

New Scout Home Visit Checklist

These are the things that the Home Visit Team will cover with the parents and scout during the home visit:

Before Home Visit:

- 1) Parents already have a Registration package and have been working on completing paperwork.
- 2) Database Coordinator emailed a registration link for the Troop Web Host account to the parents to allow parents to complete online data entry.
 - Home Visit Team should have ID / default Password available if needed.
- 3) Membership coordinator has provided uniform material to Home Visit Team

At Home Visit:

- **Forms:** Review registration forms for completeness; Check for Missing info
- **Troop Web Site:** Verify that online data entry in TWH is complete, and that they have emailed Membership coordinator. Help parent get onto web site if necessary. You do not need to verify online form for completeness or accuracy – membership chair will do that.
- **Medical Forms:** Review forms for completeness; answer questions if necessary. Medical form should have Part A, B only.
- **Training:** Collect copies of YPT and Troop Committee Challenge certificate. [If necessary, help parent log into my.scouting.org, and show where to print certificates]
- **Uniform:** Cover what to buy and where to buy. Provide teeshirt, slide, neckerchief, shoulder loops, Troop 103 patches. Show scout where they patches go on the uniform.
- **Dues Matrix:** Explain Dues matrix, and how to participate in the troop. Leave dues matrix form with family as reference. Stress parent involvement is necessary.
- **Interview about special issues:**
 - Special Diet? Explain how we deal with diet issues.
 - Special education needs / medical issues?
 - Friends in troop? We can place scout in same patrol as friends
- **Troop Info:**
 - Monday Meetings – start time / end time; Typical meeting structure
 - Permission Slips - Sign up process for Campouts
 - Troop Calendar – show how to get to calendar, and link to put on phones
 - Weekly Email Newsletter / home page - check spam/junk folder for TroopWebHost emails.
 - Camping Gear: Show list on TWH. Clarify that most camp gear is supplied by troop.
 - Bring Scout Book to all meetings and campouts
 - Patrol Assignment – what does it mean to belong to patrol
 - Trail to First Class session – **Sat, April 9, 2016: overnight Del Valle: both scout & parents** – Permission Slip Coming Soon!
- **Welcome Letter:** Leave copy of Welcome letter for Scout/Parent to read. (Do not try to cover this material – that will be covered in parent orientation sessions)
- **Registration package:** Pick up completed registration forms, training certificates and return to membership committee. If not complete, have parent bring next Monday.



NEW PARENTS CHECKLIST

FORMS

- ☐ Completed & Signed BSA Youth Application and BSA Adult Application
- ☐ Completed & Signed Medical A/B Form (scout and Adult)
- ☐ Completed & Signed over-the-counter Medication
- ☐ Completed & Signed Emergency Contact Information
- ☐ Reviewed Welcome Letter

On-line registration at Troop web site <https://www.TroopWebHost.org/Troop103Fremont>

- ☐ Received "Troop Web Host" ID / Password via 'Login email' from Troop Web Host
- ☐ Completed on-line registration on for scout and adult. Refer to 'New Registration Document' on the Troop Web Host.
- ☐ Bookmarked the Troop website <https://www.TroopWebHost.org/Troop103Fremont>

My Login Name: _____

TRAINING (<https://my.scouting.org>)

- | | |
|--|-------------|
| <input type="checkbox"/> Youth Protection | Date: _____ |
| <input type="checkbox"/> Troop Committee Challenge | Date: _____ |
| <input type="checkbox"/> Boy Scout Fast Track | Date: _____ |

My Login Name: _____

My Password: _____

My BSA Member ID: _____

ANNUAL DUES and PARENT(s) SERVICE

POLICY: Troop dues are \$264.00 per year with \$114.00 due at the time of re-charter (membership renewal) in annually in November. The additional \$150.00 is due in May but will be waived if the parent/guardian of the scout provides volunteer service to support the troop. Every family is asked to provide their share of work to help the troop operate. To meet this service obligation each family with a scout in the troop needs to provide volunteer service to the troop to arrive at a total of at least 100% by choosing jobs/activities from the columns included on "Service Obligation Report" or "Dues Matrix."



