



# Troop 582 Family Handbook

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<http://T582.org>

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## Welcome to Troop 582!



You have moved into the world of Boy Scouts. You have moved beyond the world of Cub Scouting. There is great adventure ahead. You will go on many great outings, develop some valuable skills, and learn a lot. Mostly you will have a lot of fun!

On the path of scout advancement, you will start out earning the Scout rank and work yourself toward Eagle Scout. For Tenderfoot, Second Class and First

Class ranks you will learn skills that will help you in the outdoors. You will learn how to cook on a campout, use a knife safely, build a campfire, set up a tent, tie knots and find your way with a map and compass. These are the basic skills you will use on all of your adventures.

To become a Star, Life and Eagle Scout you will earn merit badges, many of which you choose yourself based on your interests. You will learn and develop leadership skills and use them to first serve your troop and then later your community.

Will this be easy? Will this be hard? The answer to both is yes! You will be challenged in many ways. You will grow in many ways. You will have to put some time and effort into Scouting. The great thing is you are not alone. There are many older scouts in your troop who have been down the same trail you are starting on. Just as older scouts helped them, our Scouts will help you. There are also many adults here to help you. Just reach out and someone will give you a hand and help you on your way. With help, you will find the path is easy and enjoyable.

I and everyone else in Troop 582 look forward to working with you and beside you, on your adventure along the Boy Scout trail.

Mr. Tom Brock  
Scoutmaster, Troop 582  
SM@T582.org  
January 2017

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The Troop has handy quick reference document you may want to print out <http://bit.ly/2FSGj7n>  
If you would like help getting to online resources, please contact [Frank Long](#) via email or at 206-390-5861  
If don't have internet access and would like help, please contact the committee chair at [CC@T582.org](mailto:CC@T582.org).

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# Foreword

## So Now Your Son's Joined Scouting! (A Parent's Perspective)

When my son first joined Troop 582, he came in his blue Cub Scout uniform proudly wearing the Arrow of Light. It was obvious to me he needed a khaki uniform with the 582 numbers, a slide for the cool neckerchief the Scoutmaster gave him, a Chief Seattle



patch (where to put it?) and like the older scouts, he'd need green or beige pants. We found all this stuff, and my son and I worked together to sew those patches on (why aren't they iron-on?). All was great for the second meeting.

After a few months he signed up to go shoot rifles and was going to camp out overnight. I was in a panic. I trusted the Merit Badge counselor, and knew some of the other scouts going on the trip, so what did my son *really* need?

The Scout Outdoor Essentials. I had never heard of these before, but upon reading the list, it made sense to me for outdoor survival.

Wow. Added up, that stuff was expensive! Add to that list a backpack, a sleeping bag, some decent raingear, wool and polypropylene or silk socks, and boots for muddy outdoor activities and the costs rose.

However, we found that some of the older scouts outgrew their backpacks, sleeping bags, and their expensive raingear and they were willing to sell or give it away! We followed the adage, "cotton is rotten", and we found some of the best polypropylene tee shirts and leggings at a thrift store. The rest of the equipment we bought piecemeal for birthdays and holidays (my son saved up for and bought his knife and his sleeping bag).



We got a Sharpie marker and labeled everything. My son proceeded to lose everything except his backpack at least once. And we are on knife number 6 after 5 years.

So, take heart! Talk to other parents; ask around for good deals on equipment and soon your guy will be fully equipped!

It is now a pleasure to send my son off to hike, snowboard, or ride bikes. After 5 years in scouting he knows what to bring, who to notify where he's going, where to get maps (how to read them!), and how to survive almost everything that has been handed to him.

**-Val Spooner Kelly**

Mom of a (now) Eagle Scout of Troop 582



### Map & Compass

- Compass w/baseplate. Review area online. Some map better than none.



### Sun Protection/Sunscreen

- Wide brimmed hat, sunscreen, lip balm
- Applied sunscreen works best



### Trail Food

- High protein, complex carbohydrates
- NOT Dots or gummy bears



### Matches & Firestarter

- 24 Wooden matches in plastic bag x 3
- Firestarters, old candle nubs, tea lights



### Headlamp or flashlight

- Headlamps keep hands free
- Spare light(s) - strong/extra batteries



### Rain gear

- Cheapish: rubber-coated nylon raingear.
- More expensive: Gortex



### Water bottle

- You'll need a couple of these.



### Extra Clothing

- This is intuitive. Just need to keep away from cotton



### First Aid Kit

- A simple one can be put together (see Scout Handbook)



### Knife or Leatherman

- These can cost very little, or be the pride of a grown man and cost \$100.

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# Welcome

Welcome to Troop 582, we are glad to have you as a part of our family.

We are about adventure. Everything we're trying to do hinges upon it. Small adventures build skills and prepare our sons for bigger and bolder adventures. All along the way we model a respectful way of life grounded in simple yet powerful principles. Almost as a side effect your son will get training in social skills and leadership and practical self-sufficiency that is part and parcel of becoming a strong responsible citizen.

The Scout Oath and Law are the rules by which this Troop and all others operate. This handbook serves as a reference to how our Troop applies these principles to the everyday activities of the troop. It contains details about how our troop is organized, what resources and opportunities are available and where to get more information.

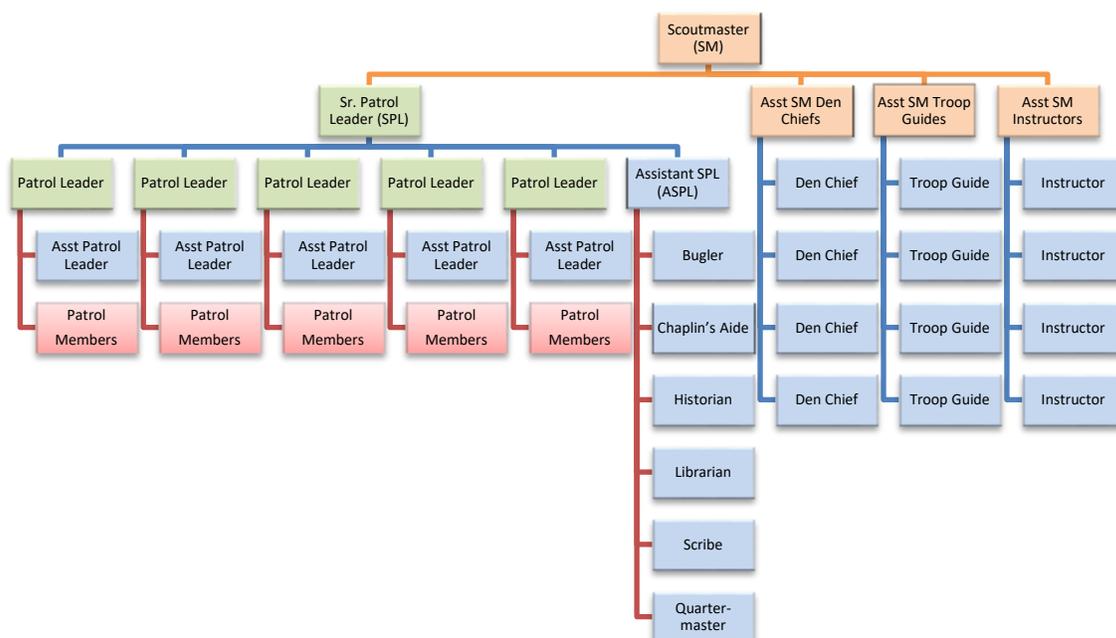
Please let this document spark a conversation within your family about hopes for the future and how scouting and Troop 582 can help contribute to reaching these goals.

## The Patrol Method

Our troop is organized into smaller units called patrols, and each one has an **elected** leader and a **selected** assistant. It is the responsibility of these leaders to encourage their patrol to attend meetings and outings. The patrol leader should have the latest information, and know who to contact if they have a question. Please help encourage this very important part of the troop by asking your scout to work through his patrol leader when your family has a question.

The chart below illustrates how the various youth leaders interact. Notice that there are only a few advisory positions for adults, and that most of the jobs are done by youth leaders. The key position in the troop is the Senior Patrol Leader, an older scout with a bit of experience. He leads the others in planning and preparation of the troop program and its activities. Adults provide coaching and mentoring.

When a scout has learned a skill, his next task will be to pass it on to someone else. When he has learned a job, he helps someone else learn to do it too. Most of the positions in the troop are appointed, with the exception of each patrol's leader and the senior patrol leader. Jobs are assigned so that the scout gains experience and this prepares him for the next job. There are many jobs, and in his scouting career each scout should expect to hold most of these positions at least once. For a description of each of these jobs see the appendices.



