



# New Scout & Family Guidebook

**Troop 507**  
Sand Springs, OK  
*“The **BEST** Troop in America!”*

Visit our Website at - [Troop507.com](http://Troop507.com)





## SCOUT LAW

A SCOUT IS:

TRUSTWORTHY

LOYAL

HELPFUL

FRIENDLY

COURTEOUS

KIND

OBEDIENT

CHEERFUL

THRIFTY

BRAVE

CLEAN

REVERENT

## Welcome to Troop 507

### A BSA Journey to Excellence Award Recipient

Visit our Website at - [Troop507.com](http://Troop507.com)

Welcome to our Troop! We are very pleased that you and your son have chosen to join our Troop.

In order to make your transition into our Troop and Boy Scouting easier, we have assembled a number of documents that provide information about our Troop, Scouting, and hints to make your first year a successful and memorable one.

On several documents in our information packet, you will find phrases including "Patrol Method" and "Boy Led Troop" mentioned often.

These concepts are not often discussed in the Cub Scouting program but are the cornerstones of Boy Scouting.

We hope that the information included in this New Scout and Family Guide will help to introduce you to these ideas.

We have also included information in this Guide to emphasize how important it is for you to participate with your son.

We need your help to complete our Troop mission and make your son's scouting experience successful.

Every patrol needs a registered, trained Assistant Scoutmaster to give guidance to the patrol and support the leadership.

You do not need any previous scouting experience for this role, only a desire for your son to succeed in Scouting!

While Troop 507 is a Boy Led Troop that has been chartered since 1980, it is the duty of the adult leaders to guide our Scouts in the choices they will make and support their learning of scouting and leadership skills.

Again, we are very excited to have you as a member of our Troop.

We look forward to a great and exciting year!

Lynn Guthrie, Scoutmaster  
Brian Smejkal, Committee Chairman

## Table of Contents

Welcome to Troop 507 .....	2
Let's get started! .....	4
Youth Protection Training for all Adults .....	5
Who Is Troop 507? .....	6
How Does Troop 507 Operate? .....	8
Scout Accounts .....	9
Fund Raising .....	9
Monthly Campouts .....	10
Summer Camp .....	10
High Adventure .....	10
Merit Badge Fairs .....	10
Record Keeping .....	11
Boy Scout Handbook .....	11
Troop Master .....	11
Blue Cards .....	12
Uniforms .....	13
Scout Uniform Insignia Placement .....	15
Gear Guide .....	17
For a successful first year in our Troop: .....	20
What makes Boy Scout Troop 507 different from other programs? .....	23
A successful Troop requires Adult Leaders and parents to work together .....	24
Advantages of a Scout-led Troop .....	26
Role of the Adult Leaders in a Scout-led Troop .....	27
Transitioning to a Scout-led Troop .....	29
Troop 507 Leadership Organizational Flow .....	32
Troop Youth Leadership Position Details .....	33
Advancement .....	38
Rank Requirements and Path to Eagle .....	40
Troop 507 – Eagle Scout Recipient Honor Listing .....	41
The Order of the Arrow .....	43
Additional Resources .....	44
Glossary of some common Scout terms .....	48
Troop 507 Leadership Directory .....	54
Troop 507 Guideline Acknowledgement .....	57

## Let's get started!

To get things moving along we will need to go through the formalities of registration for your Scout and Adult registration. Troop 507 requires that at least one adult from each family register and be active in the Troop with their Scout.

## Applications/Forms for joining Troop 507

The Official Boy Scouts of America (BSA) Application needs to be completed for each person joining the Troop. You can download these forms from the links below or obtain a multi-part carbonless form from the troop.

If you use the downloaded forms **ALL** of the pages need to be completed and not just photocopied. Using the carbonless multi-part forms does make the process a little easier.

The Official BSA Website, where you can locate documentation, training resources and other useful information to guide you through your Scouting experience can be found at  
<http://www.scouting.org/>

Downloadable versions of all official BSA Forms/Applications can be found at  
<http://www.scouting.org/forms.aspx>

For **Youth** Registration complete and return the following applications to the Troop Committee Chairman. Eligibility to join is open to boys who are 11 through 17 years of age, or have earned the Cub Scouting Arrow of Light award and are at least 10 years old, or have completed the fifth grade and are at least 10 years old. A boy is registered into the Troop when the Troop receives the Boy Scout Application forms

Parents are encouraged to register as Adult Scouters. For **Adult** Registration, All Adults shall complete all required Youth Protection Training and return the following applications to the Troop Committee Chairman

[BSA Adult Application Form \(English\)](#)  
[BSA Adult Application Form \(Spanish\)](#)

These forms are used when new youth or adults register. They capture the data that is used for Tour Permits, advancements, and troop administration and record keeping.

It is recommended that you also create an account at [my.Scouting.org](http://my.Scouting.org) which will provide access to useful training resources, documentation and other helpful information. Instructions on how to setup a "My Scouting" account: [CLICK HERE](#).

## YOUTH PROTECTION TRAINING REQUIRED FOR ALL ADULTS

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.



The Boy Scouts of America requires Youth Protection training for all volunteers. The purpose of this policy is to increase awareness of this societal problem and to create even greater barriers to abuse than already exist in Scouting.

- Youth Protection training is required for all BSA registered volunteers, regardless of their position.
- All Adult leaders are required to take Youth Protection training before submitting an application for registration. The certificate of completion for this training must be submitted at the time the application is made and before volunteer service with youth begins.
- Any parent or sibling 18 or over, who wishes to join the troop on an outing or assist with rank advancements or merit badges, must take this training course and provide a copy of their certificate to the Troop Training Coordinator.
- Youth Protection training must be taken every year. **If a volunteer's Youth Protection training record is not current at the time of recharter, the volunteer will not be reregistered.**
- [Instructions on how to take youth protection training: CLICK HERE.](#)

To find out more about the Youth Protection policies of the Boy Scouts of America and how to help Scouting keep your family safe, see the Parent's Guide in any of the Cub Scouting or Boy Scouting handbooks, or [click here to go to the National BSA Guide to Youth Protection and Adult Leadership.](#)

