WELCOME TO

TROOP 23

Two Rivers District

Southwest Florida Council

Scouting America



Charter Organization: Florida Environmental Health Association

Meeting Place:

New Life Lutheran Church

8010 Fruitville Rd

Sarasota, Florida 34240

Meetings:

7:00 PM to 8:30 PM - Monday Evenings during school year

Revised August 2024

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**I. GENERAL INFORMATION**

**ATTENDANCE**

Scout participation is expected at all Troop meetings, fund raisers and service projects. Any time a Scout is going to be absent from a Troop meeting he is expected to notify their Patrol Leader (NOT THE SCOUTMASTER) who will in turn report to the Troop Scribe at the meeting.

All Scouts and Adults who are going to participate in an activity are expected to be present at the Monday night meeting prior to the activity. This is necessary to review equipment needs, schedules, menus and travel plans. A signed permission slip (which includes electronic on the Troop website) is required for every Scout and adult leader that will be attending a Troop activity.

**MEMBERSHIP AND TROOP DUES**

It is the policy of the Troop that Dues are to be paid twice per year in August and March in the amount totaling $110 for the Scout Year (same as school year). Should there be extenuating circumstances, causing a Scout difficulty in meeting their dues obligation, their Parent/guardian is encouraged to speak to the Scoutmaster privately, and accommodations can be made. The Troop will also pay for a Scout’s Life subscription for the Scout if requested. The balance is used to pay for advancement awards, upkeep of the Scout Hut facility, the Scoutmaster’s scholarship fund, certain adult leader registration and training costs, certain Scout training costs, equipment repair/replacement, and some subsidy of activities.

Membership Dues are paid online to Scouting America directly to pay for annual registration costs to Scouting America and the insurance to the Southwest Florida Council. These costs are set by Scouting America and not the Troop. The current cost as of April 1st, 2024, for Youth Scouts is $85 per year and Adult Scout Leaders is $65 per year.

**ACTIVITY COSTS**

The cost of normal Troop activities (camp outs, food, day trips, etc.) will be paid for from funds collected from the Scouts and adult leaders attending each activity. A typical weekend camp out may cost $20 to $85. Every care is taken in planning to minimize this cost as best as possible with the variance occurring depending on distance to be traveled, campground fees, number of meals, etc. If an activity falls under-budget, at the discretion of the Troop committee, extra fees collected will be credited to the scout’s scout account.

**UNIFORM**

Scouting America is a uniformed organization. Scouts are expected to be in uniform at all times, unless specifically told otherwise. Different uniforms are required at various activities. The uniforms are described as follows:

• **Field (Class “A”) Uniform:** Tan Scout button front shirt with applicable rank insignia and appropriate patches. Scout shorts or pants and a Scouting America belt and buckle, if not integrated, is required, as are Scouting America Scout socks, worn with closed-toe shoes. Further, the Scout’s Handbook, pen or pencil and writing paper is also a critical piece of the uniform that will be checked for when inspections are called. At Troop 23, no neckerchief is worn. The Field (Class “A”) uniform must be worn at Courts of Honor, Boards of Review, and “ceremonial” type functions, as well as during travel for most Troop Activities. At the present time, the Scouts are also expected to wear the Field (Class “A”) uniform, for purposes of uniform inspection on the first Monday meeting of each month.

Every Scout is required to have affixed to their uniform the Troop’s numbers, Council patch, Scouting America insignia and patches he has earned and is entitled to wear. All badges must be neatly sewn onto the uniforms. Scouts who have held leadership positions may keep their leadership patches, but must remove them from their uniform upon expiration of their term in office.

The Scoutmaster, Assistant Scoutmasters, and Committee Chair are encouraged to wear their Field (Class “A”) uniforms to all Troop Activities, including all Troop Meetings, as well as Courts of Honor.

• **Activity (Class “B”) Uniform:** As above, but with a Troop 23 tee shirt instead of the button front Field (Class “A”) Uniform shirt. This is worn to most Monday night Troop Meetings, and should include Scouting America Pants or shorts, scout socks, closed toe shoes, and handbook, pen, and paper.

• **Class “C” Uniform:** Troop 23 tee shirt and any type shorts, long pants, or bathing suit if appropriate. Scout socks are optional. This is common for community service workdays, swimming/water activities, etc. Closed toe shoes are still required.

**TROOP ACTIVITIES**

1. **Permission Slip/Scout Account/Payment for Troop activities**

At the beginning of the scout year, or upon joining the Troop, the scout’s family should complete the “Troop 23 Hold Harmless Agreement.” No scout or adult will be permitted to participate in Troop activities without the “Troop 23 Hold Harmless Agreement” on file. Thereafter, signing a scout up for any Troop 23 activity constitutes agreement to the provisions of the “Troop 23 Hold Harmless Agreement.” Occasionally, Troop activities require a separate permission slip to besubmitted prior to the stated deadline on the Troop’s website, or on a printed form brought to a Troop Meeting.