# How Boy Scouts is Different from Cub Scouts

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The transition from Cub Scouts to Boy Scouts is dramatic. Some boys will be developmentally ready for this change, others will not. Most Parents are not, so let's look at some of the differences you can expect:



1. **Money:** In Cub Scouts, most events were free, or paid for by the Pack which was supported by Annual Dues. In Boy Scouts, you pay the Annual Dues (around \$125), but almost all events have some cost associated with them. Boys pay for the activities they attend. Boy Scouts expects the boy to earn ½ of the money toward their membership dues, and ½ of the money toward their summer camp. It is a great lesson, to "pay as you go", and one we want our sons to learn; this is a great time to start. The Troop has several mandatory annual fundraisers like collecting Christmas trees for recycling. Parents provide ways to earn this money at home.
2. **Scout Account:** Each boy will have their own separate "scout account" within the Troop accounting system. Money the scout may earn in troop fundraisers ends up here, the family may also make deposits. These funds can be used to pay for Scout related activities like Summer Camp, or a hiking trip.
3. **Activities:** Most Scout activities take place on the weekend, rather than weeknights as Cub Scouts. This is because most activities center on the outdoors.
4. **Transportation:** In Cub Scouts transportation to events was provided by each family. In Boy Scouts most events that require transportation involve pooling of rides across the whole troop.
5. **Gas Money:** Scouts are expected to help pay for the gas required to get them to and from the outing. Expect \$5 for a short trip, and \$10 or more for a longer one. The trip leaders arrange for the right number of seats and gear space and collect and distribute the money evenly among the drivers.
6. **Parental Involvement:** Parents are expected to participate in many ways, including committee positions, transportation, camping, hiking, other outdoor activities, and Boards of Review. Every leader you see is a volunteer, just like you.
7. **Attendance:** All the reasons you have your son in sports and music or other programs are the same reasons you have them in Scouting. Our troop has boys and parents who are involved on select sports teams, honors band, and other time-consuming activities. The troop has meetings and activities year-round. We post them as far ahead as possible or practical. Come to as many meetings and activities as you can. Keep in mind that progress, confidence, and fun are directly related to how often you attend troop activities.
8. **Leadership:** Boys are the leaders in Scouts, as much as possible. Adult leaders offer advice and guidance, but youth learn by doing. Sometimes things don't work out as smoothly as if an adult was in charge, but the boy learns from his mistakes. Adult leaders make sure decisions are safe, they teach, guide, and mentor the youth leaders to improve their skills and pass them on to other scouts.
9. **Advancement:** Parents do not sign off on Advancement requirements; that is the job of the older and higher ranked Scouts. Boys in Scouting take more responsibility for their advancement, the parent and adult leader role is to "check-in" on progress.
10. **Merit Badges:** There are more than 135 different Merit Badges your son can choose to earn. He can earn the ones that interest him most, in addition to the 10 or so that are required for advancement towards the Eagle rank. Scouts, not parents, schedule meetings with counselors themselves after gaining approval from the Scoutmaster. Parents ensure that Scouts are not alone with Merit Badge Counselors. Parents may not have the ability to sign off on Merit Badges, but will be able of provide opportunities for Scouts to complete projects at home.
11. **Eagle Scout:** This highest award in scouting is nationally recognized and opens many doors to higher education, employment and lifelong satisfaction.



# Communications

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The troop revises the activity calendar and roster and makes these and other information available to Scouts and their parents online and via email. We advise Scouts and Adults to communicate in person, by phone and email.

## Email:

Our troop creates email accounts for scouts and parents. You may receive Troop email as often as once a week or more. Please check your email regularly.

If your family does not have ready access to email, or the internet, please let us know so we can ensure that someone contacts you with information that was otherwise only available online.



## Troop Web Site:



To get information quick, you'll want to go to <http://T582.org>, this is our public web site. But not everything can be posted where the public can see it. We use SharePoint in Office 365 for online collaboration. Our various scouting groups all use this; Troop 582, Pack 622, and our sponsoring organization.

To get into the private site you will need an account. When you join we create accounts for scouts "@T582.org" (Joe.Scout@T582.org), and accounts for adults involved with the troop who will use one "@NSScouts.org" (Mom.Scout@NSScouts.org). This account opens the door to a lot more than just the web site.

In addition to the free offering, Microsoft provides a hugely discounted opportunity to subscribe to the **desktop Microsoft Office programs** as well. We can purchase a subscription for you to install the current full desktop versions of **Word, Excel, PowerPoint, Outlook, OneNote, Publisher, Lync, Access and InfoPath on up to five machines concurrently.**

Our Sponsoring Organization pays for the software, you can pay them back if you like. How to do this, and a lot more about our online tools can be found at <http://welcome.T582.org>, and in [appendix F](#) of this document.

As you learn about this, please don't let yourself get overwhelmed. Help is available! If you feel like you are stuck and need personal help, or you need an account created, feel free to contact Frank Long, either via email at [FrankLo@NSScouts.org](mailto:FrankLo@NSScouts.org) or via phone at 206-390-5861.

## Phone:

It is hard to convey the excitement and adventure that scouting offers in writing. We teach our youth leaders that to meet their goals, they will need to phone Patrol members prior to meetings, and other activities. Your son should receive a call from his patrol leader each week, if he doesn't he should call his patrol leader to learn what is happening in the troop and his patrol.

# Our Troop Does Not Stand Alone

Behind the adult troop leaders there is an extensive support organization providing information and training, coordination and standards, resources, and opportunities. As you read this document it may be helpful to have some idea who these groups are and what they do. (More detail in the appendices)

- **Boy Scouts of America (BSA):** The national organization, chartered by the US Congress
- **Chief Seattle Council:** The regional organization for the Puget Sound area
- **North Lakes District:** Supports units in the cities of Kenmore, Bothell, Woodinville, and Sammamish
- **Concerned Northshore Parents for Scouting:** Holds the BSA charter for Troop 582 and Pack 622
- **Troop 582:** Our Boy Scout Unit, made up of both adult leaders and Boy Scouts

## Chartering Organization:

The group that supports us most directly and holds the charter from the BSA is our Chartering Organization. In other Boy Scout Troops this is often a church; in ours it is the "Concerned Northshore Parents for Scouting" (CNPS – <http://NSScouts.org>). The membership of this group is made up of you, the Parents of scouts, and other adults who are associated with the Unit.

The group is a 501(c)(3) non-profit, whose business is conducted by the officers with guidance from the executive board. The board consists of elected representatives from the Pack and Troop. All members are welcome at every meeting.

## Northlake Lutheran Church

The great people of [Northlake Lutheran Church](#) provide Troop 582 with a meeting place as part of their community outreach. They do not charge the troop for the meeting space or its upkeep. We appreciate their generosity and continued support and honor this by being good stewards of their resource and through occasional service projects. Some members of the unit may attend the church and some members of the church may volunteer in the troop, however the two organizations do not have any other official ties.

## WOSM:

The World Organization for the Scouting Movement supports scouting worldwide in over 160 countries, the BSA is a member of [WOSM](#) and we wear a round purple scouting emblem to remind us of our family in the larger world.



# Our Troop



# Supporting

# Expectations

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The Troop expects a lot from your son, so do you; this is why you have him in Scouting. Here are some expectations the Troop has for both your scout and for you.

