

# Troop 680

## Valley Park, MO

### Parent & Scout Guide

- Forms
- Advancement Guide
- Resources





## Table of Contents

Chapter	Page
• Introduction	1
• Troop Philosophy	2
• Membership	3
* Eligibility	3
* Time & Place of Meetings	3
* Attendance	4
* Uniforms	4
* Initial Uniform and Equipment Requirements	4
* Dues	5
* Fundraising	7
* Conduct	7
* Classes of Uniform	8
* Troop Camping Equipment	10
* Personal Equipment	10
- Scout Handbook	10
- Personal Camping & Hiking Gear	10
- Biking Helmets	10
- Cots	11
- Knives	11
- Radio & Electronic Equipment	11
- Damage to Personal Equipment of Others	11
* Patrol Method	11
* Scout Leadership Positions	12
- Senior Patrol leader (SPL)	12
- Patrol Leader	12
- Assistant Senior Patrol leader	13
- other troop positions	13

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Chapter	Page
<b>• Troop Information</b>	<b>15</b>
* Website	15
* E-Mail	16
* Forms	17
- Individual History/transfer Report	17
- Scout Personal Data Collection Form	21
- Adult Personal Data Collection Form	23
<b>• First Class in First Year</b>	<b>25</b>
- First-Year Scouts	25
- Advancement	25
- Rank Advancement	26
- Merit Badges	26
- Boards of Review	27
- Beyond First Class Advancement	27
- Eagle Rank	27
<b>• Campouts</b>	<b>29</b>
* Camping & Other Activities	29
* Event Chairperson Duties	29
* Medical Release Form	29
* Disruptive Behavior	30
* Missouri Hunter Safety Course	31
* Troop High Adventure	31
* Order of the Arrow	31
* Parental Participation	31
* Tobacco, Alcohol & Drug Usage	32
<b>• Adult Leader Positions &amp; Required Training</b>	<b>32</b>
<b>• Resources</b>	<b>34</b>



## **Introduction**

Welcome! All of us in Troop 680 welcome you to the troop and wish that your stay with us will be as enjoyable as it is rewarding. We are proud of our troop, the boys that make it up, and the leadership that guides us through the passage of boys into men.

We have prepared this guide book to assist you in getting to know us and to reduce the confusion of joining a new troop. It contains the necessary forms, worksheets and information required to participate in the troop fully. We will from time-to-time provide updated materials for the book.

Please keep this book in a safe location. However, if you ever need to locate current materials, or replacement pages for this book, it is available in its entirety on the troop website located at:

[www.bsatroop680.org](http://www.bsatroop680.org)



## Troop Philosophy

- Mission Statement
  - The Adult Leaders of Troop 680 believe in the ideals of the Boy Scout of America program and commit to implementing a Scouting program that enables each boy to reach his potential as he prepares to enter his teenage and young adult years.
- Objectives
  - High Quality Scouting Experience for Scouts and their Parents
  - A Scouting program that maintains the scouting ideals but also reflects the values of Sacred Heart Parish and the families and leaders of the Troop
  - Sustainability of the troop through the efforts of each scout and family by passing on to those who come after us, a financially stable, operationally effective and fun Scout program.
    - Parental involvement: In order to insure the troop continues to operate at its current level and to bring it to higher levels, the troop must have at least one parent of each Scout volunteer to assist the Adult Leadership in conducting ongoing troop activities. This can / should happen at 2 levels
      - Level 1 each parent volunteer to attend and or help with as many outings as possible, this allows the troop to more effectively utilize the BSA trained leaders.
      - Level 2 have at least 2 parents from each new scout class become a part of the operational team for the troop. This means, 2 parents from each class who are able to volunteer & commit enough of their time to insure the troop continues beyond its current leadership.
        - Commit to assume roles that are part of the daily / weekly operations team, Scoutmaster, Event coordinator, Advancement Chairman, Committee Chair, etc
        - Complete GSLAC / BSA Adult Leader training

# Membership

## **Eligibility**

Any boy who has completed the 5th grade or is 11 years old or who has earned the Arrow of Light award but is under the age of 18, may join Boy Scout Troop 680 with the approval of the Scoutmaster. Troop 680 is open to boys of any race, color or religious creed; he may live anywhere in the Greater St. Louis Area Council so long as he makes arrangements to participate in our meetings and activities.

The Troop will be limited to a workable size agreeable to the Scoutmaster and the Committee. Preference will be given to members of Cub Pack 680 over transfers from other troops, packs or new Scouts.

## **Time & Place of Meetings**

Troop meetings are held at Sacred Heart School, classrooms 104 and 105 each Thursday night during the school year unless the school is closed due to inclement weather, holidays, etc. .

Other exceptions will be identified on the Troop Activity Calendar (see [www.bsatroop680.org](http://www.bsatroop680.org) for current calendar). Meeting time is from 7:00 PM to 8:00 PM. Please plan to arrive between 6:50 PM and 7:00PM. Be at the meeting site promptly at 8:00 PM for pick-up.

## **Attendance**

Troop 680 has an obligation to fulfill the Boy Scouts of America's goal, which is to develop responsible young leaders. To become the complete individual, the Scout must participate in the entire Troop program. The Scout's participation will impact his rank advancement eligibility, his right to participate in troop activities and consideration for appointive or elective leadership positions.

The Scout is required to call his Patrol Leader if he is unable to attend a Troop meeting or activity. The Patrol Leader should report a Scout's absence to the Troop Scribe. Attendance issues will be addressed at the PLC meetings.

## **Uniforms**

The Boy Scouts of America encourage all Scouts to be proud of their uniform and to wear a complete uniform to all Scout functions. We encourage you to secure a complete uniform for your son as soon as possible. Uniforms and insignia can be purchased at the Scout Shop (4568 W. Pine) and the Scout Outlet Store (11481 Page Service Road)<sup>1</sup>.

Troop 680 T-shirts and hats can be purchased at a nominal cost from the Troop

## **Initial Uniform and Equipment Requirements**

As the Scout crosses over from Cubscouts, the Pack purchases his epaulettes, and the troop Scoutmaster awards them to him at Crossover. It is the responsibility of the Scout to provide the following basic uniform and equipment items:

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<sup>1</sup> **Hint:** Soak and dry all uniform patches before sewing them onto the uniform. Sew troop numerals together before sewing them onto the uniform. Also, label all items of clothing clearly (shirts, socks, neckerchiefs, etc.) with your son's name and "Troop 680" (Suggestion: Johnny Smith T680).