**Youth Protection begins with you!!**

## WHO IS TROOP 507?

<b>Mission</b>	The mission of Boy Scout Troop 507 is to provide opportunities for young men to have a fun, challenging, supportive and exciting Scouting experience.
<b>Achieving the Mission</b>	Active, enthusiastic scouts supported by involved and supportive parents in an outdoor based boy run program that holds the scouts interest. We encourage the scouts to advance in rank so they have the skills to enjoy the opportunities presented, but not at the expense of fun.
<b>Chartering Organization</b>	<b>Angus Acres Church</b> – 4401 S. 129 <sup>th</sup> W. Ave., Sand Springs, OK 74063 <b>Boy Scouts of America, Indian Nations Council</b> - <a href="http://www.okscouts.org/about/indian-nations-council/">http://www.okscouts.org/about/indian-nations-council/</a> <b>Boy Scouts of America, Sac&amp;Fox District</b> - <a href="http://www.okscouts.org/districts/sac-fox/">http://www.okscouts.org/districts/sac-fox/</a>
<b>Outings</b>	Monthly camping, Community Service, Fundraising events, one-day outings, Summer Camp for one week in June.
<b>Additional Opportunities</b>	High adventure activities for scouts 14yrs and older (ex: Philmont, Sea Base, Boundary Waters), Merit Badge Fairs, Council / National events, Junior Leadership programs (ex: Pine Tree, National Youth Leadership Training (NYLT), and others...
<b>Meetings</b>	<b>Weekly Troop meetings</b> - Monday, 7:00 PM to 8:30 PM at Angus Acres Baptist Church, <b>Patrol Leaders Council (PLC) meetings</b> – 2 <sup>nd</sup> Monday of each Month, 6:15 PM to 7:00 PM, and <b>Adult Committee Meetings</b> – 3 <sup>rd</sup> Monday of each Month, 6:15 PM to 7:00 PM
<b>Troop Size</b>	4 Patrols (4-8 Scouts per patrol) and active adult leaders
<b>Scoutmaster</b>	Lynn Guthrie 918-740-4009 / <a href="mailto:lynn.guthrie@verizon.com">lynn.guthrie@verizon.com</a> or <a href="mailto:g.c.e.1@cox.net">g.c.e.1@cox.net</a>
<b>Committee Chair</b>	Brian Smejkal – 918-633-1422 / <a href="mailto:brian@bubbletownexpress.com">brian@bubbletownexpress.com</a>
<b>Costs</b>	BSA Registration Fee - \$45 per year Boy's Life (highly recommended) is an additional \$ 12.00 per year. (These fees are prorated when joining in the calendar year. ) Outings – Food/Camping/Travel cost shared by each participant Troop costs supported through Popcorn Sales, Mulch Sales, Herbal Affair Sales, Camp Card Sales, other opportunities as they become available.



<b>Required Uniform</b>	Field Uniform shirt is the official Scout Uniform Shirt that includes Scout insignia patches. A Troop Neckerchief & Slide is provided by the Troop upon a Scout's completion of the rank of "Tenderfoot". Uniforms shall be worn by all Scouts, Scoutmaster, ASM's and encouraged, but not required for Committee Members during scouting events and travel to and from event. Please see the Uniform Requirements section for more details.
<b>Medical Forms</b>	All required Health forms must be submitted to the Troop Health & Safety Coordinator annually to be on file and readily available for all Scouting events. Parts <b>A</b> and <b>B</b> are <u>required annually</u> for <b>all</b> adults and scouts. Both parts are required for all events that <u>do not exceed 72 consecutive hours</u> . Part <b>C</b> is required with Parts <b>A</b> and <b>B</b> for any event that <u>exceeds 72 consecutive hours</u> or when the nature of the activity is strenuous and demanding. This includes Summer Camp. This part <u>requires</u> a Physician's signature. Click to access
<b>Patrols</b>	The patrols camp and eat together as a unit. Adults also eat together separately from the Patrols. The troop provides each patrol with patrol boxes equipped with cook kits, cooking utensils, cleaning materials, heat-resistant gloves, stove, lantern, and propane. Each Patrol provides their own food and other consumables.
<b>Personal Gear</b>	Personal Scout gear includes (but not limited to) hiking boots, rain gear, uniform, clothing, sleeping bag, sleeping pad, mess kit, canteen or water bottle, and gear storage. See Gear Guide section for more details.
<b>Community Service</b>	Participation in Eagle projects Flag Retirement Ceremonies Decorating Veterans' graves with American flags Service projects needed for rank advancement
<b>Scholarship</b>	Scholarships may be available from the Troop for Scouts to attend various programs: Summer Camp Pine Tree ( <i>Course Fees paid for by the Troop</i> ) National Youth Leadership Training (N.Y.L.T.) ( <i>Course Fees paid for by the Troop</i> ) <b><i>A parent should contact either the Scoutmaster or the Committee Chairperson to discuss opportunities for these scholarships.</i></b> Scholarships may also be available for our Adult Leaders interested to attend additional training opportunities such as "Wood Badge".

## HOW DOES TROOP 507 OPERATE?

The scouts run the program at Troop 507 utilizing the Patrol Method. The Patrol Leaders Council (PLC) conducts a Program Planning Sessions each month. At these meetings, the PLC brainstorms to come up with ideas for outings, rank advancement, and merit badges for the upcoming months. This becomes the framework for Troop meeting plans and campouts.

Troop 507 promotes the emphasis on starting New Scout Patrols. After crossing over to Boy Scouts, Arrow of Light Scouts transitioning to the Troop joins the New Scout Patrol within the Troop. We believe that Scouts feel more comfortable with the boys they already know and will remain in the Scouting Program longer. New Patrols are assigned a Troop Guide (a Scout who is First Class or above and interested in helping incoming boys) to help the first year scouts make the transition to Boy Scouts and Troop 507. Every patrol is assigned a trained Assistant Scoutmaster to coach, support, and empower the scouts to operate their patrol and enjoy the scouting experience.

Advancement is an important part of Scouting. The Troop program is designed to enable an incoming scout to have the opportunity to achieve First Class Rank within the first year of scouting, but advancement depends on the individual Scout. Advancement activities are integrated into Troop meetings and campouts.

**Adult participation is critical to the success of our Troop.** Most adults find that they have a great time and enjoy the camaraderie. You don't need to have any experience to participate! Our Boy Scout Council and District holds training classes several times each year, and the current Adult Leaders are very willing to pass along their experience to the new adults in the troop. *Please see "Additional Resources" section for further details of opportunities available.*

### **The Patrol Method**

This is the heart and soul of Troop 507. The patrol method gives Scouts an experience in group living and participating citizenship. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it.

The patrol method allows Scouts to act in small groups where they can easily relate to each other. These small groups determine Troop activities through their elected representatives.

After boys cross over to Boy Scouts, the emphasis changes from an adult run program to a boy led, adult supervised program. This transition is often harder on the adult leaders and parents than for the Scouts.

The adult leaders and parents are there to guide the boys and help them develop a sense of independence and leadership skills. A good rule of thumb is to never do what a boy can do for himself. If he can't do it, then teach him so he can do it next time.

If you do have questions please contact the Scoutmaster, Assistant Scoutmasters or Committee members. *Please review the "Troop 507 Leadership Organization Flow" for further details.*

## **Scout Accounts**

Upon joining Troop 507, a Scout account is created in our financial tracking program. Each scout can earn money from our fundraising activities. This money can be used for any activity directly related to Scouting (i.e. summer camp, high adventure, etc.). Each event has its own calculation for the amount that can be earned. Contact the Troop Committee Treasurer any time to find the balance of your scout account.

## **Fund Raising**

There are multiple fundraising efforts for the Troop each year. The purpose of fundraising is to offset the costs to the families for Troop equipment functions, and activities. The monetary success of the Troop is directly related to the effort that is made by the Scouts. Prior to each of the fundraising efforts, the Troop Committee will set the criteria for the portion of the funds obtained by each Scout that will go to a dedicated account in the Scout's name. This money can then be used for summer camp, High Adventure, and other activities related to scouting.

### **Popcorn Sales**

The Troop supports our Council by participating in annual Fall Popcorn sales. A portion of the proceeds goes into individual Scout accounts to assist in paying for Scout expenses as they or their family chooses.

### **Mulch Sales**

Each February, Troop 507 conducts an annual Mulch Sale fundraising effort. Scouts and parents are expected to participate in this fundraiser as much as possible. Both the Troop and the individual Scout benefit from these sales for Troop for operating expenses and the Scouts individual account who participate in the events.

### **Herbal Affair**

Troop 507 participates each April in the Sand Springs Herbal Affair and conducts a "pop sale" fundraiser. Scouts and parents are encouraged to participate in this event to promote Scouting in our Community and to assist the Troop fundraising opportunity. This fundraiser has been in the troop for over 20 years and has provided the funds to maintain the equipment, adult and youth training costs and the fees associated with group camping each year. The boys will earn some service hours before and after the event which takes place on a Saturday. Some years the troop allows time spent working this troop fundraiser to become credit for travel expenses to summer camp.

