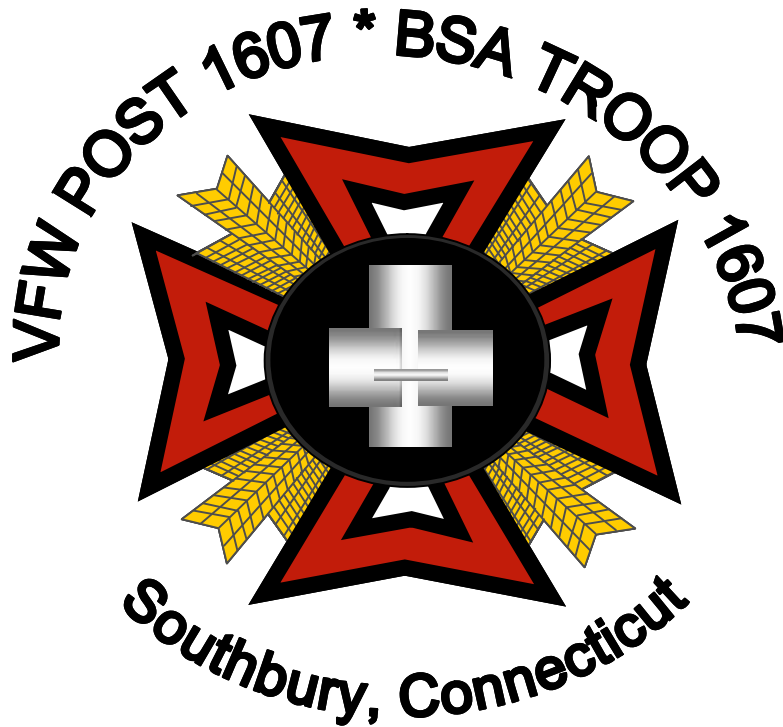


Boy Scouts of America Troop 1607 Handbook



VFW & Scouting, A Great Partnership

Chartered to:
George Newton VFW Post 1607
Southbury, CT

Edition 3
Published September 6, 2007

<i>Troop 1607 Handbook</i>	4
<i>Welcome</i>	4
<i>Scout Oath:</i>	4
<i>Scout Law:</i>	4
Troop Uniform	5
Class A Uniform	5
Class B Uniform	5
When and Where to Wear the Uniform	6
Class A Uniform	6
Class B Uniform	6
The Boy Scout Handbook	6
Individual Scout Advancement Records	6
Personal Scout Camping Gear	7
Optional Items	7
Borrowing Personal Gear	8
Troop Camping Gear	8
Individual Tents	8
Local Scout Distribution Centers	8
<i>RULES AND REGULATIONS FOR ALL TROOP 1607 ACTIVITIES</i>	9
<i>RULES AND REGULATIONS FOR TROOP WEEKEND ACTIVITIES</i>	10
<i>Troop Activity Eligibility</i>	12
<i>Disciplinary Statement</i>	12
<i>Troop 1607 Alcohol and Drug Policy</i>	12
Youth:	12
Adults:	13
<i>Troop 1607 Controlled Medication Policy</i>	13
<i>Special Needs Considerations</i>	14
<i>The Troop Program</i>	14
<i>Key Scout Positions:</i>	14
Senior Patrol Leader (SPL):	14
Assistant Senior Patrol Leader (ASPL):	15
Troop Scribe:	15
Patrol Leader (PL):	15
Other Leadership Positions:	15
<i>Patrol Leaders Council (PLC):</i>	15

<i>Advancement:</i>	15
<i>Eagle Process:</i>	16
<i>Board of Reviews:</i>	16
Tenderfoot through First Class Boards of Review:	17
Star and Life Board of Review:	17
Eagle Board of Review:	17
<i>Parents Guidelines</i>	18
<i>Troop Fees</i>	19
Annual Participation Fee:	19
BSA Registration:	19
Scouts Weekly Dues:	19
Campout Fees:	19
<i>Troop Fund Raisers</i>	19
Phone Book Distribution:	19
Popcorn Sales:	20
<i>Financial Aid</i>	20
Annual Popcorn Sale	20
Direct Financial Aid	20
<i>Troop Release Form</i>	21
<i>Camp Out Release Form</i>	21
<i>Adult Participation</i>	21
<i>Troop Calendar</i>	21
<i>Appendix</i>	22
<i>Scout Participation Rules</i>	22
ACTIVE STATUS	22
PROBATION STATUS	22
INACTIVE STATUS	22
NO STATUS	22
WEEKEND and SUMMER CAMP PARTICIPATION	22
<i>COMPLETING A MERIT BADGE</i>	23
<i>COMPLETING A MERIT BADGE</i>	23

Troop 1607 Handbook

Welcome

Welcome to the Boy Scouts of America Program. Here at Troop 1607 we look forward to working with you as you advance in the Scouting Program.