NEW PARENTS CHECKLIST

UNIFORM INFORMATION

Buy the following items at Scout Shop (Tip: take this list with you as Staff is really helpful):

- ☐ hat, shirt, pants, belt, socks, Merit Badge sash
- ☐ World Scout Patch, 1910 World Scout Crest Ring (optional), SFBAC (council) Shoulder Patch
- ☐ scout handbook and Cover

Troop 103 will supply: neckerchief, neckerchief slide, shoulder loops, and a T103 patch. For proper placement of patches on uniform, refer to the inside cover of Scout Handbook.

As scouts rank-up: Troop will supply rank badge, name badge and merit badges.

Scout Shops: East Bay – our council: 1001 Davis Street San Leandro, CA (SFBAC)

South Bay - 970 W Julian St, San Jose, CA (Silicon Valley Monterey Bay Council)

TROOP ACRONYMS

To get you started, here are a few common acronyms. For more, visit the Glossary under the Home tab of our TWH.

BSA – Boy Scouts of America	TWH – Troop Web Host
ASM – Assistant Scout Master	SPL – Senior Patrol Leader
PLC – Patrol Leader Council	SFF – Scouting for Food
IOLS – Introduction to Outdoor Leadership Skills	HAT – High Adventure Team
SFBAC – San Francisco Bay Area Council	YIS – Yours in Scouting

HOME VISIT DATE: _____

HOME VISITED BY: _____ PHONE: _____

HOME VISITED BY: _____ PHONE: _____

TROOP 103 DUES MATRIX -

Service Obligation Report

Family Name: _____

POLICY: Troop dues are \$264.00 per year with \$114.00 due at the time of re-charter in November. The additional \$150.00 is due in May but will be waived if the parent/guardian of the scout provides volunteer service to support the troop. Every family is asked to provide their share of work to help the troop operate. To meet this service obligation each family with a scout in the troop needs to provide volunteer service to the troop to arrive at a total of at least 100% by choosing jobs/activities from the columns below. Once 50% completion requirement has been met the remaining 50% can be paid with 50% off or \$75.00 off of the \$150. For each percentage shortage due after 50% (i.e. 25%, \$37.50 due; 15%, \$22.50 due) the balance is due. If these service obligations are not met by May 1st of each year, the additional portion of the \$150.00 per scout of troop dues will become due. The scout(s) will not be able to attend any activities until the remaining \$150 balance is paid. These service requirements are not applicable to those Webelos scouts/families that bridge over in the spring of each year until the following year. For the purpose of this policy the service requirement year would be June through May. As an example, you could attend 5 campouts and counsel 1 Merit Badge to meet the 100% requirement; or, attend 3 campouts, 2 Committee Meetings, and spend a week at Summer Camp to meet the 100% requirement. **Each family will be responsible to provide the Treasurer with a summary of their service requirements in May to have the \$150.00 waived. Complete the chart below based on your duties/activities from June 2015 to May 2016.**

Column A (75%) (Check Job/Position)

☐ Scoutmaster SM
☐ Committee Chair CC
☐ Secretary
☐ Treasurer
☐ Advancement Coordinator
☐ Membership Coordinator
☐ Fund Raising Coordinator
☐ Outdoor/Activities Coordinator
☐ Adult Quartermaster

Column B (50%) (Check Job/Position)

☐ Scouting-For-Food Coordinator
☐ Life to Eagle Advisor
☐ Re-charter Coordinator
☐ Newsletter Editor
☐ Asst. Scoutmaster ASM
☐ Database Coordinator
☐ Attended Woodbadge Training
☐ Adult Grub Master
☐ Good Turn Project Coordinator
☐ Merit Badge counselor - *List badge(s)/date(s)* _____
☐ Full week of summer camp (*List camp*) _____

