



PARENTS HANDBOOK

Revised February 2017

Table of Contents

Troop 436 Orientation	3
Purpose of the Boy Scouts of America.....	3
Differences between the Boy Scout and Cub Scout Programs.....	3
Meetings	3
Communication Methods	3
Uniform	4
Equipment.....	5
Fees	5
Level of Participation	7
Advancing Through the Ranks	8
Service Hours	10
Overnights.....	11
Summer Camp.....	11
Troop Committee.....	12
Use of Cell Phones/Electronic Devices	12
Youth Protection.....	12
How Can Parents/Guardians Help Troop 436 Help Your Son(s).....	13

Troop 436 Orientation

If you have not already done so, please take a few minutes and familiarize yourself with the *Troop 436 Orientation* slide deck posted on the Troop website.

Purpose of the Boy Scouts of America

The Boy Scouts of America (BSA) was incorporated to provide a program for community organizations that offer effective character, citizenship, and personal fitness training for youth. Specifically, the BSA endeavors to develop American citizens who are physically, mentally, and emotionally fit; have a high degree of self-reliance as evidenced in such qualities as initiative, courage, and resourcefulness; have personal values based on religious concepts; have the desire and skills to help others; understand the principles of the American social, economic, and governmental systems; are knowledgeable about and take pride in their American heritage and understand our nation's role in the world; have a keen respect for the basic rights of all people; and are prepared to participate in and give leadership to American society.

Differences between the Boy Scout and Cub Scout Programs

Cub Scouts

- Adults lead;
- Activities are adult directed.

Boy Scouts

- The BOYS run the Troop through the Senior Patrol Leader (SPL), Assistant Senior Patrol Leaders (ASPLs), Patrol Leaders (PLs) and Assistant Patrol Leaders (APLs) using the Patrol Method;
- Boys take responsibility for getting weekly information about Troop activities at Scout meetings;
- Boys plan, pack, set up camp, cook, and run activities on overnights;
- Merit badges and rank progressions are at the initiative of the individual scout and do not coincide with school grade. Parents can help by tracking their son's progress;
- Parents cannot sign off on requirements.

Meetings

Meetings are held every Wednesday, 7:30-9:00PM, September through June at Walter J. Kossmann School (unless otherwise announced), Long Valley, NJ, in the gymnasium. General rule: If school is not being held that day (due to holidays, breaks, or snow days), we will not meet.

Communication Methods

Scouts

- Information binder (given upon joining);
- Troop meeting announcements;

- Patrol Leaders' Council (PLC) and/or Patrol meetings;
- Phone calls to/from Patrol Leader;
- Troop website and Facebook page;
- Monthly newsletter;
- Weekly emails from Scout Troop Communications role.

Parents/Guardians

- Weekly reminders & email;
- Monthly newsletter;
- Parents handbook;
- Monthly Troop Committee meetings;
- Parents meetings (Sept./Jan./April);
- *Troop Directory* of families posted on the Troop website;
- Troop website. <http://www.troop436.org/>