Whether you are new to Scouting, have just crossed over from Cub Scouts or are transferring in from another troop, Troop 1607 and the Scouting program can help you grow.

As with any team activity such as sports or school clubs, there are certain rules that you must follow. This handbook outlines the rules of Troop 1607. Please go over it with your parents. Following the rules of the Troop will enable you to have a safe and fun Scouting experience.

When all else fails and you are not sure if you are on the right or wrong side of the rules follow the basic overall principles found within the Scout Oath and Scout Law.

Scout Oath:

On my honor I will do my best to do my duty to God and my Country. I will obey the Scout Law. Help other people at all times. Keep myself physically strong, mentally awake and morally straight.

Scout Law:

A scout is Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean and Reverent.

Troop Website

For the latest information on our troop, our troop calendar, pictures and other news please visit our Troop Web site at <http://www.troop1607.org>

Welcome to Troop 1607. We look forward to our time together.

Things you Need to be a Member of our Troop

There are a lot of things that you need to be a member of our troop least of which is the desire for adventure and fun. You need to follow the Boy Scout Motto of "Be Prepared". Come ready to all meetings and adventures with the right equipment. Come ready to be active in our troop and have fun.

Troop Uniform

No team activity can exist without a full uniform. If you show up to a ball game without a uniform you will be delegated to sit on the bench. We expect the same of you at Scout Activities. Troop 1607 has a full uniform policy. You are expected to properly wear one of our two uniforms, as described below, to each scouting activity. If you do not show up in uniform, you may not be able to participate in the Troop events. If you are in doubt as to which uniform to wear or when to wear it, contact your Patrol Leader. If he doesn't know, then wear your Class A.

Class A Uniform

The Class A uniform is the traditional Boy Scout Uniform. It consists of the Official Scout Shirt (short or long sleeve) red epaulets (shoulder loops). Scout pants, scout belt, the Troop Neckerchief, slide and Troop Hat. The Uniform shirt should include the Southbury Shoulder Patch, the number 1607 and your Patrol emblem. Both The Southbury patch and numbers are available from the Troop.

Parts to used Class A uniforms can be obtained, generally free of charge, through the Troop Quartermaster. New Uniforms can be purchased at any Scout Distribution Center.

The Official Placement of Insignia pamphlet is included in this handbook to assist you and your parent(s) in the placement of patches on the Class A Uniform.

Class B Uniform

The Class B uniform is a more casual uniform designed for more active camp outs and hikes. It consists of the maroon Troop T-Shirt. It is designed so that others will recognize that we are a member of a team, yet not too dressy or formal to be a nuisance.

When and Where to Wear the Uniform

The following guidelines should be used to determine which uniform to wear. Prior to any activity the Scoutmaster will announce any changes to the guidelines below:

Class A Uniform

Class A uniform is required at all Troop meetings, award ceremonies, banquettes, and camporees. For Troop meetings if you show up without a Class A you will be delegated to the “bench”. You may participate in the meeting, but for attendance and troop participation tracking purposes you will be marked as absent. Being marked as absent may affect your ability to participate in upcoming campouts.

Class B Uniform

The Class B uniform is reserved for special campouts, summer camp and other recognized activities. The Scoutmaster will announce whenever the Class B uniform is required.

The Boy Scout Handbook

Each Scout is required to own the current edition of the Boy Scout Handbook. This book contains the advancement requirements for all Boy Scout Ranks. It should be brought to all Troop activities. You should take good care of this book as your advancement will be tracked within it over multiple years. A plastic cover or cloth cover should be placed on it to protect your book.

Individual Scout Advancement Records

As you advance in rank or earn merit badges, you will be presented with an advancement card documenting what you earned. You need to keep these cards as proof of your advancement. You will need to present the cards each time you go before a Board of Review for rank advancement. It is suggested that you keep your records in a notebook using plastic trading card holders to keep your cards protected and organized.

The Advancement Chairman keeps a copy of all advancement reports sent to council associated with merit badges earned and ranks earned. In addition our troop directly inputs these same advancement records into the council database. While it is the scouts' responsibility to keep track of his individual advancement, these records exist for backup purposes.

Personal Scout Camping Gear

Before gear is purchased please read the section on Borrowing Personal Gear.

Troop 1607 follows the “All Season” camping philosophy. It doesn’t matter if it’s hot or cold out, wet or dry. As long as safety is not an issue we go camping year round.

In order to participate in the year round program there is certain gear that you should own.

