



TROOP 765 PARENT HANDBOOK

Carmel Valley – San Diego, CA

Boys Scouts of America
Revised January 2015

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Dear Scout Families,

Welcome to Boy Scout Troop 765. We are excited that you decided to join our Troop and grow with us! We meet every Tuesday evening, except the last Tuesday of the month when we have a Patrol Leader Council (PLC) meeting for our scout leaders, followed by a parent meeting. It is a great night for parents to attend and learn what our Troop is doing.

We have prepared the accompanying handbook as a guide for you to better understand our Troop and to assist you and your son in having a wonderful and rewarding scouting experience.

If you need clarification or more information on any of the items within this book, please do not hesitate to contact one of the leaders who will assist you in understanding or directing you to the appropriate person. We realize that not everything is in this booklet, but it should serve as a starting guide. Forms, Troop contacts, Troop leaders, and the Troop calendar change on a periodic basis and will be provided electronically each time they are updated.

We look forward to you being a part of Troop 765.

The Troop 765 Adult Committee

Quick Reference Sheet

Troop/Unit	765
District	Pacific Coast
Council	San Diego-Imperial
Charter Sponsor	St. Therese of Carmel Catholic Church
Primary Meeting Location	Congregation Beth Am Temple 5050 Del Mar Heights Rd. San Diego, CA 92130
Secondary Meeting Location	St. Therese of Carmel Catholic Church 4355 Del Mar Trails Rd San Diego, CA 92130
Secondary Meeting Location	Ashley Falls Elementary School 13030 Ashley Falls Dr. San Diego, CA 92130
Meeting Day (General Troop Meetings)	Every Tuesday Except the Last Tuesday
Meeting Time(General Troop Meetings)	6:45 – 8:00 pm
Meeting Day (Patrol Leader Council)	Last Tuesday of Every Month
Meeting Time (Patrol Leader Council)	6:30 -7:15 pm
Parent Meeting Day	Last Tuesday of Every Month
Parent Meeting Time	7:15 – 8:30 pm
Court of Honor	Approximately Every Three Months
Troop 765 Website	www.troop765.org
San Diego Imperial Council.org 1207 Upas Street San Diego, CA 92103 Phone: 619-294-6121	www.sdicsa.org
BSA National	www.scouting.org
BSA Scout Shop 1207 Upas Street San Diego, CA 92103 Phone: 619-294-3807	
Online Scout Store	www.scoutstuff.org
Merit Badge and Rank Advancement Worksheets	www.meritbadge.org
Online Training	www.myscouting.scouting.org

History of Troop 765

John Hooker started Cub Scout Pack 765 in 1993. As the scouts completed the Arrow of Light as Webelos they need a Boy Scout Troop to bridge over into. In 1996 Boy Scout Troop 765 was founded by Bill Collins, District Chairman, Ed Berger, Committee Chair, and John Hooker, Scoutmaster.

St. William of York (now St. Therese of Carmel Catholic Church) became the Troop sponsor under the guidance of Father George Byrnes.

The following scouts are Tent Scouts, which means founding scouts:

Jeffrey Teng
Chaz Moore
Tarek Shazli
Andrew Marini
Jonathan Hooker

Troop 765 is part of the Pacific Coast District of the San Diego Imperial Council.

As of January 2015, our Troop has 60 scouts, one Scoutmaster, 53 adult leaders, and 13 active Assistant Scoutmasters. Also, as of January 2015 we have produced 40 Eagle Scouts. We are very proud of their accomplishment. The Eagle Scouts are:

Jeffrey Teng (2003)	Andrew Marini (2003)	Jonathan Hooker (2004)
Mark Landry (2004)	Justin Heinrich (2004)	Andrew Steiner (2004)
Ty Datteray (2005)	Charlie Nielson (2006)	Jeff Wurzback (2007)
Dan Schkade (2007)	Andrew Kim (2007)	Nick Bianchi (2007)
Alex Schmall (2007)	Nigel Clarke (2007) Spirit of the Eagle	Tony DiBiase (2008)
Phil Grand (2009)	Jack Steiner (2009)	Jordan Emont (2009)
Greg Hooker (2010)	Glen Johnson (2010)	Ben Perlman (2011)
Dillon Patel (2011)	Achinthya Soordelu (2011)	Aaron Johnson (2012)
Michael Chodorow (2012)	Tyler Sorensen (2012)	Stephen Chang (2012)
Tommy Bell (2012)	Quin Patterson (2012)	David Twyman (2012)
Skyler Wities (2012)	Sean Colford (2013)	Colin Lloyd (2013)
Chris Bell (2013)	Nate Rudolph (2013)	Brian Chekal (2014)
Cole Chodorow (2014)	Jeffrey Lee (2014)	Harmon Jones (2015)

As of January 2015 Troop 765 the following individuals have served as Scoutmaster. Without their leadership, dedication, and patience our Troop would not be what it is today. Our Scoutmasters are:

Ed Berger (1996-1997)	John Hooker (1997-1999)
Ed Berger (2000)	Sharon Steiner (2001-2008)
Doug Clarke (2008-2010)	Scott Chodorow (2011-2013)
Andrew Lee (2014-Present)	

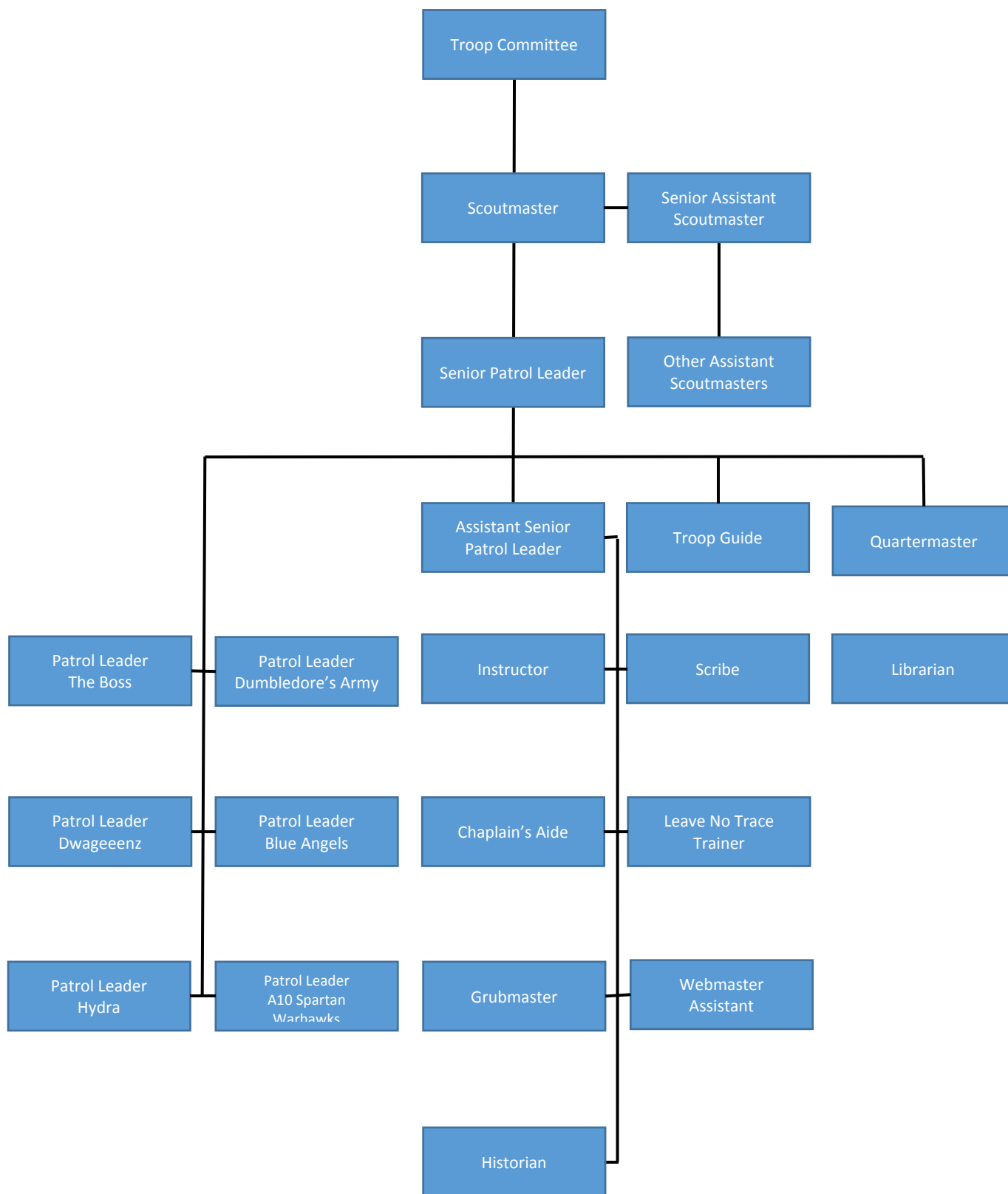
Troop 765 Organizational Chart

Every Troop is part of some established community organization. The Troop is granted a charter by the Boy Scouts of America (BSA) on a year-by-year basis. St. Therese of Carmel Catholic Church has been the chartering organization since the inception of Troop 765.