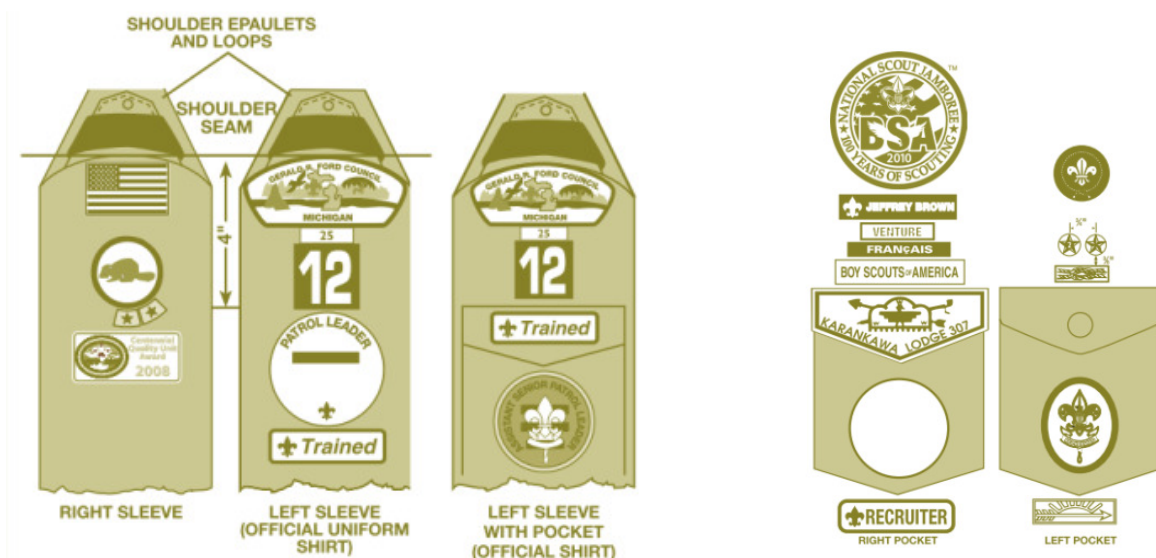
Uniform

Full "Class A" uniforms will be worn at all Courts of Honor, Scoutmaster Conferences, Boards of Review, when addressing the Troop Committee, the last Troop meeting of each month, and at the request of the Scoutmaster or one of the Assistant Scoutmaster(s).

Class "A" Uniform

The BSA Class A Uniform consists of:

- BSA uniform shirt (long or short sleeve) - The uniform shirt is to have all required patches as well as the Scout's current rank, and green epaulets;
- BSA long pants or shorts with Scout socks;
- BSA belt;
- Troop 436 neckerchief and BSA slide or a handmade slide that is directly related to scouting.
- See *Boy Scout Uniform* doc posted on the Troop website.



Class “B” Uniform

Class B uniforms are worn at all troop meetings (with the exception of the last meeting of each month when Class A uniform is worn), troop wide service projects and at the request of the Scoutmaster and/or Assistant Scoutmaster(s). Class B uniforms consist of navy blue Troop 436 embroidered shirts – t-shirts, polo shirts, sweatshirts, etc. Class B uniform orders are placed twice a year, in the Fall and again in the Spring. The *Class B Uniform Order Form* can be found on the Troop website.

Equipment

For Scouts bridging over from Cub Scouts, Troop 436 provides as part of the fee to join, a winter hat, green epaulets for the uniform, a neckerchief and slide, Class B uniform t-shirt, and "436" numerals for the uniform.

Basic equipment considerations for new scouts (Troop 436 already has tents, cooking equipment etc.):

- **Sleeping bag**; summer bag rated at 40 degrees, winter bag rated at 0 degrees along with a foam sleeping pad;
- Comfortable **hiking boots** which should be worn for several weeks prior to an outing. New boots = blisters;
- **Mess Kit** – The traditional aluminum mess kits you may remember from your youth do NOT hold up. Consider making your own mess kit of plate, bowl, cup, knife, fork, spoon – or picking up a plastic mess kit in a mesh carry bag available at Ramsey Outdoor in Ledgewood, Wal-Mart, or the Scout Shop at Patriot’s Path Council HQ in Cedar Knolls.
- **Class A Uniform** – Scout shirt, belt, pants OR shorts/socks. Troop 436 has a limited supply of "hand me down" uniforms for anyone who wants them. Uniforms are available at Ramsey Outdoor in Ledgewood or at the Scout Shop at Patriot’s Path Council HQ in Cedar Knolls;
- **Rain Poncho**;
- **Flashlight** (recommend LED headlamps).

WalMart is great place to buy starter equipment. As with anything, you get what you pay for. As your Scout gets older, consider Ramsey Outdoor in Ledgewood, Campmor in Ramsey, or any other outdoor/camping retailer for your purchases. Additionally, Troop 436 gets a steep discount off at [Alps Mountaineering](#). You can obtain the latest price list for Alps by logging in and going to the *All Members* section. Also, see the *Camping Checklist* doc posted on the Troop website.

Fees

Membership Fees

Are there membership fees? – BSA registration fees will be charged to youth and adult leadership prior to the charter coming due each year (Jan.1-Dec.31). These fees go directly to national BSA headquarters and do not in any way directly support the Troop 436 operational budget. Fees for the upcoming calendar year will be collected beginning October 1 with all payments being due no later than December 15.