Families can make payments for all Troop activities through the Troop’s website TroopWebHost or by check payable to “Troop 23”. Any payments completed on the TroopWebHost are automatically charged a convenience fee. The percentage fee is set by PayPal and not Troop 23.

The Troop will make every effort to accommodate alternative payment methods if these payment methods cause difficulty. The Scout’s family should discuss alternative payment methods with the Troop treasurer.

1. **Travel**

All Scouts attending a Troop Activity, such as camping where group travel is involved, are to leave together in Field (Class A) uniform and return together in Field (Class A) uniform as a group. This will almost always start and end at the Church. Having a parent drop a Scout off at the destination, or picking them up at the end of the Activity is strongly discouraged. If a family’s schedule requires this exception to occur, the Parent of the Scout should clear this plan with the Scoutmaster or Assistant Scoutmaster in charge of the Activity, PRIOR to the start of the Activity.

The Troop will ensure that all Scouts are transported, with a seatbelt, with all necessary personal gear, in a vehicle driven by licensed and insured Adult with Youth Protection Training, and never by another Scout.

**C. Health and Medical Information**

The Troop always travels with all medical records for each Scout and Adult Leader in the event first-aid or additional medical care is required. If a Scout falls ill during activity, it is the parent’s responsibility to pick up Scout if required.

1. **Use of cellular phones and other electronic devices during Troop activities**

Although many scouts have cellular phones, part of the Scouting experience is “disconnecting” from electronics during Troop activities, particularly while camping. With this in mind, scouts are permitted to have cellular phones and other electronic devices while traveling to and from Troop activities (such as campouts), but will be required to leave the cellular phone or other electronic device in the vehicle in which they traveled. If a scout is found using a cellular phone or other electronic device without prior permission at a Troop activity, the cellular phone or other electronic device may be confiscated and returned to the scout’s parent at the conclusion of the Troop activity. The Troop is not responsible for any device that is taken on the trip.

1. **Returning from Activities**

Prior to the Troop’s arrival at the Scout Hut at the end of a Troop Activity, each Parent will be contacted with a targeted time of arrival. Upon arrival, ALL Scouts are expected to help unload gear, clean and stow Troop equipment. Everyone is dismissed at once, when all the work is done. A Scout may not leave early, prior to the Troop’s dismissal, unless due to a prior engagement or responsibility and the Scout’s Parent specifically requests this of the Adult Leader in charge.

**CONDUCT AND BEHAVIOR**

At the beginning of each Scout year, each Scout is required to read and sign a Conduct and Behavior Agreement, which provides an extension of the Troop Policies. The family should retain one copy of the Conduct and Behavior Agreement for their records.

Violations of the Conduct and Behavior Guidelines will not be tolerated, and initially may result in the Scouts involved being asked to leave the meeting or outing. Repeated unacceptable behavior can result in the Scout being asked to leave the Troop (either for a prescribed amount of time or completely) for the safety of others. Before this consequence if utilized, a conference with the Scout and their parent/guardian will be held with Adult Leadership of the Troop.

**ANTI-BULLYING POLICY**

Scouting America’s Policy defines bullying as any behavior which is deliberate, hurtful, repeated over time, and characterized by a relationship involving an imbalance of power, such as age, size, or popularity, whether real or perceived. Bullying can be verbal, emotional, or physical; can occur either face-to-face, or behind the victim’s back; and can occur over the internet, email, and/or texting. Troop leadership will do everything it can to keep this type of behavior from occurring among Troop 23’s Scouts.

It is the policy of Troop 23 that bullying of any kind is unacceptable, and if a Scout is found to be engaging in this type of behavior, their parent or guardian will immediately be informed, and the Troop leadership will privately work to stop the behavior. If the behavior is unable to be ceased, the Scout may be asked by the Committee to leave Troop. Parents and guardians are encouraged to come to Troop leadership if they believe another Scout has engaged in bullying behavior against their Scout.

**HEALTH INSURANCE INFORMATION AND FORMS**

1. **ANNUAL SCOUTING AMERICA HEALTH AND MEDICAL REPORT**

To participate in any Troop activity, the Troop must have on file, Parts A and B (less than one year old) of the Scouting America Health and Medical Record form. These two parts are filled out by a parent or guardian. Part C of this Form, which requires signature of a doctor, (must be less than one year old) and be on file with the Troop prior to Summer Camp, and for certain high adventure activities that the Troop may participate in.