The chartered organization agrees to furnish satisfactory Troop meeting facilities, approve the Scoutmaster, appoint a Troop Committee Chairperson and choose a Chartered Organization Representative, a member of the church who serves as a link between the church and the Troop. That person is not the head of the organization.

BSA agrees to make training courses available to the Troop leaders, provide local camping facilities (i.e. Mataguay Scout Reservation, Camp Balboa, and Fiesta Island), make program materials available, maintain basic Troop records, and provide programs and services. The chartered organization uses the programs and provides the leadership.

Troop 765 is organized into several operating units, including the Patrols, the Adult Staff, and the Troop Committee. The following figure represents the basic structure of the Troop.



Troop 765 Bylaws

1. This organization shall be known as Boy Scout Troop 765, San Diego, California.
2. The sponsoring organization is St. Therese of Carmel Catholic Church.
3. Our charter is issued on a yearly basis and must be renewed before the last day of December.
4. The Troop 765 Committee will govern all activity and shall consist of the following voting members:
 - a. Committee Chairperson
 - b. Scoutmaster
 - c. Secretary
 - d. Treasurer
 - e. Advancement Chairperson
 - f. Charter Organization Representative
 - g. BSA registered parents of the Troop

Five attending Committee members of a regular or specially called meeting on a minimum of 48 hours' notice to all members of the Committee will constitute a quorum.

5. Troop meetings are held from 6:45 pm to 8:30 pm on Tuesday nights three times per month, schedule to be posted in advance on the Troop website and the Troop Calendar. Patrol Leader meetings are to be held one Tuesday per month from 6:30 pm to 7:15 pm and posted in advance on the Troop website and the Troop Calendar. If a meeting is to be changed, 24-hour notice is to be provided to the scouts and their parents. Troop Committee meetings will be held one Tuesday per month from 7:15 pm to 8:30 pm and posted in advance on the Troop website and the Troop Calendar. Normally the Troop will meet at Temple Beth Am at 5050 Del Mar Heights Road in the room designated by the temple in Carmel Valley. Regular Troop meetings will be conducted only if the Scoutmaster or an Assistant Scoutmaster and at least one additional adult are present.
6. Awards and recognition of rank advancements will be presented at the quarterly Court of Honor.
7. Sign-offs of merits, tasks or skills toward rank will require check-off either by the Scoutmaster or others designated by the Scoutmaster. The scout may have to demonstrate skill or knowledge to satisfy sign-offs.
8. Dues and annual registration/Boys Life fees are due once a year. The amount and the due date are determined by the Troop Committee.
9. Uniforms will be maintained and worn by scouts, the Scoutmaster, and his/her Assistant Scoutmasters as follows:

Field Uniform	Activity Uniform
<p>To be worn:</p> <ol style="list-style-type: none"> 1. At Troop meetings 2. At Courts of Honor 3. At other Ceremonial events 4. To and from off-site events 5. As determined by the Scoutmaster 	<p>To be worn:</p> <ol style="list-style-type: none"> 1. During all other scouting activities
<p>Consists of:</p> <ol style="list-style-type: none"> 1. Scout long or short sleeved shirt 2. Scout pants or shorts* 3. Scout belt and buckle 4. Scout socks 5. Neckerchief and slide 6. Sturdy closed toed shoes 7. Sash** 	<p>Consists of:</p> <ol style="list-style-type: none"> 1. Troop T-shirt 2. Scout pants or shorts 3. Scout belt and buckle 4. Scout socks 5. Sturdy closed toed shoes
<p>*or other Scoutmaster approved pants/shorts of similar cut and color **Only for Courts of Honor and Ceremonial Events</p>	

10. Once a year there shall be a Troop Committee annual planning and scheduling meeting to review the Troop Program developed by the Scouts of the coming year. This meeting shall be the Committee meeting in June. Drafts shall be presented to the Committee by the Scoutmaster and member(s) of Patrol Leadership Council (PLC) for consensus by the Scoutmaster, Committee and the PLC and shall be adopted as the Troop Calendar as monthly themes, events, campouts, trips, and other Troop activities which shall in turn be implemented by the Troop (specifically for scouts). For outdoor and major events the Committee may appoint subcommittees or chairperson.
11. All outings planning by the Troop shall have prior approval by the Troop Committee. In addition, individual parental permission slips are required.
12. All expenses of the Troop funds are under the direction of the Treasurer. The Scoutmaster shall have a discretionary set of funds not to exceed \$100, funds permitting. The Scoutmaster shall provide receipts to obtain disbursement(s) from the discretionary funds.
13. All fundraising for the Troop shall have the approval of the Troop Committee.

14. To the maximum extent possible, all expenditures shall be paid for by check from the Troop checking account which shall require the Treasurer's signature and a signature from one of the following list of Committee members: Chairperson, Scoutmaster, one Assistant Scoutmaster approved by the Troop Committee.

A monthly Treasurer's report will be presented to the Troop Committee.

15. Funds permitting, each Troop 765 scout who attains the Rank of Eagle Scout shall receive a scholarship of \$200 from Troop funds.

16. As part of the annual charter renewal, the bylaws shall be reviewed, amended and approved by the Troop Committee. In conjunction with charter renewal, election or confirmation of the Scoutmaster and election of adult leaders to the Committee/subcommittees shall be held as part of the annual charter renewal.

Certified by the Troop Secretary:

Signature _____

Printed name _____

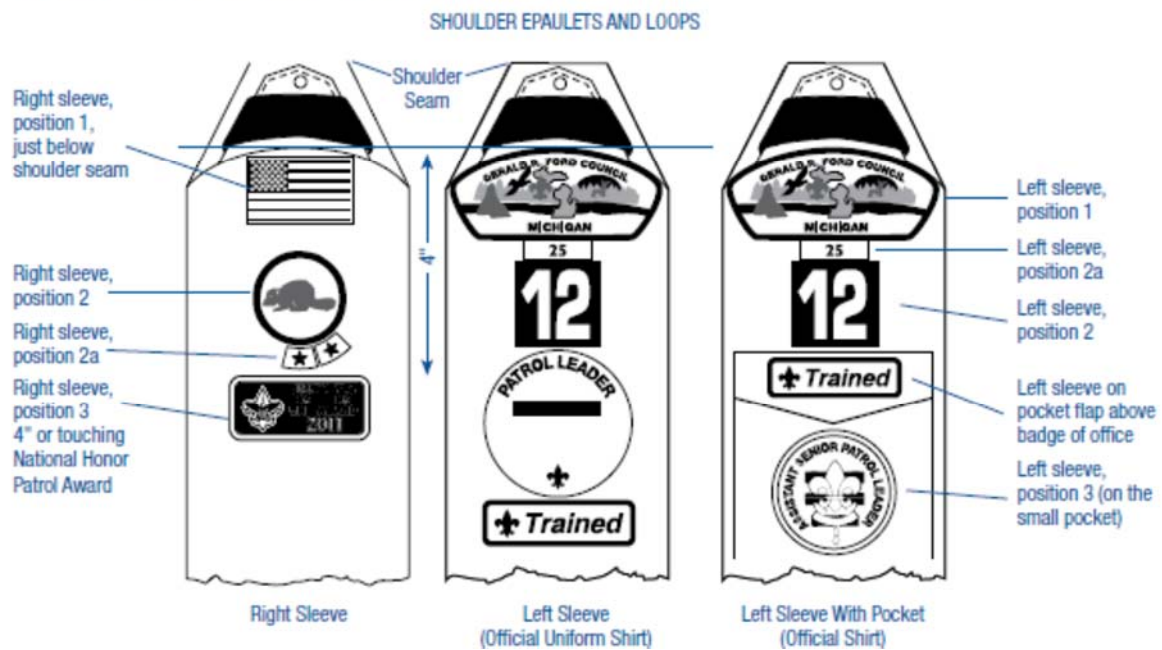
Date _____

Uniform Requirements

A copy of the uniform inspection sheet is available on the Troop website or online: <http://www.scouting.org/filestore/pdf/34283.pdf>.

Below are the guidelines for awards and insignia on the Boy Scout uniform. The full version of the guidelines is available on the Troop website or online at http://www.scouting.org/filestore/pdf/33066_Section2.pdf.

BOY SCOUT INSIGNIA



Merit Badge Placement:

Merit badge sash, worn with Boy Scout, Varsity Scout, or Venturing uniform over right shoulder. May be worn under or over epaulet.



Varsity letter may be worn on sash as shown.