- Uniform
  - Class A
    - Dress Shirt
    - Shorts or long pants
    - Belt
    - Neckerchief and slide
    - Socks
    - Merit badge sash
- The Boy Scout Handbook
- Notebook and Pencil
- A place at home to keep Scout materials and equipment

## **Dues**

**The current dues for the Scouting year of December 2005 through 2006 are \$120 per Scout. This includes payment for the following:**

- Dues that the troop pays per Scout to the Boy Scout Council.
- Cost for patches and awards to the Scout.
- Subscription to Boys Life Magazine
- Entrance fees associated with Scout Council activities, such as Camporees.
- CPR Red Card Certification training from the local Fire Department
- Red Cross First Aid Training held at Red Cross facilities
- Wilderness First Aid Training Class when we can coordinate it.
- Entrance fees to activities such as Electronics Campout, Rock Climbing, Rappelling, (where the troop pays to use the facilities and rent equipment)
- Enrollment fees to Junior Leader Training Camp, which is a requirement for Scouts to attend prior to being eligible to serve as Senior Patrol Leader.
- Equipment Renewal Program, which replaces troop equipment (tents, rain fly, Patrol cooking boxes, and associated supplies) as it gets old and no longer useable.

**The current dues for the 2005-2006 Scouting season for the adults is \$120. This fee includes:**

- Enrollment fee for Basic Adult Leader Training
- Dues that the Troop pays the council per Adult Leader
- Subscription to Scouting Magazine
- Entrance fees associated with Scout Council activities, such as Camporees.

- CPR Red Card Certification training from the local Fire Department
- Red Cross First Aid Training held at Red Cross facilities
- Wilderness First Aid Training Class when we can coordinate it.
- Entrance fees to activities such as Electronics Campout, Rock Climbing, Rappeling, (where the troop pays to use the facilities and rent equipment)
- Equipment Renewal Program, which replaces troop equipment (tents, rain fly, Patrol cooking boxes, and associated supplies) as it gets old and no longer useable.

The annual dues do not include food on outings, which is \$12 per Scout and/or Scouter per weekend event.

It does not include cost for uniform items, or Scout books.

### **Who needs to pay?**

#### **Scouts:**

Any Scout wishing to be a part of the troop for the current year.

#### **Adults:**

Adults that agree to help by attending outings, or help by filling some sort of leadership role are not necessarily required to pay the dues. The only adults that are required are adults that help on a regular basis. These regular leaders need to have BSA Adult Leader Training, so dues include those associated fees. Also included are payment for entrance into other Leader Training opportunities, such as Red Cross Training and Wilderness First Aid Training. Only paying adults have voting rights that decide policies of the troop.

#### **Payment Schedule:**

Dues for currently enrolled Scouts are due in mid October, and will be billed by mail to the parent. These dues can be paid all at once, or can be divided into two separate payments. The first due in mid October, and the second payment due 30 days later.

#### **Scouts Crossing over from Cub Scouts:**

The Boy Scout troop and the Cub Scout Troop work hand in hand with each other. Cub parents have already paid for 12 months of Cub Scouting. By the time they cross over into Boy Scouts in February, they have only "used" 3 months of their Cub Scout dues. Pack 680 forwards the unused 9 months of dues to the Troop shortly after crossover.

Cub Scout dues are \$80 for the 2006 Scout year. Boy Scout dues are \$120. Parents of new crossover Scouts are responsible only for the difference of \$40. The unused portion from Cub Scouting is forwarded directly to the Troop by Cub Scout Pack 680 to make up the difference.

Scouts crossing over and coming to Troop 680 from Packs other than 680 are responsible for the normal dues of \$120 per Scout.

### **Refunds:**

The first year of Scouting is by far the most costly for the troop. This is the time that we expend the most energy helping the Scout achieve First Class Scout status. During this time, he is involved in more camping, more hiking, and more training, all of which costs the troop money.

If the Scout decides at some point in the Scout season that Scouting is not something he wants to continue, no refunds can be given.

### **Fundraising:**

Scouting fees cover a good portion of the overall troop expense. The remaining expenses are covered through fundraising and through individual billing e.g., summer camps and other “out of Town” outings. For example, to participate in this years Colorado summer camp, the cost per person is approximately \$500. The cost to attend the in council summer camp @ S-F is approximately \$200 per person.

Fundraising is coordinated by the troop fundraising chairman. It is expected that each scout participate in all fundraising events as these events raise a significant amount of operating cash for the year.

### **Conduct:**

A Scout is:

#### **TRUSTWORTHY**

A Scout tells the truth. He keeps his promises. Honesty is part of his code of conduct. People can depend on him.

#### **LOYAL**

A Scout is true to his family, Scout leaders, friends, fellow Scouts, school, and nation.

#### **HELPFUL**

A Scout is concerned about other people. He does things willingly for others without pay or reward.

#### **FRIENDLY**

A Scout is a friend to all. He is a brother to other Scouts. He seeks to understand others. He respects those with ideas and customs other than his own.

#### **COURTEOUS**

A Scout is polite to everyone regardless of age or position. He knows good manners make it easier for people to get along together.

#### **KIND**

A Scout understands there is strength in being gentle. He treats others as he wants to be treated. He does not hurt or kill harmless things without reason.

#### OBEDIENT

A Scout follows the rules of his family, school, and troop. He obeys the laws of his community and country. If he thinks these rules and laws are unfair, he tries to have them changed in an orderly manner rather than disobey them.

#### CHEERFUL

A Scout looks for the bright side of things. He cheerfully does tasks that come his way. He tries to make others happy.

#### THRIFTY

A Scout works to pay his way and to help others. He saves for unforeseen needs. He protects and conserves natural resources. He carefully uses time and property.

#### BRAVE

A Scout can face danger even if he is afraid. He has the courage to stand for what he thinks is right even if others laugh at or threaten him.

#### CLEAN

A Scout keeps his body and mind fit and clean. He goes around with those who believe in living by these same ideals. He helps keep his home and community clean.

#### REVERENT

A Scout is reverent toward God. He is faithful in his religious duties. He respects the beliefs of others.

Scouts are expected to conduct themselves in a respectful manner at all times. This means respectful of both themselves and others. If behavioral issues arise, the adult leadership will attempt to address or correct those issues immediately. If the issues are not able to be dealt with between the scout and troop leadership, the troop will ask the parent(s) to intervene. If no resolution found the scout may be asked to leave the troop.

### CLASSES OF UNIFORM

Proper uniform varies according to the event. The class of uniform for transportation during a Troop event will be specified on the activity sheet for that activity.

There will be a minimum of two uniform inspections per year, that will be conducted at Troop meetings or the Court of Honor.

**NOTE:** There are several ways to wear the shirt and neckerchief, couple suggested ways: with the collar out and the neckerchief under the collar or with the collar tucked in and the neckerchief over tucked in collar.