### **Camp Cards**

Troop 507 Scouts have the opportunity to participate in the annual Indian Nations Council Camp Card fundraising program. This initiative is designed to help Scouts earn funds for their accounts to be applied for Scouting uniforms, equipment, Council sponsored camps, High Adventure, and other Scouting events. For more information, please contact Troop Committee Treasurer or go to <http://www.okscouts.org/support-scouting/campcards/> to learn more.

## **Monthly Campouts**

Each Scout and Adult Leader participating in monthly scheduled campouts will have their portion of camping expenses (i.e. campsite fees, groceries, travel cost, and other fees) transferred from their individual accounts to the general fund to cover these expenses. For reimbursement of any out of pocket purchases must have a valid receipt provided to the Troop Committee Treasurer prior to receiving any reimbursement payment.

## **Summer Camp**

Each Scout and Adult Leader must pay the cost of summer camp. A down payment is required for registration and a deposit is required from the Troop to hold a campsite. The Scout and Adult Leader can use the money that has accumulated in his Scout account during the year to offset the cost of summer camp if he wishes. Troop 507 regularly attends a Summer Camp program each year and it is encouraged that all Scouts and Adult Leaders participate in this extended camping experience. Not only does this provide opportunity for individual growth, camaraderie, and just a great time, it also strengthens outdoor skills required for rank advancement and applies towards the Indian Nations Council Journey to Excellence Award credits.

## **High Adventure**

Each Scout (***Star and/or 14yrs. of age at time of the High Adventure event***) and Adult Leader must pay the cost of High Adventure programs (i.e. Philmont, Sea Base, Boundary Waters, etc...) in advance. The cost of a High Adventure Trek will vary by program. A down payment is required for registration and a deposit is required from the High Adventure Crew attending the program to hold their reservation. There will be a payment program outlined for participants of High Adventure Programs. This is to provide an incremental payment plan to be made over multiple weeks leading to the trip, so that all required costs are paid prior to the adventure beginning. The Scout and Adult Leader can use the money that has accumulated in his Scout account during the year to offset the cost of High Adventure Programs if he wishes. In addition to the High Adventure program cost. Each Scout and Adult Leader participating shall be required to provide their own personal gear required for the adventure. All participants shall share in funding their portion of all additional costs associated with travel to and from the High Adventure event.

## **Merit Badge Fairs**

“Merit Badge Fairs”, which are also called merit badge colleges/universities, merit badge weekends or merit badge midways when held at a camporee or jamboree, are events held where several troops or merit badge counselors come together and focus on teaching merit badges. Each Scout and Adult Leader participating in a Merit Badge Fair event must pay the cost of all pre-registration classes in advance out of pocket or use money that has accumulated in his Scout account during the year to offset the cost of and will be transferred by the Troop Committee Treasurer to cover these costs. Each Scout and Adult Leader participating in Merit Badge courses shall be required to provide all materials not provided during the training course (i.e. Merit Badge Booklets, notebook, writing materials, craft kits, etc...) and have with them at the time of the training session.

## Record Keeping

It is a good idea for your Scout to start and maintain a memory book of his Scout experiences. He will need to retain the achievement cards which are awarded as he progresses through advancement from Scout to Eagle. He will also receive achievement cards confirming the award of his merit badges. These cards fit nicely into 3-ring binders in “baseball card” inserts. Adding photos, old uniform rank patches, event patches and other memorabilia makes for a nice record of his trail to Eagle.

## Boy Scout Handbook

Your scout should bring his Boy Scout Handbook to every meeting and Scout outing as this book serves as his advancement record. He records outings and service projects in the Handbook as well. Each Scout shall provide their advancement details to the Troop Committee Rank Advancement Coordinator for update in Troop Master program.

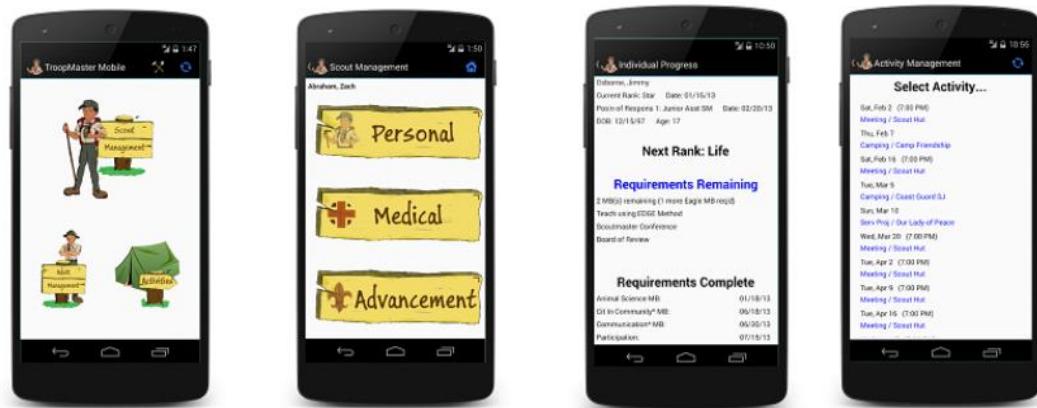
## Troop Master

“Troop Master” is secure scout unit management software that is used by Troop 507. This system tracks Rank Advancement, Merit Badge completion, Training, and other information for Scouts and Adult leaders. Troop Master is managed by the Troop Advancement Chairperson and has a mobile app available to keep you up to date with the progress of your Scout.

Troop Master Mobile is available for free and can be downloaded at



Once you have Troop Master Mobile confirm your user access and permissions are provisioned by the Troop Advancement Chairperson to confirm your user settings for access / permissions.



## Blue Cards

As part of the BSA Merit Badge Program, Scouts are required to record their progress and to provide a documented record for the Scoutmaster, Merit Badge Counselor, and the Troop Advancement Chairperson to verify all requirements have been completed. The following is an overview of the “Blue Card” process to assist you.

### **BOY SCOUTS OF AMERICA MERIT BADGE BLUE CARD PROCESS**

1. Before a Scout starts working on a merit badge, he should obtain a **Blue Card** from the Troop Advancement Coordinator or Scoutmaster. The Scout should fill out the Name, Address and City, State, Troop number (Troop 507), District (Sac&Fox), and Council (Indian Nations).

2. On the back of the **Blue Card** on the **Applicant's Record** section of the card, the Scout needs to fill out his name and the name of the Merit Badge he will be working on.

3. The Scout also needs to fill in the Merit Badge name on the first piece of the back page.

4. Once all of this is filled out, the Scout needs to have the Scoutmaster sign and date the bottom of the **Application for Merit Badge** section. This part of the **Blue Card** is kept by the Scoutmaster or Advancement Chair for their records, once the merit badge is completed.

5. The Scout is then ready to work with a Merit Badge Counselor to complete the requirements of the merit badge. The Counselor will fill in, date, and initial the requirements section of the card as each requirement is completed; however some Counselors will just write **COMPLETE** on this section of the card. ***Please note – Any/All meetings with Merit Badge Counselor(s) shall follow all Youth Protection Guidelines associated with two-deep leadership policies.***

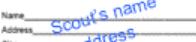
6. The Counselor should fill in their information in the first section on the back of the **Blue Card** with their Name, Address, Phone Number, and sign and Date upon completion.

