

# WELCOME TO BOY SCOUT TROOP 216



**CHARTERED BY:**



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### Welcome to Troop 216!!!

**This document is intended to provide an overview of Troop 216 responsibilities, operations and activities. We welcome recommendations from Scouts and parents on new programs/activities.**

**THE BOY SCOUTING PROGRAM** The Scouting program has three aims or purposes that shape the program: character development, citizenship training, and physical & mental fitness. Eight methods (ideals, patrol method, outdoor programs, advancement, association with adults, personal growth, leadership development, and uniform) define Boy Scouting and are used to achieve these aims.

One of the ultimate aims of the Boy Scouts of America is to provide quality leadership for our nation. Therefore, Troop 216 is a “boy run” troop - meaning that the Patrol Leaders Council (which comprises scouts elected by their fellow scouts into positions of responsibility) runs the troop and makes all important decisions. This means that the lessons learned by the Scouts through their advancement, working together in patrols and community service, are intended to prepare them for their roles as America’s leaders in years to come. Parents can best assist their son’s growth by transitioning their role to one of “coach”.

We try to base all troop operations on the concept that the Scouts run the troop. This is done using the Patrol Method which is a group of 6 to 8 Scouts, led by the Patrol Leader and his assistant. New Scouts are assigned to a patrol. Together they do what is necessary on outings and in meetings to enliven the program. The Patrol Leaders Council is comprised of the Senior Patrol Leader, Assistant Senior Patrol Leader and Patrol Leaders. Together with the Scoutmaster in attendance they establish the program for the Troop. The enrolled Scouts elect all officers of the troop semi-annually. The Senior Patrol Leader is elected with the concurrence of the Scoutmaster.

Adult leaders are confirmed by the Troop Committee. The leaders include the Scoutmaster Staff comprised of the Scoutmaster and the Assistant Scoutmasters. Additionally, the Troop Committee is made up of registered parents and other interested adults. The Scoutmaster Staff is responsible for mentoring the boys to provide an active, exciting program while providing opportunities for boy leadership to grow while watching out for health and safety related issues on a day-to-day basis. The Troop Committee ensures the permanency of the Troop and exists to support the Troop’s program through financial, logistical and other means. Working closely with the Scoutmaster Staff, the Committee is responsible for ensuring adherence to the official Boy Scout Program, overseeing operations, supporting the Scoutmaster Staff, supporting the annual program, maintaining financial integrity, conducting the Boards of Review and resolving any difficulties that may surface.

Troop 216’s adult leadership is dedicated to the scouting program. All are BSA trained - and some have completed the BSA’s advanced Wood Badge leadership training. Each loves Scouting and brings a special talent or two to the Troop. Many were Boy Scouts as youth. Most have extensive experience in outdoor skills such as camping, backpacking and hiking. All are dedicated to the personal growth of individual scouts, and to accomplishing the aims of scouting through application of the eight methods of Scouting.

**BOY SCOUT OATH, LAW, MOTTO, SLOGAN** The guiding precepts of the troop are the Boy Scout Oath, Law, Motto and Slogan. Each Scout is expected to live by these standards. Each Scout learns these early in his advancement and is expected to be able to articulate them at any time when asked and definitely at each Board of Review in his advancement.

**Boy Scout Oath**

On my honor I will do my best  
To do my duty to God and my country  
and to obey the Scout Law;  
To help other people at all times;  
To keep myself physically strong,  
mentally awake, and morally straight.

**Boy Scout Law**

A Scout is TRUSTWORTHY, LOYAL, HELPFUL, FRIENDLY, COURTEOUS, KIND, OBEDIENT,  
CHEERFUL, THRIFTY, BRAVE, CLEAN and REVERENT.

**Boy Scout Slogan**

Do a good turn daily.

**THE BOY SCOUT HANDBOOK** The Boy Scout Handbook contains just about everything your son will need to know about becoming a skilled Boy Scout. It also forms the boy's formal record of accomplishments since it includes signoff areas for nearly all scout activities. As a parent you can help your son succeed in Scouting by familiarizing yourself with the contents of this book and discussing it with your son.

**PATROL/TROOP STRUCTURE** The entire Troop is comprised of a number of individual Patrols. All Scouts will be assigned to a Patrol, under a Patrol Leader and Assistant Patrol Leader. Each Scout will be expected to participate in Patrol meetings and/or Patrol events as scheduled. We expect all Scouts to cooperate with these leaders. Elections for Troop positions normally occur twice a year, and all registered/active Scouts in the Troop may be eligible to compete for Troop and Patrol positions.

**LEADERSHIP** The elected Senior Patrol Leader (SPL), in conjunction with the elected Assistant Senior Patrol Leader (ASPL) and the elected Patrol Leaders run the Troop. Scouts are expected to cooperate when working/playing under their leadership. The Scoutmaster, Assistant Scoutmasters, Junior Assistant Scoutmasters, and other boy leaders provide training, leadership and guidance to all younger Scouts. The SPL appoints the balance of the leadership positions, which include: Quartermaster, Scribe, Librarian, Historian, Bugler and Chaplain Aide. Additional "job description" information on these roles is available on the Troop website, under the "Leadership Guidebooks" link. It may be necessary for the SPL or Scoutmaster to assign additional positions of responsibility based on Troop size.

**UNIFORM** The tan and green Boy Scout uniform, referred to as “Class A”, is a well-known symbol of American scouting. All Scouts in the program wear the same uniform with the major differences being the badges each Scout has earned and the troop specific neckerchief.