Column C (25%) (List dates/activities and enter totals below)

☐ Attended SM/ASM Training & Intro To Outdoor Leader Skills
☐ Supported Fund Raiser - *List activity/duties* _____
☐ Supported Scouting-for-Food (*both weekends required for credit*)
☐ Attended HAT Course - *List courses/dates* _____
☐ Partial week of summer camp - 3 night minimum (*List camp*) _____
☐ FOS Coordinator
☐ Uniform Bank Coordinator
☐ Asst. to those in Column 'A'
☐ Chaplain *or* Training Coordinator *or* Youth Protection Coordinator

Column D (10%) (List dates/activities and enter totals below)

☐ Attended Roundtable - *List dates* _____
☐ Drive or attend Campout/Outing - *List dates* _____
☐ Attended Committee Mtg. - *List dates* _____
☐ Attended other adult training - *List courses/dates* _____
☐ Support Service Project. - *List dates/activities* _____
☐ Participate in a board of review. *List dates* _____

Total Jobs from	A _____ x 75% = _____
Total Jobs or Activities from	B _____ x 50% = _____
Total Activities from	C _____ x 25% = _____
Total Activities from	D _____ x 10% = _____
Other Approved Tasks/Jobs (approved by SM or CC) _____	
=====	
(Sum of A, B, C, D & Other)	TOTAL _____

If total equals or exceeds 100% no additional dues are due. If total is less than 100% make a payment to Troop 103 for the remaining amount and forward it to the Troop Treasurer.

Obtain SM signature for ASM jobs and CC signature for Committee Jobs: **SM** _____ **CC** _____

Boy Scouts of America

San Francisco Bay Area Council

Mission Peak District

Troop 103

Welcomes New Scouts and Parents

Dear Scouts and Parents:

Welcome! We are glad you are considering joining our troop. Scouting is the largest and one of the oldest organizations around. It is also one that is immediately known and respected by many people throughout the world. Troop 103 and its leaders believe strongly in the character building that comes from following the Scout Oath and Scout Law. We also believe strongly in parent participation in all Scouting activities. The youth that get the most out of Scouting are those whose parents are visible and active. Parents play a key role in the success of Scouting – you help motivate your son, provide moral support, and help as you can with troop activities. Your excitement and involvement will rub off on your son.

Scouts get out of Troop 103 what they put into it. Leaders try to keep the “outing” in Scouting by offering plenty of activities of all kinds. We ask you, our Scouts, to lead the troop as much as possible. That includes work planning and preparing for campouts and weekly meetings. As you learn and grow with us, your responsibilities will increase. Developing self-confidences, self-reliance and leadership are key goals of the Scouting program. We hope the pamphlet will be useful to you, our new parents and Scouts. Please read it together, along with the first pages in the scout Handbook. The exciting transition from Webelos to Scouting, or entering Scouting for first time, can be confusing at times. Please do not hesitate to ask one of our leaders if you have any questions, now or any time in the future.

Activities

Troop 103 strives to keep busy with a variety of exciting events. Each month our youth leaders (Patrol Leaders Council, or PLC as it is more commonly referred to) meet with our adult leaders to plan interesting and fun activities. These may include:

- At least a week of Summer Camp
- High Adventure trips (older scouts)
- Troop Camp Outs (once a month)
- Hikes and other one-day activities
- Scouting for Food (November)
- District Camporees

See Troop 103's TroopWebHost (TWH) site:
www.TroopWebHost.org/Troop103Fremont

Parental Commitments

Scouting is a family affair. No Scout is expected to travel the Trail to Eagle by himself. Parents should encourage their son to work on advancement and take full advantage of the Scouting program. Parents are invited and expected at all Troop meetings and especially Courts of Honor, usually held 4 times a year. One adult is required to register as a Committee Member from each family.