**CLASS A UNIFORM:** Scout shirt with or without Troop 680 neckerchief, Scout shorts or long pants with Scout web belt or other Scout leather belt and buckle, Scout socks & dark colored shoes. BSA hats are optional.

- Troop 680 hats or official BSA hat may be worn – no other headgear is allowed.
- BSA bolos are NOT part of the Class A uniform but can be worn anytime

During District Order of The Arrow events which require Class A uniform, the OA neckerchief may replace the Troop neckerchief. Class A or B uniform is worn to all Troop meetings, to / from BSA activities such as: Spring / Fall Camporee to Fall PACAO etc

- NOTE that hats are NOT worn at Courts of Honor.

Class A uniform may be required at other activities as specified.

**CLASS B UNIFORM:** Scout shirt with / without Troop 680 neckerchief or BSA oriented tee shirt, jeans or jean shorts with Scout web belt or other Scout leather belt and buckle. Hats are optional. Only Troop 680 hat or official BSA hats may be worn – no other headgear is allowed.

An official BSA bolo may be substituted for the Troop 680 neckerchief at weekly meetings.

Class C uniform may be required at other activities as specified.

**CLASS C UNIFORM:** Troop 680 T-shirt, jeans or jean shorts with Scout web belt or other Scout leather belt and buckle. Hats are optional.

Troop 680 hat, official BSA hat or any Scout-related hat may be worn, except as specified for the event.

ONLY Troop 680/official BSA hats can be worn for District and Council events.

Class C uniform is the daily uniform for many weekend and weeklong camps, except where Class A is scheduled.

**CLASS D UNIFORM:** Any clothing deemed appropriate for the weather or occasion, depending on the time of year. Any Scout-related hat, except as specified for the event, may be worn.

Only Troop 680/official BSA hats can be worn for District and Council events.

## **TROOP CAMPING EQUIPMENT**

Troop 680 maintains a Troop trailer which is equipped with all required Patrol gear for a camp-out (tents, dining flies, cooking grills, cooking kits and associated equipment, first aid kit, washtubs, patrol boxes, saws, fire buckets, etc.)

**A SCOUT/SCOUTER IS NOT PERMITTED TO OPERATE PRESSURIZED FUEL EQUIPMENT WITHOUT A 'TOASTED CHIT' CARD. ALL SCOUTS MUST BE SUPERVISED BY TRAINED ADULTS WHEN USING PRESSURIZED FUEL.**

**DAMAGE TO TROOP CAMPING EQUIPMENT:** In the event of significant accidental, willful, and/or negligent damage to Troop equipment by a Scout (s), it is the responsibility of the Scout(s) involved to report it to the Scoutmaster at the time of the incident. The Scoutmaster and adults will interview the Scouts at the event to determine their involvement. The parent(s) will be notified of the incident at that time. Those Scouts assigned the equipment will be held responsible unless it is determined that any such Scout(s) had no involvement in the incident.

The adult Quartermaster will coordinate the repair (unless it is determined that replacement is the only economic option) and those Scouts and parent(s) will be responsible for their share of the cost.

Those situations resulting in Scouts sharing in the cost of repairs/replacement will be reported at the next PLC meeting and Troop Parent's Committee meeting.

## **PERSONAL EQUIPMENT**

**SCOUT HANDBOOK:** Your son will need a Boy Scout Handbook immediately at all Troop events to record advancement. This and the uniform should be secured as soon as possible.

**PERSONAL CAMPING & HIKING GEAR:** Good hiking shoes are desirable, as many of the Scout programs involve outdoor hiking.

As your son gets ready to participate in overnight camping and backpacking, you will begin to hear requests for a sleeping bag, a backpack, mess kit, flashlight, compass, etc. All of these items are very desirable for a Scout to have and should be obtained if at all possible. In many cases (such as the backpack), however, it makes better sense to borrow them initially and eventually make them a part of your son's regular camping gear.

**BIKING HELMETS:** A helmet is required for biking activities. The cycling Scout must wear a properly sized and fitted helmet approved and labeled by either the Snell Memorial Foundation or the American National Standards Institute.

**COTS:** If a Scout chooses to provide a personal cot for camping events, the cot must have a bottom support rail in order to be used in the tents. Army-style cots are not acceptable without providing an additional support rail connecting the legs.

**KNIVES:** The Scout will need a folding knife with carrying case since it is used regularly for all outdoor activities. A Scout/Scouter is not permitted to carry or use a folding knife unless he has his "Totin' Chip" card with him.

NOTE: The only approved folding knife has a maximum blade length of 5". A locking blade is recommended.

- Fixed-blade sheath knives are NOT permitted.

**RADIOS & ELECTRONIC EQUIPMENT:** are strongly discouraged on all Scouting events. Exceptions to the rule are made on long distance driving trips in which case Game Boys and personal CD players are acceptable. If a Scout chooses to bring such equipment along, he must use earphones to operate the equipment. The equipment is the responsibility of the Scout and his parents and Troop 680 assumes no responsibility for such equipment.

**DAMAGE TO PERSONAL EQUIPMENT OF OTHERS:** In the event of significant accidental, willful, and/or negligent damage to personal equipment, the Scout with the damaged equipment must report the damage at the time of the incident to the Scoutmaster. The Scoutmaster and adults will interview the Scouts at the event to determine their involvement.

The Scout with the damaged equipment will have until the next Scout meeting, but no longer than 1 week, to discuss the issue with his parent(s) and then advise the Scoutmaster of their decision to notify the other parents of the incident or not. If not, the issue is dropped at that point.

If the other parents are to be notified, the same process will apply as discussed under TROOP CAMPING EQUIPMENT, where each Scout involved shares equally in the cost. The parent(s) with the damaged personal equipment will coordinate the repair (unless the involved parents agree that replacement is the only economic option) and those Scouts and parents will be responsible for their share of the cost.

Any unresolved dispute must be presented by the affected parents at the next Parent's Committee meeting.

## **PATROL METHOD**

The patrol method is the central concept of Scouting. Our Troop is divided into several patrols. Each patrol will have a patrol flag, patrol patch and patrol yell. Your son will be assigned to a patrol. Please help maintain your son's active participation in his patrol. Through the election

of patrol leader roles, each Scout has an excellent opportunity to develop his leadership potential.

A patrol can meet as a patrol during a Troop meeting or separate from the Troop meeting in its own patrol meeting place. Patrol meetings are made necessary by Troop programs or other patrol activity. Typical patrol activities include planning menus or activities or practicing for an event of competition.