7. The Counselor should also fill in the completed date and sign the **applicant's record** portion of the card.

8. The third portion of the **Blue Card** should be kept by the Counselor for their records, however some do not remove and keep it.

9. Once the merit badge is completed and the **Blue Card** is signed by the Counselor, the Scout needs to bring it back to the Scoutmaster to have the completed **Applicant's Record** portion signed off.

10. Once all signatures are obtained, the Scout turns in both remaining portions of the **Blue Card** to the Advancement Chair; who will keep the **application for merit badge** piece for the Troop's records and return the **Applicant's Record** along with the Merit Badge itself to the Scout at the next **Court of Honor**. Scouts should retain all their portions of their **Blue Cards** as they can be requested by the **Eagle Board of Review**.

<b>Information for Applicant</b> A merit badge application can be approved only by a registered Scoutmaster or Scout Executive. You must have a buddy with you (Scout buddy system) at each meeting with the merit badge counselor. Turn in your approved application to your unit leader. You will be awarded the merit badge emblem and certificate at a suitable occasion.		<b>Information for Counselor</b> Must be a registered Scoutmaster or Scout Executive signed in advance by the applicant's unit leader. The Scout must have his buddy (Scout buddy system) in attendance at all instructional sessions. You may change any requirement, but you may share your knowledge or experience that will make the counseling more interesting and valuable.																																													
730176 34124 8		Reverse Sides																																													
 is a registered <input checked="" type="checkbox"/> Boy Scout <input type="checkbox"/> Varsity Scout <input type="checkbox"/> Explorer           of <input checked="" type="checkbox"/> Troop           No. 97           District <input checked="" type="checkbox"/> Los Amigos           Council <input checked="" type="checkbox"/> Orange County           and is qualified to begin working for merit badges <input checked="" type="checkbox"/> Scoutmaster or Advancement Chair           signs & dates before giving to Scout           Signature of Unit Leader           BOY SCOUTS OF AMERICA           No. 34124           1988 Printing																																															
 <b>APPLICANT'S RECORD</b> <table border="1"> <tr> <td>Official Badge Title</td> <td>Scout's Name</td> </tr> <tr> <td>Merit Badge</td> <td>Name _____</td> </tr> <tr> <td>Name _____</td> <td>Scout's Name _____</td> </tr> <tr> <td>City _____</td> <td>ZIP Code _____</td> </tr> <tr> <td colspan="2">Telephone number of Counselor</td> </tr> <tr> <td colspan="2">Counselor's signature &amp; date</td> </tr> <tr> <td colspan="2">Signature of counselor _____ Date _____</td> </tr> <tr> <td colspan="2">Checked and reviewed _____</td> </tr> <tr> <td colspan="2">Filled out after card is turned in to Advancements _____</td> </tr> <tr> <td colspan="2">Date _____</td> </tr> <tr> <td colspan="2">Certificate and badge presented _____</td> </tr> <tr> <td colspan="2">Date _____</td> </tr> <tr> <td colspan="2">Aggressor will turn in this portion to his unit leader for record posting.</td> </tr> <tr> <td colspan="2">NOTE TO BOY SCOUT, VARSITY SCOUT, OR EXPLORER: Retain this copy for your permanent records.</td> </tr> </table> <b>COUNSELOR'S RECORD</b> <table border="1"> <tr> <td>Scout's Name</td> </tr> <tr> <td>Applicant</td> </tr> <tr> <td><input checked="" type="checkbox"/> Troop</td> <td>Unit number: 97</td> </tr> <tr> <td><input type="checkbox"/> Team</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Post</td> <td></td> </tr> <tr> <td>Official Badge Title</td> <td>Merit Badge</td> </tr> <tr> <td>Date Completed</td> <td></td> </tr> <tr> <td colspan="2">Remarks:</td> </tr> <tr> <td colspan="2">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.</td> </tr> </table>				Official Badge Title	Scout's Name	Merit Badge	Name _____	Name _____	Scout's Name _____	City _____	ZIP Code _____	Telephone number of Counselor		Counselor's signature & date		Signature of counselor _____ Date _____		Checked and reviewed _____		Filled out after card is turned in to Advancements _____		Date _____		Certificate and badge presented _____		Date _____		Aggressor will turn in this portion to his unit leader for record posting.		NOTE TO BOY SCOUT, VARSITY SCOUT, OR EXPLORER: Retain this copy for your permanent records.		Scout's Name	Applicant	<input checked="" type="checkbox"/> Troop	Unit number: 97	<input type="checkbox"/> Team		<input type="checkbox"/> Post		Official Badge Title	Merit Badge	Date Completed		Remarks:		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.	
Official Badge Title	Scout's Name																																														
Merit Badge	Name _____																																														
Name _____	Scout's Name _____																																														
City _____	ZIP Code _____																																														
Telephone number of Counselor																																															
Counselor's signature & date																																															
Signature of counselor _____ Date _____																																															
Checked and reviewed _____																																															
Filled out after card is turned in to Advancements _____																																															
Date _____																																															
Certificate and badge presented _____																																															
Date _____																																															
Aggressor will turn in this portion to his unit leader for record posting.																																															
NOTE TO BOY SCOUT, VARSITY SCOUT, OR EXPLORER: Retain this copy for your permanent records.																																															
Scout's Name																																															
Applicant																																															
<input checked="" type="checkbox"/> Troop	Unit number: 97																																														
<input type="checkbox"/> Team																																															
<input type="checkbox"/> Post																																															
Official Badge Title	Merit Badge																																														
Date Completed																																															
Remarks:																																															
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.																																															

## UNIFORMS

### Field Uniform Shirts

In our Troop, the most important part of the Scout Uniform is the Scout Shirt. You may hear members of our Troop refer to this as the Field Uniform shirt. Scouts wear their Field Uniform shirts to our Troop meetings from September to June, during our week of Summer Camp, Troop travel, and at all special functions year-round.

The Scout Shirt serves as the centerpiece of the entire uniform. On his shirt, a Scout will wear shoulder loops (dark green) to signify he is a Boy Scout and patches that will identify him as a member of the Indian Nations Council and Troop 507. In addition, he will wear patches that signify his rank, position of responsibility (POR) in the Troop, and Patrol Patch. He may wear the Arrow of Light if earned as a Webelos Scout. If elected into the Order of the Arrow, he will wear his Lodge flap on his shirt as well. He will also have the chance to wear a variety of special event patches throughout his Scouting career.

Wearing a Scout Shirt is beneficial to both the Troop and the individual Scout. When all of our Scouts wear their shirts, it helps to build unit pride and cohesiveness found with other uniformed organizations including sports teams and the Armed Forces. To maintain this unit pride, we ask that everyone (Scout and Leader alike) who wears a Scout Shirt wear it buttoned and tucked in. The shirt should also be a source of individual pride for our Scouts. Just by wearing their shirt and appropriate patches, they can show everyone what their responsibilities are and what they've achieved in Scouting.

**(See *Scout Uniform Insignia Placement for further details*)**

### Activity Uniform Shirts

In June, around the time that our Scouts finish their school year, our Troop elects to switch from our Field Uniform shirts to Activity Uniform shirts. This means that they do not need to wear their Field Uniform shirt and neckerchief to our Troop meetings. Instead, they wear our Troop 507 t-shirts or any other Scouting related t-shirt (summer camp, Camporees, OA, etc.) to our Troop meetings and while at Summer Camp. We ask that if they do not have a Troop 507 t-shirt or other Scouting t-shirt available, that they wear their Field Uniform shirt.