1. **TROOP CONSENT AND HEALTH INSURANCE FORMS**

To participate in any Troop activity, the Troop must have on file a notarized Troop Consent Form and the Scout’s family’s Health Insurance information, along with a copy of the family’s insurance card, all of which are to be filled out and turned into the Troop Secretary upon joining the Troop, and renewed each fall at the beginning of the Scout year.

1. **OVER THE COUNTER DRUG PERMISSION FORM**

From time-to-time, Troop 23 may want to provide common over-the counter drugs when a Scout may need or request, for minor scrapes, ailments, or discomfort. This Form can be signed by the parent/guardian to provide guidance and permission on the use of many common over the counter drugs with their Scout. No medicine will be given to a Scout without this form on file.

1. **PRESCRIPTION MEDICINE**

Upon arrival at the Scout Hut prior to departure on a Troop activity, ALL prescription medicine that a scout requires must be handed to the assistant Scoutmaster in charge of the activity or the health officer that has been appointed for that activity. The medicine should be in its original container with the scout’s name on the bottle or dispenser. The health officer must know what medicine is being transported. The adult leader will keep possession of all prescription medicines throughout the length of the activity. It is up to the scout to know when the medicine is to be taken, and request same from adult leader when needed. Vitamins and supplements should not be provided to the adult leaders, only prescription medication.

1. **INCIDENT/ACCIDENT/INJURY REPORT**

The scouts are trained to go to any adult leader in the event of an injury, however minor, that requires first aid from an adult, whether first aid has been administered by themself, or another Scout. All incidents, accidents, and injuries are reported so that the scout’s parent can be informed upon arrival at the Scout Hut at the end of the activity (and even if the parent was contacted during the course of the activity.) The report will be signed by the Scoutmaster, assistant Scoutmaster in charge, and/or the medical officer.

In the event a family’s insurance is insufficient to cover the costs of medical care provided, resulting from an injury at a scout activity, such as deductibles, co-pays, etc., reimbursements can be filed for via Scouting America’s insurance. This report is essential in the submission of a claim, and can be coordinated with the Committee Chair. The Scouting America insurance is a secondary insurance and, in most cases, will cover any medical expenses over and above those covered by the family’s insurance, subject to the terms and conditions of the Scouting America policy.

**EQUIPMENT**

• Each Patrol is assigned tents, cooking equipment (in Patrol Box), and other gear. It is the responsibility of the patrol to clean and maintain the equipment as it is used.

• It is the Patrol’s responsibility to ensure that when the Patrol Quartermaster returns the Patrol’s equipment to the Troop Quartermaster for storage, that the equipment is clean, dry, and properly packed.

• If Troop equipment is damaged as a result of reckless care, and deemed not to be accidental, the Equipment Chair is empowered to assess the responsible scouts a charge for the repair or replacement of the damaged equipment.

• No scout or adult leader may utilize Troop equipment for events outside of a Troop activity, without the express permission provided by the Committee Chair, Scoutmaster, or Equipment Chair.

**TENTS**

• Adult leaders will never under any scenario share a tent with a Scout even with their child.

• Couples that are adult leaders will not share a tent on a Troop 23 Activity, regardless of location.

• No less than two and no more than four Scouts share a tent.

• Generally, only patrol mates will share a tent, but is Troop 23’s policy that any two Scouts that are more than 24-months apart in age should not share a tent.

• Tents will be set up in an orderly fashion as described in the Scout Handbook, and grouped by patrol.

• No tent will be set up near a fire and no fires or lit objects (such as candles) are permitted at any time inside a tent.

• No two tents shall be tied together - each tent shall stand on its own.

• No food, drinks, candy, or prescription medication is permitted within the tents.

**II. TROOP ORGANIZATION**

**SCOUTING AMERICA**

All Troops in Scouting America are also a part of a Council and District and are sponsored by a Charter Organization. Troop 23 is a part of the Southwest Florida Council (Manatee to Collier County) which is comprised of four geographic Districts. The Troop is a part of the Two River District (Sarasota, Charlotte, and DeSoto County). The Troop’s Charter Organization is the Florida Environmental Health Association. All funds, property, and equipment belong to the Association.

**TROOP STRUCTURE**

The general operation of the Troop is in the hands of its youth leaders. The adult leadership is there to provide guidance and training. Any Scout who has a concern about anything in the program should follow the “chain of command” seeking a solution. The chain of command is Patrol Leader, Senior Patrol Leader (or assistant senior patrol leader in their absence), and then the Scoutmaster (or assistant Scoutmaster in their absence).

The Troop consists of smaller groups called patrols. Each patrol is made up of between 4 to 8 Scouts of similar age and typically in the same school grade. For Scouts under the age of 14, the maximum age difference within the patrol is to be no more than 13-months. For Scouts aged 14 and older, the age range may be as many as 24-months.