## **SCOUT LEADERSHIP POSITIONS**

One of the key benefits of Scouting is providing leadership opportunities. Troop 680 strongly supports this concept and encourages each Scout to participate fully in these leadership positions, as discussed below.

Elections for the senior Patrol leader and Patrol Leaders will be held twice a year and will be announced on a flyer prior to the election. The Scoutmaster will announce a list of Scouts eligible for the elective offices and then meet with each qualified Scout to obtain his commitment to actively participate in Troop activities and determine his willingness to assume these leadership responsibilities.

**TROOP LEADERSHIP CORPS (TLC)** is made up of the Senior Patrol Leader, Assistant Senior Patrol Leader(s) and the Troop Guide(s).

The Troop offices, elected by members of Troop 680 are:

**Senior Patrol leader (SPL)** – Troop 680 requires that the SPL must be least 14 years old or a 1st Class Scout, must have completed Junior Leader Training Camp (JLTC) or have been a patrol leader beyond the first year of Scouting or Assistant Senior Patrol Leader or Troop Guide. The SPL is elected by secret ballot cast by the members of the Troop present at the election. He is elected in advance of the Patrol Leaders and will select his Assistant Senior Patrol Leader (s) prior to the Patrol Leader elections. This position is supported by the Scoutmaster.

**TERM OF OFFICE:** 6 mos.

**Patrol Leader (PL)** – (beyond the first year of Scouting) – Troop 680 requires that a PL must be a First Class Scout, must have completed JLTC or attend Troop Leader Training. The PL is elected by secret ballot cast by members of the patrol present at the election. If the PL does not attend the next JLTC, he will be relieved of his position and may not be a Patrol Leader until he attends JLTC.

The Patrol Leader appoints his Assistant Patrol Leader (APL), who also must be a first Class Scout.

**TERM OF OFFICE for PL and APL:** 6 mos.

The Troop offices, appointed by the Senior Patrol Leader, are:

**Assistant Senior Patrol Leader** – Troop 680 requires that the ASPL must be at least 14 years old or a 1<sup>st</sup> Class Scout, have completed JLTC or been a Patrol Leader beyond the first year of Scouting or been on JLTC staff as a Senior Patrol Leader or been on JLTC staff as a Troop Guide. This position is supported by the Assistant Scoutmasters for Weekly Meetings and Outdoor Activities.

**TERM OF OFFICE:** 6 mos.

The Troop offices, appointed by the Scoutmaster, are:

(Note: There maybe more than one scout appointed to a position at any given time)

**Troop Guide** – (assigned to First-Year Scouts) Troop 680 requires that the Scout in this position must be at least 14 years old or be a 1<sup>st</sup> Class Scout, have completed JLTC or have been a Patrol Leader beyond the first year or been on JLTC staff as a Senior Patrol Leader or been on JLTC staff as a Troop Guide. This position is supported by the Assistant Scoutmaster(s) for First-Year Scouts.

**TERM OF OFFICE:** 6 mos.

**Instructor** – This office is not active at this time.

**Scribe, Librarian & Historian** – Troop 680 requires that the Scouts in these positions must be a First Class Scout. These positions are supported by the Assistant Scoutmaster for Administration.

**TERM OF OFFICE:** 6 mos.

**Den Chief** – Troop 680 requires that the 1<sup>st</sup> Class Scout(s) in this position must (1) have joint approval of the Scoutmaster and Cubmaster, and (2) attend a Den Chief Conference for training prior to being assigned to a Den.

**TERM OF OFFICE:** One Year (Aug-July)

**Troop Quartermaster** – Troop 680 requires that the Scout in this position must be a 1<sup>st</sup> Class Scout. This position is supported by the adult Quartermaster.

**TERM OF OFFICE:** 6 mos.

**Chaplain Aide, Bugler & Scoutmaster-assigned positions** – Troop 680 requires that the Scouts in these positions must be First class Scouts.

**TERM OF OFFICE:** 6 mos.

**Junior Assistant Scoutmaster** – Not active at this time.

The Patrol Leader's Council ((PLC) includes the Senior Patrol Leader, Assistant Senior Patrol Leader(s) Troop Guide(s), Patrol Leaders and Troop Scribe. The PLC is the planning and

decision-making group for the Scouts. All Scouts should provide input for monthly Troop activities through these members.

The PLC meets once every month. It is required that all members of the PLC attend the monthly meetings in order to hold these leadership positions. In case of an emergency and the PLC member is unable to attend, Patrol Leaders should have their Assistant Patrol Leader attend. All other members of the PLC should call the SPL with meeting input.

**TO BRING ISSUES BEFORE THE PATROL LEADER'S COUNCIL**, the Scout must:

1. Request time at the next PLC meeting from the Senior Patrol Leader (SPL) to present the issue before the PLC.
2. Have the issue (proposition/complaint/issue) submitted in writing to the SPL two weeks prior to the PLC meeting.
3. The PLC has authority to modify all issues. If the person presenting the issue does not agree to the modifications, he has the right to withdraw the issue.



## **Troop Information**

One of the things the adult leadership of Troop 680 strives to perfect, is the flow of information to both the scouts as well as their parents. Given that not everybody interprets the information in the same manner, and that what is important to the scout is not necessarily what the parent needs. To this end, we provide a variety of avenues to provide both historical archives of troop related information, we also have venues for distributing current information on a timely fashion.

It should be noted that in order to reduce the problems inherent with poor communications, we need to have **both the parents and the scout participate in the acquisition and distribution of troop related information.**

### **Website:**

The troop maintains a presence on the World Wide Web with a website, which is located at [www.bsatroop680.org](http://www.bsatroop680.org). The contents of the website are broken down into three major sections:

- Public access: Information of interest to all scouts and to all parents on a world wide basis.

- Private access - Adult Level: Information that is available to only the parents of scouts in troop 680. Parents have full access to the website, and can view the advancement information on any scout if needed. A user id and password is provided to each parent who's son is in the troop.
- Private access – Scout Level: Information that is available to only the scouts in troop 680. Scouts have access to all of the private information on the website, but can only access their own advancement information. Each scout is provided a user id and password for access to this portion of the website.

## **E-Mail:**

Each scout is provided a troop e-mail account at no charge. Even if the scout has their own already existing e-mail account, it is recommended that they utilize the troop account for their troop communications. The rationale for this is two fold: (1) Only scout related e-mail is to be send/received via this email account. This account id is not shared with the outside world, thus limited the chances for inappropriate emails to be received by the scout. (2) The email account is accessible from any location, be it home, the library, school, or parents internet provider.