## Scout Expectations:

1. **Uniform:** Scouts should attend all troop meetings and Courts of Honor in full uniform (Khaki shirt and pants called the "Field Uniform"). When specified, Scouts may wear the troop "Activity Shirt". Typically at summer meetings or when they are very active. The troop has its own Activity Shirt, ask a leader about how to purchase one for a small cost. Ask about uniform parts that others may have outgrown.
2. **Harassment:** Scouts do not use profanity or "put down" others. They do not engage in harassment of any type. If you see any type of this activity occurring let leaders in the troop know about it right away.
3. **Community Service:** Scouts should participate in at least **12 hours of community service per year**. These opportunities are posted regularly. Scouts should track their own service hours in their scout advancement notebook, or in their Boy Scout Handbook. Some ranks may have a requirement for additional service hours.
4. **Money:** Scouts are expected to earn half of their camp fees, dues, and activity fees themselves. They are expected to carry some extra money for themselves when they go on trips, for a meal on the road, or in case of emergency. They are expected to help pay for the gas adults purchase to drive them on trips. They are also expected to promptly repay the scout Grubmaster who purchases food for the trip they attend.
5. **Outings and Activities:** In addition to troop meetings, scouts should attend at least one scouting activity per month, with either the troop or their patrol. The Scout should track activities and outings and they attend by writing them in their Scout advancement notebook, or in their Boy Scout Handbook.
6. **Summer Outings:** Scouts are expected to go to a week-long summer camping experience. This could be a formal summer camp or a multi-day trip with the troop.
7. **Borrowed Equipment:** When possible the Troop may provide tents, stoves, camp tables, cooking pot sets, water filters and lanterns, and other types of equipment. When a scout is given responsibility for troop equipment, he is expected to take it home, promptly clean, dry, and repack it. Then return it, ready for its next use, within the next week.
8. **Personal Equipment:** Scouts should have collected a complete camping outfit by the time they are in 9th grade. Scouts may need to purchase other personal equipment if they are participating in an activity that requires specific gear, for example a life vest for kayaking. Responsibility for the safekeeping of personal gear belongs to the owner; this is especially true of electronics.
9. **Electronics:** Scouting activities are designed to encourage in-person social interaction, and often provide opportunities to experience new sights and sounds. Thus, electronics generally do not belong at any troop meetings or outings. When electronics are present scouts are expected to show proper courtesy and restraint in their use. During meetings this means silencing and not interacting with or displaying them. The troop has adopted an electronics policy based on the Scout Law as outlined in [this article](#).
10. **Communication back home:** Scouts don't call or text during an outing without the primary adult leader's knowledge, whether back home or among themselves. To avoid surprises and misunderstandings it is important that contact outside the outing group be through the primary adult. Exceptions are at the discretion of the outing leader, and scouts who see a legitimate need should bring this up. However, scouts are encouraged to call or text on our way back to Kenmore to give a more precise arrival time. Most drivers will have a phone, so the scout merely needs to know the correct contact information.

## Parent Expectations:

Just as the troop has expectations of your son, it has expectations of you, his parents, guardians, and caretakers:

1. **Monthly Participation:** You are expected to attend the monthly parent meetings held the first Monday of each month. You should feel free to voice your concerns at the Parent, Committee, or Scoutmaster meetings. Our troop will only be as good as you help make it, and we need your interest and input.
2. **Driving:** Parents are expected to volunteer to drive on trips. You do not have to drive on every trip, but you should be driving your fair share. You are expected to have auto insurance, and to require all passengers in your car to wear a seatbelt. When volunteering to drive, the expectation is that your car is in good repair and safe.
3. **Outing Participation:** All parents are leaders. Without Parents planning/organizing the outings, the outings would not happen. Plan to hike, camp, ski, etc. with your son to the greatest extent you can.
4. **Merit Badge Counselor:** We expect each parent to be a Merit Badge Counselor for at least one Merit Badge they have a personal interest in.
5. **Pay Dues and Fees:** If your son signs up for an activity, you and your scout are expected to pay whatever fees or dues are assessed. In most cases you will be asked to pay these fees even if your son changes their mind, or cannot attend.
6. **Youth Attendance:** You are expected to arrange to get your Scout to regular meetings and activities. You don't have to drive your son, he may be able to walk, or get a ride with another scout, but you need to clear his schedule to attend, and facilitate his attendance.
7. **Advancement:** You are expected to take an interest in and monitor your son's advancement. If you have questions about your son's advancement, you are expected to contact the Scoutmaster or Advancement Chairperson.
12. **Borrowed Equipment:** Parents are expected to support their son in caring for borrowed equipment, its proper cleaning, and speedy return. As part of his contribution to group efforts your son may be asked to care for gear that he did not personally use. Troop leaders are happy to answer any questions on care or assigned duties. If something needs attention, write a note and mention it verbally when returning the gear.
8. **Personal Equipment:** Families work together to provide the equipment that a scout needs or wants to have. The family must decide when the scout is mature enough to be responsible with more expensive and more fragile equipment. Adult leaders will do their best to keep a climate where personal possessions are safe, but they aren't able to ensure that a scout will not lose or damage their equipment. Risks that have been realized are theft, damage and loss.
9. **Harassment:** Scouts do not use profanity or "put down" others. They do not engage in harassment of any type. If you see any type of this activity occurring, as a parent it is your responsibility to stop it immediately, and then discuss it with the Scoutmaster. Above all, choose to set a good example yourself.
10. **Communication:** Communication to and from a group away from home should go through the primary adult leader. This avoids misunderstandings and surprises, also the scouts are busy having fun and may not have the full picture. Keep in mind that many of the places we go do not have reception. If there is known need for communication, please let the primary adult know prior to departure.
11. **Youth Protection:** You are expected to complete a BSA program on "Youth Protection", which is the BSA term for protection against child sexual abuse (<http://my.scouting.org>). Please send the certificate of completion to the committee for tracking.

**Never place your son or any Scout in a position where he is alone with an adult who is not his parent.** This is for the boy's safety, and the adults! This means never "drop" your son off at an event when there is only one adult present, even if more are expected. Nor does this mean you can leave your son to be the last one picked up. It means you must arrange to attend your son's Scoutmaster Meetings or Merit Badge Counselor meetings, or have arranged to another adult who will be present.

# Troop Outings and Meetings

## Outings:

Three-fourths of the word "Scouting" is "Outing", and so outings are the focus of our troop. You can help your son get more out of scouting by simply helping him get involved in and excited about outings. Help him imagine the fun and anticipate the adventure, and to be ready to sign up. Attend parent meetings and learn about the high points of upcoming events. Go over the troop and family calendar with him before troop meetings so he can sign up with the confidence that he can really attend and know for sure which events he'll have to miss.

## Calendar:

The troop maintains an online calendar with online signup for outings and events. Families should take time to look well ahead and plan which outings a scout can attend. Scouts should signup if they can attend, or register their regrets if they cannot. Scouts will have their turn planning outings, and will find that planning is much more difficult when the numbers of people attending change at the last minute, whereas planning is much easier when this information is available early.

## Costs:

Typically, there are some costs associated with each activity. Some of these costs will need to be paid in cash at the start of the outing, some will be collected in advance by the treasurer. Some costs will be owed directly to the person who purchased food.

Money paid at the start of an outing will usually be used on the outing, so please bring cash, and the exact amount is best.

The treasurer is typically involved for higher cost, longer trips like summer camp and some high adventure. Each Scout has a separate account in the Troop accounting system where any money he may earn from troop fundraisers is tracked. He may also deposit other money into it.

**Remember, a scout is thrifty, so we do expect that a scout should be responsible for contributing to the cost of his activities.**

## Permission Form:

Each scout must provide a filled and signed permission form at the beginning of every trip.

**Troop 582**  
  
Trip Permission Slip

*One Way drivers: Return envelopes to leader at destination.*

I give permission for my son  
\_\_\_\_\_ to travel to and from  
\_\_\_\_\_

On \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_  
(DATE) (DATE)

**Medications or allergies we need to know about.**

Medication: \_\_\_\_\_ Medication: \_\_\_\_\_  
Allergies: \_\_\_\_\_ Allergies: \_\_\_\_\_  
*Your scout is responsible for taking their medications.*

**I give consent for emergency medical treatment and I will be responsible to pay for such treatment.**

Scout insurance carrier and policy number are:  
Carrier: \_\_\_\_\_ Policy number: \_\_\_\_\_

**In the event of an emergency please contact:**

Phone # we can reach you (parent) at while your son is gone:  
Cell phone: (\_\_\_\_) \_\_\_\_\_

Emergency contact if we cannot reach you, (suggest family member & cell phone):  
Name: \_\_\_\_\_ phone: \_\_\_\_\_

Outing Fee \$ \_\_\_\_\_ Gas \$ \_\_\_\_\_

I will pick up my son at \_\_\_\_\_ am/pm on \_\_\_\_\_ or arrange for a ride for him.  
I realize it is my responsibility to pick up my son on time so that others do not have to wait for me.

Write any **SPECIAL INSTRUCTIONS** on back of envelope.

## A few examples of outings and events:

- **Swim Night** – overnight pool party and hangout until early the next morning
- **Weekend Outings** – a hike up Mount Si, Whirlyball, or Kayaking
- **Summer Camp** – week-long residence camp in Washington, Idaho, Oregon or California
- **High Adventure** – week-long trips on the Odyssey sailing ship, or 50-mile hike through the spectacular Pacific Northwest mountains, kayaking in the San Juan Islands or rafting down rapids, or to BSA high-adventure camps to Philmont Scout Ranch in New Mexico
- **Fundraisers** – like Popcorn sales, Christmas Tree recycling
- **Annual Troop Family Picnic** - every September
- **Snow Sports** – day or weekend trips to Crystal Mountain, Stevens Pass, or Mission Ridge

## Meetings:

The scout motto is “be prepared”; meetings are about getting ready for the fun and adventure of outings. We’ve listed below a number of meetings you may encounter and their purpose.