Elections are held twice each year, per Scouting America guidelines, for each patrol leader (for patrol posts) and senior patrol leader (for Troop posts). Generally, each appointment or election is valid for a six month period in order to give more Scouts an opportunity to hold a leadership position. Elections are held in October and March. It is encouraged that no scout holds any one position for more than two consecutive terms (one calendar year).

In addition to the elected posts, scouts hold leadership positions that may be appointed by the Scoutmaster, and are based on the needs of the Troop. These are: Troop guide, historian, librarian, instructor, chaplain’s aide, bugler, and den chief (service to a cub scout den).

The patrol leader appoints their assistant and works with their patrol-mates to ensure there is a patrol scribe, and Patrol Quartermaster, with roles changing each 6 months.

**PATROL LEADER’S COUNCIL (PLC)**

The patrol leader’s council (PLC) is led by the senior patrol leader (SPL), and is composed of any junior assistant Scoutmasters, the assistant senior patrol leader, Troop scribe, Troop quartermaster, Troop guides, and every patrol leader. The Scoutmaster and at least one adult leader, as appointed by the Scoutmaster also attend. The PLC meets monthly, when the subsequent month’s Troop meeting calendar is planned, and other preparations are made for the upcoming month’s Troop activity.

The PLC plans the Troop calendar of activities for the subsequent year, which is required to be reviewed and approved by the adult leadership. The adult leadership provides logistical support for these activities, files the necessary paperwork with the Southwest Florida Council, and provides financial assistance as requested. The adult leadership work with the scouts in the implementation of each activity, but the SPL and PLC are in charge of the program.

The PLC also serves as the Troop grievance committee for certain minor infractions, as determined by the Scoutmaster. The PLC listens to facts as presented by the appropriate parties and makes recommendations to the Scoutmaster or their designated representative for action. The PLC is NOT empowered to take unilateral action on any grievance.

Each member of the PLC is expected to attend all Troop meetings and activities. In the event the scout cannot attend an event, it is their responsibility to ensure that their assistant (or replacement) knows they have the leadership responsibility. In order for a leadership position to be counted toward rank advancement, the Scout must successfully complete their term of office and meet the expectations and review of the Scoutmaster.

**TROOP & PATROL SCOUT LEADERSHIP POSITION DESCRIPTIONS**

**Senior Patrol Leader (SPL):** The primary leader of all Troop activities

Appointment: Elected by Troop

Age: 14 years old on date of election

Rank: Star or higher

Prior Experience: Patrol leader or assistant senior patrol leader

Length of Service: Member of the Troop a minimum of six months

Other: Willing and able to participate in a National Youth Leadership Training (NYLT) course, as may be prescribed by the Scoutmaster or Committee.

**Assistant Senior Patrol Leader (ASPL):** Supports the SPL in leadership of all Troop activities

Appointment: Appointed by the SPL with Scoutmaster approval

Age: 14 years old on date of appointment

Rank: First Class or higher

Prior Experience: Patrol leader or assistant patrol leader

Length of Service: Member of the Troop a minimum of six months

Other: Willing and able to participate in a National Youth Leadership Training (NYLT) course, as may be prescribed by the Scoutmaster or Committee.

**Junior Assistant Scoutmaster:** Supports the SPL and Scoutmaster in leadership of all Troop activities

Appointment: Appointed by Scoutmaster

Age: 16 years old by date of appointment

Rank: Life or Eagle

Prior Experience: Senior patrol leader in most cases but not required.

Length of Service: Member of the Troop a minimum of six months

**Troop Scribe (TS):** Keeps attendance records of every Troop meeting and activity, prepares notes for each PLC Meeting, and may be required to draft and send correspondence on behalf of senior patrol leader. Communicates attendance and PLC notes to the Troop Committee.

Appointment: Appointed by the Scoutmaster

Age: 14 years old by date of election

Rank: First Class or higher

Prior Experience: None

Length of Service: Member of the Troop a minimum of three months

**Troop Quartermaster (QM):** Manages the collection, and distribution of Troop equipment before, during and after every Troop Activity. Ensures that each patrol has the necessary equipment and that its return is without damage or need of repair. Works with equipment chair, who is a liaison to the committee.