In order for the scout to take advantage of this troop email, the e-mail access form must be completed by the scout and their parent. It should also be noted that any parent that needs a troop e-mail account, can obtain one upon request. Upon receiving the completed e-mail access form, an instruction manual on using the email is provided. The web based version of the troop e-mail can be viewed at: [www.agbusinessmail.net:8383](http://www.agbusinessmail.net:8383)

Contact Information  
Merit Badge Counselors in Troop  
Maps to Scout Camps  
General Information & Forms  
Health Forms  
Insurance Forms  
Child Safety Video/CD/DVD

# Individual History/Transfer Report

Name: \_\_\_\_\_

## Scout

- 1. Age Requirement
- 2. Application Forms
- 3. Find a Troop
- 4. Pledge of Allegiance
- 5. Demo Scout Sign, etc
- 6. Demo Square Knot
- 7. Scout Oath, Law, etc
- 8. Describe Scout Badge
- 9. Pamphlet Exercises
- 10. Scoutmaster Conference

## Tenderfoot

- 1. Prepare to Camp
- 2. Camp and Pitch Tent
- 3. Prepare/Cook Meal \*
- 4a. Demo Whip/Fuse Rope
- 4b. Demo Hitch Knots
- 5. Explain Hiking Rules
- 6. Demo Flag Care
- 7. Scouting Principles
- 8. Patrol Knowledge
- 9. Explain Buddy System
- 10a. Physical Fitness Test
- 10b. Show Improvement
- 11. Identify Poison Plants
- 12a. Heimlich Maneuver
- 12b. Show First Aid
- 13. Scout Spirit
- 14. Scoutmaster Conference
- 15. Board of Review

## 2nd Class

- 1a. Map and Compass Use
- 1b. Map and Compass Hike
- 2a. Activity Requirement
- 2b. Select Camp Site
- 2c. Use of Knife/Saw/Axe
- 2d. Prepare Cook Fire
- 2e. Fire and Stove Safety \*
- 2f. Light Fire and Stove \*
- 2g. Cook Over Wood Fire \*
- 3. Flag Ceremony
- 4. Service Project
- 5. Identify Wild Animals
- 6a. Handle 'Hurry' Cases
- 6b. Make First Aid Kit
- 6c. Show First Aid
- 7a. Swimming Precautions
- 7b. Demo Swim Ability \*
- 7c. Demo Water Rescue \*
- 8. Drug/Alcohol Program
- 9. Scout Spirit

## 1st Class

- 1. Find Way w/o Compass
- 2. Orienteering Course
- 3. Activity Requirement
- 4a. Plan Patrol Menu \*
- 4b. Make Food List \*
- 4c. Cooking Utensils/Gear \*
- 4d. Safe Food Handling \*
- 4e. Serve As Patrol Cook
- 5. Visit Civic Leader
- 6. Identify Native Plants
- 7a. Discuss Lashings \*
- 7b. Demonstrate Lashings
- 7c. Make Camp Gadget
- 8a. Demo Rescue Knot
- 8b. Demo Bandages
- 8c. Moving The Injured
- 8d. Heart Attacks/CPR
- 9a. Safe Trip Afloat \*
- 9b. BSA Swimmer Test \*
- 9c. Demo Water Survival #
- 9d. Show Line Rescue \*
- 10. Scout Spirit
- 11. Scoutmaster Conference
- 12. Board Of Review

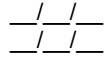
## Star

- Participation
- Scout Spirit
- \_\_\_\_\_ MB
- \_\_\_\_\_ MB
- \_\_\_\_\_ MB
- \_\_\_\_\_ MB
- \_\_\_\_\_ MB
- \_\_\_\_\_ MB
- Service Project
- Pos'n of Responsibility
- Scoutmaster Conference
- Board of Review

## Life

- Participation
- Scout Spirit
- \_\_\_\_\_ MB
- \_\_\_\_\_ MB
- \_\_\_\_\_ MB
- \_\_\_\_\_ MB
- \_\_\_\_\_ MB
- Service Project
- Pos'n of Responsibility
- Scoutmaster Conference
- Board of Review

- 10. Scoutmaster Conference
- 11. Board of Review



# Individual History/Transfer Report

<b>Eagle</b>				-	Scoutmaster Conference	___/___/___
-	Participation		___/___/___	-	Board of Review	___/___/___
-	Scout Spirit		___/___/___			
-	_____ MB		___/___/___	<b>Palm in Progress (_____ Palm)</b>		
-	_____ MB		___/___/___	-	Participation	___/___/___
-	_____ MB		___/___/___	-	Scout Spirit	___/___/___
-	_____ MB		___/___/___	-	_____ MB	___/___/___
-	_____ MB		___/___/___	-	_____ MB	___/___/___
-	_____ MB		___/___/___	-	_____ MB	___/___/___
-	_____ MB		___/___/___	-	_____ MB	___/___/___
-	_____ MB		___/___/___	-	Demo Leadership	___/___/___
-	_____ MB		___/___/___	-	Scoutmaster Conference	___/___/___
-	Pos'n of Responsibility		___/___/___	-	Board of Review	___/___/___
-	Eagle Project		___/___/___			

### Earned Palm List

_____	___/___/___	_____	___/___/___	_____	___/___/___	_____
___/___/___	_____	_____	___/___/___	_____	___/___/___	_____
_____	___/___/___	_____	___/___/___	_____	___/___/___	_____
___/___/___	_____	_____	___/___/___	_____	___/___/___	_____

### Additional Merit Badges

_____	___/___/___	_____	___/___/___	_____	___/___/___	_____
___/___/___	_____	_____	___/___/___	_____	___/___/___	_____
_____	___/___/___	_____	___/___/___	_____	___/___/___	_____
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___/___/___	_____	_____	___/___/___	_____	___/___/___	_____
_____	___/___/___	_____	___/___/___	_____	___/___/___	_____
___/___/___	_____	_____	___/___/___	_____	___/___/___	_____

### Activities/Order of the Arrow

<b>Nights Camping:</b>	_____	<b>OA Election:</b>	___/___/___	<b>Call Out:</b>	___/___/___
<b>Miles Hiking:</b>	_____	<b>Ordeal:</b>	___/___/___	<b>Brotherhood:</b>	___/___/___
<b>Service Hours:</b>	_____	<b>Vigil:</b>	___/___/___	<b>Vigil Name:</b>	_____
	_____				