1. **Water Proof Boots** - Water proof boots are required for all camping activities. Snow boots may be substituted in the winter.
2. **Personal Utensils** - A fork, spoon and knife are generally needed to eat. Plastic works well. While we know you may like to use your fingers, please use utensils when appropriate.
3. **Canteen/Water Bottle** - You need to keep hydrated when in the outdoors. It doesn’t matter what type of container you use (glass excluded) as long as you can carry it. Please bring it filled to camp outs. Empty containers will do you no good.
4. **Hot Cup** - Hot chocolate is available at most camp outs. A lightweight, non-breakable cup is needed to drink it.
5. **Bowl or Plate** - You don’t have to get fancy here. An old whip cream bowl works great to hold your dinner or breakfast cereal. Think of the fun you’ll have eating the whip cream first. The Scout Mess Kit also works, though not necessary unless individual high adventure cooking is called for.
6. **Sleeping Bag** - A all season, zero degree, sleeping bag is recommended. For winter camping a liner (wool/fleece blanket) can be placed inside for greater warmth.
7. **Backpack** - A comfortable fitting backpack is key to a good hike. A pack that is too large will weigh too much and slow you down.
8. **Bed Roll/ Foam Pad** - Having a small pad under your sleeping bag will add comfort and warmth. They are a must for winter camping yet work well in all seasons.

Optional Items

1. **Boy Scout Requirements Book** - This book contains the requirements for all merit badges. It is a great reference tool assisting in the selection of which merit badges to pursue. The Internet also has some good websites containing this material. One option is www.meritbadge.com
2. **Wilderness Survival Handbook** - This book provides good information on high adventure camping.
3. **Pocket Knife** - Only boys that have earned their Tot-N-Chip may carry a pocket knife or folding blade knife. Sheath knives are not allowed to be carried by either boys or adults.

Borrowing Personal Gear

Many older scouts (boys and adults) have extra back packs and sleeping bags that they are willing to loan out or even sell to new scouts. Those needing equipment should speak up prior to the camp out.

Troop Camping Gear

Troop 1607 provides tents, tarps, stoves and chef kits for you to use within your patrol. The patrols are responsible for the condition of the equipment that they borrow. If it is purposefully damaged on a camp out the patrol will be responsible for its repair or replacement.

Individual Tents

As the Troop provides adequate tents we can not be responsible for any personal tents that you may bring on a camp out. You are encouraged to use the Troop gear.

Local Scout Distribution Centers

Uniforms and other Scout gear can be purchased at these local distributors:

The Scout Shop
203 755-7193
Waterbury, CT

Outdoor World
860 621-8381
Southington, CT

Manhattan Scout Shop
212 463-0175

RULES AND REGULATIONS FOR ALL TROOP 1607 ACTIVITIES

Troop 1607 follows the principles of Scouting in providing a safe environment for all to participate. Under the principles of scouting, Troop 1607 is a boy run operation. Under this principle the troop leaders are there to provide guidance from a distance. Leaders may not be involved with all activities, but in general are close by. It is the policy of Troop 1607 to exceed the Scouting doctrines of "Two Deep" leadership, making sure that at least three adults are at all troop activities. The troop also adheres to the scouting policies where all leaders have completed Youth Protection Training.*

1. Troop 1607 meets at the George Newton VFW Post 1607 every Monday evening from **7:00 PM to 8:30 PM**. Scouts should not arrive at the VFW any earlier than 6:45 PM.
2. No Scouts should be dropped off at the VFW unless there is adult supervision.
3. The Complete Scout Uniform (Class A) must be worn to the meeting. Scouts out of uniform will not be allowed to participate in the evenings events. Scouts may change into their uniform in the restroom if necessary.
4. Each Scout is to pay weekly dues of \$1.00. The dues should be paid during Patrol Corners at each Troop meeting. This money should be earned by the Scout and not just given to him to pay the dues.
5. The Boy Scout Handbook must be brought to all Troop activities.
6. Scouts will conduct themselves in proper manner and obey any and all directives from their leaders.
7. Troop meeting activities are carefully planned to make use of the entire time allowed; therefore, no unnecessary fooling around or disrupting of these activities will be tolerated. Any scout disrupting these activities or acting in a manner not appropriate for a scout, will be dealt with by the Scoutmaster, his assistants or fellow Scouts. First offenders will usually receive a warning. Scouts who repeatedly break the rules may face suspension or dismissal from the Troop. However, in all cases, the disciplinary action taken will depend upon the infraction of the rules. Parents will be notified in cases of dismissal or suspension.
8. No harassment of fellow Scouts is tolerated. Scouts will conduct themselves in a manner befitting their rank thus earning the respect of their fellow Scouts.
9. Tampering with another's personal property will not be tolerated.
10. Personal differences between fellow Scouts should be brought to the attention of the Scoutmaster and settled in a gentlemanly manner.
11. Any Scout knowing that he cannot attend a meeting should notify his Patrol Leader before the meeting.
12. Any Scout who signs up for and pays for a weekend activity will not receive any type of refund once reservations are made or food is purchased unless a replacement is found for the Scout, by the Scout.
13. Any funds in the Troop treasury assigned to the Scout based on fund raising participation will not be refunded to the Scout if he leaves the Troop and Scouting, however, we will transfer the funds to another Troop.