Guidelines for Rank Advancement

1. All rank requirements are to be signed off by the Scoutmaster, Assistant Scoutmaster, or a designated older Scout. If the Scout has a parent or older sibling that qualifies for sign-offs, he should avoid having them sign off the requirement and choose another qualified individual.
2. Our Troop requires that the rank requirement be signed off with 2 months of completion of the requirement. Scouts should bring their books to each meeting and campout so sign-offs can be done in a timely manner.
3. After all requirements are met, the Scout should contact the Scoutmaster or an Assistant Scoutmaster in order to schedule a Scoutmaster Conference.
4. For the Scoutmaster Conference: A Scout must write an essay outlining the ways in which he has lived the points of the Scout Law. This is a requirement for each rank that will be signed off by the Scoutmaster.
5. All previous rank requirements must be completed before scheduling the Scoutmaster Conference and Board of Review for the next week.
6. After the Scoutmaster Conference requirement is fulfilled, the Scout must contact the Advancement Chairman in order to schedule a Board of Review. A Scout can have only one Scoutmaster Conference and one Board of review in the same week.
7. The Advancement Chairman will organize the Board of Review, which will occur no sooner than one week after the request is made. Board of Reviews can only be scheduled after completion of all requirements, including completion of the Scoutmaster Conference.
8. If a Scout wishes to receive his rank advancement at a specific Court of Honor he must request a Board of Review three weeks prior to the Court of Honor (then the Board of Review will occur one or two weeks prior to the Court of Honor).
9. On successful completion of the Board of Review, the Scout has earned the rank and an announcement of the rank earned will be made at the current or next Troop meeting. The rank patch, card, and mother's pin will be presented at the next Court of Honor.

Merit Badges and Merit Badge Counselors

Merit badges are required for Star, Life, and Eagle ranks. Currently to achieve the rank of Eagle Scout, 23 merit badges are needed. Thirteen of these badges are Eagle-required and 10 are any other merit badges of choice. It's recommended that you familiarize yourself with the Eagle-required merit badges, as most of them take several months to achieve due to the nature of some of the requirements. The Eagle required badges are:

- First Aid
- Citizenship in the Community
- Citizenship in the Nation
- Citizenship in the World
- Communication
- Cooking
- Personal Fitness
- Emergency Preparedness OR Lifesaving
- Environmental Science OR Sustainability
- Personal Management
- Swimming OR Hiking OR Cycling
- Camping
- Family Life

There are currently 135 merit badges that can be earned. Merit badge requirements and worksheets can be found at www.meritbadge.org. Merit badge books, containing requirements, can also be purchased from the Scout Store or online at www.scoutstuff.org.

Troop 765 strives to have Merit Badge Counselors for all of the Eagle-required badges. A list of the current Merit Badge Counselors is available from the Merit Badge Coordinator.

Means by which merit badges can be earned include:

- Through Troop 765 Merit Badge Counselors
- Annual Scout Fair (sign up early – merit badge classes fill up fast)
- Local Merit Badge Days – On occasion local Boy Scout Troops offer Merit Badge Days – information is available on the San Diego-Imperial Council website
- Summer Camp – those Scouts who choose to go to the annual summer camp will have an opportunity to earn several merit badges – this is coordinated as part of the overall summer camp coordination
- San Diego-Imperial Council – occasionally Council partners with local businesses to provide an opportunity to earn a specific merit badge – information is available on the San Diego-Imperial council website

A Scout does not have to wait until he achieves First Class rank in order to earn merit badges. It's recommended to take advantage of opportunities when they present themselves. Merit badges require a blue merit badge card, signed IN ADVANCE, by the Scoutmaster. The blue card must be signed by the Merit Badge Counselor upon completion of the requirements, signed a second time by the Scoutmaster, and finally turned in to the Advancement Chairman. Merit badges are awarded at the Troop Court of Honor.

Scout Leadership Positions and Definitions

Senior Patrol Leader (SPL): The Senior Patrol leader is elected by the Scouts to represent the Troop as the top junior leader. By accepting the position of Senior Patrol Leader, you agree to provide service and leadership to your Troop. The responsibility should be fun and rewarding. This job description outlines some of the things you are expected to do while serving in this leadership role.

Assistant Senior Patrol Leader (ASPL): The assistant senior patrol leader works closely with the senior patrol leader to help the troop move forward and serves as acting senior patrol leader when the senior patrol leader is absent. Among his specific duties, the assistant senior patrol leader trains and provides direction to the troop quartermaster, scribe, historian, librarian, instructors, and Order of the Arrow representative. During his tenure as assistant senior patrol leader he is not a member of a patrol, but he may participate in the high-adventure activities of a Venture patrol.

Patrol Leader (PL): The Patrol Leader is the elected leader of his Patrol. He represents his Patrol on the PLC.

Assistant Patrol Leader (APL): The Assistant Patrol Leader is appointed by the Patrol Leader and leads the Patrol in his absence.

Instructor: The Instructor teaches Scouting skills. Works with the Troop Guide and the Assistant Scoutmaster for new Scouts. The Instructor should be able to teach skills for Tenderfoot, 2nd Class, and 1st Class ranks.

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

Quartermaster: The Activities Quartermaster keeps track of Troop equipment and sees that it is in good working order. Most of the work is done before, during and after campouts. The Meeting Quartermaster is responsible for making sure that the American and Troop flags are available for meetings, Open House, Court of Honor, and any other event where the flags are required.

Guide: The Troop Guide works with new Scouts to help them feel comfortable and earn their First Class rank within their first year.

Scribe: The Scribe keeps the Troop records. He records attendance for Troop meetings and activities. Takes notes at meetings and distributes these notes to the Troop via email.

Librarian: The Troop Librarian takes care of the Troop literature.

Historian: The Historian keeps a historical record or scrapbook of Troop activities

Webmaster: The Webmaster works with the Troop committee Webmaster to update the Troop website with past and upcoming activities.

Chaplain's Aide: The Chaplain's Aide works with the Troop Chaplain to meet the religious needs of the Scouts in the Troop. He works to promote religious awards program. He helps everyone in the Troop by preparing short religious observations for campouts and other functions. Can have other Troop members lead observations.

Grubmaster: The Grubmaster is responsible for making sure that the Troop eats well on campouts. He provides instructions on cooking, nutrition, and the importance of cooking and eating as a Patrol.

Leave No Trace Trainer: The Leave No Trace Trainer learns and teaches the Leave No Trace program, a combination of science and common sense for enjoying the outdoors responsibly.

All Scout Leaders are expected to set a good example:

- Wear uniform correctly
- Live the Scout Oath and Law and show Scout Spirit
- Be the first to reflect the Scout Sign
- Maintain a positive and enthusiastic attitude
- Exhibit good self-discipline
- Attend as many meetings and events as possible
- Meet your obligations in a timely manner
- Have fun but not at the expense of everyone. Goofing off without purpose wastes time and causes other Scouts to lose interest and respect for you.
- REMEMBER – the Troop will follow your example

Position Responsibilities	Qualifications
<p>Senior Patrol Leader:</p> <ul style="list-style-type: none"> • Reports to the Scoutmaster • Term: 6 months • Attend Leadership training • Attend 85% of Troop meetings, PLC meetings and outings • Run Troop meetings, PLC, events, activities and annual planning meeting <ul style="list-style-type: none"> ○ Have an agenda and backup plan for each meeting or event and share it with the ASPL at least one week prior to the meeting or event ○ Call and remind scouts responsible for program items ○ Notify the ASPL if you cannot attend a meeting or event • Run PLC once a month <ul style="list-style-type: none"> ○ Send out an agenda prior to PLC ○ Review program for next month ○ Plan for the following month ○ Make sure responsibilities are assigned for meeting and events for next month • Oversees the planning efforts of the Scouts for all Troop activities (whether he attends or not) • Assist Scoutmaster w/leadership training • Resolve conflicts between Troop members • Participate with your advisor midway through your tenure • Update the Troop website monthly with your information 	<ul style="list-style-type: none"> • Preferably 15 or more years old • 1st class rank or higher • Previously ASPL, PL or APL • Attend 75% of activities in the last 6 months
<p>Assistant Senior Patrol Leader:</p> <ul style="list-style-type: none"> • Reports to the Senior Patrol Leader • Term: 6 months • Attend Leadership training • Attend 85% of Troop meetings, PLC meetings and outings • Assist Senior Patrol Leader to Run Troop meetings, PLC, events, activities and annual planning meeting <ul style="list-style-type: none"> ○ Be informed of the agenda created by the SPL and be prepared to fill in or assist. ○ Call and remind scouts responsible for program items • Assist Senior Patrol Leader in running PLC once a month <ul style="list-style-type: none"> ○ Be informed of the agenda created by the SPL and be prepared to fill in or assist. ○ Review program for next month ○ Plan for the following month ○ Make sure responsibilities are assigned for meeting and events for next month • Oversee the positions of Instructor, Scribe, Chaplain's Aide, Leave No Trace Trainer, Webmaster's Assistant, Grubmaster, and Historian. • Assist Scoutmaster w/leadership training • Resolve conflicts between Troop members • Participate with your advisor midway through your tenure 	<ul style="list-style-type: none"> • Preferably 15 or more years old • 1st class rank or higher • Previously PL or APL • Attend 75% of activities in the last 6 months

