form signed by a medical practitioner.

Parents are reminded that the Scouts function as patrols and will eat and sleep with their peers. On overnight outings, adults will not sleep in a tent with their Scout. Adults will sleep/bunk as part of the adult patrol, with the following exception: Webelos/Arrows who are joining Troop 3 on a camping trip must be accompanied by a parent/guardian and must tent with their parent/guardian.





Requests to attend outings must be made in advance with the trip coordinator. Siblings who are not registered Scouts in Troop 3 are not permitted to attend camping trips, with the exception of that sibling being a Webelos/Arrow who is a prospective Scout in Troop 3. In accordance with BSA guidelines, all adult tents and rooms in cabins must be single gender.

Parents/guardians attending camping trips or other outings are reminded that the scouting program is designed to foster growth and independence through exposure to challenging experiences. Your Scout will benefit the most from the program when they are allowed to make mistakes and learn and grow from those mistakes. If your Scout needs help with a task or has questions, they are to ask another Scout. All adults on trips are there for safety and guidance, but it is ultimately the Scouts' responsibility to reach and accomplish goals.

## The Boy Scout Uniform



Hatboro Troop 3 is a "Uniformed Troop". There are three different uniforms that may be worn depending on the event.

### CLASS A

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





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

### FULL CLASS A (Class A Uniform listed above, plus the following)

-  Troop 3 Neckerchief and Neckerchief Slide of the Scout's choice
-  Merit Badge Sash or Order of the Arrow Sash (only worn for OA events)

The Full Class A uniform will be worn for ceremonies and formal gatherings, such as Eagle Scout Courts of Honor, Crossovers, Parents Night, Scout Sunday, Scoutmaster Conferences, Boards of Review, and other special events as directed by the SPL. Merit Badge Sashes are encouraged to be worn at these special events. Order of the Arrow sashes are only worn during OA events.

### CLASS B

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

The Class B uniform is typically worn while camping, for community service projects, and for outdoor troop meetings during the summer, as directed by the SPL.

NOTE: 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 Scout 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

### SCOUTBOOK

Troop 3 uses a combination of hardcopy and electronic records to track advancement. Scoutbook (<https://scoutbook.scouting.org>) is used to officially record rank advancement and merit badge completion. However, the requirements pages in the back of Scout Handbook are also utilized and must be kept up to date.

### RANK ADVANCEMENT

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 a leader 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 experiences 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 follows. Note the first 4 steps may also be accomplished electronically in Scoutbook:

-  The Scout select a merit badge of interest. A list and description of merit badges can be found in the Scout Handbook or at [www.usscouts.org](http://www.usscouts.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.usscouts.org](http://www.usscouts.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.

NOTE: It is the Scout’s responsibility to complete these actions. Parents may provide encouragement, but must not do it for them. Refer back to “Adult Interaction” as one of the 8 Methods of Scouting.

It is recommended that Scouts keep all their completed Blue Cards together in a safe place, such as a binder. The signed Blue Card is 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. Scout’s are also encouraged to work with an adult to have the completed requirements entered into Scoutbook.

The process for taking Merit Badges at Summer Camp or a Merit Badge College varies.



## SCOUTMASTER'S CONFERENCE

The Scoutmaster's Conference is an important requirement in the Rank Advancement process. This is a time when individual scouts and the Scoutmaster meet, either during a Troop Meeting or on a camping trip, to discuss 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. Scouts must wear their Full Class A Uniform for Scoutmaster's Conferences.

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 adult leadership to check-in with the individual Scout about his scouting experience. The Board of Review is set up by the Troop Committee Chair, 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 lengthy and a little overwhelming. There are many details that the Scout must pay attention to during this time, regarding the Eagle Project and the Application process. 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. Detailed guidance on this process is not provided in this Parent's Guide, and is provided separately.

## Camping

Camping is the backbone of the scouting program. Scouts are encouraged to camp with the troop every month. 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 instructed, the patrol method is in effect on every trip. Prior to the trip, each individual Patrol will plan their meals for the weekend and assign a "Grubmaster" who purchases all patrol food for the weekend. Grubmasters are to be reimbursed the weekend of the trip or by the following troop meeting at the latest. Each patrol assigns a "Patrol Quartermaster", who all meet a day or two before the trip to load troop gear into the trailer.

While at camp, patrols work as a team to pitch their own tents and set up their kitchens in a grouping separate from other patrols. The Scouts follow a predetermined Duty Roster for assigning jobs around camp such as cooking and cleaning.

Youth leaders and/or experienced Scouts will demonstrate and teach less experienced Scout how to perform the various tasks around camp, however, Scouts will be expected to accomplish them themselves. Parents will not be permitted to do it for them.

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

Scouts are expected to wear their Class A uniform when traveling to and from camping trips. The Class B uniform is acceptable during the trip.

It is the policy of Hatboro Troop 3 that electronics are not permitted on troop camping trips. Electronics include cell phones, ear buds or any electronic game. They may be brought with Scouts and used while traveling, but while at camp, they will remain in the vehicle. Do not expect to have communication with your Scout during the weekend trip.

Scouts are responsible for their personal camping gear at all times. Complete packing lists are available on the Hatboro Troop 3 website at [www.hatborotroop3.org](http://www.hatborotroop3.org).