Typical Boy Scout uniform information and scout items are shown below. At a minimum, your Scout should have a “Class A” shirt with all appropriate patches, a neckerchief, slide and the Scout Handbook.

The troop will provide:

- BSA neckerchief, slide, council patch, Boy Scout Handbook, and troop numbers at Crossover
- Embroidered Troop 216 neckerchief will be presented at the first Court of Honor after Crossover
- Pair of green epaulets when Scout rank is achieved
- Patrol emblems and rank patches

Other items the Scout will need:

- Class A shirt

Optional Items:

- A “Class B” uniform which is worn for work projects, sporting activities, and other events in which the “Class A” might get damaged. Troop 216 “Class B” shirts are available for purchase or a scout may wear a plain t-shirt.
- Cap
- Belt
- Zip-Off (switchback) pants
- Socks

Placement of insignia on the uniform is important. The “Uniform Inspection Sheet” has insignia placement guides.

Items may be purchased at:

- A & R Paints and Crafts, 201 S. Main St., Troy IL
- Belleville Meyer Scout Shop, 335 W. Main St., Belleville IL
- [www.scoutstuff.org](http://www.scoutstuff.org)

## TROOP MEETINGS

**INTRODUCTION** The weekly Troop meeting is the glue that holds a Scout Troop together. Well-planned boy-led meetings tend to run themselves and are full of fun, excitement, learning and satisfaction as the boys learn new skills and gain confidence. Troop meetings are designed to meet a variety of needs including learning new skills, organizing future campouts, planning/executing service projects and handling the general needs of running a Troop. These meetings serve many purposes including:

- Motivating Boys.
- Strengthening Patrols.
- Promoting Patrol Spirit.
- Providing Personal Growth.
- Learning and Practicing New Skills.
- Exercising Leadership.

Except for the “Scoutmaster’s Minute” during the closing, each section of the meeting is planned and run by the boys Scouts themselves. With the guidance of the Scoutmaster, meetings are planned in advance by the Senior Patrol Leader and Patrol Leaders. Patrols or individuals may be assigned specific tasks during the meeting to help divide up the workload and afford the boys a leadership opportunity.

### MEETING TIMES, LOCATIONS, GEAR & ATTIRE

- Meeting Time - Mondays, 7:00-8:30pm. Meetings start promptly at 7:00 so boys need to be in their seats by this time.
- During the Meeting, unless otherwise specified by the Scoutmaster; wear Class A’s.
- The address of First Christian Church is: 310 S. Main Street, Edwardsville, IL 62025
- Non-School Days, School Cancelled, Released Early, or No after school activities means no Troop meeting.
- The scout is expected to bring their Boy Scout Handbook, a writing utensil, a notebook and materials for any merit badge or any activity planned for the meeting.
- The Scout would typically wear their “Dress” uniform shirt. Switching from “Dress” uniform to “Class B” timing is at the discretion of the Scoutmaster.

Occasionally there are Open Forum Parent Meetings that run during the regular Troop meeting time in order to keep parents informed on the progress of the troop, answer any questions and discuss any concerns. Notices for meetings are posted on the Troop website in the Calendar section. Scouts are notified by Troop 216 leaders of any change in meeting location or time. As stated above, troop meetings are NOT held on days when school is not in session, including snow days (No School, No Scouts). Examples of this include Labor Day, President’s Day, Casimir Pulaski Day, teacher holiday, etc...

**PARENT PARTICIPATION IN TROOP MEETINGS** Parents are welcomed and encouraged (but not required) to participate in Troop Meetings as observers. Adult leaders with specific Troop-related roles (e.g., Scoutmaster, Assistant Scoutmasters, etc.) will interact with the boys – all others support if needed and as directed by the Scoutmaster (i.e., Boards of Review). Often times, parents attending the meeting coordinate activities, upcoming events and ‘Troop business’ while waiting for the boys. It is important that Parents attend the last 15 minutes of the Troop meeting, if they are available. Most Parents are available; as this is the time they are picking up their Scouts. During this time, announcements are made about upcoming events and other items affecting the Troop. The best way for Parents to keep informed is to be present to participate and ask questions.

**THE SEVEN STEP TROOP MEETING PLAN** Troop meetings are constructed along the Seven Step Troop Meeting Plan format. This is not a firm requirement – often times meeting formats will be modified to meet certain objectives – but this framework is a Boy Scout standard and affords an efficient and effective way to run a meeting. Often times the Skills Instruction, Patrol Meetings and Inter-patrol Activity are combined based on the needs at that time (e.g., planning for an upcoming camping event).