Position Responsibilities	Qualifications
<p>Patrol Leader:</p> <ul style="list-style-type: none"> • Reports to the Senior Patrol Leader • Term: 6 months • Attend Leadership training • Attend 85% of Troop meetings, PLC meetings and outings • Represent the Patrol at the PLC and annual planning conferences • With Patrol, plans and executes skills instruction at Troop meetings • Plan and lead Patrol meetings • Maintain discipline within your Patrol • Help Scouts with rank advancement • Update the Troop website monthly with your Patrol information • Make sure Patrol members show about upcoming events • Make up duty roster for campouts • Bring Patrol flag to Troop meetings • Have a Patrol Yell • Have skits or songs ready for campouts • If you cannot attend a Troop meeting or PLC, inform the Assistant Patrol Leader and give him detailed instructions • Have at least 6 Patrol activities (meetings do not count) • Use Patrol corners at Patrol meetings effectively • Plan Patrol meetings one month in advance, have ideas for 2 months 	<ul style="list-style-type: none"> • 1st class rank or higher except for New Scout Patrol • Attend 75% of activities in the last 6 months
<p>Assistant Patrol Leader:</p> <ul style="list-style-type: none"> • Reports to the Patrol Leader • Term: 6 months • Attend Leadership training • Attend 75% of Troop meetings, PLC meetings and outings • Helps the Patrol get ready for Troop activities • Help the PL to control the Patrol and build Patrol spirit • Stay in close contact with the PL so you are able to step in if the PL is absent for meeting or activity 	<ul style="list-style-type: none"> • Attend 75% of activities in the last 6 months
<p>Instructor:</p> <ul style="list-style-type: none"> • Reports to the Senior Patrol Leader • Term: 6 months • Attend Leadership training • Attend 80% of Troop meetings, PLC meetings and outings • Teaches basic Scouting skills in Troop and Patrols at meetings and campouts • Research skill to be taught (Boy Scout Handbook, Boy Scout Field book, Merit Badge book, Woods Wisdom, other library resources) • Write out instructional plan • Works with Patrol Leaders on the skills instructions from Troop meetings • Approves Patrols skills instructions • Make sure you have necessary equipment – Be Prepared • Talk to the ASPL each week to confirm assignment • Update the Troop website monthly with your information 	<ul style="list-style-type: none"> • At least 14 years old • 1st class rank or higher • Attend 75% of activities in the last 6 months

Position Responsibilities	Qualifications
<p>Den Chief</p> <ul style="list-style-type: none"> • Reports to the Assistant Patrol Leader • Term: 6 months • Attend Leadership training • Attend 80% of Troop meetings, PLC meetings, and outings • Serve as the activities assistant at den meetings • Meet regularly with Den Leader to review den and pack meeting plans • If serving as a Webelos Den Chief, prepare boys to join Boy Scouts • Know the purpose of Cub Scouting • Encourage Cub Scouts to join a Boy Scout Troop upon bridging • Help out at weekly den meetings and monthly pack meetings • Be a friend to the boys in the den 	<ul style="list-style-type: none"> • Attend 75% of activities in the last 6 months • Find a den to be den chief for • Tenderfoot rank or higher
<p>Quartermaster</p> <ul style="list-style-type: none"> • Reports to the Senior Patrol Leader • Term: 6 months • Attend Leadership training • Attend 75% of Troop meetings, PLC meetings, and outings • Bring the U.S. and Troop flags to meetings and ceremonies (Meeting Quartermaster) • Keep an inventory of Troop equipment (Activities Quartermaster) • Make sure any equipment checked out is returned in good condition (Activities Quartermaster) • Maintain the Troop trailer (Activities Quartermaster) • Suggest new or replacement items at the PLC • Update the Troop website monthly with your information • Make reports to the PLC once a month on equipment condition 	<ul style="list-style-type: none"> • Attend 75% of activities in the last 6 months
<p>Guide</p> <ul style="list-style-type: none"> • Reports to the Assistant Scoutmaster of New Scout Patrol • Term: 6 months • Attend Leadership training • Attend 80% of Troop meetings, PLC meetings, and outings • 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 rank within the first year • Teaches basic Scout skills • Attends campouts and works with new Scout Patrol when needed • Coaches the new Scout Patrol Leader at PLC • Attends PLC with new Scout Patrol Leader • Assists ASM with training • Counsels Scouts on Scouting challenges • Update the Troop website monthly with your information • Make reports to the PLC once a month 	<ul style="list-style-type: none"> • 15 years or older • Star rank or higher • Attend 75% of activities in the last 6 months

Position Responsibilities	Qualifications
<p>Scribe</p> <ul style="list-style-type: none"> • Reports to the Assistant Senior Patrol Leader • Term: 6 months • Attend Leadership training • Attend 80% of Troop meetings, PLC meetings, and outings • Record the minutes of the Troop and PLC meetings and distribute • Maintain Troop attendance records for Troop and PLC meetings • Record Scout attendance at Troop activities and give report to Historian, Scoutmaster, and SPL • Write articles for the Troop newsletter and website • Update the Troop website weekly with your Troop information and notes • Make reports to the PLC once a month 	<ul style="list-style-type: none"> • Attend 75% of activities in the last 6 months
<p>Librarian</p> <ul style="list-style-type: none"> • Reports to the Quartermaster • Term: 6 months • Attend Leadership training • Attend 80% of Troop meetings, PLC meetings, and outings • Maintain a check-out/check-in system for Troop literature • Follow up on late returns • Add or replace items as necessary • Make items available for checkout at Troop meetings • Collect programs and scripts from Troop and Eagle Courts of Honor for reference material • Keep inventory up to date • Update the Troop website monthly with training information • Report to ASPL monthly with progress of duties and responsibilities 	<ul style="list-style-type: none"> • Attend 75% of activities in the last 6 months
<p>Historian</p> <ul style="list-style-type: none"> • Reports to the Assistant Senior Patrol Leader • Term: 6 months • Attend Leadership training • Attend 80% of Troop meetings, PLC meetings, and outings • Gather pictures, facts, and memorabilia about Troop activities and keep them in a scrapbook, wall display, or information file • Provide reports of Troop activities to Webmaster • Take care of Troop trophies, ribbons, awards, and souvenirs of Troop activities • Display Troop awards, scrapbooks, and Rank Board at Courts of Honor • Report to ASPL monthly with progress of duties and responsibilities • Update the troop website monthly with your reports on Troop activities 	<ul style="list-style-type: none"> • Interest in photography is helpful • Attend 75% of activities in the last 6 months

Position Responsibilities	Qualifications
<p>Webmaster</p> <ul style="list-style-type: none"> • Reports to the Assistant Senior Patrol Leader • Term: 6 months • Attend Leadership training • Attend 80% of Troop meetings, PLC meetings, and outings • Update upcoming events and activities calendar • Update the main Troop page of the website monthly • Provide training to other leaders on how to update the website • Make sure that each section of the website is updated monthly by respective owners • Report to SPL monthly with progress of duties and responsibilities 	<ul style="list-style-type: none"> • Attend 75% of activities in the last 6 months • Has earned the computer merit badge
<p>Chaplain's Aide</p> <ul style="list-style-type: none"> • Reports to the Assistant Senior Patrol Leader • Term: 6 months • Attend Leadership training • Attend 80% of Troop meetings, PLC meetings, and outings • Assist the Troop Chaplain with religious services at Troop activities • Tells Scouts about the religious emblem program for the different faiths • Makes sure religious holidays are considered during Troop planning • Help plan and lead religious observance during Troop activities (e.g. Sunday service at campouts) • Lead Troop in brief prayer at close of Troop meeting • Update the Troop website monthly with your information • Lead invocation at Court of Honor 	<ul style="list-style-type: none"> • Attend 75% of activities in the last 6 months
<p>Grubmaster</p> <ul style="list-style-type: none"> • Reports to the Assistant Senior Patrol Leader • Term: 6 months • Attend Leadership training • Attend 75% of Troop meetings, PLC meetings, and outings • Approve all Patrol menus and duty rosters before each campout • Provide demonstrations and instructions on campouts • Judge the quality of food at each campout and present the Silver Spoon Award • Judge the annual Troop Feast • Update the Troop website monthly with your information • Make reports to the PLC once a month on equipment condition 	<ul style="list-style-type: none"> • Attend 75% of activities in the last 6 months • Has earned the cooking merit badge • 1st class rank or higher

Position Responsibilities	Qualifications
<p>Leave No Trace Trainer</p> <ul style="list-style-type: none">• Reports to the Assistant Senior Patrol Leader• Term: 6 months• Attend Leadership training• Attend Leave No Trace training• Attend 80% of Troop meetings, PLC meetings, and outings• Learn and teach the following 'Leave No Trace' principles to the Troop<ul style="list-style-type: none">○ Plan ahead and prepare○ Travel and camp on durable surfaces○ Dispose of waste properly○ Leave what you find○ Minimize campfire impacts○ Respect wildlife○ Be considerate of other visitors• Report to SPL monthly with progress of duties and responsibilities	<ul style="list-style-type: none">• Attend 75% of activities in the last 6 months

Records That Your Scout Must Keep – Scout Handbook

As your son is working his way up the ranks to his ultimate goal of Eagle, he will be earning numerous ranks, merit badges, and awards. He will be a participant in campouts, work on community service projects, and receive various patches. It is very important for your son to keep track of these items. The Troop keeps records on many of these items, but not all. When your son presents himself for Eagle consideration, these items become important for review boards to look at. We suggest the following in this regard:

1. A three-ring loose-leaf binder (two inch)
2. Plastic card holders (sheets baseball card holders work well) to hold Blue Card Merit Badge Achievements and Rank Advancement cards. Generally these sheets hold 9 cards. Separating merit badges from rank advancements is recommended.
3. Plastic sheet protectors to hold information on Leadership Positions, events for which your Scout was the Scout in Charge, and Troop activities that he participated in during his time in the Troop. Letters of accommodations should also be placed in protective sleeves.
4. Plastic sheet covers that can hold two to four items per page are recommended for various pictures, patches, or other items that need to be saved.
5. Reserve a section to keep a record of all campouts and the nights your Scout spent camping. This is important information needed for rank advancement and some merit badges, including the Eagle-required Camping merit badge. Campouts and associated sign-offs are primarily kept in the Scout Handbook, but it is recommended that an additional record is kept. Campouts must be officially signed off in order to count toward rank advancement and the Camping merit badge. A blank electronic log sheet is available on the Troop website.
6. Reserve a section to keep a record of community service projects that your Scout participated in. This is important information for advanced rank of Star and above. Community service projects and associated sign-offs are primarily kept in the Scout Handbook, but it is recommended that an additional record be kept. Community service projects must be officially signed off in order to count toward rank advancement. A blank electronic log sheet is available on the Troop website.
7. Reserve a section to keep a record off ALL Troop activities that your Scout participated in during his time in the Troop. Participation in certain activities is required for rank advancement and he must show that he attended these activities in order to receive an official sign-off. The rank advancement required activities are officially signed off in the Scout Handbook, but it is important to keep track of all activities separately. A blank electronic log sheet is available on the Troop website.

You may choose to put together your own Scout Handbook or you may purchase one through the troop. For \$15 you will receive a binder with dividers and a variety of the above mentioned sheet protectors. For \$20 you additionally receive templates for logging activities, leadership, camping, etc.

Gear Guide – Ten Essentials List

To find your way:

1. Map of the area
2. Compass
3. Flashlight with spare bulb and batteries

For your protection:

4. Sun glasses
5. Extra food and water
6. Extra clothing appropriate for the climate

For emergencies:

7. First Aid Kit
8. Pocketknife
9. Candle for fire starting
10. Waterproof matches

Additional items (good to have)

Whistle

Duct Tape

Personal Medicine

10' – 25' Light Rope

Sun Screen

Note Paper

Shovel and Toilet Paper

Rain Gear

Gloves or Mittens

Weekend Camping Check List

- Pack & frame OR duffel bag
- 3 pair wool socks
- Proper footgear (not sneakers except summer, no open-toes shoes)
- 2 underpants
- Long underwear
- 1 pair of pants
- Sweatshirt OR windbreaker
- Ski cap
- Hat with sun visor
- Gloves or mittens
- Rain jacket OR poncho
- Sleeping bag
- Sleeping pad
- Flashlight and batteries
- Chap stick/lip balm
- Sun screen
- Toilet paper (in waterproof bag) and 'pooper scooper' plastic hiker's trowel
- Soap/comb/toothbrush/toothpaste/hand towel
- Full water bottle (1 liter/quart; wide mouth)
- Mess Kit – plate/cup/fork/spoon
- Sunglasses
- 10+ Essentials
- Paper and pencil

Optional

- Small bags for ALL gear in pack (homemade nylon, cloth, plastic, etc.)
- Warm coat
- Long sleeve shirt
- Lawn chair

The above are only suggested items. It is always recommended to also check with the Adult in Charge for additional required items that might be specific to a given campout (e.g. Astronomy camp).

Troop Camping Rules

1. No going into anyone else's tent without permission of both Scouts. This is the only private space anyone will have during a campout or summer camp. Everyone deserves to be able to be private when they need to.
2. Everyone prepares and eats meals at the same time. At summer camp everyone attends assemblies and goes to meals together.
3. Hats, sunscreen and water bottles are health and safety items that every Scout should have. No open-toed shoes of any kind will be permitted on a camping trip.
4. Telephone use is strictly prohibited except in the event of an emergency. A Scout must get permission from an adult to borrow a phone to make a call. No electronics belong to the Scout are permitted during camping trips.
5. No food is permitted in tents. All camps have ants, mice, rats, squirrels, chipmunks, etc., all of which are attracted to the scent of food. Use a heavy, hard-to-open container for all food items. If the camp has larger animals, be prepared to hang bear bags (the younger scouts will feel very competent when they learn how to do this). We don't want to be the Troop complaining about the bear that licked our boy's head!
6. No soda or Gatorade in camelbacks, only water. Something WILL eat through the tubing.
7. Everyone, adults included, should use a hat with a brim and a water bottle with a carrying strap. Any Scout or adult that has an allergy EpiPen should carry it at ALL times.

Additional Recommendations:

1. Take an extra towel to place on the floor of the bathroom after you shower. This keeps your feet from getting dirty again before you get your shoes and socks on. Also bring a hanger to hang your Class A uniform on so that it does not get wrinkled.
2. It feels good to have a blanket or rug on the floor next to your cot.
3. It helps to have smaller bags inside your large duffel/suitcase/backpack to separate things so that things don't get lost as easily.

Scout Expectations

Troop 765 Discipline Plan

A Word on Behavior

When behavior problems occur during a Troop meeting, they will be dealt with according to a discipline plan that has been established by the ranking Scouts. By maintain order during the meetings everyone gets more out of them.

The Scouts of Troop 765 have established the following discipline plan:

1st time – Warning

2nd time – Warning and sit outside or away from the meeting

3rd time – Talk to the Scoutmaster

4th time – Talk to the Scout's parents

5th time – You will be asked not to come to meetings until you behave

Adult Leadership Positions and Definitions

Position	Training and Requirements
<p>Scoutmaster</p> <ul style="list-style-type: none"> • Responsible for training and guiding youth leaders in the operation of the Troop and for the managing, training, and supporting of the assistant Scoutmasters in their role. • Give Scoutmaster conferences to all Scouts 	<ul style="list-style-type: none"> • YPT • Fast Start • New Leader Essentials • SALT • Regular attendance at meetings and outings
<p>Assistant Scoutmaster</p> <ul style="list-style-type: none"> • Act as Scoutmaster when active Scoutmaster is not available <ul style="list-style-type: none"> ○ Troop Meetings ○ Patrol Leaders Conference • Provide overall direction to Troop senior leadership positions (Senior Patrol Leader, Assistant Senior Patrol Leader) • Appoint Troop Guides and Instructors as necessary to support the First Class Emphasis • Give Scoutmaster conferences to all scouts • Provide overall direction for First Class Emphasis • Provides supervision at Troop meetings and outings • Follows up on advancement with Patrol Leaders as needed • Support First Class Emphasis • Updates advancement sheets provided Troop Database Administrator 	<ul style="list-style-type: none"> • YPT • Fast Start • New Leader Essentials • SALT • Regular attendance at meetings and outings
<p>Life-to-Eagle Advisor</p> <ul style="list-style-type: none"> • Provide direction to scouts who have achieved the Life rank to further achieve the Eagle rank • Meet with senior scouts to identify individual requirements to be accomplished and how to best complete them in a timely fashion • Identify any individual issues that may hinder boys from achieving Eagle rank and what additional support is required 	<ul style="list-style-type: none"> • YPT • Fast Start • Enjoy working with boys • Frequent attendance at meetings
<p>Star-to-Life Advisor</p> <ul style="list-style-type: none"> • Provide direction to scouts who have achieved the Star rank on the requirements and planning to become Life scouts • Meet with scouts to identify individual requirements to be accomplished and how to best complete them in a timely fashion • Identify any individual issues that may hinder boys from achieving Star rank and what additional support is required 	<ul style="list-style-type: none"> • YPT • Fast Start • Enjoy working with boys • Frequent attendance at meetings

<p>First Class to Star Advisor</p> <ul style="list-style-type: none"> • Provide direction to scouts who have achieved First Class rank on the requirements and planning to become Star scouts • Meet with scouts to identify individual requirements to be accomplished and how to best complete them in a timely fashion • Identify any individual issues that may hinder boys from achieving Star rank and what additional support is required 	<ul style="list-style-type: none"> • YPT • Fast Start • Enjoy working with boys • Frequent attendance at meetings
<p>First Class Trail Advisor</p> <ul style="list-style-type: none"> • Provide direction to scouts who have not yet achieved the First Class rank • Meeting with scouts to identify individual requirements to be accomplished and how to best complete them in a timely fashion • Identify any individual issues that may hinder boys from achieving First Class rank and what additional support is required 	<ul style="list-style-type: none"> • YPT • Fast Start • Enjoy working with boys • Frequent attendance at meetings
<p>High Adventure Chair</p> <ul style="list-style-type: none"> • Maintain level of training necessary for all High Adventure outings • Sign certifications for High Adventure Awards earned by the Troop 	<ul style="list-style-type: none"> • YPT • Fast Start • HALT training • Enjoy working with boys
<p>Advancement Chair</p> <ul style="list-style-type: none"> • Process rank advancements, merit badges, and other awards through Council • Provide Board of Review eligibility lists to the Board of Review Chair, Scoutmaster, and Assistant Scoutmaster for conference and board scheduling • Provide coaching to Troop Scribe (i.e. on the requirements for conference and board scheduling) • Provide lists of Scouts not progressing to Assistant Scout Master for counseling those individuals • Purchase awards from Scout Shop • Recruit adults (minimum 3) for the Boards of Review for the review and support of the Scouts in their advancement • Provide the Advancement Chairman the signed disposition of the individual Board of Review • Writes the Court of Honor programs and makes copies 	<ul style="list-style-type: none"> • YPT • Fast Start • Enjoy working with boys and adults