*Revised or added 9/07

14. No Scout will be allowed on any weekend activity unless a completed TROOP 1607 PERMISSION SLIP is turned in prior to the event.
15. Any boy who feels he has been mistreated by another boy or adult is obliged to notify the leader of his patrol, the Senior Patrol Leader or the Adult in charge of the event. Parents who wish to request assistance should make their first approach verbally to the Scoutmaster or Committee Chairman as soon as an issue arises.

RULES AND REGULATIONS FOR TROOP WEEKEND ACTIVITIES

Your safety is our number one concern. For this reason the following rules are in place.

1. Only Scouts who are active at Troop Meetings may participate in camp outs. Being “active” is defined as participation as determined by the Scoutmaster.
2. Knives and axes may only be used by scouts who have earned their Tot-N-Chip. All safety regulations of that program must be followed.
3. Matches may only be used by scouts who have earned their Fire-N-Chit. All safety regulations of that program must be followed.
4. No flames of any type are allowed in tents. Tents are flame resistant, but not inflammable. Heaters, candles, lanterns, etc., are FORBIDDEN in tents.
5. Please do not take food or drink inside tents. Crumbs and odors can invite unwelcome and sometimes dangerous visitors during the night.
6. Please do not use cots or other metal or wood-framed devices into the troop tents. The floors and walls are nylon and may rip or tear.
7. Rough housing, harassing or hazing is not permitted at any scout activity. Immediate disciplinary action will result if such activities take place. If warranted, parents will be contacted to come and remove you from the camp out.
8. Before each weekend activity (hikes, campouts, camporees or special trips) each Scout will be told what meals to prepare for. For example: the scouts may be informed that they are cooking by Patrol and will only need to bring a bag lunch.
9. When cooking by Patrol, the Patrol will plan a menu, collect money based on estimated costs and then purchase the food. Money should be collected for the food prior to the purchase. The Troop is not responsible for the payment owed to parents for Patrol food.
10. Glass containers are not allowed on weekend activities.
11. Boots are desirable and required for all overnight weekend activities. Scouts without the right footwear will not be allowed to attend the weekend event.
12. Each Scout must have a Sleeping Bag and Ground Cloth for any overnight event.
13. A raincoat or poncho must be carried on all weekend events. Plan for inclement weather.
14. Radios, tape players or other electronic games may only be used within tents. They are not to be used within the general campsite. Within tents headphones must be used so that others are not disturbed.
15. Scouts should not bring Cell Phones to any camp out activity.

16. In order to participate in the weekend activity the signed permission slips must be turned in on the due date as noted on the permission slip.
17. For the safety of all involved when Lights out is called all scouts must remain in their tents till reveille the next morning (bathroom breaks excluded). Scouts should be quiet respecting the need for others (particularly the leaders) to sleep. If you can't sleep read a book, play cards, just be quite.*
18. Any boy who feels he has been mistreated by another boy or adult is obliged to notify the leader of his patrol, the Senior Patrol Leader or the Adult in charge of the event. Parents who wish to request assistance should make their first approach verbally to the Scoutmaster or Committee Chairman as soon as an issue arises.*

*Revised or added 9/07 edition

Troop Activity Eligibility*

The Scoutmaster or adult leader in charge of any activity or the Troop Committee has the right to disallow a scout from participating in the activity if it is felt the scout's participation could be detrimental to the overall well being of others participating. This leader must inform the scout's parents and the Troop Committee of any such decision."

"It is recognized that some Scouts need more assistance than others at troop meetings and activities. For the safety of the scout and the troop, the Scoutmaster or the adult in charge can ask that the scout's parent and /or guardian to participate in the meeting or activity to assist with the management of the scout. Such a request has to be presented to the parent and the Troop Committee."

Disciplinary Statement

Troop 1607 Alcohol and Drug Policy

Outside of educating scouts in the hazards of alcohol and drug abuse these two items have no part in the scouting program. Neither youth nor adults are allowed to have or consume alcohol or illegal drugs in any scouting activity. The goal of the Troop Committee and the Scoutmaster and his/her assistants is to provide a safe, drug and alcohol free environment for all members of our troop. For the safety of all involved in our program the penalties for abusing this policy are harsh.

Youth:

Scouts caught in the possession of alcohol or drugs in any scouting activity, including troop meetings, will have their privileges of being a member of our troop revoked. If warranted the youth will be turned over to the proper authorities. While there should be no place for alcohol or drugs in any part of a youths life, they particularly do not belong on a scouting activity. It is felt that the presence of such items on a scouting activity is a complete disregard for the Scout Law and Scout Oath.