# Individual History/Transfer Report

## Leadership History

_____	/// - ///	_____	/// - ///
_____	/// - ///	_____	/// - ///
_____	/// - ///	_____	/// - ///

## Training Courses

_____	///	_____	///
_____	///	_____	///
_____	///	_____	///

## Special Awards

_____	///	_____	///
_____	///	_____	///
_____	///	_____	///

# Scout Personal Data Collection Form

**Name:** \_\_\_\_\_ **Nickname:** \_\_\_\_\_  
**Sex:** M / F

**Address:** \_\_\_\_\_ **Mailing:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Phone(s) Home:** ( ) \_\_\_\_\_ **DOB:** \_\_/\_\_/\_\_ **SSN:** \_\_\_\_\_  
 \_\_\_\_\_: ( ) \_\_\_\_\_ **Grade:** \_\_\_\_\_  
 \_\_\_\_\_: ( ) \_\_\_\_\_ **School:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Joined Unit:** \_\_/\_\_/\_\_ **Cub Scout:** \_\_/\_\_/\_\_ - \_\_/\_\_/\_\_ **Highest Cub Badge:** \_\_\_\_\_ **Boys**  
**Life:** Y / N

**Health form on file:** Y / N  
**Emergency Contact:** \_\_\_\_\_ **Phone:** ( ) \_\_\_\_\_ **Class 1 Phys:** \_\_/\_\_/\_\_  
**Doctor:** \_\_\_\_\_ **Phone:** ( ) \_\_\_\_\_ **Class 2 Phys:** \_\_/\_\_/\_\_  
**Insurance:** \_\_\_\_\_ **Policy:** \_\_\_\_\_ **Class 3 Phys:** \_\_/\_\_/\_\_  
**Allergies:** \_\_\_\_\_  
**Other:** \_\_\_\_\_

<b>Prior Experience:</b>	<b>From</b>	<b>To</b>	<b>Level</b>	<b>Unit #</b>	<b>Council #</b>
	__/__/__	__/__/__	_____	_____	_____
	__/__/__	__/__/__	_____	_____	_____
	__/__/__	__/__/__	_____	_____	_____
	__/__/__	__/__/__	_____	_____	_____

**Father:** \_\_\_\_\_ **Mother:** \_\_\_\_\_  
**Guardian:** Y / N **Guardian:** Y / N

# Scout Personal Data Collection Form

Phone(s) Work: \_\_\_\_\_  
 : \_\_\_\_\_  
 : \_\_\_\_\_

Phone(s) Work: \_\_\_\_\_  
 : \_\_\_\_\_  
 : \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

SSN: \_\_\_\_\_  
 Drivers Lic: \_\_\_\_\_ ST: \_\_\_\_  
 Employer: \_\_\_\_\_  
 Occupation: \_\_\_\_\_

SSN: \_\_\_\_\_  
 Drivers Lic: \_\_\_\_\_ ST: \_\_\_\_  
 Employer: \_\_\_\_\_  
 Occupation: \_\_\_\_\_

Vehicle(s) (Year/Make/Model)	# Belts	Lic Plate	Insurance (in thousands)		
			Per Person	Per Accident	Property
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Remarks: \_\_\_\_\_

# Adult Personal Data Collection Form

Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Sex: M / F

Spouse: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mailing: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone(s) Home: ( ) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DOB: \_\_/\_\_/\_\_ SSN: \_\_\_\_\_  
Drivers Lic: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Occupation: \_\_\_\_\_

Email: \_\_\_\_\_

Joined Unit: \_\_/\_\_/\_\_ Highest Scout Rank: \_\_\_\_\_  
Became Leader: \_\_/\_\_/\_\_ Leader: Y / N Eagle Date: \_\_/\_\_/\_\_ Boys Life: Y / N

Health form on file: Y / N  
Emergency Contact: \_\_\_\_\_  
\_\_\_\_\_  
Doctor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Class 2 Phys: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ Class 3 Phys: \_\_\_\_\_  
Policy: \_\_\_\_\_

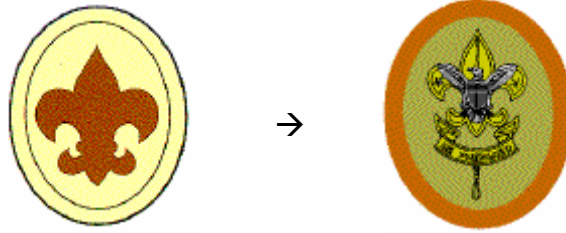
Insurance: \_\_\_\_\_  
Allergies: \_\_\_\_\_  
Other: \_\_\_\_\_

## Adult Personal Data Collection Form

Vehicle(s) (Year/Make/Model)	# Belts Property	Lic Plate	Insurance (in thousands)	
			Per Person	Per Accident
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Prior Service:	<u>From</u>	<u>To</u>	<u>Level</u>	<u>Unit #</u>	<u>Council #</u>
	_/_/_	_/_/_	_____	_____	_____
	_/_/_	_/_/_	_____	_____	_____
	_/_/_	_/_/_	_____	_____	_____
	_/_/_	_/_/_	_____	_____	_____

Remarks: \_\_\_\_\_



## First Class in First Year

### FIRST-YEAR SCOUTS

First-Year Scouts enter the Troop in February/March and stay together as a patrol(s) generally until the January Court of Honor, when they should have attained the rank of First Class. First-Year Scouts are under the guidance of the Troop Guide(s) and also the Assistant Scoutmaster(s) for First-Year Scouts.

The First-Year Scouts will elect an Assistant Patrol Leader(s) periodically. All members of the patrol should have an opportunity for one of this leadership position during their first year of Scouting. The First-Year Patrol Leader is a member of the PLC.

After the first meeting in February or March, First-Year Scouts will be assigned to existing patrols.

Below is the recommended timetable for advancement through the first year of Scouting:

<u>Rank</u>	<u>Month</u>
Scout	March
Tenderfoot	May
Second Class	September
First Class	January

### ADVANCEMENT

Troop 680 encourages and nurtures a timely rank advancement program for its Scouts. The Advancement Chairman tracks each Scout's progress. The Troop Advancement Program is under the direction of the Scoutmaster, Advancement Chairman and the PLC. It is the Scout's and his parents responsibility to complete rank requirements and merit badge work.

**RANK ADVANCEMENT:** To advance in rank, the scout must:

- 1) Review requirements with the Scoutmaster and or Advancement Chairman
- 2) Call and/or request a Scoutmaster's Conference and/or a Board of Review at least one week prior to the planned review. The troop tries to reserve the third Thursday of each month for these reviews. To schedule a Scoutmaster conference, call the Scoutmaster. For a Board of Review, contact the Senior Patrol Leader.

For both the Scoutmaster conference and the Board of Review, the Scout is required to present himself in the appropriate uniform (class B or better) for the activity and have his Boy Scout Handbook with him.