1. **Preopening.** Boys assemble for the meeting and take care of any setup required such as chairs, flags, etc. A patrol may be designated as the Service Patrol responsible for
  2. **Opening Ceremony** (~10 min). Senior Patrol Leader calls the meeting to order; Scouts are assembled in their patrols; flag ceremony; Scout Oath and Law recited.
  3. **Skills Instruction** (~15-20 min). Senior Patrol Leader outlines the activities for the night. This section often also includes learning skills the boys will need on upcoming events.
  4. **Patrol Meetings** (~5-20 min). Includes patrol-specific tasks (e.g., patrol ‘housekeeping’ or learning new skills). Often
  5. **Inter-patrol Activity** (~15-20 min). Led by the Senior Patrol Leader, this part of the meeting allows all of the patrols to interact with one another in some kind of activity, competition or cooperative event. Activities may reinforce learned skills such as racing to set up a tent properly in the shortest time, knot tying; physical activities such as dodge ball, etc.
  6. **Closing** (~15 min). The Senior Patrol Leader reassembles the boys to summarize the evening and for announcements. The Closing is the Scoutmaster’s portion of the meeting to make announcements, focus upcoming efforts, educate and mentor. In particular, this is time for the “Scoutmaster’s Minute” which is a mentoring moment to share a story based on Scouting’s values. Additionally, this is the portion of the meeting for other adult announcements. The boys should have their notebooks read during the Closing as a lot of good information is imparted.
  7. **Post Meeting.** Boys reset the room to its original, or better, condition adhering to the ‘leave no trace’ philosophy of Scouting.
- **Other Activities / Functions.** Troop meetings are also the time we get “other business” done such as requesting and turning in merit badge blue cards, paying for fund-raising resources (e.g. calendars, chocolate bars, etc.).

## TROOP OUTINGS

### INTRODUCTION

The place where Scouting works best is also where the boys want to be – outdoors. A strong outdoor program is vital to a vibrant troop and Troop 216 actively engages in a variety outdoor events. These events provide the Troop:

- **A Classroom without Walls.** Scouts apply the skills they've learned.
- **Camaraderie.** Scouts walk the same trails, prepare and eat the same food, and practice the skills they've learned together.
- **Leadership.** Boy leaders face real challenges and problem solving.
- **Adventure.** Hikes, swimming, boating, and many other activities they may not normally experience.
- **Connecting with Nature.** The ability to appreciate and care for the environment is best experienced outdoors.

Additionally, the Troop participates in a variety of other activities including annual week-long Scout summer camps, an annual family campout, council-wide activities, etc.

### OUTING MEETING TIMES, LOCATIONS & ATTIRE

- **Parent / Scout Outing Permission Slip.** All information needed for the outing is provided in this form including dates, times, locations, cost, contact information and any special requirements. This form is provided well in advance of any outing with specific instructions on when the boys Scouts should return the signed permission slip. This form and will be e-mailed to each parent and also may be found on our website under the "Activities & Forms" link.
- **Meeting Time.** The Troop typically gathers for a weekend outing at 5pm Friday at the First Christian Church parking lot and departs around 5:30pm in order to setup camp at a reasonable hour. Scout insurance requires Class A uniforms to travel and that depart as a Troop. Adults joining later may meet the Troop at the camp site. Scouts are expected to have eaten dinner prior to departure and bring a small amount of money in case the group stops for a snack.
- **Return.** Typically the Troop returns to First Christian Church at about mid-day / early afternoon Sunday. Scouts will contact parents of anticipated arrival time after departing from the outing site.

### Parent Participation in Outings

Parents are welcomed and encouraged to participate in Troop outings. All adults will interact with the boys with adult leaders in Troop-related roles (e.g., Scoutmaster, Assistant Scoutmasters, etc.) providing specific oversight and all others supporting as directed by the Scoutmaster. Normally, siblings and other family members are not allowed on any campouts other than our annual Family Campout. This ensures the boys are not distracted and all participants are focused on supporting Troop activities.

## General Camping Information

While each Troop outing is unique, and guidance will be provide prior each event, here are some general guidelines for overnight activities.

1. **Medicine.** Scouts do not administer their own medications. All medications must be clearly marked with the Scout's name and instructions (typically in a Ziploc bag) and given to the Scoutmaster who will issue the medicine per instructions. Scouts are responsible for ensuring they get their medications at the proper time.
2. **Money.** Scouts should bring a small amount of money to camping events. The Troop may stop for food to or from the campout (this is normally pre-arranged) or the campsite may have a general store selling snack items and/or memorabilia. Scouts may keep their own money.
3. **Personal Gear.** In order to predict the size of gear each boy will bring to camp, we restrict them to about one 24-gallon Rubbermaid Action-packer sized tub to hold all their personal gear such as clothes, water jugs, lights, etc. See Scout Equipment section for more details.

## Other Outing Events

While we are a "camping troop," Troop 216 also participates in a variety of other fun and educational events for the boys. Permission slips are used and details will be provided prior to each event. Please check our web site for the latest information. Examples of these events can include:

- **Annual YMCA Lock-In.** A typical December event where the boys enjoy a night full of YMCA events such as dodge ball, video games, swimming and more.
- **Annual Tubing at Hidden Valley Ski.** Another family event that has yielded many laughs, stories and photos of snow-covered boys!

## Leave No Trace

Leave No Trace is a basic principal of Scouting whereby Scouts ensure they preserve the environment they encounter through simple practices that ensure its availability to others for many years to come. Leave No Trace also applies to non-camping events – in fact, we apply these principles to every Scouting event.

1. Plan Ahead and Prepare.
2. Travel and Camp on Durable Surfaces.
3. Dispose of Waste Properly (Pack It In & Pack It Out).
4. Leave What You Find.
5. Minimize Campfire Impacts.
6. Respect Wildlife.
7. Be Considerate of Other Visitors.

**TROOP EQUIPMENT** The Troop has acquired a multitude of equipment in its tenure. This includes canopies, camping tools, cooking pots, cooking utensils, Dutch Ovens and other cooking paraphernalia. The Troop also owns a multitude of two-person tents for Scout usage.