**Troop Meetings** for Troop 582 are each Monday night when there is school scheduled the next day. This is when the Scouts take care of the “business” of the troop, have fun and hone their skills in preparation for upcoming outings and adventures. This is also a place for scouts to sign up for upcoming activities, and Rank Advancement / Boards of Review. Times and locations may change occasionally.

**Scoutmaster Conferences** are for a scout to have a one on one discussion with the Scoutmaster or his assistant to review the young man’s recent scouting trail and discuss next steps. A conference is required before the scout may request a board of review for a rank advancement, but may be called by either Scout or Scoutmaster. The very first conference will include the scout’s parents/guardians, after this just the two of them. However, when it occurs somewhere other than a group meeting place we ask that parents plan to be within sight (but not participate) to help us maintain our youth protection policies.

**Boards of Review:** Commonly held to review a rank advancement, the scout meets with the board which is made up other parents from the troop. The board asks about his experiences with the troop. It is a review to ensure he is getting what he needs from the troop and that the program is running smoothly, not a test.

**Patrol Leader Conference (PLC) meetings:** The Senior Patrol leader and his Patrol Leaders run the troop; they meet once per month with the scribe, other youth leaders, the Scoutmaster and others as needed to plan monthly meetings and for leadership development. Timing may change depending on the current leadership.

**Courts of Honor** are awards, and rank presentations held quarterly. Parents and families should attend to see what the troop has been doing and show support. This is a scout’s moment in the sun, make the audience a little bigger and boost their confidence that much more. Eagle Scout Courts of Honor are specifically to honor the scouts who attain the rank of Eagle Scout, they are grand celebrations in the life of the troop.

**Parent / Committee Meetings** occur the first Monday of every month. The meeting begins at the same time as the Scout Meeting. After introductions we discuss details of upcoming outings, and take care of the business details for the troop. It is a chance for you to ask questions about everything from Blue Cards and how to sign up to use the web site, to ‘Where do you go to buy that uniform?’ It is also the place to find out details of how to volunteer for trips, who to go to regarding Merit Badges, and find out how Troop 582 works! All parents are welcome and encouraged to attend these meetings.

**Scoutmaster Corps meetings:** The Scoutmaster and Assistant Scoutmasters meet once a month. Parents are welcome and encouraged to attend, scouts would typically not attend. Check the calendar for details.

**Concerned Parent Group meetings:** Our troop is chartered by the Concerned Northshore Parents for Scouting. Every family who is part of Troop 582 and Pack 622 is a member. The board meetings are open to all members. Meeting times and locations will be posted on the online troop calendar, ask a leader if you don’t see one. Your participation is welcome!

# Troop Payments and Assistance

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## Annual Dues:

Dues are collected at the end of summer, usually at the Annual Troop picnic in September. For 2018 they are \$125 for the year. They may also be paid by the process described below. Dues are used for Troop expenses such as buying equipment, for Scouts' awards and to cover national membership fees. Included is a subscription to Boys Life magazine. Official scout registration follows the calendar year, but the renewal process begins in October, this is why we collect dues at that time.

## Outing Fees:

Most outings include Camp/Activity Fees, Fuel Expenses, and Food Costs.

1. **Camp/Activity Fees:** Some fees are paid well in advance, others are paid at the time of the event. Fees collected at the start of an outing may be immediately paid back out by leaders so cash in exact is needed. Reservations and fees paid months in advance are handled by the treasurer, who will provide specific information regarding the payment schedule.
2. **Fuel Expenses:** Most trips include a pre-determined fuel expense, pro-rated by the number of scouts going, and the required vehicles. This is paid to the outing leadership at the time the scout leaves for his trip, and will be immediately redistributed to the drivers, so cash is required, and exact amounts are helpful.
3. **Food Costs:** Many outings require meals be prepared for the group. The scout assigned to ensure the food is ready to go is called the grubmaster. He plans (with input) the menu, and purchases the food (seeking help if needed) for the outing. His family pays for the food and is reimbursed by the members as soon as possible. The grubmaster should contact each scout before the outing and let them know how much is owed. The payment is paid **directly to the grubmaster** at the time of the trip/activity. He typically leaves the money with his parent rather than bringing it on the outing.

## Scout Accounts:

Each scout has a Scout Account portion of the Troop Accounting system. He will receive a copy of an Account Statement at the Annual Picnic. If you need a current statement of your scout's account, or have questions about it, contact the Troop 582 Treasurer

**Payments for Summer Camp and Activities:** Many long-term summer camps require payment in advance. Payments can be given to the Troop Treasurer, or mailed. For mailing address, if you need a current statement of your scout's account, or have other questions, contact the Treasurer ([Treasurer@T582.org](mailto:Treasurer@T582.org))

## Assistance:

**Camperships:** Our troop is committed to making scouting accessible for every family. For BSA scout camps, there are campership funds available at both the council level and within our troop. Our troop will also provide campership funds for other outings based on availability. Please contact the Committee Chair (CC@T582.org) if you wish to discuss campership availability. Generally, Camperships are limited to no more than 50% of the fee for the activity. If circumstances warrant, there may be additional resources available to help defray the cost of any activity for a Scout.

**Communications:** The troop runs on regular communication, and often this is done via email and online resources. If you need help accessing your email, configuring a phone, or any other technical thing, please don't hesitate to ask for help. If your family finds itself without online access please let us help get the information to you in another way. Please contact the committee chair.

# Advancement and Merit Badges

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Boy Scout advancement is sequential and not dependent upon the age of the scout. The Boy Scout Handbook has key reference material for rank advancement. All of the general requirements are outlined and much of the material is within the handbook. In addition, as the scout moves up in rank, he will be required to complete merit badges, some of which are specifically designated as required for the Eagle rank.

It is up to the scout to take advantage of advancement opportunities and to take the initiative to ask someone to test them when they feel they are ready to demonstrate a requirement. Making sure their book is signed off is also their responsibility.

In our boy-led troop, scouts can sign off on rank requirements for the rank below theirs once they have attained First Class. The Scoutmaster and Assistant Scoutmasters also may sign off scouts who demonstrate they have mastered their rank requirements. The Troop Guide and Instructors have particular responsibility for working with new scouts on rank requirements.

It is not necessary to complete all of the rank requirements for a lower rank before completing specific requirements for a higher rank unless the requirement specifically states otherwise.

**A scout should keep pictures of the rank requirement pages of his handbook and of merit badge cards on [SharePoint](#)** – updating as changes are made. A lost handbook can mean starting all over again if the scout had no other evidence of completion, so make new copies along the way. This is critical for those who want to attain Eagle rank, as the Scout must have evidence of all completed requirements.



## A Hidden Gem

The advancement program provides a multitude of diverse learning opportunities and recognition for a job well done. This may be seen clearly, but there is a hidden opportunity that is perhaps more precious than any of these obvious ones.

The interaction with Adults in making appointments, discussing progress and the topics of scouting and life in general is a very important and easily overlooked learning opportunity for our young men. Each interaction hones their communication and interpersonal skills and prepares them to enter the greater community as strong and effective citizens. There are very few programs that recognize this or provide this opportunity. Scouting is somewhat unique in this way.

We encourage parents and other adults to give our youth the tools and encouragement to make appointments, and engage in discussion with adult leaders with sufficient training and support, but to avoid doing it for them.



## Steps to Earning a Merit Badge

1. **Meet with your Scoutmaster**
  - a. **Ask** for a blue "Application for Merit Badge" card.
  - b. **Fill in** your name, address, and the name of the badge (see next page for complete example)
  - c. Ask the **Scoutmaster to sign** your blue card, this is your permission to start working on the badge.
  - d. Get the name and phone number of a qualified **counselor** from the Scoutmaster.
2. **Call** the counselor and set up an appointment. This can be at any place that is suitable to both of you.
3. Along with a **buddy** (another Scout, a family member, or a friend), meet with the counselor.
  - a. The counselor will explain the requirements for the merit badge and help you get started.
  - b. Unless otherwise noted in the requirements you should not start the work until after you have met with your counsellor. You will likely get a lot more out of your experience if you discuss first.
4. Work on the badge requirements until you complete them, meeting with the counselor (along with your buddy) whenever necessary.
  - You must complete the stated requirements and satisfy the standards of each merit badge.
  - The merit badge counselor may *encourage* you to do more than the requirements state but he or she may **not** require it.
  - YOU (not the counselor, Scoutmaster, or Advancement Chairman) keep the blue merit badge card until you have completed the requirements and the counselor has signed the card.
  - If you lose this card, you will have to start the badge over unless the counselor is willing and able to vouch for what you already completed. (upload pictures to [SharePoint](#) as a backup plan)
  - If you change counselors for any reason, it is up to the new counselor whether or not he or she will accept the work you did with the previous counselor. Normally the new counselor will ask you a few questions, and if the counselor is satisfied that you did the work that was signed off, he or she will accept it. So be ready to answer their questions about your previous experience.
5. After you complete the merit badge and the counselor signs your merit badge card, he or she will keep the counselor's section and return the rest of the card to you. At this point take a picture of the card in case it is misplaced and upload it to [SharePoint](#) (replace older copies)
6. **Meet with your Scoutmaster again**
  - a. Bring the remaining two portions of the card to the Scoutmaster
  - b. He will sign and return the "applicant's" portion of the blue card to you.
  - c. Upload a picture of the signed card to [SharePoint](#) and remove older copies.
7. The Scoutmaster signs the troop portion and gives it to the Advancement chairperson.
8. The Advancement Chairman puts the troop copy in the troop records, records it in the advancement software and reports it to the council. They will obtain the cloth badge and have it available for presentation at the next court of honor.
9. Keep your portion of the blue merit badge card in a safe place for the duration of your scouting career.