Other Fees

Are there other fees? – Camping costs will be incurred by the Scout. A nominal fee will be charged for food and any fee-based activities. The Troop takes care of the cabin and/or campsite fees. Additional fees will be levied as needed. All outing fees will be paid by the deadline posted by the Activities Coordinator. In addition, all permission slips, waivers, registrations, and medical forms will be turned in by the deadline posted by the activities coordinator.

Scout Account Program

Purpose – No Scout should be left behind because of their family's financial circumstances. Troop 436 has established the *Scout Account Program* to offer Scouts the opportunity to earn money to be used for any Scouting activity and lessen the families financial burden from Scouting. Scout Accounts serve as a means for Scouts to earn their way in Scouting by participating in the Troop's designated Fundraising programs to fund any Scout activity including overnights, summer camp, High Adventure trips, even annual dues!

Individual Youth accounts teach Scouts to be Thrifty as they save for their future in Scouting. Scouts learn personal management, not by lectures, but through life experience. Individual accounts are bookkeeping accounts, not separate bank accounts.

“Paying your own way is a fundamental principal of the BSA. Young people in Scouting are taught early on that if they want something, they need to earn it. The finance plan of any unit should include participation by the Scouts” – BSA

Benefit of Individual Scout Accounts

- Scouts learn self-reliance – success comes from your own hard work;
- Encourages greater participation in fundraising activities;
- Scouts learn to plan for financial goals such as summer camp;
- Scouts learn life skills of personal management through life experience;
- Provides opportunities to reduce financial burden on families for any Scout activity such as summer camp and High Adventure trips.

Get Started

Each Scout that joins Troop 436 automatically gets a Scout Account and will have at least three opportunities throughout the Scout year to participate in fundraising programs where 100% of the proceeds get credited to their account:

- Mid-September to mid-October – programs vary
- March to mid-April – annual flower sale
- Late April to mid-June – programs vary

Scout Account funds can be used for any Scouting activity either Troop sponsored or otherwise. Any money left in a Scout Account when he leaves Scouting will revert to the Troop's general fund.

For more information, see the *Scout Account Program* doc posted on the Troop website.

Financial Assistance

Is there any form of financial assistance? – Yes, especially for Summer Camp. See the scoutmaster for details and ask about the Campership Program.

Level of Participation

What is the level of commitment expected of the Scout?

We ask that each Scout attend the majority of weekly meetings and monthly overnights. Like sports teams, scouting takes a commitment.

- Scouts need to have at least 70% attendance at Troop meetings and 50% attendance for overnights. Acceptable excuses for missing events are illness, schoolwork, or religious functions.
- The Troop holds four fundraisers per year. Full participation in the annual wreath sale and is mandatory for every scout. The other three fundraisers are for the express purpose of funding individual Scout Accounts and are optional.
- If you are going to miss multiple meetings, a courtesy phone call or email should be sent to the scoutmaster at scoutmaster@troop436.org.
- In the event that a meeting is missed, it is the Scout's responsibility to find out what information was missed. Call someone in the same patrol, or as a last resort, seek out an adult leader.
- Two required activities per year – wreath sale and Courts of Honor (3x/year).

What is the level of participation of the Parents?

There are some things that your Scout cannot do without help. Be supportive! Parent/guardian assistance is needed:

- Reinforce the ideals of the Scout Oath, Law, Motto, and Slogan in Scout's everyday life;
- Help select camping gear;
- Transportation – help Scout get to Troop meetings and other functions;
- Prepare for summer camp;
- Be involved in the Troop, take on an adult position or volunteer as needed;
- When your son accepts a position of responsibility, encourage him to fulfill his obligations;
- Answer Scout's questions with..." Did you ask your Patrol Leader?";
- The boys have nothing to run if there is no parent/guardian support – they lack the life experience adults have. They need our help to coach them and guide them – NOT micro manage. If a Scout is trained and capable let HIM do it. If not, train him & then LET HIM do it;
- Scouts are more likely to succeed and stay in the program long term if they have a parent/guardian involved;
- Scouting is a family activity and all adults should be active in supporting the Troop.