After each campout, we may require each Scout who attends to take home various items of Troop equipment to be cleaned and/or dried. We ask parents to ensure that their Scout(s) take these responsibilities seriously and to return all assigned equipment promptly. Some of this equipment is very expensive to replace so we need everyone's cooperation.

**SCOUT EQUIPMENT** Supporting your scout for these outdoor experiences may initially seem a daunting task. However, as explained below, this can be piecemealed.

- **Sleeping Bag** – We camp outside during the spring, summer and fall. Thus a good three season sleeping bag can be a prized possession. However, for the first year, we recommend not going out and buying a brand new sleeping bag. Many times, two sleeping bags or a sleeping bag and a blanket will keep the scout warm. The Troop will be providing gear training. After training, a good sleeping bag would make a great gift.
- **Sleeping support** – A pad will go a long way in keeping a Scout warm and comfortable. To start, the Troop recommends a simple closed cell pad. As Scouts get more experienced, they can look at upgrading. Other support options include twin-size blow-up air mattresses or portable cots.
- **Raincoat** – Rain gear is Scout essential. Rain coat and rain pants are essential. Ponchos are ok but don't work as well. Start with an inexpensive coat and buy better gear as the Scout grows and gains more experience.
- **Personal Gear holder** – Backpacks come in hundreds of shapes and sizes. If you do not own one, we recommend that you wait until the Scout gains more experience before buying one. Alternatively, a 24-gallon Rubbermaid Action-packer sized tub is often used, and is the maximum size that fits inside the Troop tents.
- **Water bottle** – A Scout is expected to bring his own bottle. The kind that clips to their belt is popular, especially for hiking, but is not required. Having a lid is essential.
- **Knife** – This is optional. However, a small folding jack or locking blade knife (3 inch blade length maximum) is very handy for many Scout chores. See safety section for more details.
- **Compass** – The troop does a lot of activities that deal with map and compass work. An inexpensive orienteering compass works well for this.
- **First Aid Kit** – A personal first aid kit is an important item for all Scouts to carry and signifies the motto: "Be Prepared". These can be made from first aid supplies at home. The contents of the kit can be determined from information in the Boy Scout Handbook.
- **Flashlight** – A small flashlight can come in handy and can be considered a necessity for the times when the troop needs to set up camp in the dark.
- **Folding Chair** – This optional accessory comes in handy for campfires.
- **Clothing** – More than any other factor, appropriate clothing and footwear will either make or break a weekend outing for a Scout. In this Midwest climate, clothing requirements change considerably. This will be discussed as part of each outing planning process. The scoutmaster or other adult leader is a resource to both the patrol and to you in this process. Proper clothing need not be a budget breaking expense. In many cases, you can get by with things he already owns. He doesn't need to purchase the latest gear that some of the more experienced Scouts and adult leaders have. As time goes on, he will gain a better handle of what he needs and how to take care of it.

**It is strongly encouraged that the Scout labels every piece of gear & clothing with his name.**

**ADVANCEMENT** Boy scouting has a system of ranks in which Scouts learn progressively more difficult skills and take on progressively greater responsibilities. The highest of these ranks is Eagle Scout. Becoming an Eagle Scout is an important achievement that your son can be proud of his entire life, but turning out Eagle Scouts is not what the Boy Scouting program is all about. Troop 216 strongly encourages advancement, but we never force it—advancement is the Scout’s choice, and he sets his own pace. Troop 216 does not operate on a “lock-step” advancement system. Many great Scouts, and great men, never became Eagle Scouts. Advancement in Boy Scouts is not automatic. It is absolutely essential for each boy to use his personal initiative if he intends to advance in rank. Troop 216 provides ample opportunity for each boy who joins to advance all the way to Eagle Scout, if he so chooses. However, we do not force any Scout to advance. Each Scout must set his own goals.

The troop formally acknowledges advancements at a twice-a-year meeting called the Court of Honor (COH), usually in the fall and spring. This meeting also acknowledges merit badge completions. This meeting affords the boy leaders important meeting organization skills, including scheduling and publication skills. See the troop website for the next upcoming COH.

Each rank (Scout, Tenderfoot, Second Class, First Class, Star, Life, Eagle) has a specific set of requirements which must be met before the Scout can earn that rank. The requirements for each of these ranks are included in the Boy Scout Handbook and typically include some type of skill(s) demonstration, tenure at existing rank, tenured leadership, merit badge(s) completion, demonstrable Scout Spirit, a Scoutmaster conference and culminating in a board of review (BOR). The last two requirements apply to almost every rank.

To have a Scoutmaster Conference, a Scout must have completed all but the last two requirements for the rank he is working on. The preceding requirements are signed off by a registered adult leader (Scoutmaster, Assistant Scoutmaster, Troop Committee member) or by a Scout of at least Star rank. Siblings are not allowed to sign off on each other’s requirements while they are a Scout. The Scout then engages the Scoutmaster for this conference. This meeting typically occurs during Monday night troop meetings.

After the Scoutmaster Conference has been held, the Scout asks the Advancement Coordinator for a Board of Review. The BOR consists of adults (Troop Committee members and interested parents) who review a Scout’s record and performance. The board members decide whether he has learned/retained enough knowledge to justify earning that rank. If a Scout passes a BOR he will be informally awarded his new rank immediately. If he does not pass he will be told exactly what is expected of him to pass the next time he meets the board. The Scout is expected to be in full Class A uniform (shirt, neckerchief and slide), have his completed Boy Scout Handbook with him and be current in paying his dues.