Troop 507 typically orders new Troop 507 Activity Uniform T-shirts each year so that new Scouts have a chance to buy their first Activity Uniform T-shirts while our veteran Scouts can add to their collection. When the Troop reconvenes each year, we return to our Field Uniform shirts and neckerchiefs at our meetings until the following June. Of course, there are plenty of opportunities (Service Projects, camping trips) to wear the Activity Uniform T-shirts throughout the year.

### The Neckerchief

Perhaps the most recognizable Scout item in the world, the neckerchief is an important part of the Troop 507 uniform. Our Scouts wear their neckerchiefs with their Field Uniform Scout shirts at all events requiring Field Uniform attire, such as Court of Honor. This neckerchief will be issued to all Scouts who have advanced to the rank of Tenderfoot and presented to them at Court of Honor. As for a neckerchief slide, Scouts have the option of wearing any slide they choose. Scout Shops carry the traditional BSA metal slide, which works well. We encourage our Scouts to create their own slides and use them as often as they'd like.

### **Pants/Shorts/Belt**

As Scouts in our Troop are between the ages of 11 and 18, they are all growing boys. Scout pants or shorts that fit one year may not fit the next. Like other parts of the Scout uniform, Scout pants and shorts are not cheap. As a result, we do not require our Scouts to own official BSA pants or shorts. Of course, you are welcome to outfit your Scout in the official pants if it fits in your budget.

Thankfully, the BSA changed their pants in the last few years. While still not cheap, their "Switchback" pants are more appropriate for growing Scouts. Available in canvas (\$34.99-\$39.99) and nylon (\$49.99), the BSA Switchback pants are convertible, meaning that the pant legs zip off at the knee to become shorts making them a good choice year-round. Both the canvas and nylon Switchbacks have elastic waistbands to help accommodate growing Scouts. While the nylon Switchbacks are more expensive, they do come with a built-in webbed belt so you won't need to buy a separate BSA belt (the canvas Switchbacks do not have the built-in belt).

If you're interested in buying a pair of Scout pants, shorts, or a Scout belt, they are all available at our local Scout stores (listed later) or online at [www.scoutstuff.org](http://www.scoutstuff.org). You can also find a wide variety of Scout pants (Switchbacks and older styles) online, especially on [www.eBay.com](http://www.eBay.com). If you have pants or shorts that your Scout has outgrown, please consider donating them to the Troop for other Scouts to use.

### **Scout Socks**

Scout socks have changed over the year and older sock styles were relatively thin and included red tops on both the calf and knee high socks. With enhancements of fabrics and wicking properties newer styles of Scout socks are now available. They are now a true "hiking" sock with more padding and moisture wicking technologies. They are almost the same color green as the earlier styles but no longer have the red tops. Just like Scout pants and shorts, we realize that official BSA socks are more expensive than other available hiking socks. If you'd like to buy the official BSA socks, that's great. If you choose to buy hiking socks from another retailer, that's fine too. You may find similar socks in an almost identical shade of green that will work perfectly for less money.

### **Before You Buy**

Before you rush out to buy any part of a uniform, be sure to check with the Troop to see if we have any available uniform pieces in our Uniform Lending Library. As boys tend to grow throughout their Scouting careers, they often need a larger shirt at some point after joining. As a result, there are occasionally smaller shirts available for our newer members. We only ask that if you borrow a uniform piece, you return it to the Troop for someone else to use when you no longer need it.

Of course, if you have any extra pieces of uniform (borrowed or not), we'd appreciate any donations you would like to make. If you are in the market for a new Scout uniform, you have a few options. The first (and probably most common) option is to visit a local Scout Shop. Your second option is to buy the same uniform pieces from the National BSA site:

<http://www.scoutstuff.org/>.

**IF YOU HAVE QUESTIONS, DON'T HESITATE TO ASK!**

## Scout Uniform Insignia Placement

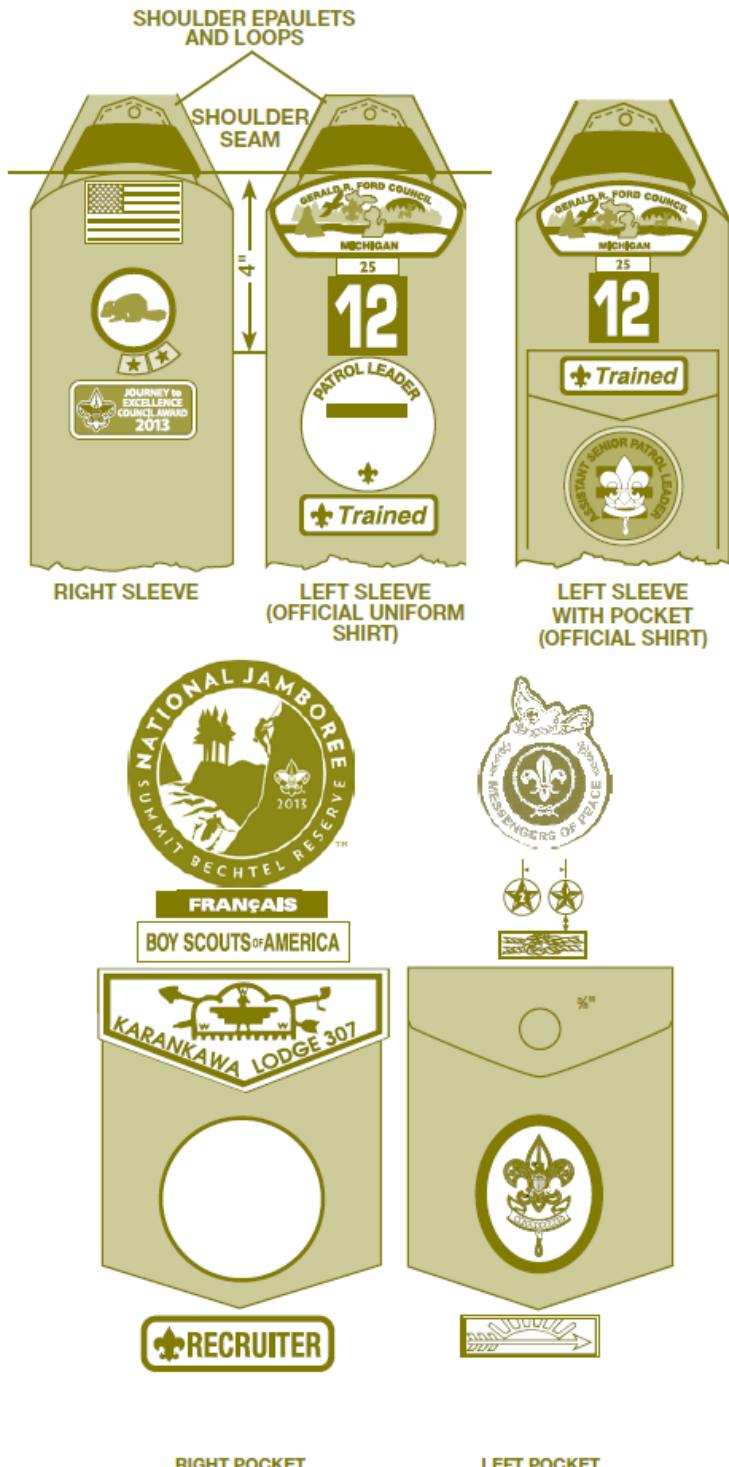
**Merit Badge Sash** - If worn, Merit Badges are attached to front (and back, if needed) of sash. Venture/Varsity letter is attached at bottom front corner. Temporary insignia may be worn on back. The Merit Badge sash comes in two sizes. We recommend buying the larger sash and letting your scout grow into it.