Appointment: Appointed by Scoutmaster

Age: 14 years old by date of election

Rank: First Class or higher

Prior Experience: None

Length of Service: Member of the Troop a minimum of three months

Other: Committed to participate in most, if not all, Troop events

**Patrol Leader (PL):** Serves on PLC and leads the patrol’s activities.

Appointment: Elected by patrol

Length of Service: Member of the Troop a minimum of three months

**Assistant Patrol Leader (APL):** Supports the patrol leader in leadership at Troop Activities.

Appointment: Appointed by the patrol leader

**Patrol Scribe (PS):** Reports Patrol attendance to the Troop Scribe

Appointment: Appointed by patrol leader

**Patrol Quartermaster (PQM):** Responsible to patrol leader in the patrol’s use of Troop equipment, and its return.

Appointment: Appointed by Patrol Leader

**Patrol Grubmaster** (a rotating position): Each overnight Troop activity requires that a rotating member of the patrol be selected by the patrol leader as the “Patrol Grubmaster.” This individual must purchase the food and other items necessary for the patrol for use during a Troop Activity. The Grubmaster will be provided a budget for the activity. The Grubmaster must turn in receipts for patrol items purchased and will be reimbursed by the Troop for the budgeted amount. If necessary, the budgeted amount can be provided to the Grubmaster at the Monday night before the Activity if family resources necessitate. The Grubmaster’s parent is requested to assist in the purchase of the required items prior to departure and to bring the items to the Scout Hut. If needed, the Troop will provide a cooler with ice for each patrol at the time of departure. In assisting with the purchase of the items, the Grubmaster’s parent should help the scout determine quantities, with the budget in mind, which is a teachable event. Unspent funds are to be returned to the Troop’s Treasurer (unless an insignificant amount), but if the budget is exceeded, it is the Grubmaster’s responsibility to collect each Patrol member’s fair share.

**III. ADVANCEMENT**

A Scout is individually responsible for their own pace of rank advancement. Parents are encouraged to assist the Scout, but not to pester, hover, or communicate on the scout’s behalf. The Troop’s program is designed to ensure that the Scout skills that are a part of the early ranks are taught (Tenderfoot through First Class), but the scout is ultimately responsible for learning and achieving the skills and knowledge, as well as getting their handbook signed by their adult patrol advisor, or any other assistant Scoutmaster that was present for skills’ demonstration or accomplishment. The achievement of camping goals, merit badges, and community service are up to the scout to accomplish as well, and the records for each are to be kept by them in their Scout Handbook.

The Scout and their family can view the Scout’s advancement progress through the Troop website, which will reflect all past achievements as well as detail uncompleted rank and merit badge requirements.

A parent is encouraged to review the Troop website, log-in in with unique username and password, to track and ensure the Scout’s history is accurate and to keep informed. Communication with the Scout’s patrol advisor will further the confirmation and clarity.

**RANK ADVANCEMENT PROCEDURES:**

• If all rank requirements have been met and signed in the Scout’s handbook, the Scout should directly inform the Scoutmaster, and immediately sign-up for a Scoutmaster conference on the dry-erase board. This conference can occur at any Troop meeting, activity or outing.

• At the Scoutmaster conference, the Scout should present themself in complete Field (Class A) uniform, and their handbook.

• Following the Scoutmaster conference, the Scout should sign up for a Board of Review (BOR) with the Scoutmaster or on dry-erase board. A date for the BOR will be added to the scout’s name by the Committee, and are generally schedule for the first Monday of each month.

• At the scheduled BOR, the Scout should again present themself in complete Field (Class A) uniform, with their handbook.

***Please Note:*** *Neither the Scout nor their parent should expect that the initial notification, the Scoutmaster conference, and the Board of Review to occur all in the same night. The Scout should “Be Prepared,” and plan ahead.*

**THE INITIAL RANKS: TENDERFOOT / SECOND CLASS / FIRST CLASS**

Opportunities to achieve the initial ranks are mostly presented during meetings and other activities for Scouts to learn, be reviewed, and be tested on the various requirements. Since there is a large group of Scouts, the material may be presented only once during a Scout year. Therefore, if a Scout misses a meeting or activity, they will need to make other arrangements with an adult leader to get tested. The Scout’s adult patrol advisor, or an assistant Scoutmaster specifically designated, is required to sign off on each advancement requirements. Parents who hold adult leadership positions ARE NOT permitted to sign off on their Scout’s rank advancement requirements.

The record of camping nights and community service hours are up to the Scout to keep in their own Handbook and will be duplicated in the Troop records kept by the advancement chair.

**THE UPPER RANKS: STAR / LIFE / EAGLE**

Advancement to the upper ranks is predominantly based on the completion of merit badges, service hours, leadership, and demonstrating “Scout Spirit.” The rank of Eagle requires 21 total merit badges, with 14 specifically identified. There are several required merit badges a Scout must earn prior to Eagle, and a limited number of those may be offered as a part of the Troop program, however, a Scout should not wait for these limited opportunities. Each Scout should make their own arrangements with merit badge counselors.

**BOARD OF REVIEW**

The Board of Review is composed of the advancement chair, and at least two other members of the troop committee, who are not family members. The purpose of the Board of Review is to review the scout’s accomplishments toward rank advancements, and to provide for a formal uniform inspection and conversation with the Scout to get a better sense of the Scout’s level of confidence, maturity level, and satisfaction with the Troop and their fellow patrol members. Boards of Review will be held only on specifically scheduled dates, which generally occur once a month during a Monday Troop meeting, and typically are held both two and three weeks prior to a Court of Honor. If a Scout is not prepared for their scheduled Board of Review, in Field (Class “A”) Uniform with their handbook, they will be re-scheduled for the next Board of Review. The Board of Reviews will be held in accordance with Scouting America policy.