**MERIT BADGES** Merit Badges are the second main area of the Boy Scout advancement program. Unlike ranks, there is a degree of choice in the merit badge program. A sub-group of merit badges are known as Eagle required merit badges. To earn Eagle Scout, most of these badges must be earned although some are "either/or" badges. The remainder of the badges help with earning ranks as well as Eagle Palms after the Eagle Scout award has been earned. Boy Scouts may work on merit badges from the time they join a Scout troop until they turn 18 years old. There is no time limit for completion of merit badges other than age 18. Merit badges are required for Star, Life and Eagle ranks.

A Scout wishing to earn a merit badge secures a Merit Badge Request Form, also known as a “blue card”, from the Scoutmaster. The Scout will complete the sections of the card including the name of the Merit Badge they are seeking, their name, etc. The Scoutmaster then signs the card. The Scout, obtains the name of and contacts a merit badge counselor, acquires a merit badge pamphlet/worksheet and then works to comply with the requirements for that badge. Some Merit Badge Counselors utilize the worksheets available online, some use only the pamphlets. A Merit Badge is incomplete until the requested form is signed by the Counselor and returned reviewed with the Scoutmaster. After this review, the Scout then provides the card to the Advancement Coordinator to record into the Troop’s records. Counselors will only work with a group of at least two Scouts to comply with the BSA Child Protection Policy. Merit badges are awarded at Courts of Honor.

The Troop maintains a merit badge pamphlet library and our Scouts can check out any of the pamphlets they may need to work on merit badges. These pamphlets are shared with all Scouts in the Troop and should be returned on a timely basis. Parents may choose to purchase merit badge pamphlets for their son(s) at a small cost at A&R Paints-Troy, the Lewis & Clark Council Scout Shop or online at [www.scoutstuff.org](http://www.scoutstuff.org). The Troop welcomes donations of any pamphlets to expand our library. Additionally, zero cost merit badge worksheets are available online at [www.meritbadge.org](http://www.meritbadge.org).

**OUTDOOR ACTIVITIES** Troop 216 has an active outdoor program consisting of camping, hiking and other special activities. There is at least one of these activities every month all year-round. The Troop provides tents, canopies, cooking stoves, campsite lanterns, Patrol cooking/clean-up equipment and other items needed for a fun and safe camping environment. Each Scout needs to provide his own cup, knife, fork and spoon. In addition, parents must ensure their son(s) have clothing and sleeping bags appropriate to the season. A detailed listing of camping equipment can be found in the Boy Scout Handbook. Every activity outside of Troop/Patrol meetings will have an information sheet/permission form detailing dates, times, place, cost, emergency phone number, etc.

**SAFETY** The safety of all Scouts in the Troop is of primary concern to the Troop leadership. Because of this, non-folding sheath knives, fireworks and martial arts weapons will not be permitted at any Troop or patrol functions. Firearms and archery equipment are allowed only at those events specifically scheduled for the use of such items, even then, only under qualified adult supervision. For more information see the Guide to Safe Scouting at the front of the Scout Handbook.

Upon joining the troop, the boys are taught how to safely handle a knife, often their own. When the Scout demonstrates this safe usage, they earn their “Totin’ Chip” from a qualified Scout or Scout leader. This is a wallet-sized document proving their prowess. Laminating this card is encouraged but not required. The Scout is expected to carry this card around, especially on outdoor outings where they may use their knife. If misbehavior events occur, or unsafe actions are observed, a chamfering of a corner off their card can happen. Depending upon the severity of the infraction, multiple corners may be chamfered or the entire card taken. Upon the fourth misbehavior where corners are chamfered, their card is taken; the Scout is then disallowed from using their knife until earning a new “Totin Chip” card.

Similar programs are followed for fire safety and online safety. The terms for these programs are called the “Firem’n Chit” and the Cyber Chip.

**TROOP COMMITTEE** The Troop Committee partners with the chartering organization and is primarily responsible for supporting the Scoutmaster in delivering a quality Troop program and handling Troop administration. Some of these responsibilities of the chartering organization include: providing adequate meeting facilities. Joint responsibilities include: carrying out policies and regulations of the Boy Scouts of America, providing adequate funding and disbursements in line with the approved budget plan, obtain/maintain and properly care for Troop property and recruit and train quality adult leadership. While only registered adults are official, voting members of the Troop Committee, all parents are welcome to attend the monthly Committee meetings which are held on the 2nd Wednesday of each month at 7:30 p.m. All parents of Scouts registered with the Troop are considered members of the Troop Committee and we encourage any and all parents to become registered with the Lewis & Clark Council. There are a variety of jobs that need to be accomplished to make the Troop function efficiently and it takes more than just a few parents to do this. All positions are held by volunteers-there are no paid positions. Vacant positions may be filled at any time by interested volunteers.

**MERIT BADGE COUNSELORS** Many Troop 216 adult leaders serve as Merit Badge Counselors for a wide variety of merit badges. The Counselors are parents and other adult leaders within the Troop who have an expertise (either through vocation, avocation or special training) within one or more subjects. Counselors must be registered separately through the Council. Counseling a merit badge requires commitment on the part of the counselor. Please take into consideration that a long-term commitment may be required, on your part, in order to complete the session. Counselors running instruction sessions must make a commitment to attend all Troop meetings for a three month period (even though the actual instruction sessions may only last 2, 3 or 4 weeks). If the Counselor finds that he/she cannot complete this commitment, it is his/her responsibility to find another approved, registered Counselor to take over for the meeting(s) he/she cannot attend. This allows Scouts to finish requirements and have them signed off by the Counselor.