Advancing Through the Ranks

The advancement program for Boy Scouts is symbolized by the earning of seven badges, six of which are considered **ranks**. The [advancement program](#) is often considered to be divided into two phases. The first phase from joining to First Class is designed to teach the boy [Scoutcraft](#) skills, how to participate in a group and to learn self-reliance. The Scout badge is awarded when the Scout

demonstrates a rudimentary knowledge of the Scouting ideals and program. Tenderfoot, Second Class, and First Class have progressively harder requirements in the areas of Scoutcraft, physical fitness, citizenship, personal growth and [Scout Spirit](#).

Although Eagle is the highest rank, the number of Scouts achieving First Class within one year of joining is still one of the key measures of unit effectiveness. Studies have shown that if a Scout achieves First Class within a year of joining, he typically stays in the Scout program for at least three years. Scouts who do so are more likely to retain Scout values as an adult and achieve the BSA primary mission of "producing useful citizens".

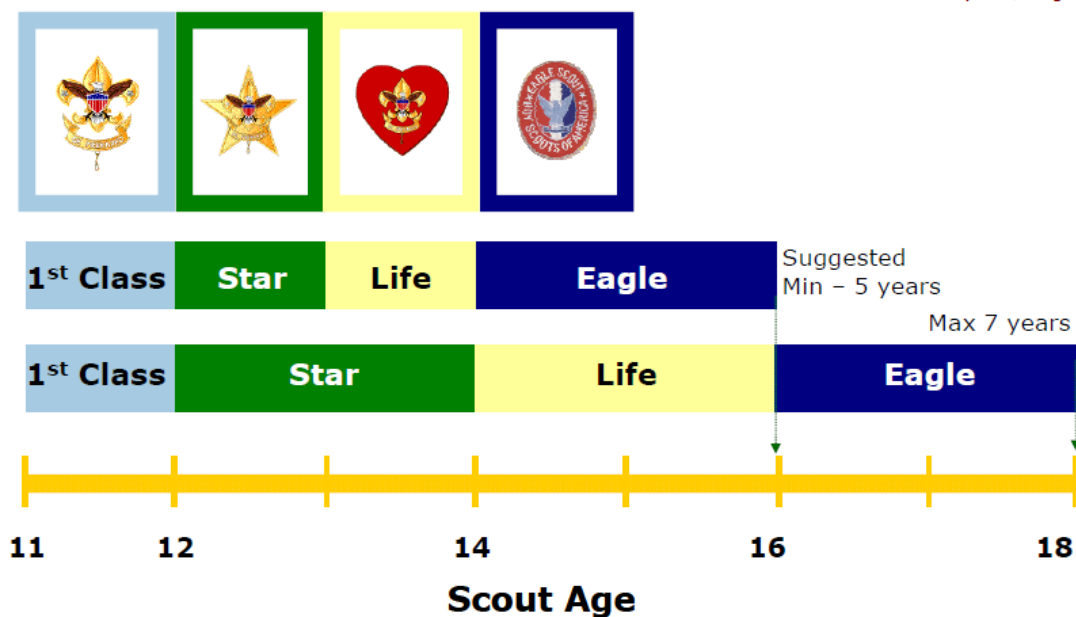
The second phase is the "honor ranks" of Star, Life, and Eagle, designed to develop leadership skills and allow the Scout to explore potential vocations and avocations through the [merit badge](#) program. The Star and Life ranks require that the boy serve in a position of responsibility (see *Leadership Positions* doc posted on the Troop website) and perform community service. Except for Scout rank, all ranks as well as Eagle Palms require that the candidate pass a Scoutmaster Conference and a Board of Review.

Requirements for scout rank advancement can be found in the Boy Scout Handbook on or the internet at <http://www.scouting.org/Home/BoyScouts/AdvancementandAwards.aspx> Scouts should bring the handbook to all Wednesday meetings and campouts so specific requirements can be signed off. The individual scout is responsible for taking the initiative to complete the various rank requirements. Tenderfoot to 1st Class rank advancement can be achieved in a 12 to 18-month time frame. Going on campouts and also Summer Camp helps a scout's rank progression. Scouts can work on multiple rank requirements at the same time for Tenderfoot, Second Class, and First Class ranks. For Star, Life, and Eagle ranks, Scout must work on only requirements for each of those ranks before beginning requirements for the following rank. Further information regarding rank advancement can be found on the *BSA Rank Requirements* document posted on the Troop website.