<p>Troop Database Administrator</p> <ul style="list-style-type: none"> • Maintain Scout and Adult membership data • Records in Troop Master Database: <ul style="list-style-type: none"> ○ Scout advancement(s) and Merit Badges achieved ○ Training received by all members ○ Troop and Patrol positions ○ Outing and meeting schedules and attendance • Provide summary printout of Troop to Scoutmaster and Board of Review coordinator (name, birthday, current rank, what's needed for next advancement) every quarter • Track Troop camping trips and attendance • Complete Camping Awards Applications • Track Troop non-camping events and attendance • Complete non-camping awards application(s) 	<ul style="list-style-type: none"> • Fast Start • Good organization skills • PC type computer (not Mac)
<p>Quartermaster – New/Used Uniforms</p> <ul style="list-style-type: none"> • Manage Troop surplus uniforms • Manage Troop activity clothes (t-shirts, hats, etc.) 	<ul style="list-style-type: none"> • No training required
<p>Troop Parent Committee Secretary</p> <ul style="list-style-type: none"> • Take minutes from Parent Meeting • Distributes the minutes at each Parent Committee meeting and by email 	<ul style="list-style-type: none"> • Fast Start
<p>Treasurer</p> <ul style="list-style-type: none"> • Collect Troop monies, cut checks, provides financial summary for Parent Meetings 	<ul style="list-style-type: none"> • Fast Start
<p>Troop Parent Committee Chair</p> <ul style="list-style-type: none"> • Organize the committee to see that all functions are delegated, coordinated, and completed • Authority to appoint and remove all other persons holding committee positions • Accountable for the performance of all persons holding committee positions in completing their appointed functions • Call, preside over, and promote attendance at monthly Troop Parent Committee meetings • Prepare Troop Parent Committee meeting agenda • Maintain a close relationship with the chartered organization representative and the Scoutmaster • Ensure Troop representation at the monthly District Roundtable • Arrange for charter review and re-charter annually 	<ul style="list-style-type: none"> • Fast Start • Good organization skills

<p>Troop Quartermaster Coordinator (Equipment Coordinator)</p> <ul style="list-style-type: none"> • Supervise Troop Quartermaster(s) and maintains the Troop equipment in clean and good working order • Makes recommendations on replacing worn, broken, or missing equipment or adding new equipment as necessary • Replaces consumable supplies used to support Troop meetings and outings • Maintain the Troop trailers and storage shed with the assistance of the Troop Quartermaster • Maintains the adult Patrol boxes and equipment 	<ul style="list-style-type: none"> • YPT • Fast Start • Good organizational skills • Enjoy working with boys
<p>Membership and Recruitment Chair</p> <ul style="list-style-type: none"> • Collect Scout and Adult applications and fees and process through the Charter organization • Provide coaching to Troop Scribe and Patrol Scribe(s) (money collection and attendance) • Process annual re-chartering package each fall • Manage Scout Camp Funds • Maintain contact with local parks • Identify opportunities for assigning Den Chiefs • Coordinate Troop/pack visits and bridging 	<ul style="list-style-type: none"> • YPT • Fast Start • Enjoying working with boys and adults
<p>Community Service Chair</p> <ul style="list-style-type: none"> • Gather annual information on Troop service projects <ul style="list-style-type: none"> ○ Type of service project (Troop, Patrol, eagle, etc.) ○ Total service project hours • Maintain Service to America Log • Provide service hours to Troop re-charter coordinator • Coordinate Troop sponsor(s) cleanup activities if the calendar permits 	<ul style="list-style-type: none"> • YPT • Fast Start • Enjoy research • Enjoy working with boys and adults
<p>Chaplain</p> <ul style="list-style-type: none"> • Provide guidance to Troop Chaplain's Aid 	<ul style="list-style-type: none"> • YPT • Fast Start • Enjoy working with boys
<p>Chartered Organization Representative</p> <ul style="list-style-type: none"> • Act as a liaison with BSA at District and Council level • Needs to attend monthly District meetings • Act as a liaison to the Charter Organization 	<ul style="list-style-type: none"> • Fast Start
<p>Commissioner</p> <ul style="list-style-type: none"> • Provide a liaison with BSA at District and Council level • Needs to attend monthly District meetings 	<ul style="list-style-type: none"> • Fast Start
<p>Parent Meeting Notices</p> <ul style="list-style-type: none"> • Sends emails reminding families of upcoming Parent Committee meetings 	<ul style="list-style-type: none"> • Willing to send emails once a month

<p>Tour Permit Coordinator</p> <ul style="list-style-type: none"> • Maintain medical records for all scouts and adults • Maintain list of Youth Protection trained adults for all outings • Maintain list of Safety Afloat and Safe Swim Defense trained adults necessary for all water-based outings • Maintain list of all qualified firearms instructors (rifle, shotgun, archery) necessary for those outings • Attain appropriate Tour Permit signatures and stamps prior to all outings • Maintain records for all Tour Permits used after the outings 	<ul style="list-style-type: none"> • No training required
<p>Summer Camp Chair</p> <ul style="list-style-type: none"> • Attend Troop summer camp discussion meetings (committee) • Obtain Summer Camp info packages and distribute to the Troop • Coordinate collection of required medical forms and authorization forms 	<ul style="list-style-type: none"> • YPT
<p>Popcorn Sales Chair</p> <ul style="list-style-type: none"> • Attend District coordination meetings • Coordinate the Troops' activities in selling popcorn 	<ul style="list-style-type: none"> • YPT
<p>Troop Webmaster</p> <ul style="list-style-type: none"> • Keeps the Troop website up to date 	<ul style="list-style-type: none"> • YPT

Adult Training Requirements

A guide to leadership training opportunities for Boy Scout, Varsity, and Venturing leaders in San Diego-Imperial Council.

The Boy Scouts of America provides a wealth of training opportunities at every level of Scouting. Whether you're a first time Cub leader or a high adventure veteran, there's a training course for you. Continual learning is a key to the success of our programs. See [What Makes a Trained Leader](#)  for a listing of all possible courses.

Below we've outlined the essential training courses available to all first time leaders. For additional training courses, refer to the training link for your Scout program.

Fast Start Orientation

When new leaders are selected in Scouting, it's essential that they receive immediate information to help them get started. This "fast start" training helps new leaders understand what's expected and establishes effective meeting patterns so that the boys and their families can enjoy a quality program.

As the first step in BSA training, Fast Start Orientation provides the information and resources new leaders need to conduct their first meeting, along with guidance for the meetings that follow. All new leaders should receive the Fast Start materials when they're recruited and complete the orientation as soon as possible.

There are separate Fast Start Orientations for Cub Scout, Boy Scout and Venturing leaders. They're available in both video tape format and on the internet. Go to the training link for your program (Cubs, Boy Scouts, Varsity or Venturing) to begin your Fast Start course.

Leader Specific Training

Leader Specific Training is designed to give position-related information to adult leaders. Building on the foundation established in Fast Start Orientation, Leader Specific Training goes into greater detail on youth development and boy behavior, program planning, activities, and the purposes of the program.

Leader Specific Training is available for a variety of leadership positions, including:

- Scoutmaster and Assistant Scoutmasters
- Unit committee members

Refer to the training schedule for your program (Cubs, Boy Scouts, Varsity or Venturing) for Basic Leader Training classes.

Youth Protection Training (YPT)

Child abuse is an increasingly serious, widespread problem in society, affecting every ethnic group, socioeconomic level, and geographic area. The Boy Scouts of America has developed Youth Protection training to prepare its leaders to help children who have been, or are being, abused.

The training program includes information for parents, as well as age appropriate videos for youth members. Materials may be used in Pack, Troop or Den meetings to show Scouts and their parents what they should do to prevent abuse from happening to them.

Every leader in Scouting should complete Youth Protection Training. The Council requires that at least one adult accompanying the unit on any outing **must** be Youth Protection trained in order to obtain an approved Tour and Activity Plan.

Youth Protection training is available in video tape format, [on the Internet](#), or at various training classes. Refer to the Youth Protection link for online training and class schedules. Completion of YPT training is required every two years.



The Trained emblem is available to all adult leaders who have completed the **BSA Training Required** for their position. It is worn on the left sleeve, below and touching the emblem of leadership for which it was earned.

To earn this emblem, the completion for the following training is required:

Cub Scouts - YPT and Leader Specific Training

Boy Scouts, Varsity & Venturing - YPT, Leader Specific Training, Introduction to Outdoor Leader Skills, Troop Committee Challenge (for Troop Committee Members)

Weather Hazard Training

You should begin to prepare for outdoor adventures by completing the online BSA Weather Hazards training. It takes about 45 minutes to go through the ten sections and print your certificate.