**COSTS/DUES** It takes money to successfully run an individual troop. It also takes money successfully run a parent council & district oversight along with an entire national organization such as the Boy Scouts of America (BSA).

Scouts are required to pay annual dues of \$40.00. This fee may be paid annually (\$40), semi-annually (\$20) or quarterly (\$10). This fee is used for selected Troop insignia (standard Patrol patch, badge of rank [when earned], merit badges [when earned], Scout Handbook [when applicable] and a custom Troop 216 neckerchief & slide.

Troop 216 uses accounting software that partitions the general fund to include individual Scout accounts. Scout balances can be queried at any time by the Scout through the Troop Treasurer. All annual re-charter fees not paid by March 1st of the preceding year will automatically be deducted from Scout accounts, if available. Quarterly dues (due 1/1, 4/1, 7/1, 10/1) not paid by the beginning of the third month of each quarter (3/1, 6/1, 9/1, 12/1) will be automatically deducted from Scout accounts, if available.

There are usually additional fees for individual outings, including weekend outings, summer camps or other miscellaneous activities. These are noted on the respective permission slips. The cost can be denoted for removal from the individual Scout account. Alternatively, a check or cash can be appended to the slip returned to the Troop.

All activities sponsored by Troop 216 will be accompanied by a permission slip with details of the activity along with any associated fees. In order to participate in an activity, the permission slip, along with the appropriate remittance must be received by the Activities Chairperson before the stated deadline.

In the event that a Scout or family member is unable to attend an event after submitting the permission slip and remittance, a refund may be available. This will be subject to several factors and a partial or full refund may be available. For camp-outs a request for refund must be made before the troop purchases groceries for the event, which usually is the Thursday prior to the event. If there are facility fees paid in advance by the Troop (e.g. vendor, park, etc.) that portion of the payment may or may not be refundable

The Troop will make a reasonable effort to accommodate a refund of funds to the Scout/Family and will be handled on a case by case basis. If the circumstances result in an unreimbursed cost to the Troop, a refund will not be permitted.

In the event that a Scout leaves the Troop due to aging out, funds allocated to this Scout through fundraising activities may be used to pay for Eagle Court of Honor expenses, the purchase of camping gear, or other scouting related expenses with proper documentation (ie. receipts). Reimbursement should be requested within 90 days of aging out. Remaining funds may be transferred to a younger sibling scout or registered adult (parent), who remain active the Troop, for use towards future activities and scout related expenses.

Scouts that leave the troop and transfer to another scouting unit may request the balance of their scout account monies transferred to the new scouting unit.

Scouts who leave the troop for any other reason, may submit receipts for reimbursement of previously purchased camping or uniform expenses within 90 days of leaving the troop, otherwise the balance of available monies will revert back to Troop 216's general fund. For any Scout that has not rechartered at the end of a calendar year it will be presumed that they have left the troop and any balance remaining will revert back to the Troop's general fund 90 days from their last date of activity or end of the year, whichever is later.

If a scout returns to the Troop within the calendar year of leaving, previously forfeited funds can be credited back to the scout after payment of any outstanding recharter fees and/or dues.

The Troop Committee reserves the right to consider refunds on a case by case basis.

**FUNDRAISING PROJECTS** The Troop provides many fundraising opportunities throughout the year. Appropriate projects will be selected by the Troops adult leadership, boy leaders and Troop Committee. These fundraisers separately support the Council and the Troop. EVERY SCOUT is expected to participate in equal amounts, since the benefits (new/replacement Troop equipment and awards) are for all Scouts. Fundraisers of this type include the following:

- Friends of Scouting (FOS) – Council fundraiser, usually in February
- Bowling Bash – Troop fundraiser, entire families invited/encouraged, usually in October
- E-Script – Troop fundraiser utilizing many local establishments, year-round; see website for details
- Ink cartridges – Troop fundraiser; see website for details
- Others –

Additionally, in the spirit of providing opportunity to “earn his keep” by paying his own way, a variety of individual Scout fundraisers are made available. These profits go straight into the individual scout account mentioned above. Fundraisers of this type include the following:

- Candy Bar sales – Scout sells individual bars, usually February through May
- Wreath sales – Scout sell individual wreaths, usually in November through December
- St. Louis Cardinal baseball calendar sales – Scout sells calendars, usually near end of year

**COMMUNICATIONS** There are several means we use for communicating. Almost all of the families in the Troop have email and we send out announcements regularly using this medium. We also keep parents and Scouts informed via our Troop website at [www.troop216bsa.com](http://www.troop216bsa.com). The Troop has adopted an online communication etiquette that follows principles of the Scout Oath and Law. Scouts are required to earn their Cyberchip to communicate online. Adults must follow BSA Youth Protection Training and Safe Scouting protocol in their online communication with Scouting youth. Troop meetings and Troop Committee Meetings are also venues for communication. At any time, a parent or Scout may contact any other member of the Troop, Scoutmaster Staff or Troop Committee by such means as he or she deems appropriate. Troop 216 encourages free and open communication about any topic or concern involving our Scouts or program. It is our mutual goal to develop and implement the best Scouting program possible for our Scouts and to ensure that they fully enjoy and benefit from their Scouting experience. Good communication is a key leadership skill.