Scouts found under the influence, but without possession of alcohol or drugs on a scouting activity will have their parents contacted for a ride home. Such scouts will be immediately suspended for one month from all troop activities. At the end of the month, if the scout so desires, he may hold a meeting with his parents, the Scoutmaster, and a panel of the Troop Committee to determine his future eligibility in the troop. Continued participation in the troop will not be possible without this meeting. It is up to the scout or scout's parents to request the meeting through either the Scoutmaster or the Troop Committee Chairperson. If at the end of the month the meeting has not been requested, a letter will be sent to the scout informing him that his privilege of being a member of the troop has been revoked. It is hoped that over the one month time of suspension the scout will reflect on his activities and seek any personal and potentially professional help that he may need.

*Revised or added 9/07 edition

While disciplinary activity is normally related to scouting events issues associated with drugs and alcohol go beyond these boundaries. Scouts caught in the possession of or under the influence of drugs or alcohol outside of scouting activities will be suspended for one month from all troop activities. At the end of the month, if the scout so desires, he may hold a meeting with his parents, the Scoutmaster, and a panel of the Troop Committee to determine his future eligibility in the troop. Continued participation in the troop will not be possible without this meeting. It is up to the scout or scout's parents to request the meeting through either the Scoutmaster or the Troop Committee Chairperson. If at the end of the month, the meeting has not been requested, a letter will be sent to the scout informing him that his privilege of being a member of the troop has been revoked. It is hoped that over the one month time of suspension the scout will reflect on his activities and seek any personal and potentially professional help that he may need.

Adults:

Adults are also reminded that there is no place in the scouting program for them to use alcohol or drugs. Adults found to be under the influence of drugs or alcohol on a scouting activity including troop meetings will be requested to leave. If necessary, the troop will provide transportation home for the individual. If necessary the proper authorities may be contacted. Future activities of the adult will be reviewed by the troop committee. If deemed necessary, the individual will be removed from the troop roster and will not be allowed to participate in future scouting events.

Again, it is the goal of the Troop Committee, the Scoutmaster and his/her assistants to provide a safe, drug free and alcohol free zone. Please assist us in making it a reality.

Troop 1607 Controlled Medication Policy*

The Troop recognized that many young men today are prescribed medication for their well being. It is important that these boys understand what their medication is about and how to administer it. It is also important that the Troop leaders be aware of all medication taken by the scout. Prior to each campout a parent needs to discuss with the troop leader what medication their son is bringing and the rules for its administration. This is an informational session only. It is the BOYS responsibility to carry his own medication and see to it that he follows the rules of his medication and self administers it. The boy must report to the leader in charge each time that he takes the medication. Following state of Connecticut law, the Troop leader CAN NOT administer regularly scheduled medication. While he/she will assist in emergency administration (i.e. allergy reactions requiring epi pens, asthma emergencies) he/she can not be responsible for other drug administration. If your son is not able to administer such medication on his own, then a responsible, registered parent must participate in the weekend activity; or else the boy can not participate. While we do not want to exclude any boy from Troop activities we can not be put in a position to assist in the administration of medication outside of emergencies.

*Revised or added 9/07 edition

For those boy's taking medication it is important that they keep the troop leader aware of any issues. Boys need to report whenever they take any medication outside of the normal prescribed routine. This can include such things as aspirin, allergy medication and backup asthma medication. Keeping the troop leaders informed allows them to be aware of any special situations going on with the boys.

Special Needs Considerations*

Following Boy Scout policy, Troop 1607 makes every attempt to be open to all qualifying boys. When a scout with special needs joins the troop, it is the parents' responsibility to meet with the Scoutmaster and the Troop Committee to outline the scout's particular condition. Doing so will assist the troop in understanding what limitations, if any, the boy has for scouting activities. In extreme conditions, the troop and parents will also need to determine if the boy needs an advocate to be present at troop meetings and activities. Special needs include but are not limited to: medical conditions, physical conditions and special dietary needs.

The troop will attempt to work with the family, recognizing that we are limited in man power and expertise in these conditions. For certain conditions, the troop might recommend BSA's modified advancement for special needs scouts or if the boy's requirements are outside of the troops "do-ability", the troop might recommend that he join another troop that specializes in special needs scouts.

The Troop Program

Troop 1607 is a scout run organization. Having scouts actively organize and run Troop Meetings and activities provides them with some of the key components in becoming an organized successful adult. Assisting the scouts in the basic operations are trained adult leaders providing hints and guidance so that the youth run activities are successfully planned.

Key Scout Positions:

Senior Patrol Leader (SPL):

Candidates for SPL are presented to the Troop by the recommendation of the Scoutmaster for voting. Active Troop members vote the SPL in using a majority vote process on the first meeting in September. The SPL is the top Scout position within the troop. He heads the Patrol Leaders Council (PLC) in organizing troop meetings and camp outs. His personal goal is to lead by example, setting the directions and tone for the Troop. The SPL should be of Star rank or higher.