**Shoulder Epaulets** - Green shoulder loops identify Boy Scouting (all members of a Troop).

**Left Sleeve** - Council patches, unit numerals, and badge of office are worn as shown snug up, and touching each other. Badge of office is centered below and touches unit numerals. The veteran unit bar (25, 50, 55, 60, 65, 70, 75, or 80 years) is positioned above and touching unit numerals and, in turn, touching council patch. Den Chief cord is worn over the left shoulder and under epaulet.

**Left Pocket** - Service stars above the pocket. If a medal or embroidered knot for youth members is worn, service stars are raised. Embroidered square knots are worn centered above the pocket in rows of three. Medals are pinned centered immediately above the pocket (extending over knots if both are worn). The wearing sequence for knots or medals is at the wearer's discretion and lead color is to the wearer's right. Badges of rank are worn centered on the pocket above the Arrow of Light Award. Flap buttoned. The World Crest is worn 3 inches below the left shoulder seam and centered over the pocket.

**Right Sleeve** - U.S. Flag. Only the most recently earned Quality Unit Award may be worn below Patrol emblem or below Baden-Powell Patrol Star. Musician badge, if in band or drum corps, is worn 1/2 inch below Patrol emblem. Up to six Merit Badges may be worn on the long-sleeve shirt in two columns of three starting 3 inches above the bottom edge of the cuff.



**Right Pocket** - Jamboree insignia (only one) worn above BSA or Interpreter Strip. Order of the Arrow lodge insignia worn on pocket flap. Temporary insignia worn centered on the pocket. Flap buttoned. Nameplate is centered above the BSA strip or Interpreter Strip, if worn. The Varsity or Venture strip is worn above the BSA strip or above the Interpreter Strip.

**Neckerchief** -If worn, the neckerchief should be folded in several flat folds to about 6 inches from the tip of the neckerchief. A tight fold prevents gathering around the neck and is more efficient than rolling or twirling. Insignia at back should be right side up and centered. Draw neckerchief slide over ends and adjust to fit snugly. Shirt collar should be unbuttoned and neckerchief worn under the collar.

Uniform inspections are held during Troop 507 Advancement Fair events.

To learn more on the requirements of Boys Scout Uniform inspection and to print off the form to be presented by the Scout during the Troop inspection event click [Boy Scout Uniform Inspection Form](#)

“The uniform makes for brotherhood, since when universally adopted it covers up all differences of class and country.”

– Robert Baden-Powell



“Scouting uses the uniform both as the great equalizer between youth from families of modest means and those who are well off. The uniform, apart from erasing any class distinctions, also fosters the spirit of belonging into a single society in which all members are equal to one another and responsible to one another. It gives the Scouts a sense of pride of belonging to a worldwide movement” (**Baden-Powell Service Association**)

## GEAR GUIDE

We've put together a guide to help our new Scouts and parents decide what kind of camping gear to buy.

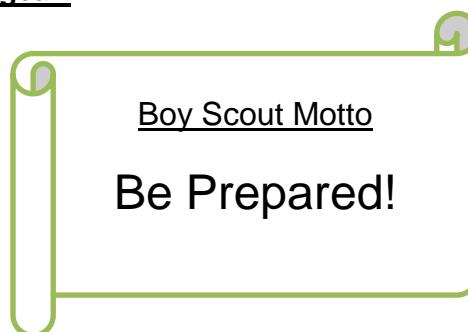
The first thing to keep in mind about buying camping gear is you do not need to buy it all at once. The Troop has a lot of gear, and your son only needs a few things to get started.

The second thing to consider is price versus quality. Don't feel like you have to spend a lot of money and buy a brand-name version of everything. At the same time, we don't want you to spend money on something that won't survive even one camping trip. Feel free to ask other members of the Troop and see what gear they have and how it's holding up before buying anything.

Below is a list of the minimum gear Scouts will need and some suggestions on what to get that will serve your Scout now and in the future.

### **At a minimum, each Scout will need the following gear:**

- Scout Handbook
- Scout shirt (with appropriate patches)
- Sleeping Bag
- Sleeping Pad
- Mess Kit
- Flashlight
- Rain Gear
- Water Storage
- Personal First Aid Kit
- Clothing
- Gear Storage



**Scout Handbook** – This is, without a doubt, the first thing every Scout should get. The Handbook is full of good information about the history of Scouting, the parts of the uniform, advancement, outdoor knowledge, Scouting opportunities, and much more. The Handbook also includes a portion in which we record completed rank requirements. The sooner a Scout has a Handbook, the sooner he'll have requirements signed off as completed. Put the Scout's name in a few places on and in the book to clearly identify it as his so that it's not mistakenly picked up by someone else.

**Scout Shirt** – This is the first piece of the uniform that a Scout needs. Not only does the shirt help to identify the Scout as a member of our Troop, it also helps the new Scout feel like part of the team. You can buy a new shirt at a Scout Shop or online (<http://www.scoutstuff.org/>; eBay, etc.). Before you rush off to buy a new shirt, be sure to check the Troop's Uniform Lending Library to see if we already have one that fits. Be sure to put your Scout's name/initials in the shirt. For more about the uniform, look for "The Uniform" section of this Guide.

**Sleeping Bag** – A lot of us are now using the newer mummy type sleeping bags. The two main things to consider in a bag are temperature and material. Bags are rated by the Temperature in which they can be used. A 20-degree bag is a good choice for the camping we do. Sleeping bag material is a matter of personal preference. Many experienced campers prefer the down filling over synthetic; however synthetic fillings have improved over the years. Synthetic fillings dry

much quicker than down, and having things that dry quickly are often the best bet for Scouts. Whichever bag you choose, be sure to label it with your Scout's name. For cold weather camping, it may be a good idea to have a bag liner. There are several types of bag liners. Fleece liners are a little bulkier, but work very well. Silk liners also work well and are very compact, but more expensive.

**IMPORTANT: Sleeping bags should not be stored in a stuff sack at home! Be sure to remove your bag from the stuff sack and hang it with a hanger, lay it out under a bed, or keep in a larger loose storage sack. This will keep the filling loose, and provide maximum insulation value for years to come.**

**Sleeping Pad** – Sleeping pads provide comfort, but more importantly, provide insulation from the ground. There are two types of sleeping pads. The first type is the inflatable type (Thermarest, Synmat, etc.). The advantage of the inflatable pads is they are usually very compact. The disadvantage is they can be punctured and leak if not properly cared for. The second type is a *foam pad*. Foam pads come in a roll or a folding accordion type. Either is fine. For younger Scouts the foam pads are more durable. Label the sleeping pad with your Scout's name.

**Mess Kit** – A mess kit can be as simple as a plastic bowl, a spoon and a cup. However, the small mess kits that include a pan, bowl and cup are nice. Any utensils will do, but a nice utensil is a titanium or lexane "spork." It's a lightweight combination fork and spoon. That, in conjunction with a pocket knife or Leatherman tool, will be all the utensils needed. Label each item in the kit with your Scout's name. An engraving tool works well for this.