**TROOP HISTORY & CHARTER INFORMATION** Troop 216 was chartered on February 16, 2006, by St. Cecilia’s Catholic Church Knights of Columbus Council #13216 in full compliance with all of the requirements set forth by the Boy Scouts of America, a Congressional corporation, established in 1910. The Troop is located in the Cahokia Mounds District of the Greater St. Louis Area Council. In 2017, Troop 216 was chartered by First Christian Church of Edwardsville.

**CONTACTS** Have a question? Need information? Please visit our web site for names of individuals to contact. Key individuals would be the Scoutmaster or Committee Chairman.

## SCOUT RESPONSIBILITIES

**INTRODUCTION** In this section are a number of items that discuss what Troop 216 expects of a Scout in terms of his behavior, uniform and participation. These items provide a clear set of expectations for each Scout.

**SCOUT ACCOUNTABILITY** Each Scout is responsible to any, or all, of the following - his Patrol, Patrol Leader, Assistant Patrol Leader, Senior Patrol Leader, Assistant Senior Patrol Leader, other boy leaders, Assistant Scoutmasters, Scoutmaster, and all members of the Troop Committee.

**BEHAVIOR - GENERAL** Every Scout is expected to behave appropriately at all Scout functions. Behavior problems can be either discipline or attitude related. We try to handle most behavior problems within the Troop structure, but there are times when we will contact parents about a problem. These times may include incidents that we feel are too serious to deal with on a Troop level, or repeated occurrences of the same problem. At those times we will contact the Scouts parents to have them discuss the problem with us. On campouts or other non-meeting events, the parents will be called and told to come and take their son home. At troop meetings the Scout will be given a letter requesting that he not attend any more meetings unless he brings at least one of his parents to discuss the problem with the Scoutmaster. This letter will be followed up by a phone call to the parents. If the problem is deemed serious enough (a fight, for example), the parents will be called immediately to come and get their son. In the most extreme instances, actions will be taken to remove a Scout from Troop 216. The general rules of the Troop are the Scout Law and the Scout Oath. The Scout Oath is: "On my honor, I will do my best: to do my duty to God and my country, to obey the Scout Law, to help other people at all times, to keep myself physically strong, mentally awake and morally straight." The Scout Law is: "A Scout is Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean and Reverent." Full explanations of the parts of the Scout Oath and Law are found in the Boy Scout Handbook. Beyond that, we also have some behavior guidelines for both meetings and campouts.

**BEHAVIOR - TROOP MEETINGS** The leadership of Troop 216 tries to provide safe, fun and educational Troop meetings every week. Every Scout is asked to observe the following for the good of all members:

1. Be on time: Troop meetings start promptly at 7:00 PM which means that you are with your patrol, quiet and ready to start at that time.
2. Participate in every activity offered to you. If you don't like an activity, please contact your Patrol Leader (PL) and let him know so your voice will be heard in the Patrol Leader Conference (PLC).
3. Be attentive, which means pay attention to the Senior Patrol Leader (SPL), your Patrol Leader, program instructors and adult leaders.
4. Be cooperative. If asked to do something (within reason), do it. If asked not to do something, don't do it.
5. Don't harass or hassle other Scouts, adult leaders or instructors.

6. Unless you have specific permission, do not touch, use, or take anything that does not belong to you (a.k.a., other peoples stuff). This includes items within the classroom.
7. Bring only Scout or meeting program related items with you to Troop meetings. MP3 players, toys, games, radios and other non-Scout related items are not allowed and may be confiscated until the end of the meeting or event.

We also must remember that we are guests in the church building and are only permitted in, and allowed to use, certain parts of it. Troop 216 is responsible for the building and any damage to the building and its contents while we are using it/them. All Scouts are expected to adhere to the following rules concerning the church building:

1. If you arrive when no adult leaders are present and the building happens to be unlocked, DO NOT ENTER!
2. At no time will you be allowed to go around the outside of the building.
3. No food or drinks are allowed (unless for special events) they will be taken away from you and thrown away.
4. If you track mud/dirt into the building please let an adult leader know so that it is cleaned up.
5. Horseplay will not be tolerated.
6. After each meeting or event make sure to clean/straighten up the room(s) that we used, picking up all trash (ours or not ours) and putting furniture back in its place. No one is allowed to leave the room until the area is policed to the satisfaction of the Senior Patrol Leader and/or the adult leader in charge.

**BEHAVIOR - CAMPING EVENTS** All of the above rules and guidelines apply on camping events with some changes and additions that are camping specific. These include:

1. Arrive on time. Help is always needed to load the equipment prior to our departure. Departure times are established in order for the troop to travel safely and arrive at the campsite in a reasonable amount of time. If you are unable to make the departure time please discuss your problem with the Scoutmaster. If we are loaded and ready to go and you are not there at the established time we will leave without you.
2. You WILL wear a seat belt at all times while traveling no matter what seat you are in.
3. No one is allowed to ride in the back of pickup trucks at any time, in any place, under any circumstances whatsoever.
4. The driver of the vehicle you are riding in is the dictator of that vehicle. You will obey him/her at all times. You are a guest in their vehicle and proper behavior is expected. Consumption of food or beverages in someone's vehicle is at the discretion of the driver, not the son of the driver. Please respect their wishes.
5. Scout insurance requires Class A uniforms when traveling. If you don't have it with you, you will be asked to go home and get it. If you don't get back in time see item #1. When we are returning home the same procedure applies.
6. You will do as you are told by your patrol leader, senior patrol leader, other youth leaders and all adult leaders.
7. Troop 216 uses the buddy system. A Scout is not allowed to wander around camp without a buddy. During most campouts your buddy is also your tent-mate. If you need to go somewhere and you don't have a buddy please see your Patrol Leader, Senior Patrol Leader, or an adult leader. Do not go anywhere without a buddy.
8. Each patrol has a duty roster for campouts. You will do your assigned duties promptly; not at the next meal or the next day but at the time that you are assigned. You will not do anything else until your duties are completed.