Timeline to Eagle



Troop 436, Long Valley, NJ



Who is available to help? – Unlike Cub Scouts, youth are fully responsible for their plan and pace as it relates to rank advancement. Initially upon bridging over into the Troop, new Scouts will be placed in a “New Scout Patrol” with a youth *Troop Guide* serving as *Patrol Leader* for their first four months in the Troop. This “basic training” phase ends at the Troop year-end picnic at which time all new Scouts get divided up amongst the existing Patrols. At that point, they will have a new resource in their new *Patrol Leader* in addition to the *Troop Guide*, who will continue to work with them to get to the First Class rank by the one-year anniversary. In addition, senior boys that have achieved the ranks of Star, Life or Eagle, as well as the Scoutmaster and assistants are available to help with rank advancement.

Who may sign off on requirements in the BSA Scout Handbook? – Only active Troop 436 registered youth with the rank of Star Scout or above may sign off requirements in another Scout’s BSA handbook as may the Scout’s Patrol Leader.

The following requirements may only be signed off by the Scoutmaster or an Assistant Scoutmaster(s):

- Demonstrate the scout spirit by living the Scout Oath and Law in your everyday life. Be active in your Troop or patrol for the required time for the specific rank. Complete a Scoutmaster conference.
- The satisfactory completion of the above mentioned requirements will be based on the fulfillment of attendance requirements and personal conduct of the scout while attending troop meetings, outdoor activities, formal scout ceremonies and fundraisers.

What is a Scoutmaster Conference? – The Scoutmaster conference is a meeting between the Scoutmaster and the Scout, and is a requirement for each rank. The Scoutmaster reviews the Scout’s progress and ensures all requirements have been met. The Scout is expected to show how he has

grown in his understanding of the Scouting ideals, including the [Scout Oath](#) and the [Scout Law](#), and how he has applied those ideals. The Scoutmaster will also discuss the next steps in advancement and encourages the Scout to advance.

What is a Board of Review? – Following a successful Scoutmaster Conference, a Scout must schedule a Board of Review. The purpose of a Board of Review is:

- To make sure the Scout has completed the requirements for the rank;
- To see how good an experience the Scout is having in the Troop;
- To encourage the Scout to progress further.

Additionally, the Board of Review provides "quality control" on advancement within the Troop, it provides an opportunity for the Scout to develop and practice those skills needed in an interview situation, and it is an opportunity for the Scout to review his accomplishments and to open up about his experience in the Troop. The Board of Review is NOT a retest; the Scout has already been tested on the skills and activities required for the rank. However, the chairman of the Board of Review should ensure that all the requirements have been "signed off" in the Scout's handbook. Additionally, the chairman should ensure that leadership and merit badge records are consistent with the requirements for the rank. The Board of Review is an opportunity to review of the Scout's attitudes, accomplishments and his acceptance of Scouting's ideals. See the *Board of Review Process* doc posted on the Troop website for more information.

What comprises a Board of Review? – For all ranks (except Eagle) and Eagle palms, the Board of Review consists of three to six members of the Troop Committee. Parents may also participate as long as there is at least one registered Committee member present. The Troop Advancement Coordinator typically acts as the chairperson of the Board of Review. Relatives or guardians may not serve as members of their own Scout's Board of Review, but may participate in others. The Scoutmaster and Assistant Scoutmasters should not participate in a Board of Review.

For the rank of Eagle, the Board of Review consists of three to six members drawn from Scouting and the community. At least one member of the District Advancement Committee must be a member of the Board of Review for Eagle, and may serve as chairperson of the Board of Review. Troop leaders from the Scout's Troop, relatives, or guardians may not serve as members of a Scout's Board of Review for Eagle. A Board of Review for Eagle may contain members of the community who are not registered Scouters (adult volunteers); however, they should be knowledgeable of the principles of Scouting. For example, a representative from a chartering organization, an adult Eagle Scout (even if not currently registered), or a religious leader are frequently asked to assist with an Eagle Board of Review. The Scout may request an individual to be a member of his Board of Review.