**MERIT BADGES:** In order to earn a merit badge, the Scout must:

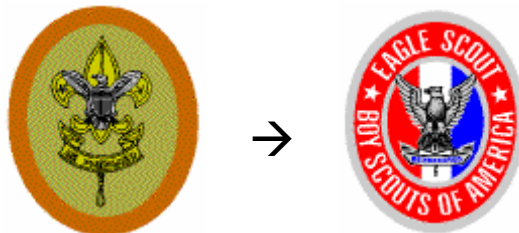
- 1) Consult the list of merit badges to decide on the area of interest.
- 2) Contact the Scoutmaster or Advancement Chairman for Administration for a list of Merit Badge Counselors.
- 3) Request a merit badge card from the Scoutmaster or Advancement Chairman for Administration and have the Scoutmaster sign the card.
- 4) Contact the Merit Badge Counselor to check on individual counselor's requirements before beginning work on a badge.
- 5) Complete all requirements.
- 6) Set up an appointment for review of the work with the Merit Badge Counselor. A Scout must have a "buddy" with him at each meeting with a merit badge counselor. A Scout's "buddy" could be another Scout, parent or guardian, brother or sister, relative or friend.
- 7) The Scout must present himself to the Merit Badge Counselor in CLASS A uniform or as directed by the Merit Badge Counselor, with merit badge book, merit badge card and completed requirements.
- 8) **After he Merit Badge Counselor has signed the merit badge card indicating completion of the merit badge, the Scout must take the card to the Scoutmaster or Advancement Chairman for his signature.**
- 9) Present the signed merit badge card to the Scoutmaster for Administration.

**VERY IMPORTANT:** Parents should keep all rank advancement cards and merit badge cards in a safe place. You might want to copy the cards and place the originals in another location (safe deposit box, etc.). The Greater St. Louis Area Council recognizes these cards as the official record of a Scout's rank advancement and merit badge work. These cards will be necessary when a Scout is applying for his Eagle rank. Effective beginning with the Court of Honor 3/16/06, the troop will keep a copy of merit badge cards. The originals will be given to the parent for permanent storage.

The Advancement Chairman for Administration will provide a “**Rank Advancement**” report for each Scout for his review every six months.

### **BOARDS OF REVIEW**

Troop 680 actively encourages parent participation in the Board of Review process. A Board of Review is scheduled on an as needed basis and generally consists of three to four “BSA GSLAC Trained leaders<sup>2</sup>” and or Scouts that have reached the rank of Life.



## **Beyond First Class Advancement**

After a scout has reached the rank of First Class, the road to advancement is through obtaining merit badges and showing leadership through troop leadership positions. Again for obtaining merit badges the following guidelines.

### **EAGLE RANK**

A Troop 680 Scout, ready to earn the rank of Eagle, must present himself before the Troop 680 Eagle Board of Review prior to his meeting with the District Eagle Board of Review. The members of the Troop 680 Eagle Board of Review are approved by the Troop Parents' Committee and include the Assistant Scoutmaster for Administration.

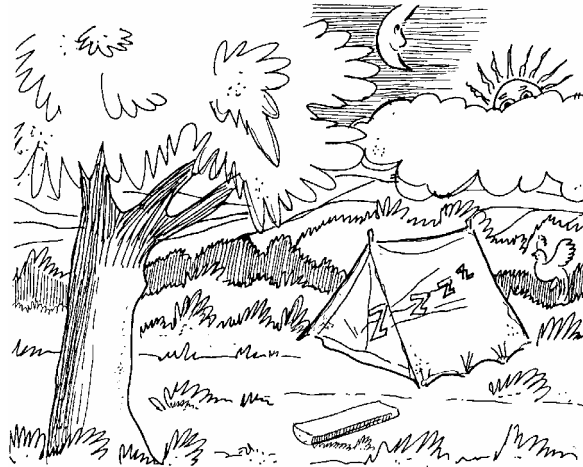
A Scout attains the rank of Eagle upon approval of the District Eagle Board of Review. The Troop will present the Eagle Scout with his Eagle Award package, the white neckerchief, his Eagle plaque and add his nameplate on the Troop 680 Plaque (all at the Troop's expense) at his Eagle Court of Honor. In addition, the Troop will allot up to \$50 for other items for each Scout's Eagle Court of Honor, to include such items as cake, mother's corsage napkins, program preparation, etc.

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<sup>2</sup> BSA - GSLAC Training consists of 1 Saturday and 1 weekend long program. This is generally offered twice per year.

Troop 680 strongly encourages that the Eagle Court of Honor be held in a timely manner after the Scout's successful completion of Scouting's highest rank.

The Scout may elect to either have his Eagle Court of Honor immediately following a regular Court of Honor or a time and day other than the regular Court of Honor.



## Campouts

### CAMPING AND OTHER ACTIVITIES

**EVENT CHAIRPERSON DUTIES:** In September, each Scout family will select at least one event to chair for the Troop in the next year. An adult will be named as Event Chairperson for each Troop 680 Scouting activity. The Event Chairperson has the following duties:

- Distribute flyers to Troop members to meetings prior to the event
- Compile list of adult and Scouts attending event
- Collect registration fees for all attending
- Coordinate transportation and food for adults attending activity
- Complete a report and present it at the next Parents' meeting. A copy of the report must be given to the Committee Chairperson.

**MEDICAL RELEASE FORM:** Every Scout participating in a hike, campout or other outdoor activity is required to have a signed Medical Release form on file. This form, filled out annually and turned in with registration fees, provides the adult leaders with the capability to secure proper medical attention in the case of an accident or illness and also obligates the parents for the associated financial responsibility.

**Dispensing Medications:** When a Scout requires prescribed medication on an outing, the parent/guardian will provide the medication in the original container, along with a Troop 680 permission slip/dispensing schedule to the Scoutmaster. **(Note: The troop & its adult leaders assume no liability for any outcome as related to improper dispensing of medication to a scout. To insure proper care is given the troop HIGHLY recommends the scout's parents attend any and all outings the scout participates in)**

### **Disruptive Behavior:**

Upon the recommendation of the Troop Leadership, PLC or Scoutmaster, a Scout who presents disruptive behavior problem on any outing may be asked to leave if the issue cannot be resolved by the troop leadership and/or with the help of his parents.

At such time as the parent feels his/her presence is no longer necessary at Troop outings, the parent must come before the Parents' Committee for discussion. The Parents' Committee will consult with the PLC before making a decision at the next Parent's meeting, after which the parent(s) of the Scout in question will be notified of the decision.

A Scout not a member of Troop 680 who wishes to participate in a Troop 680 outdoor activity must complete a release signed by his parent/guardian which holds the Troop harmless from any liability. The host Scouter will be responsible for the visiting Scout's behavior and/or damages.