9. Along with #7, you will not get in the way of someone else doing their assigned duty. Therefore, if you are not a cook for a meal, stay out of the cooking area.
10. **NO FLAMES OF ANY KIND, IN ANY TENT, AT ANY TIME, IN ANY PLACE, FOR ANY REASON!!**  
This includes matches, cigarette lighters, open candles, candle lanterns, gas lanterns, stoves of any kind, heaters, campfires, fire starters/flints, etc.
11. Quiet times are enforced, usually from 10:00 or 11:00 PM until 6:00 or 7:00 AM. Usually they are enforced by the Troop leadership, but when we are in state or federal parks the rangers may also enforce this. Quiet time means that you are in your tent asleep. If you are not, you will be warned once and then sent home. The troop cannot afford to be kicked out of a camping area because of one boy's foolishness.
12. A Scout's tent is his home on a campout. Just as you wouldn't go into someone's home without knocking or ringing the bell, you don't enter someone else's tent without their permission.

**UNIFORM** All Scouts are expected to wear correct uniforms to all Troop and Patrol events. Correct uniforms and guidelines for wearing them are:

- "Class A": Consists of a Scout long or short-sleeved shirt with proper earned insignia (including Merit Badge sash/Order of the Arrow sash), Scout long or short pants. Optional items are: Scout-type belt, hat or socks. Neckerchief and slide may also be worn during appropriate events, check with the Scoutmaster or SPL if you are unsure if it is needed.
- "Class B": Consists of the Troop activity t-shirt or any other Scout related t-shirt/sweatshirt (camp t-shirts, Council t-shirts, etc.) and Scout pants/shorts, blue jean pants/shorts or khaki pants/shorts.
- Scouts **MUST** wear the Class A uniform to all Courts of Honor, Boards of Review, all Troop meetings during the school year, while traveling to and from campouts and other events and to all other events requiring it.
- Scouts may wear either the Class A (or Class B if endorsed by the Scoutmaster) to all other Scouting events where Class A uniforms are not required.

**PARTICIPATION** Each Scout should participate in as many Troop and Patrol functions as possible. This includes Troop meetings, Patrol meetings, campouts, hikes, civic events, fund-raising projects, and conservation/service projects. We realize that there will be conflicts with other family, school, church and sports events but it is to your advantage to be as active as you can be in Scouts. Make it a top priority instead of a secondary one. When you are at a Troop or Patrol event we ask that you be there not only in body but in mind and spirit as well. We also ask that you do your best at all times to be a team player, thinking of what is best for your Patrol and Troop not just for you. There will be a cold, rainy morning on a campout (we guarantee it) where you are the cook for your Patrol and you won't want to get out of your nice toasty warm sleeping bag but if you don't no one in your patrol will eat unless you do. This is where being a team player really counts, doing your part even when you don't feel like it. And don't forget to smile-no one likes a grumpy cook!

Everyone likes the fun events - campouts, hikes, swimming, canoeing, high adventure, etc. - but you really show your stuff on the things that aren't as much fun - fundraising projects and service projects. But a Scout is Helpful; therefore, EVERY SCOUT is expected to participate in fundraising projects in equal amounts, since the benefits (new equipment, etc.) are for all Scouts in the troop. You should also participate in service and conservation projects because we help others outside the Troop at those times. Every Scout should be faithful in paying dues since that money comes back to him in the form of

a better program. In addition any Scout who is not sufficiently active may not be registered for the following year unless he shows intent to become more active.

**SAFETY** The safety of all Scouts in Troop 216 is of primary concern to the Troop leadership. Some safety items have already been mentioned, but there are a few more: non-folding sheath knives, fireworks and martial arts weapons will not be permitted at any Troop or Patrol function. In addition, firearms and archery equipment are allowed only at those events specifically scheduled for use of such items, and even then only under qualified adult supervision. For more information see the Guide to Safe Scouting.

**INFORMATION** This section is for items that don't fit into the categories already listed.

- **Scoutmaster Conference:** To have a Scoutmaster Conference, a Scout must have completed all but the last two requirements for the rank he is working on. He must then make a request to the Scoutmaster. Conferences are generally conducted at Troop meetings but may be held at any other Troop function where time permits.
- **Boards of Review:** Once a Scout has completed his Scoutmaster Conference he should contact the Advancement Coordinator, to schedule an Advancement Board of Review. Once a date has been determined the Scout is required to be in complete Class A uniform (including neckerchief and slide), have his Scout Handbook with him and have received sign off on the Scoutmaster Conference. Boards of Review may also be called by the Troop Committee or Advancement Coordinator for Scouts who are not advancing in rank.
- **Lost & Found:** Items will be available at the Troop meetings for items lost during Troop activities or meetings. Look there for any item you may have lost. We will not search for people to match up the lost items. Any items not claimed after more than 3 weeks are subject to being thrown away, given away or used as Troop equipment.