*Revised or added 9/07 edition

Assistant Senior Patrol Leader (ASPL):

This position is appointed by joint decision of the SPL and the Scoutmaster. The boy(s) act in conjunction with the SPL leading the Troop in activities. The ASPL should have at least earned the rank of First Class.

Troop Scribe:

The Troop scribe is responsible for tracking attendance at all Troop events, the tracking of dues and the taking of minutes of the PLC. From the attendance records it is determined if a scout is officially “active” within the Troop. Being active allows the scout to be eligible to participate in Troop Camp Outs and advancement. The Troop Scribe is appointed by the SPL and Scoutmaster and should have at least earned the rank of Second Class Scout.

Patrol Leader (PL):

The Scouts are organized into patrols consisting usually of up to eight boys of varying ages and school grades. Patrols are lead by Patrol Leaders who are elected by a majority vote of Active patrol members. The term for Patrol Leaders is six months with elections held in September and March.

Other Leadership Positions:

Other leadership positions may be assigned as necessary by the Scoutmaster.

Patrol Leaders Council (PLC):

The PLC consists of the Senior Patrol Leader, members of the Senior Patrol, the Troop Scribe, and the Patrol Leaders. The PLC meets monthly to plan upcoming Troop meetings and camping trips as well as other Troop activities. The Scoutmaster and appointed Assistant Scoutmasters oversee these meetings providing guidance as necessary. Members of the PLC that do not actively participate in the PLC meetings will loose their leadership positions.

It is the responsibility of the PLC to review the current month and to document the meeting plans for the next month.

Advancement:

The advancement policies of the Boy Scouts of America are followed as documented within the Boy Scout Handbook. Where in Cub Scouts the Akela or parent is used to sign off advancement, in Boy Scouts it is the Patrol Leader, Assistant Patrol Leader, a member of the Senior Patrol or a Merit Badge Counselor that signs the advancement records. While

parents can help teach, they should not be signing their sons advancement records unless they are acting within the capacity of a registered Merit Badge Counselor.

As you work through the ranks of Scout to First Class, your individual advancement records should be reviewed at Troop meetings or camp outs. If the requirement says to do certain knots learn them at home or in a meeting and then show this skill to your Patrol Leader for sign off. Do not simply say you've done this at home. Show him you can do it.

Eagle Process:

Prior to the commencement of an Eagle Project the Eagle Candidate must formally present his project to a full Committee Meeting. This should be done in the form of a one or two paragraph statement as to what his Eagle Project is about. The Eagle Candidate should arrange with the Troop Committee Chairman to get on an appropriate agenda. Scouts ready to work on their Eagle Project should meet with the Advancement Chairman to obtain an Eagle Package and receive an overview on the Eagle Project process.

Board of Reviews:

Only active members of Troop 1607 may request a Board of Review. Active membership is defined as:

1. For the ranks of Star, Life and Eagle you must be present at 75 % of the meetings and activities three months prior to your Board of Review, unless you had a Scoutmaster approved leave of absence.
2. Participate as required by the Scoutmaster to show active leadership as required for the rank.
3. Be current in all financial obligations to the troop.
 - Be current in dues
 - Be current in campout charges.

Each rank from Tenderfoot through Eagle requires a Board of Review for advancement. This is a formal meeting where you present yourself in a Class A uniform with your advancement records for review. For Tenderfoot through First Class the Board of Review is run by members of the Senior Patrol with an Advancement Committee member present as a non-voting advisor. Members of the Scout's family may not sit on or act as an adult advisor to the scout being reviewed. The review members must at least have the rank you are going for or higher to sit on your board.

The three members of the review board review your records and ask you questions on your Scouting experiences. They do not re-test you in the skills that you earned to make it to the Board of Review. Once done, without you being present, they vote on if you have earned the rank for which you have just presented yourself for. If by unanimous approval they agree, you will be told so and then presented with your advancement card at the next meeting. If the vote was not unanimous you will be called back to the review room and told what you need to work on so that you will pass your next review.

Tenderfoot through First Class Boards of Review:

To schedule a Tenderfoot through First Class Board of Review you must see the Troop Advancement Chairman at the beginning of the meeting. If the schedule permits your review will be held that evening.

Star and Life Board of Review:

Star and Life Boards of Review are run by a three member team of the Troop Committee. These Boards of Review must be scheduled one week in advance through the Troop Advancement Chairman. You are to present yourself in a Class A Uniform with your advancement records. A unanimous decision must be made by the Board to advance you. If the vote is not unanimous the Board will inform you that evening as to what you need to work on to pass that rank.

Eagle Board of Review:

The Eagle Board of Review is run by our District and not the Troop. To determine that you are ready for this review you must first present yourself to the Scoutmaster and Troop Committee Advancement Chairman. Their task is to review your Eagle Application, and advancement records to verify that all data is in place for your formal Eagle Board of Review. Once complete, the necessary Troop signatures will be added to your application in preparation for your Eagle Board of Review.