**MERIT BADGES**

The purpose of the merit badge program is to encourage scouts to explore, learn, and achieve, often representing an independent area of study. The process enables interaction with adults outside of the Troop. All Merit Badge Counselors are required to be approved by the Southwest Florida Council and complete the Scouting America Youth Protection Training. As at all Troop activities, two-deep leadership must be adhered to in any merit badge setting, often by a parent being present with the Scout when meeting with the counselor, if the meeting is not held as a group.

With the exception of certain scout skill merit badges that are made a part of the Troop Program, such as First Aid, Camping, and Cooking, and those able to be earned at summer camp, until reaching the rank of Second Class, Scouts are encouraged to concentrate on rank advancement and not merit badges.

The Troop will strive to make available a list of approved merit badge counselors, as compiled by the Two Rivers District, as well as those in the Troop that are available as a Counselor. There are opportunities for Scouts to earn merit badges through Troop programs as well as individually. A Scout interested in earning a particular merit badge should disuss this with their patrol advisor or the Scoutmaster.

**MERIT BADGE PROCEDURES**

• Before beginning any merit badge, the Scout shall take a “Blue Card” to the Scoutmaster, with personal information filled-out and signed by the Scout, describe which merit badge is to be pursued, and who will be the Scout’s merit badge counselor. It is the Scout’s responsibility to keep the Blue Card from the time they begin the merit badge until the merit badge is complete.

• The Scout is to call or email the merit badge counselor to determine how to proceed. Some counselors teach merit badges in classes with multiple scouts, and others occur individually, but always with adherence to two-deep leadership, so parents should plan to attend the sessions.

• Be aware that the counselor may require the Scout to complete certain requirements before the initial meeting.

• Merit badges should generally be completed within three months of the time the “blue card” is signed by the Scoutmaster. Some require longer because of unique requirements. However, the Blue Card never technically expires. Check with the counselor and the Scoutmaster for exceptions.

• Many times, if certain requirements are not completed within the proper time frames, the process must start over again. This usually relates to personal fitness and personal management merit badges.

• After the requirements for the merit badge have been completed and the Blue Card is signed by the counselor, the Scout should present the blue card to the Scoutmaster for their signature.

• After the Blue Card is signed by the Scoutmaster, the Scout should present the fully signed Blue Card to the committee’s advancement chair.

• Completed Merit Badges will be presented to the Scout at the next scheduled Court of Honor (see below), along with the Scout’s portion of the Blue Card to keep with their records.

**THE COURT OF HONOR**

The Court of Honor is the formal ceremony wherein each Scout is recognized for their achievements during the past three-to-four-month period. This is a very special occasion devoted to the Scouts, and their parents, relatives, and friends outside of Scouting should be invited to attend. They are generally held in the fall, winter, and spring of each year.

Courts of Honor are social events and may range from a simple dessert social to a Troop banquet. The social aspect is planned and arranged by the Troop Committee and the program specifics are prepared by the scouts and adult leaders.

Eagle Scouts have the option of requesting a separate Court of Honor to recognize this special occasion. The entire evening is planned by the Eagle candidate, their parents and the Troop leadership.

**IV. ADULT LEADERSHIP**

Adult Leadership in Scouting America takes place in three separate areas.

* Program leadership (Scoutmaster and assistant Scoutmasters)
* The Troop committee
* Merit badge counselors

**PROGRAM LEADERSHIP**

The Troop Committee is responsible for selecting the Troop’s Scoutmaster, with the selection requiring final approval from the Troop’s Charter Organization, Florida Environmental Health Association. Troop 23 does not have a policy on the duration of the Scoutmaster term.

The Scoutmaster provides guidance and counsel to the Senior Patrol Leader, monitors progress of Scouts’ advancement and merit badges, and leads the corps of Assistant Scoutmasters.

Any Parent is welcome to join the corps of Assistant Scoutmasters. In certain cases, adults without a Scout in the Troop are welcomed in as Assistant Scoutmasters where they have prior Scouting experience and past connections with Troop 23.

Requirements to be registered as an Assistant Scoutmaster (ASSISTANT SCOUTMASTER):

• Youth Protection Training must be completed every two years

• Complete Scouting America Adult Application online at <https://my.scouting.org> and background check will be completed as part of the registration process.