Boards of Review shall be requested of the Advancement Coordinator by the Scout. The request should be at least 1 week in advance to ensure that there are sufficient committee members on hand to complete the boards of review in the order they were requested. Scoutmaster Conferences cannot take place on the same date as the Board of Review. Last minute requests may or may not be granted. Scouts should not wait to the last meeting prior to a Court of Honor to request a Board of Review. The Advancement Coordinator reserves the right to postpone any Board of review for:

- Improper/incomplete uniform;

- Discrepancies in the signing off of rank advancement requirements.

What are Merit badges? – There are over [130 different Merit Badges](#) that a Scout can pursue. The Scout should obtain an "Application for Merit Badge" aka a blue card from the Scoutmaster before work is started on any Merit Badge. For more information, see the *Merit Badge Procedure*, *Merit Badge Blue Cards*, and *Merit Badge Workbooks* docs posted on the Troop website.

Service Hours

In order to serve our community, participation in service projects is strongly encouraged for all Scouts. It is something that should be done on a consistent basis and should become part of one's daily life.

Any suggestions for service projects should be forwarded by any Scout, leader or parent/guardian to the Troop Community Service Coordinator. Scouts completing service hours, whether for rank advancement or not, need to fill out and submit a *Community Service Hours* (posted on the Troop website) form to the Community Service Coordinator in order to receive credit for any hours of service. Troop 436 leadership reserves the right to approve or disapprove any proposed service project at any time due to the unavailability of "two deep" leadership that Youth Protection trained.

Overnights

Overnight Costs – Incurred by the Scout. A nominal fee will be charged for food and any fee-based activities. The Troop takes care of the cabin and/or campsite fees. Additional fees will be levied as needed. All outing fees will be paid by the deadline posted by the Activities Coordinator. In addition, all permission slips, waivers, registrations, and medical forms will be turned in by the deadline posted by the activities coordinator.

Parents Welcome – Parents/guardians are welcome as visitors at outdoor activities but should remember that BSA is a youth-led organization. Boys are on the outings to work on rank advancement and hone leadership skills. Parents/guardians must give Scouts reasonable leeway to develop these skills on their own, or amongst themselves. If, as a visitor, you observe something that you do not understand or are uncomfortable with, you should immediately bring your inquiry to the attention of the Scoutmaster or one of the Assistant Scoutmasters. See the *What Adults Do on Overnights* doc posted on the Troop website.

Types of Outings

- Weekend Overnights;
- Summer Camp;
- Annual Regional and/or National High Adventure Trips;
- Day Trips.

Typical Overnight

Adults are welcome and a minimum are required for transportation, safety, and leadership needs.

- Adults are there to observe safety issues.

- Adults are there to ask questions that make the boys think.
- Adults are NOT there to “do for the boys”.
- Adults are there to provide guidance.
- Minimum cost for a basic overnight: \$20
- Overnights with excursions will add to the cost i.e. rafting, skiing, camporees, etc.
- Adults are asked to help organize/participate in at least 1 annual overnight.

Summer Camp

Location:	Varies – voted on by Troop each year.
Duration:	7 Days, 6 nights (Sun-Sat), usually in July.
Scout age / rank requirement:	None. All registered Boy Scouts are eligible. Rank is not a factor.
Cost:	Approximately \$400. This cost can be reduced significantly by the individual Scout's efforts with Scout Account fundraising program.

- Scouts generally earn 2-6 merit badges.
- First year Scouts participate in the **First Class Adventure** (FCA) program or similar, a proven and fun introduction to outdoor skills. Work done in FCA can be used to earn requirements for Scout, Tenderfoot, Second Class and First Class rank. In addition to FCA, first year Scouts strongly encouraged to take Swimming merit badge.
- Scouts bring a large, sealable plastic trunk or traditional footlocker for belongings. Backpacks are not needed unless taking a merit badge (like camping) that requires one at camp.
- Scouts sleep on folding cots in 2 man, canvas tents on wooden platforms.
- See the *Benefits of Summer Camp* doc posted on the Troop website.