Advancement through First Class may be signed off by designated Senior Scouts, the Troop Guides, or the Scoutmaster and his/her assistants. Above First Class, only the Scoutmaster or Assistant Scoutmasters may sign off advancement. Merit badges must be signed off by the registered merit badge counselors. A parent cannot be the counselor for his/her son without Troop committee approval. When a

Scout is ready to begin work on a merit badge, he asks the Scoutmaster for a “blue card” and the name of a counselor.

A family may be asked to provide transportation for several outings during the year. Troop Parent Committee (also referred to as Troop Committee) Meetings are held every month during the school year. The Troop program planning is done by the Scouts themselves, not the parents; the Troop Committee acts in a support role, including fundraising and transportation.

If a parent has a special skill or training, she or he may want to serve as a Merit Badge Counselor for interested Scouts. There are over 120 different merit badges available.

Of course, there is always room for anyone who wants to take a more active role in working with the Scouts to plan their program. Council training programs are held several times a year, and everyone is encouraged to take advantage of them. Many of the Troop 103 parents have taken various training courses.

Visit: www.scouting.org

Without help of all kinds from our parents, Troop 103 would not exist. We hope you will take an active part in encouraging your son. Your role as “cheerleader” is a big reason for your son’s interest and success. Parents also have a big impact on our Troop Committee, which meets just once a month.

The Troop Committee oversees the troop, helps plan activities, approves our calendar, and forms the Board of Review for each Scout’s rank advancement. Our Troop also needs Parent to help counsel merit badges, assist with special events and drive to activities. Many of our best ideas have come from parents who just spoke up! Because the Scouts run the troop, “helping” is usually just “watching.” Your help makes the difference. National B.S.A. rules require at least two adults at every meeting and activity. Some activities require adults with special training.

EVENTS MUST BE CANCELED if sufficient leaders are not available.

Inappropriate Behavior

The goal of the adult leaders is to have a safe, fun Troop program for the Scouts. The adult leaders have the right to intervene in any situation that they deem unsafe. If a Scout is unwilling to abide by the requirements of the adult leaders in charge, they may require a parent to come get the Scout, whether the situation occurs at a Troop meeting or during an outing.

Also, if a Scout is Disruptive at a meeting or otherwise prevents the boy leader from running the meeting, the adult leader at the meeting may call a parent to pick up the Scout.

Meetings

Troop 103 meets every Monday night, except school holidays and during the summer months, at Warm Springs Elementary School, from 7 p.m. to about 8:30 p.m. Once scouts arrive, they are expected to remain at the meeting unless the leaders are told of special situation in advance. Occasionally a meeting will be held at another location for a special event. Scouts and parents will be told about these special meetings as far in advance as practical.

Committee and Adult Leadership

Our Troop Committee of Parents oversees all activities and is the ultimate authority concerning troop operations. As described throughout this booklet, parent involvement in the committee is very important. The committee meets at 7 p.m., the third Tuesday of each month for about 1 ½ hours. The committee helps with record keeping, advancement, including Board of Reviews, fund raising and long-range planning. Committee Members work with the Scoutmaster and other troop leader to ensure an interesting, successful and safe troop. Parents are welcome to express their views at any time and at least one parent is expected to register as a

Committee Member for an official vote in troop decisions.

The Scoutmaster is responsible for day-to-day troop operations, and is in charge of all meetings and activities. The Scoutmaster answers to the Troop Committee. Assistant Scoutmasters work with the Scoutmaster and the youth leaders to carry out meeting plans and activities described by National B.S.A. regulations.

Youth Leadership

A major goal of Scouting is to develop leadership skills in our youth. Youth leaders are elected by their peers to help run the troop. The highest youth leader is the Senior Patrol Leader, or SPL. The SPL runs the troop activities, with the Scoutmaster's help, following a plan decided at monthly PLC meetings.