**Flashlight** – No need for some giant light with 5 D cells. The smaller and lighter the flashlight, the better it will be. We suggest finding a flashlight that uses LEDs instead of an incandescent bulb. The LEDs consume less power and the batteries last longer. Some of the boys really like the lamps that have a head strap, so you can use it hands free. Definitely useful when trying to set up camp or use the latrine in the dark! Be sure to put your Scout's name on the flashlight.

**Rain Gear** – A simple poncho works fine. We suggest one that has a cloth substrate and not just thin plastic. The plastic ponchos will last for about two minutes with a bunch of boys roughhousing together. Two piece rain suits like "Frog-Toggs" are also very nice, but usually more expensive than a poncho. Gore-tex jackets and pants are the best for being both waterproof and breathable. Of course, they're also the most expensive. Don't spend all the money for Gore-tex equipment if your Scout will grow out of it in a year or two. Whatever you buy, label it with your Scout's name.

**Water Storage** – Old style canteens aren't really popular anymore. The best thing these days is a 1-quart Nalgene bottle. It is a good idea to have two or three for hiking. They are virtually indestructible and won't break, leaking water all over your gear. They are available at any camping store. A Nalgene and a daypack are the best combinations for camping and hiking. Some of our Scouts use CamelBaks which are bladders with long drinking tubes. Some models are designed as a daypack and bladder which are great for hiking. They aren't cheap though, and certainly aren't required. Whatever you use, be sure to label it with your Scout's name.

**Personal First Aid Kit** – A small simple first aid kit is all that's needed. Target and Wal-Mart sell smaller 80-100 pc. First aid kits in soft-sided cases for \$10-\$15. You can make your own if you'd like, which is also a requirement of the "First Aid Merit Badge". Band-aids, mole skin, sting

ointment, and antiseptic wipes is all that's required in a personal first aid kit. You can include more, but don't go too crazy – the Troop has a more comprehensive first aid kit in the event that we need more materials.

**Clothing** – For cold weather, layering is the best approach. Synthetic material for everything is best since it dries quickly. Jeans and cotton clothes will work but can be troublesome when camping as they absorb sweat but won't dry out, leaving Scouts damp and chilly. For year-round camping, zip-off nylons pants are the best thing we've seen. They are versatile, lightweight and dry quickly. In colder months, consider layering under zip-offs with polypropylene or Under Armor-type pants. Wear boots for camping instead of sneakers. It's ok to bring sneakers for backup though. Don't spend too much on super high-tech boots if your Scout will be changing shoe sizes for the next 5 years!

**Gear Storage** – We suggest a duffle bag or backpack. The idea is to get all their gear (or as much as possible) into one thing. It's easier for the Scouts to keep track of their things that way, and less "extra gear" gets left behind in the drivers' cars. *For summer camp it is recommended for each Scout to have a plastic lightweight gear storage footlocker (available at Wal-Mart, Target, Sporting Goods Stores, etc...) with a lock to secure their personal gear and a foldable cot for the week. This allows for transport of all camper gear stackable and ease of packing in the Troop trailer.*

Of course, there are tons of other things you and your Scout might buy as he gets more involved. For example:

- Pocketknife (can only be carried after he earns his Totin' Chip card)
- Compass (Wal-Mart sells a good starter compass for less than \$10)
- Tent (our Troop provides tents so no need to buy one)
- Backpacking pack (internal or external frame, it's not needed right away)
- Merit Badge books (check our Troop library before buying a MB book)
- Backpacking stove (our Troop has all the cooking gear you'll need)
- Lantern (the Troop has a bunch of propane lanterns already)

In short, be sure to check with the Troop before you spend money you might not need to spend. As a Troop, we try to provide as much as possible for our Scouts. Sometimes the Troop may not have an extra bit of equipment but our Scouts may and more than likely, they'll be happy to share until your Scout gets one of his own.

**Where to Buy** - The Troop has no affiliations with any supplier. Sporting goods stores like Indian Nation's Scout Shop, Wal-Mart, Academy, Dick's, Backwoods, Gander Mountain, Amazon, etc.. have some of the basic things. A great selection of gear is available at some of the outdoors outfitters. You can sometimes get some real good deals by checking for specials on the web pages of other suppliers. Be sure to shop around!!

**VERY IMPORTANT – BE SURE TO PUT YOUR SCOUT'S NAME ON ALL GEAR.**

## For a successful first year in our Troop:

1. First and foremost, get your scout involved. Below are quick links to our Troop Webpage and Social Network access, so you can stay on track with Troop activities, announcements, upcoming events, updates from the activities of our Scouts. If possible, schedule your son to attend the first few campouts, and definitely summer camp. These early campouts are essential for the boys to advance on the Trail to First Class. The boys who miss the early campouts and summer camp invariably fall behind. In other words, try to make scouting a high priority particularly at the start of your son's membership in the Troop.

### Communication Update Links

Bookmark the troop website: <http://www.troop507.com>

Like us on Facebook - [\(Need new account info\)](#)

Follow updates on Starting Points - <https://startingpoints.com>

2. Get involved as a parent (and not just the dads)! The boys who do the best in scouting are the ones whose parents/guardians participate with them from the start. If possible, attend as many campouts as you can the first few years. This includes Summer Camp! Summer Camp is often the longest time a scout has spent away from his family, and your presence can really help your son get the most out of the camp and scouting experience. We always have a GREAT Time and look forward to seeing you at our next one.

3. If you want to participate in other ways, get trained so that you can help with coaching and training the scouts as an Assistant Scoutmaster (ASM) at the troop meetings. Help with fundraising events, troop activities, or participate as a Committee Member.

4. Make a point to attend as many Troop meetings as possible. We always need parents to participate on Boards of Review. A Board of Review takes place each time a boy advances to a higher rank. All trained parents are qualified to serve on a Board of Review. Troop 507 prefers that no parent sign off his/her own Scout on any requirement(s). On some nights, we have multiple Boards of Review, and each involves at least three adults.

5. Each parent/guardian has expertise to offer the Troop. There is a multitude of opportunities for investing your individual skill sets and expertise in our program.

6. Most parents/guardians are qualified to act as a merit badge counselor for a handful of merit badges. Chances are, several badges directly relate to your profession, special training you've received, or lifelong hobbies. Check the list of badges, and sign up as a counselor. Then, if/when you feel so inclined, offer to hold a merit badge clinic for the boys.

7. Another opportunity could be working on the troop committee. There are frequently positions needing to be filled. Jump in and offer your services.

### Boy Scout Oath or Promise

*“On my honor, I will do my best*

*To do my duty to God and my country and to obey the Scout Law;*

*To help other people at all times;*

*To keep myself physically strong, mentally awake and morally straight.”*

**8.** It is important to take BSA training to understand our program and goals for our Scouts. There are lots of training opportunities offered online and at the District and Council level. District and Council training events are offered throughout the year. Please see the Council website for a calendar of events.

**9.** Community Service -This is required for advancement, but it should also be done just for the sake of service. Service is a core value in Scouting. In other words, a boy shouldn't stop doing service once he's met the requirements for the next rank. He should always serve, and participate in as many Troop service projects as he can.

**10.** Your Scout's focus at his first summer camp should be the Trail to First Class, and perhaps a merit badge or two. But at this point, the merit badges should be secondary in importance to rank advancement.

**11.** Email is one of the Troop's primary communication tools. Often important information comes out the day before or even the day of a Troop meeting or outing. While Troop 507 is a "boy led troop," it's a good idea to have parents on our email distribution list. Please be sure to provide a valid email address to our Troop Committee Chairman, so that you may be added to our email distribution to keep you up to date on announcement and information to be shared with the Troop.