This training is a quick overview of potential weather dangers you may encounter on outings. Extending your knowledge about hazards in your area would be a good next step.

The sections covered are:

1. Planning
2. Lightning
3. Cold Weather
4. Hot Weather
5. Hail
6. Flash Floods
7. Tornadoes
8. Windstorms
9. Weather Signs
10. Hurricanes

Troop Calendar

The Troop Calendar is set on an annual basis and typically runs largely in conjunction with the school year. There is an annual planning meeting to determine the calendar for each year. The majority of activities take place during the school year, with the week long summer camp usually scheduled for July or August.

Troop Meetings

Troop meetings are held the first three Tuesdays of the month and the fourth Tuesday is reserved for the Patrol Leader Council, followed by the Parent Committee Meeting. Troop meetings are led by the Senior Patrol Leader and the Assistant Senior Patrol Leader. The Scouts are expected to gather and sit as a Patrol during meetings. Troop Meetings consist of Scout and Adult announcements, Patrol Corners, Skills Instructions, and other agenda items set by the Senior Patrol Leader and the Scoutmaster. All Scouts are expected to wear Class A uniforms to Troop meetings and follow the procedures of the meetings. Troop meetings continue throughout the summer, but with a modified agenda; Class B uniforms are worn during the summer months.

Troop Fundraising

The Troop participates in two main fundraisers each year – sales of Scout Fair Coupon Books and the annual Council-wide Popcorn Sales. Profits from these fundraisers go into the Troop fund, which is managed by the Treasurer. These funds are for the benefit of all of the Scouts, so it is important that all Scouts participate in these fundraisers to the best of each Scout's individual ability. Both fundraisers are conducted via individual sales and group site sales that are organized by the Adult in Charge and Scout in Charge.

Troop Activities

The Troop does a variety of activities together each year including campouts, annual USD basketball game, fishing, and other organized activities. The Troop also participates in a variety of service opportunities like feeding the homeless, working at the food bank, caroling at the assisted living home, cemetery cleanup at St. Therese of Carmel, and Eagle projects. We also participate in the Scout Fair Coupon Book sales and have a booth at the Scout Fair. Each activity has a Scout in Charge (SIC), who should be responsible for making announcements, sending emails, organizing sign-ups, and directing the Scouts during the event. Each activity must also have an Adult in Charge (AIC), who is responsible for ensuring that the SIC has all of the required information and organizing transportation and recruiting other adults as drivers and chaperones as needed.

Planning an Event

Scout in Charge and Adult in Charge

When planning a Troop event there are a number of things to do and take care of before the event can occur. Every event must have an Adult in Charge and a Scout in Charge. Below are guidelines for planning and carrying out a Troop event.

1. Define the event: this is typically done during the annual planning meeting and most events become part of the Troop Calendar each year. However, some events come up that are not in the calendar.
2. Determine where the event is to take place: the Adult in Charge is responsible for determining the location of the event. If reservations are required (e.g. reserving campgrounds or reserving event tickets), it is the responsibility of the Adult in Charge to make these reservations.
3. Determine when the event will take place: the Adult in Charge is responsible for the date and time of the event and then communicating this information to the Scout in Charge.
4. It is the responsibility of the Adult in Charge to contact the following people prior to the event:
 - a. Adult event calendar coordinator – any Troop event should also be on the adult event calendar to parents are aware of upcoming Troop events and activities.
 - b. Scout in Charge – the Adult in Charge should provide all information about the event to the Scout in Charge
 - c. The event location coordinator – the Adult in Charge should contact the coordinator or manager of the event location (e.g. park ranger, curator, etc.)
5. Promote the event: the Scout in Charge should be primarily responsible for making sure the Troop and parents know the details of the event.
 - a. Prepare a flyer if applicable
 - b. Send informational and reminder emails
 - c. Prepare and make announcements at Troop meetings, leading up to the event
 - d. Follow up and keep people informed
 - e. Provide a sign-up sheet and collect names of Scout and adults who will attend
 - f. With the Adult in Charge, collect any payment required for the event
 - g. Provide and collect permission slips specific for the event (available electronically at <http://www.scouting.org/filestore/pdf/19-673.pdf>)
6. Organize and coordinate what is needed for the event: the Adult in Charge and Scout in Charge should ensure that the following are done:
 - a. Tour permit – Adult in Charge should determine who and how the Tour Permit is completed prior to the event
 - b. Supplies – the Adult in Charge and Scout in Charge should inquire with the Activities Quartermaster regarding supplies needed and who will transport the Troop Trailer (Patrol Boxes, Tents)
 - c. Budget – the Adult in Charge and Scout in Charge should determine the budget for the event and the cost required for the Scouts and Adults to attend the event
 - d. Food Planning – the Adult in Charge and Scout in Charge should work with the Senior Patrol Leader and Scoutmaster to determine when Meal Planning can take place during a Troop meeting at least two weeks prior to the campout of Troop Feast
 - e. Transportation: the Adult in Charge must ensure that there are enough adult drivers to transport all of the Scouts to the event.

- f. Merit Badge Counselor: the Adult in Charge must ensure that a Merit Badge Counselor is available for the event if the event includes earning a specific merit badge. He/she must also ensure that blue cards will be available
7. Determine the event itinerary: the Adult in Charge should work with the Scout in Charge to determine what activities will be done at the event, if any. The Scout in Charge should present activity options to the Patrol Leaders Council in advance of the event so the PLC can vote and decide what activities will be included in the final itinerary. The Adult in Charge should work with the Merit Badge Counselor (when applicable) and the Scout in Charge to determine the schedule of activities during the event.
8. Post-event: after the event is over the Scout in Charge should complete his job by doing the following:
 - a. Send a Troop emailing summarizing the event and thanking the Adult in Charge, other adult chaperones, and the Merit Badge Counselor (when applicable)
 - b. Together with all of the Scouts that attended, report on the event at the next Troop meeting – typically each Scout will report his favorite part of the event

Essential Forms

1. **Medical Forms A, B, and C:** every Scout must fill out the official BSA Medical Form – parts A, B, and C. Parts A and B are required for weekend campouts and other activities in the event of an emergency. Part C is additionally required for summer camp. Medical forms are also required for adults who attend campouts and/or summer camp. These are maintained by the Membership and Recruitment Chairperson. The most current version of the Medical form is available on the Troop website or on the council website, <http://www.scouting.org/filestore/pdf/19-673.pdf>.
2. **Tour and Activity Plan:** A Tour and Activity Plan shall be submitted online to www.myscouting.org for all unit activities that take place at a location other than the regular meeting place of the unit. Units complete this form when planning for local, national, or international adventure. Units must follow the “Guide to Tour Planning Principles” in completing this form. The tour and activity plan helps ensure the unit is properly prepared, that qualified and trained leadership is in place, and that the correct equipment is available for the adventure. In addition, the tour and activity plan helps to organize safe and appropriate transportation to and from an event, and defines driver qualifications and minimum limits of insurance coverage for drivers and vehicles used to transport participants. The most current version of the Tour and Activity Plan is available on the Troop website or on the council website, <http://www.scouting.org/filestore/pdf/680-014.pdf>. The full Tour and Activity Plan Policy is also available on the Troop website or the council website, <http://www.sdicbsa.org/Resources/Docs/TourPlanPolicy0412.pdf>.
3. **Activity Consent Form (Activity Permission Slip):** an Activity Consent Form is required for every Scout that attends any Troop activity. One should be provided electronically by the Scout in Charge. A completed form must be turned in to the Scout or Adult in Charge of an event either as a printed copy or electronic copy with digital signature. The most current version of the Activity Consent Form is available on the Troop website or the council website, <http://www.scouting.org/filestore/pdf/19-673.pdf>.
4. **Merit Badge Counselor Registration:** the Troop tries to maintain at least one Merit Badge Counselor for each Eagle-required merit badge and any additional Merit Badge Counselors that our parent volunteers feel comfortable leading. Annual registration as a Merit Badge Counselor is required in order to lead merit badge classes and sign blue cards upon Scout’s completion of the requirements. The form is submitted electronically, directly on the council website, <http://www.sdicbsa.org/advancement/Docs/MBCounselorApplication.php>.
5. **Merit Badge Worksheets and Rank Advancement Worksheets:** worksheets covering all of the requirements for each rank advancement and each merit badge are available online as electronically fillable forms. Some merit badge classes require that the Scout has a copy of the merit badge worksheet to keep track of completed requirements. Merit badge and rank advancement worksheets are a convenient tool for logging certain requirements as proof of completion for sign-off. These can be found at http://meritbadge.org/wiki/index.php/Main_Page.