These **blue cards are the proof** that you have finished the work, and **you will need them to advance in rank**. The patch is easy to replace, the card is not. We suggest keeping your portion of the blue card in a plastic card sleeve used by sports card collectors, and keep this sleeve in your scout advancement notebook.

Summer camps and merit badge weekends are great opportunities to complete merit badges. Don't overwhelm yourself by trying to complete too many badges at one time. We recommend that you actively work on no more than two at one time until you reach the rank of First Class, and no more than five at one time thereafter.

**SAMPLE MERIT BADGE APPLICATION**

- Print the Scout's name, address, city, unit type & number, District, Council & Merit Badge legibly.

**THE UNIT LEADER:**

- Selects an approved counselor
- Signs and dates to start blue card.

**THE SCOUT:**

- Reads the merit badge pamphlet.
- Calls counselor for appointment.
- Always bring along a buddy (a Scout, friend, or parent).

<p><b>Information for Applicant</b></p> <ul style="list-style-type: none"> <li>• A merit badge application can be approved only by a registered merit badge counselor.</li> <li>• You must have a buddy with you (Scout buddy system) at each meeting with the merit badge counselor.</li> <li>• Turn in your approved application to your unit leader. You will be awarded the merit badge emblem and certified as a suitable occasion.</li> </ul> <p><b>Information for Counselor</b></p> <ul style="list-style-type: none"> <li>• Merit Badge applications must be signed in advance by the applicant's unit leader.</li> <li>• The Scout must have a buddy (Scout buddy system) in attendance at all instructional sessions.</li> <li>• You may not change any requirement but you may share your knowledge or experience that will make the counseling more interesting and valuable.</li> </ul> <p style="text-align: center;">#34124A</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: 8px;">Requirement No. and letter</td> <td style="font-size: 8px;">Counselor Initial</td> <td style="font-size: 8px;">Date of Approval</td> <td style="font-size: 8px;">Counselor Initial</td> </tr> <tr> <td>1-a</td> <td>RP</td> <td>9/1/02</td> <td>RP</td> </tr> <tr> <td>1-b</td> <td>RP</td> <td>1/3/02</td> <td>RP</td> </tr> <tr> <td>1-c</td> <td>RP</td> <td></td> <td></td> </tr> <tr> <td>1-d</td> <td>RP</td> <td></td> <td></td> </tr> <tr> <td>1-e</td> <td>RP</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4-a</td> <td>RP</td> <td></td> <td></td> </tr> <tr> <td>4-b</td> <td>RP</td> <td></td> <td></td> </tr> <tr> <td>4-c</td> <td>RP</td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>RP</td> <td></td> <td></td> </tr> </table>	Requirement No. and letter	Counselor Initial	Date of Approval	Counselor Initial	1-a	RP	9/1/02	RP	1-b	RP	1/3/02	RP	1-c	RP			1-d	RP			1-e	RP			2				3				4-a	RP			4-b	RP			4-c	RP			5	RP			<p style="text-align: center;"><b>APPLICATION FOR MERIT BADGE</b></p> <p>Name <b>Joseph D Scout</b></p> <p>Address <b>12345 Scout Drive</b></p> <p>City <b>Boy Scout City</b> is a registered</p> <p><input checked="" type="checkbox"/> Boy Scout   <input type="checkbox"/> Varsity Scout   <input type="checkbox"/> Venturer</p> <p>of <b>Troop No. 582</b> <small>Troop, team, crew, ship</small></p> <p>District <b>North Lakes</b></p> <p>Council <b>Chief Seattle #609</b> and is qualified to begin working for this merit badge</p> <p><b>12/30/02</b>   <i>X William D Boyce</i> Date                      Signature of unit leader</p>
Requirement No. and letter	Counselor Initial	Date of Approval	Counselor Initial																																															
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<p>The applicant has personally appeared before me and demonstrated to my satisfaction that he has met all requirements for the (please print)</p> <p style="text-align: center;"><b>Citizenship in the Nation</b> Merit badge</p> <p style="text-align: center;"><b>Robert Baden-Powell</b> Name of counselor</p> <p style="text-align: center;"><b>2002 Gilwell Ln</b> Address of counselor</p> <p><b>Brownsea Island</b>      <b>60450</b> City                                      Zip code</p> <p style="text-align: center;"><b>(000)000-0000</b> Telephone number of counselor</p> <p><i>X R Baden-Powell</i>      <b>12/30/03</b> Signature of counselor      Date Completed</p> <p>Checked and recorded: <b>09/1/02</b>      <b>JW</b> Date                                      Initials</p> <p>Certificate and badge presented <b>9/30/02</b> Date</p> <p>Applicant will turn in this portion to his unit leader for record posting.</p>	<p style="text-align: center;"><b>APPLICANT'S RECORD</b></p> <p>Name <b>Joseph D Scout</b> <b>12345 Scout Drive</b> <b>Boy Scout City</b></p> <p>Has given me his completed application for the</p> <p style="text-align: center;"><b>Citizenship in the Nation</b> Merit Badge</p> <p>Completed on <b>09/01/02</b> by Date</p> <p style="text-align: center;"><i>R Baden-Powell</i> Signature of Counselor</p> <p style="text-align: center;"><i>William D Boyce</i> Signature of Unit Leader</p> <p>Note to Scout: Retain this copy for your permanent records.</p>	<p style="text-align: center;"><b>COUNSELOR'S RECORD</b></p> <p>Applicant <b>Joseph D Scout</b> <b>12345 Scout Drive</b> <b>Boy Scout City</b></p> <p><b>Troop</b>      Unit number <b>582</b> <small>Troop, team, crew, ship</small></p> <p style="text-align: center;"><b>Citizenship in the Nation</b> Merit Badge</p> <p>Date completed <b>09/01/02</b></p> <p>Remarks:</p> <p>It is suggested that the counselor keep this record for at least 1 year in case any question is raised later in regard to this award.</p>
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**INSTRUCTIONS TO COUNSELOR:**

- Never meet alone with a Scout.
- Verify all info & merit badge name.
- Verify your name, address, & ph. #
- Date/initial requirements when done
- A 2<sup>nd</sup> counselor can finish card.
- Note each name, address & phone.
- If merit badge is completed in one meeting, sign, initial & write "Completed" across sign-off area.
- Sign sections and date in 3 places.
- Retain your counselor's record.
- Return 2 sections to the Scout.

**UPON COMPLETION:**

- Unit leader signs off completion.
- Advancement Chairperson: date, initial & record, then submit with advancement report to council.
- Council verifies counselor & Scout.

## Summary

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Every young man craves adventure in one form or another. It calls to his soul and traps his interest. This is the key ingredient in a program that provides opportunities and training that are hard to find anywhere else. Our troop is committed to fueling these young imaginations and giving them the time and place to apply the scout oath and law, to build social skills and experience leadership. To these young men Scouting is a game, but to the adults we know it to be a game with a purpose.

So, let the game begin!

“A week of camp life is worth  
six months of theoretical  
teaching in the meeting room.”

-Robert Baden-Powell

founder of scouting

## Appendix A: Youth Organization

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**Patrols:** The Scout Troop is made up of Patrols. A patrol is a grouping of 6-10 boys who work together as a team. Each patrol *elects* its own boy leader, called a **Patrol Leader**. The Patrol Leader *selects* an **Assistant Patrol Leader**, to help him with duties. Boys may be reassigned to different patrols during the year, as needed to balance group size and leadership needs.