• Purchase and wear when appropriate a complete Field (Class A) Uniform

• Commit to continued training with Scouting America to gain knowledge, Scout skills, and leadership skills

• Every ASSISTANT SCOUTMASTER typically has a role, either as Adult Patrol Advisor, or taking a turn in coordinating a Troop Activity

• Adult Patrol Guides are selected by the Scoutmaster from the corps of Assistant Scoutmasters, and are expected to be a particular patrol’s advisor, which entails:

• Being the “go-to” adult for signing a Scout’s rank requirement records

• Reviewing meal plans for Troop Activities to ensure healthy choices, variety, and rotation of responsibilities among the Patrol members

• The patrol guide for the group of oldest Scouts is also considered the Life to Eagle Counselor

All registered adult leaders or parents that drive Scouts to troop activities are required to provide to the Troop, prior to departure, the following relevant information for Troop records on TroopWebHost:

• Make, model and year of vehicle(s) that may be used for transportation

• Number of seat belts (including driver’s seat)

• Vehicle owner’s name(s)

• Driver’s license number

• Affirmation that the driver carries the minimum insurance requirements as required by Scouting America, and that accidents resulting in claims, must be filed with the driver’s insurance policy, and not Scouting America’s policy.

**ADULT LEADER TRAINING**

Training consists of minimum requirements completed on-line, as well as completion at the leader’s discretion at both day-long and week-end long live training (usually put on by the District and Council.)

Core online courses for ASSISTANT SCOUTMASTER’s to complete:

* Youth Protection Training (valid for two years)
* Scoutmaster Specific Leader Training (1 full day)
* Weather Hazards (valid for two years)
* This is Scouting
* Trek Safely
* Safe Swim Defense
* Safety Afloat

Live Training:

* IOLS-Introduction to Outdoor Leadership Skills (2-days/2 nights)
* Aquatics Supervision/Paddlecraft Safety (1 full day)
* Aquatics Supervision/Swimming and Water Rescue (1 full day)
* Wilderness First Aid and CPR - Each Crew on High Adventure Trips require Leaders with this training (valid for two years)
* Woodbadge (prerequisities SCOUTMASTER/ASSISTANT SCOUTMASTER online training and IOLS live training are prerequisites, and consists of two full 3-day weekends)

The Troop is required to have at least one Leader on each Troop Activity with CPR and First Aid Training, to be provided by Scouting America, the Red Cross, or other qualified organizations; and Weather Hazards training.

**TROOP COMMITTEE**

The Troop Committee is responsible for the “business” side of the Troop. The Committee sees that bills are paid, sets policy, approves the Troop activities, tracks and reports Scout advancement and holds Boards of Review. In addition the Committee interacts with Council, selects the scoutmaster (and recommends to the Church for final approval), and approves all new leaders. There are cases when an assistant scoutmaster holds a committee position, and as such will be given voting rights on the Committee. Authorized signers on the Troops’ bank account are typically committee members (except for Treasurer).

**COMMITTEE TRAINING**

Core online courses for Committee positions to complete:

* Youth Protection Training (valid for two years)
* Fast Start-Scouting
* This is Scouting
* Troop Committee Challenge

**COMMITTEE CHAIR**

* Leads parent and committee meetings
* Provides direction and coordination between the Scoutmaster and the Parents.
* Interprets National and Council Scouting America policies.
* Ensure Troop representation at District Roundtable.
* Completes Troop re-charter responsibilities for Council.

**SECRETARY/WEBMASTER**

* Keeps minutes of each committee meeting and is responsible for their distribution.
* Maintains Troop files of youth and adult applications and required medical and conduct & behavior forms.
* Maintain the Troop eebsite by updating calendar, forms, and contact lists.

**TREASURER**

* Acts as Troop accountant, keeping records of income and expenses of the Troop, and reporting conditions and results at each committee meeting
* Tracks each scout’s account
* Prepares checks for Troop expenses (but is not authorized to sign on the account)

**OUTINGS CHAIR**

* Interacts with assistant scoutmaster in charge of each Troop activity to ensure a budget, permission slip, and Tour Plan (if needed) are completed.
* Ensures on day of departure of Troop activities that assistant scoutmaster has accurate seat belt count, and assistant scoutmaster/medical officer is assigned
* Keeps master list of updated adult leader vehicle insurance information
* Ensures on the day of departure of Troop activities that all scout and adult leader medical records will accompany the assistant scoutmaster in charge of the activity
* Position is often filled by an ASSISTANT SCOUTMASTER

**ADVANCEMENT CHAIR**

* Maintains current Troop Roster with contact information for Parents of Scouts
* Chairs and schedules the Boards of Review
* Utilizing the Scout Net online program, maintains a record of individual Scout advancement, camping and service records, and merit badge achievement.
* Orders awards and patches from Scout Service Center or Children’s World
* Assists Committee Chair in preparation of Re-charter package for Council

**MEMBERSHIP CHAIR**

* Develops and implements a plan for year-round membership flow into the Troop.
* Works closely with area Cubmasters and Webelos leaders to ensure that all are welcome to visit Troop Meetings and arranges the October Campout aimed at Webelos and encourages participation.
* Encourage Scouts to invite non-Scouts friends to Troop Meetings.
* Keep track of Scouts who drop out of the Troop and develop a plan to encourage them to rejoin.