Useful Templates



FIND THESE TEMPLATES ON THE WEBSITE

www.Troop765.org

Camping Location	Date of Campout

Merit Badge	Completion Date	Where Completed
American Business		
American Cultures		
American Heritage		
American Labor		
Animal Science		
Archaeology		
Archery		
Architecture		
Art		
Astronomy		
Athletics		
Automotive Maintenance		
Aviation		
Backpacking		
Basketry		
Bird Study		
Bugling		
Camping		
Canoeing		
Chemistry		
Chess		
Cinematography		
Citizenship in the Community		
Citizenship in the Nation		
Citizenship in the World		
Climbing		
Coin Collecting		
Collections		
Communication		
Composite Materials		
Cooking		
Crime Prevention		
Cycling (or Swimming or Hiking)		
Dentistry		
Digital Technology		
Disabilities Awareness		
Dog Care		
Drafting		
Electricity		
Electronics		
Emergency Preparedness (or Lifesaving)		
Energy		
Engineering		
Entrepreneurship		
Environmental Science (or Sustainability)		
Family Life		
Farm Mechanics		
Fingerprinting		

Merit Badge	Completion Date	Where Completed
Fire Safety		
First Aid		
Fish and Wildlife Management		
Fishing		
Fly Fishing		
Forestry		
Game Design		
Gardening		
Genealogy		
Geocaching		
Geology		
Golf		
Graphic Arts		
Hiking (or Cycling or Swimming)		
Home Repairs		
Horsemanship		
Indian Lore		
Insect Study		
Inventing		
Journalism		
Kayaking		
Landscape Architecture		
Law		
Leatherwork		
Lifesaving (or Emergency Preparedness)		
Mammal Study		
Medicine		
Metalwork		
Mining in Society		
Model Design and Building		
Motorboating		
Moviemaking		
Music		
Nature		
Nuclear Science		
Oceanography		
Orienteering		
Painting		
Personal Fitness		
Personal Management		
Pets		
Photography		
Pioneering		
Plant Science		
Plumbing		
Pottery		
Programming		
Public Health		

Merit Badge	Completion Date	Where Completed
Public Speaking		
Pulp and Paper		
Radio		
Railroading		
Reading		
Reptile and Amphibian Study		
Rifle Shooting		
Robotics		
Rowing		
Safety		
Salesmanship		
Scouting Heritage		
Scholarship		
Scuba Diving		
Sculpture		
Search & Rescue		
Shotgun Shooting		
Skating		
Small-Boat Sailing		
Snow Sports		
Soil and Water Conservation		
Space Exploration		
Sports		
Stamp Collecting		
Surveying		
Sustainability (or Environmental Science)		
Swimming (or Cycling or Hiking)		
Textile		
Theater		
Traffic Safety		
Truck Transportation		
Veterinary Medicine		
Water Sports		
Weather		
Welding		
Whitewater		
Wilderness Survival		
Wood Carving		
Woodwork		

Name of Event Observatory camp
 Date of event

Money collected

Attendants Adults Children Collected
 (\$30 per person) \$ -

Budgeted						
Patrol	A	B	C	D	Adults	Total
Meals						
Supplies						
Camp Fees						
Total						

Expenditures						
Patrol	A	B	C	D	Adults	Total
Meals						
Supplies						
Camping Fees						
Total						

Compared to budget						
Surplus/Deficit						
Patrol	A	B	C	D	Adults	Total
Meals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies						\$0.00
Camping Fees						\$ -
Total						0

Surplus/Deficit						
					Adults	Total
						\$ -

Reimbursement checks

Name	Amt.	Comment
Total	\$ -	

PATROLS (no shows in red)

A	B	C	D

ACTIVITY CONSENT FORM AND APPROVAL BY PARENTS OR LEGAL GUARDIAN

FORMULARIO DE CONSENTIMIENTO Y APROBACIÓN DE ACTIVIDAD POR PARTE DE LOS PADRES DE FAMILIA O TUTORES

The recommended use of this form is for the consent and approval for Cub Scouts, Boy Scouts, Varsity Scouts, Venturers, and guests to participate in a trip, expedition, or activity. It is required for use with flying plans.

El uso recomendado de este formulario es para obtener el consentimiento y aprobación para Cub Scouts, Boy Scouts, Varsity Scouts, Venturers, e invitados para participar en un viaje, expedición o actividad. Es obligatorio para su uso con planes de vuelo.

First name of participant Nombre del participante	Middle initial Inicial del segundo nombre	Last name Apellido
Birth date (month/day/year) _____ / _____ / _____ Fecha de nacimiento (mes/día/año)		Age during activity _____ Edad al momento de realizar la actividad

Address Domicilio		
City Ciudad	State Estado	Zip Código postal

Has approval to participate in (name of activity, orientation flight, outing trip, etc.) Tiene la aprobación para participar en (nombre de la actividad, vuelo de orientación, excursión, etc.)	From De	(Date) (fecha)	to a	(Date) (fecha)
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INFORMED CONSENT, RELEASE AGREEMENT, AND AUTHORIZATION

I understand that participation in Scouting activities involves the risk of personal injury, including death, due to the physical, mental, and emotional challenges in the activities offered. Information about those activities may be obtained from the venue, activity coordinators, or local council. I also understand that participation in these activities is entirely voluntary and requires participants to follow instructions and abide by all applicable rules and the standards of conduct.

In case of an emergency involving my child, I understand that efforts will be made to contact me. In the event I cannot be reached, permission is hereby given to the medical provider to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for my child. Medical providers are authorized to disclose protected health information to the adult in charge and/or any physician or health care provider involved in providing medical care to the participant. Protected Health Information/Confidential Health Information (PHI/CHI) under the Standards for Privacy of Individually Identifiable Health Information, 45 C.F.R. §§160.103, 164.501, etc. seq., as amended from time to time, includes examination findings, test results, and treatment provided for purposes of medical evaluation of the participant, follow-up and communication with the participant's parents or guardian, and/or determination of the participant's ability to continue in the program activities.

With appreciation of the dangers and risks associated with programs and activities including preparations for and transportation to and from the activity, on my own behalf and/or on behalf of my child, I hereby fully and completely release and waive any and all claims for personal injury, death, or loss that may arise against the Boy Scouts of America, the local council, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with any program or activity.

NOTE: The Boy Scouts of America and local councils cannot continually monitor compliance of program participants or any limitations imposed upon them by parents or medical providers. List any restrictions imposed on a child participant in connection with programs or activities below and counsel your child to comply with those restrictions.

List participant restrictions, if any: _____
 None

CONSENTIMIENTO INFORMADO, CONVENIO DE EXONERACIÓN Y AUTORIZACIÓN

Entiendo que la participación en actividades Scouting implica el riesgo de lesiones personales, incluyendo la muerte, debido a los retos físicos, mentales y emocionales en las actividades que se ofrecen. Se puede obtener información sobre dichas actividades en la sede, con los coordinadores de la actividad o el concilio local. También entiendo que la participación en estas actividades es totalmente voluntaria y requiere que los participantes sigan instrucciones y acaten todas las reglas y normas de conducta pertinentes.

En caso de que mi hijo se vea involucrado en una emergencia, entiendo que se realizarán esfuerzos para contactarme. En caso de que yo no pueda ser localizado, por este medio otorgo permiso al proveedor de servicios médicos para garantizar el tratamiento adecuado, incluyendo hospitalización, anestesia, cirugía o inyecciones de medicamentos para mi hijo. Los proveedores de servicios médicos están autorizados a revelar información médica protegida al adulto a cargo, médico o proveedor de servicios médicos involucrado en la prestación de atención médica para el participante. La Información de salud protegida/Información médica confidencial (PHI/CHI, por sus siglas en inglés) bajo los Estándares de privacidad de información médica individualmente identificable, 45 C.F.R. §§ 160.103, 164.501, etc., y siguientes, como se enmiendan de vez en cuando, incluyen resultados de reconocimientos médicos, resultados de pruebas y el tratamiento proporcionado para fines de evaluación médica del participante, seguimiento y comunicación con los padres o tutor legal del participante, o determinación de la capacidad del participante para continuar en las actividades del programa.

Con reconocimiento de los peligros y riesgos asociados con los programas y actividades incluyendo preparativos y transportación hacia y desde la actividad, en mi propio nombre o en nombre de mi hijo, por este conducto eximo total y completamente, y renuncio a cualquiera y toda reclamación por lesiones personales, muerte o pérdidas que puedan surgir, a la organización Boy Scouts of America, el concilio local, los coordinadores de la actividad y todos los empleados, voluntarios, grupos involucrados, u otras organizaciones asociadas con cualquier programa o actividad.

NOTA: La organización Boy Scouts of America y los concilios locales no pueden vigilar continuamente el cumplimiento de los participantes del programa o cualquier limitación impuesta sobre ellos por los padres o proveedores de servicios médicos. Enumerar más abajo las restricciones impuestas a un niño participante en relación con los programas o actividades.

Restricciones del participante, si existen: _____
 Ninguna

Participant's signature Firma del participante	Date Fecha
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Parent/guardian printed name Nombre con letra de molde del padre de familia/tutor	Parent/guardian signature Firma del padre de familia/tutor	Date Fecha
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Area code and telephone number (best contact and emergency contact) Código de área y número telefónico (primer contacto y contacto de emergencia)	Email (for use in sharing more details about the trip or activity) Correo electrónico (para informar más detalles sobre el viaje o actividad)
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Contact the adult leader with any questions:
Póngase en contacto con el líder adulto si es que tiene preguntas:

Name Nombre	Phone Teléfono	Email Correo electrónico
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BOY SCOUTS OF AMERICA®