The patrol is a Scout's family circle, which helps its members develop a sense of pride and identity. Each patrol has a name, a flag, and a yell. Scouts wear a shoulder patch with the insignia of the patrol to which they belong. The Patrol Leader assigns jobs to be done, and the patrol works and plans together as a unit.

**New Scout Patrols:** When boys cross over from Cub Scouting to Boy Scouting, they initially transfer into a New Scout Patrol. Every attempt is made to make this group function in the same manner that a regular patrol should function, but jobs are changed out more frequently so all learn what the jobs entail.

**Patrol Leaders Council (PLC):** The PLC is made up of the Senior Patrol Leader (SPL), his assistant (ASPL), the Troop Scribe, the Troop Guides and all Patrol Leaders. The Scoutmaster also attends these meetings. The PLC is responsible for planning the Troop activities. At its monthly meetings, the council organizes activities and assigns responsibilities. The SPL calls additional meetings as needed.

**Service Patrol:** Service Patrol is an assignment of a particular patrol to be responsible for setting up and putting away chairs or other equipment, and to clean up after the Troop meetings. The service patrol duty is rotated every month. Assignment to the rotation is the responsibility of the Senior Patrol Leader.

**Program Patrol:** Program Patrol is an assignment of a particular patrol to be responsible for the flag ceremonies, leading cheers, having a song or skit available to the Scoutmaster or SPL to fill in slow times at meetings. The Program Patrol duty is rotated every month.

**Outing Patrols:** When a patrol is well represented on an outing it is encouraged to cook and camp together. When this is not practical temporary patrols are formed. Outings usually have from 5 to 30 Scouts attending, and there can be 1 to 5 Patrols on the outing. Temporary patrols elect their leader for each outing.

## Appendix B: Youth Leadership Positions

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**Senior Patrol Leader (SPL):** The top youth leader in the troop. He leads the Patrol Leaders Council (PLC). And in consultation with the Scoutmaster, appoints other junior leaders and assigns specific responsibilities as needed. This six-month position is elected by the boys (usually elections are held in December and in June). He must have Star Rank or higher, and previous service as ASPL, PL, and APL. SPL is expected to attend 95% of all troop meetings, Patrol Leaders' Council (PLC) meetings, outings, and service projects. (SPL@T582.org)

**Assistant Senior Patrol Leader (ASPL):** Fills in for the SPL in his absence. This position is also responsible for training and giving directions to the Quartermaster, Scribe, Troop Historian, Librarian, Troop guides and Instructors. This six-month position is appointed by the SPL and the ASPL is required to attend a District level training experience. He must have Star Rank or higher, and previous service as PL or APL. ASPL is expected to attend 90% of all troop meetings, PLC meetings, outings, and service projects.

**Patrol Leader (PL):** The Patrol Leader is the elected leader of his patrol. He must be First Class rank\*\*, and will represent his patrol on the Patrol Leaders Council (PLC). This may easily be considered the most important job in the troop. The PL has the closest contact with patrol members and is in the perfect position to help and guide them. PLs are expected to attend 80% of all troop meetings, PLC meetings, outings, and service projects.

**Assistant Patrol Leader (APL):** The Patrol Leader is appointed by the PL. This is technically not a leadership position, but is very important. APL must be First Class rank\*\*, and when the PL is not able to attend the PLC, the APL will represent his patrol at the meeting. APLs are expected to attend 80% of all troop meetings, outings, and service projects. They are welcome to attend any of the PLC meetings.

\*\*In a new scout patrol, the patrol leader and his assistant are **not** expected to be First Class rank. They are learning their position through close mentoring by the Troop Guide.

**Troop Guides:** These are appointed senior Scouts serve as advisors and mentors to New Scout Patrols. The Guide is expected to attend 90% of all troop meetings, PLC meetings, outings, and service projects. They do not serve as the patrol leader for the new scout patrol, but they do mentor the patrol leadership closely and attend the PLC with them.

**Troop Scribe:** The troop scribe is appointed by the SPL for a 6-month position. The Scribe keeps the troop records, writes letters for the PLC, records activities of the PLC meeting and records of dues, advancement, and Scout attendance at troop meetings. He is expected to attend 75% of all troop meetings, PLC meetings, outings, and service projects

**Troop Quartermaster:** The troop quartermaster keeps track of troop equipment and sees that it is in good working order and kept clean. The quartermaster is appointed by the Senior Patrol Leader, and is a year-long position of leadership. The quartermaster requires more family involvement than other positions, thus there is also an adult Quartermaster position which is often the scout's parent. Quartermasters are expected to attend 60% of troop meetings, PLC meetings, outings, and service projects.

**Chaplin's Aide:** The Chaplin's aide works with the Troop Chaplin to meet the religious needs of Scouts in the troop. He also works to promote the religious awards program. He is expected to attend 75% of all troop meetings, PLC meetings, outings, and service projects.

**Den Chief:** The Den Chief is appointed by the Scoutmaster, and serves for 1 year. The Den chief works with the Cub Scouts, Webelos Scouts, and Den Leaders in a Cub Scout pack. He is expected to attend 75% of all troop meetings, PLC meetings, outings, and service projects. In addition, he is expected to attend 75% of all Cub Scout meetings for the group he is assigned to.

**Troop Librarian:** The Librarian is appointed by the SPL, and takes care of troop literature, including the Merit Badge pamphlets and books. He is expected to attend 75% of all troop meetings, PLC meetings, outings, and service projects.

**Instructor:** The Instructor will work closely with both the Troop Guide and with the Assistant Scoutmasters for New Scouts. He is appointed by the Scoutmaster for 6 months. The Instructor should be able to teach or observe/sign-off any Tenderfoot, Second Class, or First Class skill without more than a few minutes of prep. He is expected to attend 75% of all troop meetings, PLC meetings, outings, and service projects.

**Troop Historian:** The Troop Historian is appointed by the SPL. He keeps a historical record of Troop Activities and helps the troop celebrate its accomplishments. This includes gathering photos, and facts about troop activities, organizing these on the troop website, and arranging for the troop to see them in person at gatherings or online. Takes care of troop trophies, ribbons, and souvenirs. He reports to the ASPL. He is expected to attend 75% of all troop meetings, PLC meetings, outings, and service projects

**Junior Assistant Scoutmaster:** The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18. He is appointed by the Scoutmaster and has the Eagle Rank. He is expected to attend 80% of all troop meetings, PLC meetings, outings, and service projects.

**Troop Webmaster:** Publishes and maintains information to the troop's website. (while a nationally recognized role, in our troop, this role is currently divided between the scribe and historian)

**Order of the Arrow Representative:** Promotes the OA, service, and camping in the troop.

**Bugler:** Supports the Troop at outdoor events, Honor Courts and Eagle Courts as called upon with bugle calls.

## Appendix C: Adult Organization

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All the leaders you see are volunteers, just like you. They arrived in the troop with their son, typically having little or no background on boy scouting. They have busy schedules and lots of things going on outside of scouting, and they were likely a bit reticent to step forward. They answered the call, probably taking on small well-defined jobs until they learned more. They took some training and got some experience and became the leader you now see. They experienced the rewards of helping their son and his friends grow into young adults. They learned that many hands make light work. Eventually their son will leave the unit, but that job will still need to be done. So we kindly ask that you make time to help and offer your assistance where you are able.

**Scoutmaster Corps:** The scoutmaster has many assistants and they typically meet to coordinate their activities at least once a month. Parents are invited to attend these meetings.

**Troop Committee:** This is the governing and oversight body of the Troop. It is comprised of parents who serve in typical committee positions: a Chairperson, a Secretary, a Treasurer, as well as parent representatives unique to Boy Scouts, including the Quartermaster, the Outdoor Activities co-Chairs (Permit Coordinator and Signup Coordinator), an Advancement Chair, and other parent representatives. Most of the work of the committee goes on behind the scenes, outside of Scout meetings and Scout outings. Concerns about the Scoutmaster Corps (Scoutmaster and Assistant Scoutmasters) can always be brought to the Troop Committee. All parents are invited to observe committee meetings.

## Appendix D: Adult Leadership Positions

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We structure the troop's jobs with a chairperson in charge of an area, and we allow that person to enlist others to help in ways that make sense for how they work. For example, the Advancement Chair may have someone in charge of setting up Boards of Review, and someone else to work with Merit Badge Counselors.