**QUARTERMASTER/EQUIPMENT CHAIR**

* Makes recommendations to the Scoutmaster and Committee for any new Troop equipment purchases
* Works with Troop Quartermaster on inventory and proper storage and maintenance of all Troop equipment.
* Report to the Troop committee, as requested.
* Performs an annual inventory list and valuation, for insurance coverage purposes for the Church.
* Position often filled by an assistant scoutmaster.

**TRAINING CHAIR**

* Ensure adult leaders and scouts are aware of all opportunities for training.
* Coordinate with Outings Chair, keeping a current list of all leaders’ training records
* Ensure that any and all adults that are involved in Troop activities have completed Scouting America Youth Protection Training
* Track youth leader training
* Be prepared to report updates at Committee meetings.

**FUND RAISING COORDINATORS**

* The Troop believes that all scouts should help pay a part of their way in Scouting.
* All fund-raising activities that Troop 23 engages in allow the scout to earn funds toward the costs of dues, activities, summer camp, etc. (Those funds are put into each Scouts own “Account”)
* Coordination of individual fund-raising activities may be rotated among adult leaders, and not the Fund-Raising Coordinator.
* Roles to be filled annually are:
	+ Popcorn Sales Coordinator
	+ Camp Card Coordinator
	+ FOS Coordinator

**POLICIES ON ADULTS ATTENDING TROOP OUTINGS**

**Troop Policy on Parent participation**

Bottom line: Unless registered as an Adult Leader, Parents are not permitted to attend overnight Troop Activities.

**Number of Leaders Needed**

Because Scouting is designed to be a “Scout-run” program, the number of adults attending overnight outings is limited to only what is required for transportation and proper supervision. The Troop will adhere to Scouting America policy on the number of needed Leaders, required training, and qualifications. All Troop activities required at least two adult leaders who are over the age of 21.

**Earn Your Way**

A Scout will be able to attend a High Adventure or campout before any adult, once the minimum adult requirements have been met. If there are any extra positions, the remaining adults will be able to attend based on an ‘Earn Your Way’ policy. That is… each registered adult will be evaluated based on a point system to determine order of attendance. See sample point system below based on Scouting School Year.

(Note: Committee Chair can add / delete categories with committee approval):

* 1 pt. for each regular meeting or committee meeting attended
* 1 pt. for each night of camping
* 2 pts. for leading a campout
* 2 pts. for attending Round Table
* 2 pts. for having a merit badge class
* 3 pts. for holding a Committee Leadership position (see above)

**Expectation of Adult Behavior**

All adults attending Troop outings are asked to follow the same guidelines, restrictions and program parameters that Scouts are asked to follow. Adults are role models present to set an example, provide supervision and see that the Scouting program is properly run by the Scouts. The Scout Oath and Law apply to adults as well as scouts. There shall be no public display of affection (PDA) between Adult Leaders that happen to be couples, married or not, at any Scout function, activity, community service project, or ceremony.

**Youth Protection Training**

Any and all adults that are registered with Scouting America to be a part of Troop 23’s adult leadership, or may interact with scouts, such as driving a group of scouts, or working at a fundraiser or scout service-project, must complete Scouting America’s Youth Protection Training (“YPT.”) It makes sense for at least one Parent or guardian of each Scout to complete this training, as it will help you to better understand the care that will be taken towards your Scouts’ safety. YPT training must be completed every two years, regardless of prior training received. This is Scouting America policy and there are no exceptions. The Youth Protection Training Program can be found at <https://my.scouting.org>.

**MERIT BADGE COUNSELORS**

Every Merit Badge that a scout earns requires a counselor to provide guidance, measure progress, and sign off on completion. The Two Rivers District compiles a master list of approved Merit Badge Counselors for each merit badge, and many on that list include parents, assistant scoutmasters and committee members from Troop 23. The Troop is always interested in finding new merit badge counselors to add to the list, and encourages new parents to fill out a questionnaire that may reveal an occupation, hobby, or talent that can be utilized to help the Scouting Program by becoming a merit badge counselor.

A parent may serve as merit badge counselor to their son, but only if they have previously registered to be a counselor. The requirements of becoming a merit badge counselor are the completion of: 1) Youth Protection Training, 2) an Adult Leader Application (indicating the District Position of Merit Badge Counselor, and not a Troop position, and 3) a merit badge counselor application listing the merit badges for which the counselor is interested in teaching.