Parents Guidelines

Parent(s), thank you for giving your son the opportunity to join and enjoy Boy Scouts, as the parent of a Scout we ask that you help your son live up to the Scout Motto of "Be Prepared". Please help your son get to the meetings on time in the correct uniform. If coming from a sporting event have him change in the car or in the VFW restroom.

When the need comes along to discipline your sons at home please recognize the Troop's Participation Requirements. Having your son miss a Troop meeting may remove him from the eligibility list for the next camp out.

Please work with your son on advancement at home, but remember he is to come to the scout meeting and show his Patrol Leader or member of the Senior Patrol what he has learned. They are to sign off his book, not you.

Although it is the boy's responsibility to understand announcements and forms, you may wish to come to the last 15 minutes of our Troop meetings. It is during this time that announcements are made and registration forms for campouts are distributed.

If you volunteer for an activity please follow through with this commitment. Backing out from driving or even staying over night might have a ripple affect on the Troop's ability to go somewhere. Even if your son can no longer participate in the event, the Troop is still looking for you to follow through with your commitment. If something has come up, please contact the Scoutmaster and the Troop Committee Chairman as soon as possible so that coverage options can be reviewed.

Troop Fees

There are four sets of fees collected by the Troop. Annual Participation Fee, BSA Dues, Weekly Dues, Campout Fees.

Annual Participation Fee:

The Annual Participation Fee of \$40.00 for each scout , \$60.00 per family. This fee will be used to offset the annual expenses of the troop. It is to be collected during the month of September. For Webelos joining an initiation fee of \$75.00 fee will be charged. There is no charge for registered adult Scouters.

BSA Registration:

The annual BSA registration is done in March of each year. The National BSA Registration fee is currently \$12.00. Each Scout or Scouter Registered in the troop needs to pay this amount for insurance purposes. This registration fee is based on National Policy and may change without notice.

Scouts Weekly Dues:

The weekly dues for the boys is \$1.00. Dues are collected during the Patrol Corners of each troop meeting. They are not to be paid in advance. Dues are the boys responsibility. It is our wish that they work with their parents in earning these dues.

Campout Fees:

Campout fees vary depending on the weekend program. Minimally they are to cover the cost of food for the weekend. For campouts where cooking is done by the troop, versus patrol, the fee will be posted on the Campout Registration Form. Else, for patrol cooking weekends, the fee will be determined by the patrols food budget. All Campout fees should be paid when the registration forms are turned in. Those boys who drop out of the event after food is purchased will not receive a refund of their fees. To receive a refund the boy must contact his Patrol Leader, Grub Master and Scoutmaster prior to the purchase of the food.

Troop Fund Raisers

The troop participates in two types of fund raisers, those that benefit the troop as a whole (mandatory) and those that benefit the individual boy that participates (voluntary).

Phone Book Distribution:

Troop 1607 works in conjunction with the other Scout troops in town in the annual distribution of the SNET Phone Books/Yellow Pages. This is the troops sole mandatory fund raiser. All families are to participate in this program. The time commitment is minimal, four hours or less. The timing is also flexible, in the morning or afternoon. The date, however, is up to SNET as to when they want the books delivered. As such, once announced, we ask that all families clear a portion of their calendar for this program to assist your troop in earning its base funds for running the years programs.

Note: With the complete merger of SNET to AT&T it is believed that as of Sept 2007 the opportunity of delivering phone books may no longer exist.

Popcorn Sales:

Troop 1607 uses the BSA Popcorn Sales as a means for boys to directly earn money to cover their scouting costs. This program is completely voluntary. Boys who participate will have the commissions earned (approximately 33% of the sales) tracked within the troop account under their name. This money can be used to offset any Scouting fees. It is requested that those families needing financial assistance for their scout program participate in the Popcorn sales as a first defense. A coordinator for this event is needed for it to run.

Christmas Tree Pickup*

First initiated during the winter of 2006 the troop now advertises to pick up Christmas trees for a small donation to the troop. The 2006 suggested donation was \$10.00 per tree. The troop advertises that pick-ups will take place on two scheduled days after the holidays. Those requesting this service can either call the troop or send us an email with their desired dates and location for pickup. Once picked up the trees are either dropped off at the VFW for mulching or at the Town Resource Recovery station. Troop members with pick-up trucks are asked to volunteer to assist with pick ups. A coordinator for this event is also needed.

Financial Aid

It is the Troop Committee's position not to exclude any Scout from extra activities based on financial need. For this reason two programs are offered:

Annual Popcorn Sale

Each year the Troop makes funds from the BSA Popcorn Sales available to the Scouts. The commission earned from these sales (approximately 33% of the costs) are placed in an account for the individual boys that sell the popcorn. By doing this it is possible that through participation in the BSA Popcorn Sales the scout can earn enough money for summer camp and all weekend activities.