**Scoutmaster:** The Scoutmaster is the adult leader responsible for the image and programs of the Troop. The Scoutmaster and Assistant Scoutmasters work directly with the boys. The head of the Chartered Organization, in our Troop's case, the Concerned Parent Group, appoints the Scoutmaster. The Scoutmaster has gone through an approved BSA training program. ([SM@T582.org](mailto:SM@T582.org))

**Assistant Scoutmaster:** To fulfill obligations to the troop, the Scoutmaster, with the assistance of the Troop Committee, recruits Assistant Scoutmasters to help operate the Troop. Assistant Scoutmasters are typically parents of boys in the Troop. They are all required to go through the approved BSA training program. Each Assistant Scoutmaster is assigned specific program duties and reports to the Scoutmaster. They also provide the required "two-deep" leadership required by Boy Scouts on outings.

**Chair of Committee:** Organizes the committee to see that all functions are delegated, coordinated and completed. Maintains close relationship with Chartered Organization and Scoutmaster. Ensure troop representation at monthly roundtables. Secure top-notch, trained individuals for camp leadership. Arrange for charter review and recharter annually. ([CC@T582.org](mailto:CC@T582.org))

**Secretary of Committee:** Keep minutes of meetings, report minutes of previous meetings. Send out committee meeting notices, handle publicity. Conduct troop resource survey, plan for family night programs and family activities. Train and supervise Troop Scribe in record-keeping.

**Treasurer:** Handles all troop funds, including payment of bills based on recommendation of Scoutmaster and authorization by committee. Maintain checking and savings accounts, keep records of finances. Supervise fundraising projects (tree pickup, popcorn sales, etc.). Supervise camp savings plan for scouts. Lead in preparation of annual Troop budget. Lead "Friends of Scouting" campaign. Report to troop committee each month. ([Treasurer@T582.org](mailto:Treasurer@T582.org))

**Outdoor Coordinator:** Help ensure that outings are planned and conducted according to scouting guidelines, and that the troop has an active and exciting outdoor program. Mentor youth and adult outing leaders. Promote troop camping program, and National Outdoor Awards Program. Help drive attendance, ensure required permits or paperwork are completed. Ensure outing participation records are accurate. May be assisted by a Summer Camp Coordinator, Medical Forms Coordinator, Sign-up Coordinator, and other positions as appropriate.

**Advancement Coordinator:** Arrange and oversee the troop advancement and recognition program. Encourage Scouts to advance in rank (support Youth Leaders and Assistant Scoutmasters in this role). Coordinate quarterly Courts of Honor. Make a prompt report to the council service center when a troop board of review is held, shop for badges and certificates. Work with Troop Librarian and build and maintain a troop library of merit badge pamphlets and other advancement literature. Develop and maintain a list of merit badge counselors. May be assisted by a Board of Review coordinator, Record Keeper, Eagle Coordinator, Ceremonies Advisor, Merit Badge Counselor Coordinator, etc. Report to troop committee each month. (Advancement@T582.org)

**Chaplain:** Supports the youth Chaplain's aid position. Gives guidance to chaplain's aide. Promote regular participation of each scout in the activities of the religious organization of his choice. Visit homes of Scouts in time of sickness or need. Give spiritual counseling when needed or requested. Encourage Scouts to earn their religious emblems. Report to troop Committee each month.

**Training Coordinator:** Ensure troop leaders and committee members have opportunities for training. Maintain an inventory/list of up-to-date training resources. Work with district training team in scheduling Fast Start training for all new leaders. Be responsible for BSA Youth Protection training within the troop. Encourage periodic junior leader training within the troop and at the council and national levels. Report to the troop committee each month.

**Equipment Coordinator:** Supports the youth quartermaster. Usually an adult in the family of the youth quartermaster. Supervise and help troop procure camping equipment. Work with quartermaster on inventory and proper storage and maintenance of all troop equipment. Make periodic safety checks on all troop camping gear and encourage troops in the safe use of all outdoor equipment. Report to troop committee at each meeting.

**Membership Coordinator:** Develop a plan for year-round membership flow into the troop. Work closely with Cubmaster and Webelos den leader of neighboring Cub Scout packs to provide a smooth transition from pack to troop. Assist in developing and recruiting den chiefs within troop 582, and assist with the crossover ceremony from Webelos to Boy Scouts.

**Online Administrator:** Provisions online accounts, maintains web sites, provides technical help.  
(Info@T582.org)

# Appendix E: Youth Protection and Adult Leadership

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(From the BSA's [Guide to Safe Scouting](#))

## **Scouting's Barriers to Abuse**

The BSA has adopted the following policies for the safety and well-being of its members. These policies primarily protect youth members; however, they also serve to protect adult leaders. Parents and youth using these safeguards outside the Scouting program further increase the safety of their youth. Scout leaders in positions of youth leadership and supervision outside the Scouting program will find these policies help protect youth in those situations as well.

**Two-deep leadership on all outings required.** A minimum of two registered adult leaders, or one registered leader and a participating Scout's parent, or another adult is required for all trips and outings. One of these adults must be 21 years of age or older.

### **Patrol Activities**

There are instances, such as patrol activities, when the presence of adult leaders is not required and adult leadership may be limited to patrol leadership training and guidance. With proper training, guidance, and approval by troop leaders, the patrol can conduct day hikes and service projects.

### **Adult Supervision/Coed Activities**

Male and female adult leaders must be present for all overnight coed Scouting trips and outings, even those including parent and child. Both male and female adult leaders must be 21 years of age or older, and one must be a registered member of the BSA.

**One-on-one contact between adults and youth members is prohibited.** In situations requiring a personal conference, such as a Scoutmaster conference, the meeting is to be conducted with the knowledge and in view of other adults and/or youth.

Two-deep leadership and no one-on-one contact between adults and youth members includes digital communication. Leaders may not have one-on-one private online communications or engage one-on-one in other digital activities (games, social media, etc.) with youth members. Leaders should copy a parent and another leader in digital and online communication, ensuring no one-on-one contact exists in text, social media, or other forms of online or digital communication.

**Age-appropriate and separate accommodations for adults and Scouts are required.**

### **Tenting**

No adult may share a tent with a person of the opposite sex unless he or she is that adult's spouse.

No youth may share a tent with an adult or a person of the opposite sex other than a family member or guardian. Assigning youth members more than two years apart in age to sleep in the same tent should be avoided unless the youth are relatives.

### **Shower Facilities**

Whenever possible, separate shower and latrine facilities should be provided for male/female adults and male/female youth. If separate facilities are not available, separate shower times should be scheduled and posted.

**The buddy system should be used at all times.** The buddy system is a safety measure for all Scouting activities. Buddies should know and be comfortable with each other. Self-selection with no more than two years age or significant differences in maturity should be strongly encouraged. When necessary, a buddy team may consist of three Scouts. No youth should be forced into or made to feel uncomfortable by a buddy assignment.

**Privacy of youth is respected.** Adult leaders and youth must respect each other's privacy, especially in situations such as changing clothes and taking showers at camp. Adults may enter youth changing or showering

areas only to the extent that health and safety requires. Adults must protect their own privacy in similar situations.

**Inappropriate use of smart phones, cameras, imaging, or digital devices is prohibited.** Although most Scouts and leaders use cameras and other imaging devices responsibly, it is easy to unintentionally or inadvertently invade the privacy of other individuals with such devices. The use of any device capable of recording or transmitting visual images in or near shower houses, restrooms, or other areas where privacy is expected is inappropriate.

**No secret organizations.** The BSA does not recognize any secret organizations as part of its program. All aspects of the Scouting program are open to observation by parents and leaders.

**Youth leadership is monitored by adult leaders.** Adult leaders must monitor and guide the leadership techniques used by youth leaders and ensure BSA policies are followed.

**Discipline must be constructive.** Discipline used in Scouting must be constructive and reflect Scouting's values. Corporal punishment is never permitted. Disciplinary activities involving isolation, humiliation, or ridicule are prohibited. Examples of positive discipline include verbal praise and high fives.

**Appropriate attire is required for all activities.** Proper clothing for activities is required.

**No hazing.** Hazing and initiations are prohibited and may not be included as part of any Scouting activity.

**No bullying.** Verbal, physical, and cyberbullying are prohibited in Scouting.

#### **Mandatory Reporting of Child Abuse**

All persons involved in Scouting must report to local authorities any good-faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. This duty cannot be delegated to any other person.

Immediately notify the Scout executive of this report, or of any violation of BSA's Youth Protection policies, so he or she may take appropriate action for the safety of our Scouts, make appropriate notifications, and follow up with investigating agencies.