Parents of new scouts have a natural tendency to want to lead the scouts, as was the case in Cub Scouts. In Boy Scouts, the parents do not run the meeting, the youth leaders do. Parents, please try to curb your instincts; don't do something for your son that he can do for himself. Sometimes the best education is to fail and overcome your failure. The lessons learned are not forgotten and the young man (your son) will develop self-reliance. Unless it is an immediate safety concern, please try not to interfere with the youth leaders.

Patrol Method

Our troop is organized into patrols of six to ten scouts, each with an elected Patrol Leader. The Patrol Leaders and Assistants have a key role in helping the SPL and adult leaders accomplish the goals of the troop. New scouts work with an adult Assistant Scoutmaster and/or a Troop Guide, to learn the skills needed to advance and grow in our troop. This working together is called the "Patrol Method" and is a cornerstone of successful scouting.

Advancement

Advancement is the way you grow as a Scout, and become eligible for troop leadership positions and other honors. You start as a "Scout" and progress to "Eagle" in the following order: Scout, Tenderfoot, Second Class, First Class, Star, Life and Eagle.

Advancement is how you become eligible for troop leadership positions, high adventure camping trips, and honor such as election to the Order of the Arrow, Scouting's honor camping society.

Merit Badges

Although you start at "Scout" rank, you can progress to First Class rank within one year. To do this, you will work with other first year scouts, with specific youth and adult leaders. Bring your Scout Handbook to every meeting and activity. This is very important so your progress can be promptly recorded.

Once you reach First Class, Merit Badges become the main advancement tool. (You can work on badges earlier if you choose.) There are over 120 merit badges to choose from. Many badges, like Pets, Athletics, Theater and Citizenship, may be worked on in school or at home. You can get credit for this work. You may work independently on merit badges that interest you. Leaders may help by allowing time to work on some badges during troop meetings. Camping offers many opportunities for advancement and merit badges as well. You must get the Scoutmaster's permission and a Blue Merit Badge Card BEFORE starting work on a badge. This allows the leader to follow up, while you work with a specific, approved counselor who has experience in the subject.

Board of Review

After you, the Scout, have completed the requirements for a rank, you need to ask the Scoutmaster for a Scoutmaster Conference. Once you pass the Scoutmaster Conference you

need to ask the Advancement Coordinator for a Board of Review. These are held as needed, during regular troop meetings. The Board of Review is made up of at least three adult members of the Troop Committee. The Board will check to make sure that your Scout Handbook and other records are up to date. They will also ask you about what you learned while working on the badge or rank, and what you think about our troop in general. This sounds scary, but it really isn't. Many of the people on the Board of Review are the same ones you see each week. They all want to see you succeed and grow with our troop. You should save all written work and projects you do for merit badges and rank. These are turned in to the Scoutmaster when you request a Board of Review. Advancement is the Scout's responsibility. You should request a Board of Review at least one week in advance.

Courts of Honor

The accomplishments of Scouts and leaders are formally recognized at a Court of Honor, held about four times per year. Most are held on Mondays in place of a regular troop meeting. Parents' attendance at our Court of Honor is an important and very easy way to demonstrate an interest in your son's scouting progress. Although Scouts are formally recognized at Courts of Honor, they receive their rank patches as soon as possible, usually at the next regular troop meeting.

Uniform

There are a few things that Scouts need right away to begin the Scouting trial: A Boy Scout uniform and a Scout Handbook. Your uniform is the place to wear all the awards you will soon be earning; your handbook tracks your progress from your first meeting. Troop 103's uniform consists of a Boy Scout field uniform ("Class A") shirt with proper insignia, Scout pants, Scout belt and Scout Baseball cap. Shirts and caps should be purchased as soon as possible, because they are worn to every troop activity

and when traveling. Periodic uniform inspections while encourage pride.

Our Troop also has an activity uniform ("Class B"), green t-shirt with our current logo, for wearing around camp and other times that leaders specifically announce. Uniforms can be purchased at the Scout Shops located on Davis Street in San Leandro or Julian Street in San Jose. Outgrown uniforms can be donated to our uniform bank for other Scouts to use.