Direct Financial Aid

If the need does arise, requests can be made to the Scoutmaster or Committee Chair for financial assistance to offset costs of summer camp or weekend activities.

*Revised or added 9/07 edition

Troop Release Form

In order for your son to participate in any troop activities, including meetings, a Troop Medical Release Form needs to be completed. This form which includes a picture of your son, will be kept in a folder and carried on all Troop activities. It will be used only in case of emergencies. Please inform the Scoutmaster if there are any updates to your son's medical conditions that need to be recognized.

Camp Out Release Form

A form will be distributed by the Troop at least three weeks prior to each camp out. This form will outline the timing, location and cost of the trip. The lower portion of the form must be returned two weeks prior to the event with all fees paid. Registration fees are not refundable once purchases for the troop are made. If your son can no longer attend please have him contact his Patrol Leader and the Senior Patrol Leader as soon as possible.

Adult Participation

In order to stay overnight on a Troop activity an adult must first have completed the BSA Youth Protection Training. The program can be found on-line at www.ctrivers.org.

Troop Calendar

Troop 1607 is active year round. Meetings are held on Mondays during the school year. Weekend Camp outs are scheduled for one a month from September through June. Summer Camp is traditionally held during the third week of July. Each year we assess our program and determine what camp is most suitable to our needs. Every attempt is made to align the troop calendar with the school calendar and OA calendar to reduce as many conflicts as possible. The troop calendar can be found on our troop web site.

Appendix

Scout Participation Rules

ACTIVE STATUS

Dues are current. Dues are owed for all meetings independent of scout's presence at the meeting. They should be paid on a weekly basis and not in advance.

PROBATION STATUS

Scout is considered to be in a probationary status when four unexcused meetings are missed in a row.

To regain ACTIVE STATUS the scout must be present at two consecutive meetings and pay back dues.

INACTIVE STATUS

Scouts missing the fifth through eighth week of meetings are considered to be in an INACTIVE STATUS. Dues are suspended as well as counting this Scout in patrol competition. Scouts returning during the INACTIVE STATUS owe the weekly back dues for their probationary period. INACTIVE SCOUTS may be reassigned to a new patrol upon their return.

Once entering the INACTIVE STATUS Scouts lose all of their leadership positions.

NO STATUS

Scouts are removed from all troop rosters if they miss eight consecutive meetings. They are no longer considered to be a member of the troop at this time.

WEEKEND and SUMMER CAMP PARTICIPATION

Scouts may only participate in weekend activities if they are:

1. In ACTIVE STATUS
2. Have registered for the activity by the due date of the registration form.
3. Are present for planning prior to the event.
4. Exceptions can be made per the approval of the Scoutmaster.

COMPLETING A MERIT BADGE

Ten steps to complete a merit badge:

1. Decide what merit badge you wish to work on.
 - a. Review the requirements for your next rank.
 - b. Review the requirements for Eagle.
 - c. See what your friends are working on.
2. Review the requirements for the merit badge.
 - a. The Boy Scout REQUIREMENTS book lists all merit badge requirements.
 - b. Look at the specific Merit Badge book. (Borrow it from the Troop library.)
 - c. The back of THE BOY SCOUT HANDBOOK lists requirements for the merit badges required for Eagle.
3. Ask the Scoutmaster to sign a Merit Badge card.
4. Contact a registered merit badge counselor.
 - a. See the librarian for a list of counselors.
 - b. See the Scoutmaster for a list of counselors.
5. Arrange the first meeting with your counselor.
note: DO NOT start work on the merit badge without prior approval from the counselor.
6. Get a copy of the Current Merit Badge Book for the specific badge you are working on. You can not do a merit badge based on the requirements alone. You must read the book.
 - a. Buy one
 - b. Borrow one from another scout or the library.
7. Meet with the counselor.
 - a. Review the specific requirements.
 - b. Give the merit badge counselor your merit badge card.
8. Do the requirements. Don't forget to read the merit badge book. When doing written requirements, be neat and place your name, the date, the requirement number and merit badge name on all pages being turned in
9. Have the counselor sign your merit badge card.
10. Give the completed merit badge card to the Scoutmaster, keeping the Scout portion for your self.

Troop 1607 Orientation Book Sign Off

Understanding the rules and regulations of our Troop including our Drug and Alcohol as well as Controlled Medication Policy will assist in making it a better program for all involved. So that there can be no question that both parents and scouts have read this package we ask that you sign and return the attached form. If this form does not come back completed within by the second meeting of the packages distribution the scout will be listed on the inactive status list. He may no longer participate in meetings or campouts.

If you have any questions on any of the material in this program please feel free to come to a Committee Meeting and ask your questions.

By signing this form you indicate that you have read, understand and will abide by the material in this package.

Scouts Name: (please print): _____

Scouts Signature: _____ Date: _____

Parents Signature: _____ Date: _____