State-by-state mandatory reporting information: [www.childwelfare.gov](http://www.childwelfare.gov) 

**All adult leaders and youth members have responsibility.** Everyone is responsible for acting in accordance with the Scout Oath and Scout Law. Physical violence, sexual activity, emotional abuse, spiritual abuse, unauthorized weapons, hazing, discrimination, harassment, initiation rites, bullying, cyberbullying, theft, verbal insults, drugs, alcohol, and pornography have no place in the Scouting program and may result in revocation of membership. For more information, please see the BSA's *Guide to Safe Scouting* and Youth Protection resources.

**Units are responsible to enforce Youth Protection policies.** Adult leaders in Scouting units are responsible for monitoring the behavior of youth members and other leaders and interceding when necessary. If youth members misbehave, their parents should be informed and asked for assistance.

**Incidents requiring an immediate report to the Scout executive.** The following must be reported to the council Scout executive for action immediately:

- Any threat or use of a weapon
- Any negative behavior associated with race, color, national origin, religion, sexual orientation, or disability
- Any reports to authorities where the BSA's Mandatory Reporting of Child Abuse policy or your state's mandatory reporting of child abuse laws apply
- Any abuse of a child that meets state reporting mandates for bullying or harassment
- Any mention or threats of suicide

If someone is at immediate risk of harm, call 911.

If a Scout is bullied because of race, color, national origin, religion, sexual orientation, or disability, and local help is not working to solve the problem, contact the BSA's Member Care Contact Center at 972-580-2489, or send an email to [youth.protection@scouting.org](mailto:youth.protection@scouting.org) .

**Link to the Volunteer Incident Report Form:**

[http://www.scouting.org/filestore/pdf/680-676\\_WEB.pdf](http://www.scouting.org/filestore/pdf/680-676_WEB.pdf) 

**Your Responsibility**

- Stop the policy violation or abuse.
- Protect the youth.
- Separate alleged victim from alleged perpetrator.
- Summon needed assistance (911, EMS, additional leaders, etc.).
- Notify parents.
- Notify the appropriate Scouting professional.

**Chartered Organization Responsibility**

The head of the chartered organization or chartered organization representative and their committee chair must approve the registration of the unit's adult leaders.

**Link to the Local Council Locator:**

<http://www.scouting.org/LocalCouncilLocator.aspx>

**Link to the Bullying Prevention Guide:**

<http://www.scouting.org/filestore/training/pdf/BullyingPreventionGuide.pdf> 

# Appendix F: Troop 582's Online Resources

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## Overview

To get information quick, you'll want to go to <http://T582.org> this is our public web site. For things that aren't public we use SharePoint (<http://members.T582.org>).

We have been working to replace other systems we have been using for our roster, calendar, and advancement.

When a scout joins the troop, the scout and each parent will be given an Office 365 account which is used to sign in to the troop web site and for email.

Help is available, feel free to contact Frank Long, via email at [FrankLo@NSScouts.org](mailto:FrankLo@NSScouts.org) or phone at 206-390-5861.

## Office 365 Enterprise

As you probably know one of the goals of scouting is to have the youth grow and learn by running their own program with adult input and supervision. Microsoft has provided us with a unique opportunity for them to learn the software they are likely to encounter in the business world while they plan their scouting adventures. At the same time, it is easier for us to manage who has access to private information when we create and manage accounts using real names. Microsoft gives our organization free licenses for Office 365 (Enterprise E2). This includes email and online tools like SharePoint, OneDrive and Skype for Business, but not the desktop tools. See below for information about desktop Office.

## Signing in – Accounts for Everyone

The key to the features of this system is how it knows who is using it, your account. We create an account for scouts, parents, and leaders who will use one. The account will have a name that is also an email address, you'll be sent a temporary password and will be asked to change it at your first sign in.

**Accounts for Youth (Boy Scouts):** Accounts for youth are created in the domain @T582.org using their first and last name separated by a dot for the account name – so Freddy Barnes would be [Freddy.Barnes@T582.org](mailto:Freddy.Barnes@T582.org)

**Accounts for Adults:** Accounts for adults are created in the domain @NSScouts.org using their first and last name separated by a dot for the account name – so Mary Barnes would be [Mary.Barnes@T582.org](mailto:Mary.Barnes@T582.org)

## Scouting Email

Scouts and Parents will have an email inbox with 50GB of storage specifically for your scouting communication.

Segmenting email communication into different email addresses is an important life skill. Your scout will probably have at least a dozen email accounts in his first three decades. Some for personal use whose names will be silly at first and less so as maturity comes, some for business use as the jobs come and go. Their future employers are likely to insist that they keep work and personal communication separate, and this starts them off on the right foot.

**Accessing:** You can access your email in a browser right away at <http://Outlook.Office365.com>. We recommend that you add your account to your phone's email client, and to whatever desktop client you use as well.

**Forwarding:** Upon creation we set up new scouting accounts to forward copies of email to a personal address you have specified. We ask that you set up your email client wherever you read your email (desktop, phone) to read and send email directly with your scouting account. Once you have done this you can turn off forwarding. Here's [a page that explains](#) how to change forwarding. If you or your scout needs help configuring a new email address let us know.

**Group Lists:** Need to send mail to the whole troop? Well, if you are sure, then use [Parents@T582.org](mailto:Parents@T582.org) and [Scouts@T582.org](mailto:Scouts@T582.org) these two groups cover all the adults and scouts.

**Position Aliases:** We keep the addresses [SPL@T582.org](mailto:SPL@T582.org) and [SM@T582.org](mailto:SM@T582.org) forwarding email to the Senior Patrol Leader (Youth who runs the troop) and his advisor the Scoutmaster. We also have an account for the Committee Chair ([CC@T582.org](mailto:CC@T582.org)) others can be found in your troop outlook email account.

**Temporary Distribution Lists:** We create distribution lists for all sorts of purposes, some examples include "Philmont 20xx" or "Parsons 20xx". If you need a new list just email [info@NSScouts.org](mailto:info@NSScouts.org).

## OneDrive and SharePoint

OneDrive is personal file storage – you have 1TB of space. While you can share files and folders from your OneDrive, you don't have to do anything extra to share documents stored on SharePoint. The SharePoint site is already shared with you and the rest of the troop. To access your OneDrive from web mail click the 3x3 grid icon in the upper left of your browser and choose OneDrive, or follow this [link](#). Access the troop SharePoint at <http://members.T582.org>. You can sync the contents of your OneDrive and SharePoint to your desktop too.

## Skype for Business

Online meetings are a great way to avoid having to ferry your scout around. Install the Skype for Business client from [this page](#). All you need now is a microphone and speakers or a headset.

## Office Desktop Applications

The version of Office 365 that we get for free doesn't include the desktop versions of Office programs, but in addition to the free offering, Microsoft provides a hugely discounted opportunity to subscribe to the **desktop Microsoft Office programs** as well. We can purchase a subscription for you to install the current full desktop versions of Word, Excel, PowerPoint, Outlook, OneNote, Publisher, Lync, Access and InfoPath **on up to five machines concurrently**. The software is delivered via the internet and you have complete control over what five machines you want to have active at a given time. Anyone who is using the machine can use the software. The subscription owner just needs to sign in from time to time.

To get the desktop software, sign in at <http://members.nsscouts.org/> and look for the link to "Request O365 Software". The CPG will pay for the software on your behalf from our funds, if you would like to make an offsetting donation, it is about \$30. For information on how to make that donation go to <http://www.nsscouts.org/donations>

## **Appendix G: Puget Sound Scout Shops**

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The Chief Seattle Council operates two scout shops, one in Seattle and one in Bremerton. Scouts, Volunteers and families can find a plentiful supply of Scouting merchandise and outdoor gear, at reasonable prices. The helpful staff will answer any questions you may have and for families living outside of Bremerton and Seattle, "mail order" service is provided.

### **Seattle Scout Shop**

3120 Rainier Avenue South  
Seattle, WA 98114-4408

**Phone:** 206 721-5945

**Fax:** 206-721-5119

In Washington: 800-262-0133

Look for "Puget Sound Scout Shops" on [Facebook](#) and SeattleBSA.org

**Mon., Tue., Thur., & Fri.** 9:00 AM - 5:30 PM

**Wed.** 9:00 AM - 7:00 PM

**Sat.** 10:00 AM - 4:00 PM

**Sun.** Closed

The national council also operates an online store at <http://scoutstuff.org> **Mount Baker Council Scout Shop**

The council to the north of us operates two scout shops, one in Everett and another in Bellingham. While they won't know much about what is going on with camps, advancement, etc. they do have uniforms, patches, and literature for sale. The inventory at the Everett office is not as large as the Seattle shop, but they are closer.

### **Everett Service Center:**

1715 - 100th PI SE #B

Everett, WA 98208

Phone: 425-338-0380

Monday-Friday 9AM-5:30PM, Saturday 9AM-12:30PM