#### Mandatory Personal Gear:

Scout Handbook (Protective Cover is recommended)

Hiking Boots (Waterproof recommended)

Rain Gear (Quality Rain Jacket and Rain Pants. No Ponchos!)

Headlamp

Mess Kit (Plate, Bowl, Cup, Knife, Fork, Spoon)

Water Bottle (1 Liter) (One is required, additional are recommended. No bladders or hydration packs!)

Sleeping Bag (20° bag at the lightest recommended). (A Sleeping Bag Liner is also recommended)

Sleeping Pad (No large air mattresses)

Ground Cloth (Waterproof, 5' x 8')

Large Duffel/Backpack

Dry Bags (for Sleeping Bag and Clothing)

About Pocket Knives: Pocket Knives are not allowed until the Scout has earned Tote'n Chip. Knives must be folding knives or multi-tools. Sheath knives, machetes, tomahawks, and hatchets are prohibited.

Troop gear, such as tents, stoves, and cooking pots and utensils are provided by the troop, and may vary depending upon the nature of the trip. Scouts are responsible for the care and cleaning of the Troop gear. After a trip, the Patrol Quartermaster will assign gear to be taken home to

clean and dry. We ask that this gear be returned to the troop room at the following Troop Meeting, or as soon as possible thereafter.

Hatboro Troop 3 uses CheddarUp for registration for camping trips and other events. Links register for a trip or event on CheddarUp are provided in the monthly Newsletters and separate emails. CheddarUp registration includes an option to pay by credit card, with an additional processing fee. If you prefer to pay by cash or check, that is always an option. We request that you still register for the trip online through CheddarUp, and select the pay by cash/check option. This enables us to keep track of sign-ups, regardless of payment method.


## Summer Camp


Hatboro Troop 3 attends Summer Camp in July or August of each year. The location and dates of Summer Camp vary from year to year. However, we generally attend our Cradle of Liberty's Summer Camp at Resica Falls every third year. The location and dates for Summer Camp are chosen far in advance as part of the Annual Plan development, to enable families to plan ahead.

Attendance at Summer Camp is highly encouraged. This is your Scout's best opportunity for advancement, and it is also his best opportunity to make lasting friendships with fellow Scouts. It is Hatboro Troop 3's belief that finances must not be the sole reason for a Scout to miss these opportunities. Because Summer Camp is generally the most expensive trip of the year, fundraisers to defray the cost of Summer Camp are held two a year. In addition, need-based Camperships are available from the troop. If you have a need for a campership, please contact the Troop Committee Chairman or the Scoutmaster. These camperships are kept confidential. If we travel to the Cradle of Liberty Council Camp, Resica Falls Scout Reservation, camperships may also be available at the Council level.

## Discipline









Scouts are expected to demonstrate the Scout Oath and Scout Law towards each other and their leaders. Minor conflicts are to be resolved by the Patrol Leader, ASPL and/or SPL. 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. 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.

 Contacting the Scout's parents and asking them to come and pick him up from an activity.

## Health and Safety

The health and safety of all 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
-  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 individual.

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

We communicate with you in several forms:

 Announcements

- Details regarding upcoming events are announced at the end of each weekly Troop Meeting. Parents are encouraged to come inside for the end of the meeting to hear the announcements for themselves. Announcements typically begin at 8:50 pm.

 E-Mail

- Announcements and details of upcoming events are emailed 1-3 times a week via Constant Contact. Please check your junkmail settings to ensure that you receive these emails. Please contact the Scoutmaster with email addresses that you would like added to the troop distribution list, like additional parents or family members. Email addresses for the Scouts are encouraged, if available.

 Newsletter

- The Troop 3 Newsletter is emailed on the 1<sup>st</sup> of the month, every month by the Scoutmaster. It is full of information on upcoming events, past events and the monthly calendar.

 Facebook

- We encourage you to “Like” and/or “Follow” our Facebook page at [www.facebook.com/hatborotroop3](http://www.facebook.com/hatborotroop3). All emails sent via Constant Contact are also posted to Facebook. You will also find other posts, such as photos from trips and special events.

 Remind

- We also use Remind, which is a free and secure text messaging app. The SPL and/or Scribe use the app to provide important info and reminders regarding upcoming meetings and events.

 Website

- We encourage you to visit our website at [www.hatborotroop3.org](http://www.hatborotroop3.org). This site contains useful long term information, such as the Annual Plan and an archive of Newsletters. You will also find important forms, packing lists, and info about the Trading Post.

# Terms and Abbreviations

APL – Assistant Patrol Leader. Youth 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. Youth 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 a 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. Troop 3 belongs to the Washington District of the Cradle of Liberty Council.

High Adventure – A trip or trek that requires greater skill, training and organization than a typical weekend outing.

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. Youth leader elected by the patrol.

Patrol – A small group of Scouts 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 separately 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 Scout 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. Elected by the troop to be the Scout in charge of the “boy-led” troop. This challenging office requires 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 Leadership Council. Senior Patrol Leader, Patrol Leaders and Scribe who meet monthly to plan the troop activities. Chaired by the SPL with the Scoutmaster as advisor.

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.