Dues and Fees

We try hard to keep the cost of Scouting reasonable, but some costs cannot be avoided. A yearly registration fee registers your son, pays for Boy's Life magazine and supplementary accident insurance. Scouts joining in October, November or December pay a reduce fee.

Troop dues, currently \$264 yearly, help pay troop expenses. Portions or all of the \$250 portion, will be waived for the parent's activities involved in helping run the troop. To purchase food, \$8 – 15 is generally collected from each scout within each Patrol for each camping trip. This should be paid no later than the Monday before we leave to secure your spot and allow your Patrol to purchase food. If the costs of Scouting present a problem, please discuss it with a leader in private. Scout who owes money may not be able to receive advancement or take part in activities until all obligations are paid. A Scout is Thrifty.

Camping Equipment

Camping is a key part of a Scout troop (it's the OUTING in Scouting), and some simple equipment is needed to be comfortable and enjoy the experience. A sleeping bag or a couple of heavy blankets, reusable plate and eating utensils (called a mess kit), rain gear and a flashlight are needed for the first campout. Pocketknives may be carried after the Tot'n Chip card is earned, Lockback and sheath knives are never allowed for safety reasons. Your Scout Handbook is a good source for additional

information on what to pack. Also, look for “Gearing Up For Camping” in Troop 103 TWH site.

Before buying expensive items like sleeping bag, boots and backpacks, we strongly suggest you use suitable family gear or borrow for the first few trips. This lets you see what is needed, what others use, research purchase and take advantage of sales. Troop 103’s leaders have camped for years and can suggest money-saving substitutes, or recommend good quality equipment that will survive the rigors of Scout camping. Group items such as tents, lanterns, stove and coming equipment are furnished by the troop.

Fundraising

One way Troop 103 tries to keep the cost of Scouting reasonable is by promoting fundraising during the year. Our troop offers several fundraisers each year. Participation is optional, but strongly encouraged. Our Troop Committee votes to credit a portion of the profit directly to the individual scouts that participate. These earnings can pay for summer camp or other Scouting costs. Energetic Scouts can earn a substantial part of their way to summer camp by active participation in fundraising activities.

Medical Forms

So that the leader can “Be Prepared” in case medical attention is necessary and parents are unavailable, a medical history is needed from each person prior to participating in troop activities. The B.S.A.’s physical form includes a parental permission box that should be signed. For long-term activities like Summer Camp and some High Adventure activities, a physical exam with the past 3 years is required by B.S.A. National policy. However, a medical form signed by your doctor stating any limitations is required every year.

Notes and Questions

The adult leaders of Troop 103 want to ensure that your son’s transition into Boy Scouts is as successful and confusion-free as we can make it. If you have any question please do not hesitate to talk with us. If your son has a question, he should first approach his Patrol Leader and then the SPL.

Web Site

You are invited to visit our Troop’s web site for a more detail look at our troop. This site has our current Activity Calendar, information about recent outings, and other information that may be of interest. A glossary of common terms used in Boy Scouting is also provided. Once you obtain a password to the Member Only section you will have access to troop rosters, permission slips, event photos, and other useful information. See the footer of each page here.

Scoutmaster Corps

The primary role of the Scoutmaster and the assistants is to guide the boy leader of the troop. These adults have taken a variety of training offered by the BSA to give them the tools they need to help guide the boys in running the troop.

Acorn training consists of a syllabus of classes related to basic leader training. Woodbadge training is advance leader training and High Adventure Training (HAT) consist of classes in specific areas related to high adventure activities. Other classes prove certification such as BSA Lifeguard, NRA Range Master or Climbing Instructor to note a few. All adults involved indirect youth contact have basic CPR, First Aid, and Youth Protection Training. All adults are encouraged to seek out any and all training that they feel could benefit the Troop.