Troop Committee

What is the Troop Committee? – The Troop Committee's primary responsibilities are supporting the Scoutmaster in delivering a quality troop program and handling troop administration. Meetings are held on the first non-holiday Monday of each month. Any parent/guardian can always attend committee meetings without having to join the committee. Only registered members of the committee will be able to participate in any voting.

Use of Cell Phones/Electronic Devices

The use of cell phones and other electronic devices while at all Troop 436 Functions are at the discretion of the SPL and adult leadership and is only permitted once a Scout has successfully completed the *BSA Cyber Chip* course designed to promote Internet safety. The exception to this policy is at summer camp, where no electronics of any kind are permitted.

Youth Protection

Barriers to Abuse within Scouting

The BSA has adopted the following policies to provide additional security for our members. These policies are primarily for the protection of our youth members; however, they also serve to protect our adult leaders from false accusations of abuse.

- **Two-deep leadership.** Two registered adult leaders or one registered leader and a parent of a participant, or other adult, one of whom must be 21 years of age or older, are required on all trips and outings.
- **No one-on-one contact.** One-on-one contact between adults and youth members is not permitted. In situations that require personal conferences, such as a Scoutmaster's conference, the meeting is to be conducted in view of other adults and youths.
- **Respect of privacy.** Adult leaders must respect the privacy of youth members in situations such as changing clothes and taking showers at camp, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.
- **Separate accommodations.** When camping, no youth is permitted to sleep in the tent of an adult other than his own parent or guardian.
- **Proper preparation for high-adventure activities.** Activities with elements of risk are never undertaken without proper preparation, equipment, clothing, supervision, and safety measures.
- **No secret organizations.** The Boy Scouts of America 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.
- **Appropriate attire.** Proper clothing for activities is required.
- **Constructive discipline.** Discipline used in Scouting should be constructive and reflect Scouting's values. Corporal punishment is never permitted.
- **Hazing prohibited.** Physical hazing and initiations are prohibited and may not be included as part of any Scouting activity.
- **Junior leader training and supervision.** Adult leaders must monitor and guide the leadership techniques used by junior leaders and ensure that BSA policies are followed.
- **Member responsibilities.** All members of the Boy Scouts of America are expected to conduct themselves in accordance with the principles set forth in the Scout Oath and Law. Physical violence, hazing, bullying, theft, verbal insults, drugs, and alcohol have no place in the Scouting program and may result in the revocation of a Scout's membership in the troop.
- **Unit responsibilities.** Adult leaders are responsible for monitoring the behavior of youth members and interceding when necessary. Parents of youth members who misbehave will be informed and asked for assistance in dealing with it.

The "three R's" of Youth Protection

The "three R's" of Youth Protection convey a simple message to youth members:

- **Recognize** situations that place you at risk of being molested, how child molesters operate, and that anyone could be a molester;
- **Resist** unwanted and inappropriate attention. Resistance will stop most attempts at molestation;
- **Report** attempted or actual molestation to a parent or other trusted adult. This prevents further abuse and helps to protect other children. Let the Scout know he or she will not be blamed for what occurred.

How Can Parents/Guardians Help Troop 436 Help Your Son(s)

- ❖ Go on a campout;
- ❖ Help with Fund Raising;
- ❖ Help recruit Webelos to the Troop;
- ❖ Refer any parent or boy to the Troop, even if he has no experience with Cub Scouts;
- ❖ Organize an event or a campout;
- ❖ Participate in a Board of Review;
- ❖ Participate in an Eagle Scout Board of Review;
- ❖ Help an Eagle Scout with his Eagle Service Project;
- ❖ Become a Trained Scout Leader (see *BSA Leader Training* doc posted on Troop website);
- ❖ Participate in the Wreath Assembly for Troop's annual December Wreath fundraiser sale;
- ❖ Be a Merit Badge Counselor (see *Be a Merit Badge Counselor* doc posted on Troop website);
- ❖ Encourage scouts to earn merit badges and progress in rank;
- ❖ Recognize and complement older scouts that you see displaying good leadership skills, especially when working with or teaching younger scouts.