### **NO OUTDOOR ACTIVITIES WILL BE SCHEDULED OFF COUNCIL PROPERTY DURING DEER HUNTING SEASON**

All Troop activities require a minimum of two adults. One must be a registered Scouter For overnight activities, one of the Scouters MUST be a BSA GSLAC Trained Adult.

A flyer describing each Troop campout or activity will be distributed two meetings prior to the event. The flyer will provide specific information, such as time, place, uniform, special preparations, etc.

Each Scout must arrange his own transportation to and from Troop activities and he is also responsible for getting this information to his parents. For local activities, the flyer will give specific departure and arrival times and locations. **BE ON TIME.**

No Scout is permitted to leave an activity earlier than the scheduled time unless prior arrangements have been made with the Scoutmaster.

A scout may not drive another Scout, except an immediate family member, to or from an activity.

Each patrol plans its own food and supplies for each activity, based on its members' planned attendance. The cost of the food, etc. is the result of each patrol's menu, which should be approved by the Senior Patrol Leader. Each patrol member pays an equal share of his patrol costs for these supplies. If a Scout makes a commitment to attend an activity, he is responsible for his share of this expense, even if he later does not attend the activity (unless he finds a replacement who then pays him directly).

Likewise, a parent who has volunteered to participate in a hike or campout is responsible for his share of the costs for food and supplies. If he does not go, he must still pay, or find a replacement who will then pay him directly.

## **MISSOURI HUNTER SAFETY COURSE**

Troop 680 strongly encourages the successful completion of the Missouri Hunter Safety course. This training is required to fully participate in any Troop Shoot.

## **TROOP HIGH ADVENTURE**

Troop 680 is committed to a High Adventure event that would include Philmont, Sea Base, and the Canadian Boundary Waters on a rotational basis. If availability is limited, preference will always be given to Scouts (based on age) with minimal adult participation (based on leadership position). Availability would be expanded as described above. Only Troop 680 members will be considered for High Adventures.

## **ORDER OF THE ARROW – OA**

Troop 680 is committed to supporting the principles of the Order of the Arrow. Troop 680 OA members will maintain an active involvement in District and Council events.

”This is a national brotherhood of Scout campers. The honor of becoming a member of the Order of the Arrow is one that you cannot set out to earn on your own. This honor is bestowed on a Scout by the members of this troop. This is done when he has proved himself worthy of receiving it. He must be an outstanding Scout and an unselfish camper.” (Boy Scout Handbook, p. 627)

## **PARENTAL PARTICIPATION**

The success of Troop 680’s Scouting program depends on all parents participating. A Troop cannot run without leaders. We are striving to have everyone involved, thereby reducing the time commitment of all adults and at the same time providing an excellent Scouting program. All parents should plan to actively participate in several Troop activities to provide transportation and supervision.

All registered parents are considered official members of the Troop 680 Parents’ Committee and are expected to attend the monthly Parents’ meetings. Spouses may also attend these meetings, but only one vote per family is allowed on matters requiring a vote.

**Registered parents should attend the Adult Leadership Training Course.**

We need a chairperson for each troop activity. Contact the Committee Chairperson regarding activities you would like to organize. Each Scout family should chair at least one Troop event

each year. We also need parents to co-chair camping trips, hikes and other events. Each Scout family should have an adult at a minimum of two Troop activities per year.

The Troop also needs parents to be Merit Badge Counselors, members of Boards of Review and to present programs at Scout meetings.

To provide a quality program for your Scout, Troop 680 needs everyone’s help.

**TOBACCO, ALCOHOL & DRUG USAGE:** As addressed in the “Guide to Safe Scouting”, the consumption or use of alcoholic beverages, tobacco products and controlled substances is prohibited at all Troop 680 activities involving the participation of youth members.

**PLEASE NOTE that the revised edition of the “Guide to Safe Scouting” mandates a NO SMOKING POLICY at any activity involving youth participants.**

**Adult Leader Positions & Required Training Matrix**

Position	Recommended Years in Troop Before accepting new this position	Required Training
Scoutmaster	2+	<ul style="list-style-type: none"> <li>• Completed BSA – GSLAC “Adult Basic Training<sup>3</sup>”</li> <li>• Attended at least 1 year “University of Scouting”</li> <li>• Attended and co-managed (with existing Scoutmaster) at lease 1 long term summer camp.</li> <li>• Actively involved with the day to day operations of the troop for 2+ years</li> </ul>
Assistant Scoutmaster	1+	<ul style="list-style-type: none"> <li>• Completed BSA – GSLAC “Adult Basic Training<sup>4</sup>”</li> </ul>

<sup>3</sup> BSA - GSLAC Training consists of 1 Saturday and 1 weekend long program. This is generally offered twice per year.

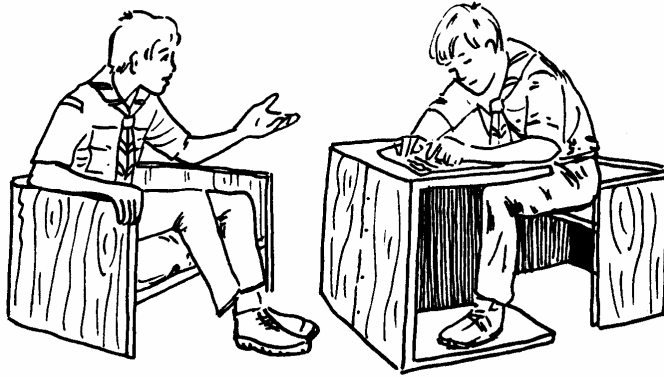
		<ul style="list-style-type: none"> <li>• Attended at least 1 year “University of Scouting”</li> <li>• Attended at lease 1 long term summer camp.</li> </ul>
Advancement Chairman	1+	<ul style="list-style-type: none"> <li>• Completed BSA – GSLAC “Adult Basic Training<sup>5</sup>”</li> <li>• Attended at least 1 year “University of Scouting”</li> <li>• Attended at lease 1 long term summer camp</li> </ul>
Committee Char	1+	<ul style="list-style-type: none"> <li>• Completed BSA – GSLAC “Adult Basic Training<sup>6</sup>”</li> <li>• Attended at least 1 year “University of Scouting”</li> <li>• Attended at lease 1 long term summer camp</li> </ul>
Others	Willingness and time to help!	<ul style="list-style-type: none"> <li>•</li> </ul>

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<sup>4</sup> BSA - GSLAC Training consists of 1 Saturday and 1 weekend long program. This is generally offered twice per year.

<sup>5</sup> BSA - GSLAC Training consists of 1 Saturday and 1 weekend long program. This is generally offered twice per year.

<sup>6</sup> BSA - GSLAC Training consists of 1 Saturday and 1 weekend long program. This is generally offered twice per year.



## Resources