**12.** Fundraisers offer the boys opportunities to earn money for their Scout Accounts and pay for some or all of Summer Camp as well as to build fellowship within their patrols and the Troop. We have at least three fundraisers each year: A Popcorn sale in the fall, Mulch sale in February, and Pop Sale at our Local Sand Springs Herbal Affair event in April. All Scouts are expected to participate in our fundraisers. The funds raised from these events help finance Troop activities and expenses and offset the out of pocket costs by the individual Scout who participate.

**13.** You will hear that Scouting is an activity to "fit in" among other activities, such as participation in team sports. Many of our Scouts participate in soccer, football, basketball, baseball, etc.. Nevertheless, it is important for Scouts to attend Troop meetings whenever possible, even during times when other obligations may preclude participation in outings. If your Scout has a period when he will not be able to participate in most Troop activities, then it also is a nice courtesy to his fellow patrol members to let them know so they can plan outings, patrol leadership positions and meetings accordingly. For Scouts who have seasons, due to sports or other obligations, that prevent full participation, it may be helpful to also pick a season or seasons when Scouting is the priority activity.

**14.** Communication is vital to the success of each Scout patrol and the entire Troop. When your Scout has a patrol leadership position, he must either attend the Patrol Leaders Council meetings or designate another patrol member attend in his place. Information critical to the smooth functioning of the entire troop is discussed and passed down to the patrols at the Patrol Leaders Council (PLC).

**15.** Boy Scouts are expected to take responsibility for their own rank advancement and merit badge activities. The Troop creates opportunities to achieve rank and merit badge requirements, but it is up to your Scout to take advantage of them. That said, you should feel comfortable in giving your Scout guidance, and even a little prodding. Participation in campouts is vital for rank advancement, as a large portion of early rank advancement is related to camping skills.

**16. Camping gear** - If you and your Scout do not have camping gear, don't feel like you need to buy it all at once. More experienced Scouts and adults can provide plenty of solid advice on what you really need and the best sources. This is an area where it pays to wait for sales, and to pay close attention to details about equipment capabilities and quality. Inexpensive is not necessarily a bargain, and expensive is not necessarily high quality. You and your Scout absolutely will need foul weather clothing and boots to keep you warm and dry. It rains or snows on more campouts than not.

**17.** It is a good idea to plan rank advancement activities for your patrol (with advice from Scouts and other adults) in advance of each campout. This is very important for the First Class cooking requirements. Similarly, it helps your Scout to get off to a good start by planning one or two merit badges to earn early; some merit badges are not easily achieved in the first year, so this is another area to seek advice. It is important to record your activities and completed requirements in the Scout Handbook. Keep in mind when the opportunity presents itself to complete other requirements (*where applicable*) associated with rank advancement for future ranks and/or Merit Badges. Document these activities and once completed have these reviewed by a Troop Adult Leader, so that this can be signed off to provide a record of these completions, so they can be applied to advancements and Merit Badge requirements.

**18. Prohibited Items & Behaviors:**

- Alcohol, drugs, e-cigs, and tobacco are forbidden.
- Guns are forbidden.
- Bad language will not be tolerated; this usually means cursing, but also includes racial slurs, religious slurs, and other forms of hateful talk.
- Bullying behavior will not be tolerated.
- Clothing may not be printed with sexually oriented material or contain references to alcohol, drugs, or tobacco.
- Vandalism of church property, troop property, or an individual's property will not be tolerated.
- Stealing will not be tolerated.
- Do not use or borrow anyone's personal property without their permission.
- You are not allowed in another scout's tent without their permission.
- Raiding tents is forbidden for any reason. You may be in another patrol or troop's campsite only with their permission. If asked to leave, do so.
- No aerosol cans, cigarette lighters, firecrackers, radios, tape players, MP3 players, or electronic games are allowed on campouts.
- Cell phones, if brought to the campout, must be left in the vehicle the scout rode in. They will be confiscated and returned to your parents.
- No form of fixed blade knife is allowed and neither are hatchets, axes, machetes, dart guns, etc. Any non-conforming knife or tool will be confiscated by an adult and returned to your parents.
- Anything can be taken away by an adult and will be returned to your parents that may be potentially hazardous, offensive, and/or distractive to the Troop, Crew, Scouts, and others at any time.

**19. Expected Behaviors:**

- **Buddy System** - You cannot go somewhere by yourself or with just one other person; there must be a minimum of three scouts in a group. You may not leave the boundaries of the camp where the troop is camping unless you are in a group and get permission from an adult.
- **Fire Building** - Only scouts who have earned the Firem'n Chit are permitted to start fires. Fires must be enclosed in a ring of rocks or dirt. No chemicals or petroleum products may be used to start a fire. Do not put anything into a fire except firewood or appropriate trash. Do not take anything out of a fire, especially burning sticks. Do not leave a fire unattended. When leaving a fire make sure it is out cold.
- **Team Work** - Each scout is part of a patrol and needs to do his part to ensure that the work is divided evenly and fairly within the patrol. Boy Scouts is like any program: you get out of it what you put into it. If each scout commits to work toward the rank of Eagle Scout, participate in troop activities, learn everything they can in Boy Scouts, and support troop fund-raisers they will have a great time full of fun memories and will "Be Prepared" for the future.

**20. Have more questions?** We are all here to help guide our Scouts and serve to make Troop 507 "*The Best Troop in America*". As part of this, we all have questions and want to help you as we too have had probably the same question you have and needed clarification and direction. All of our Adult Leaders are here to help answer those questions and if we do not have the answer we will work together to find it, as chances are there are others in the Troop with the same question.

**What makes Boy Scout Troop 507 different from other programs?**

Whether you have just crossed over with your son from Cub Scouts or just joined Boy Scouts, we appreciate your enthusiasm and encourage your participation in the troop.

The three aims of the Boy Scout program are character development, citizenship training, mental and physical fitness. To accomplish these aims, Scouting employs eight methods: the ideals, the patrol method, the outdoors, advancement, association with adults, personal growth, leadership development, and the uniform.

We encourage you to take the Boy Scout training offered on-line and by the District to find out what we are trying to accomplish and how you can help.

One of the major differences between Cub Scouts and Boy Scouts is the very important methods used for leadership development.

In order to teach leadership, you have to let the boys lead. In fact, one of the more vigorous debates you can have in Scouting is over the feasibility of a scout-led troop. Some adult leaders will argue that while a scout-led troop is the BSA ideal, it's not possible in their particular troop



for any or all of the following reasons: *the boys are too young, too lazy, too irresponsible, or just not interested.*

A scout-led troop is more work for the adult leadership, and therein is the problem, and our need for your cooperation and help. It is so much easier for the adults to just take charge themselves than to teach the necessary leadership skills to the boys.

All Scoutmasters and Assistant Scoutmasters are taught the basics of a scout-led troop and patrol in Scoutmaster Specifics. However putting that training into practice is often difficult without a mentor in the troop. This guide will hopefully bridge the gap between theory and practice. It covers some of the common pitfalls and offers suggestions for getting a working scout-led troop.

The importance of a scout-led troop and patrol is emphasized in two chapters of the Scoutmaster's Handbook; chapter 3 "The Scout-led Troop" starts with this strong statement:

***"Empowering boys to be leaders is the core of Scouting. Scouts learn by doing, and what they do is lead their patrols and their troop. The boys themselves develop a troop program, then take responsibility for figuring out how they will achieve the goals. One of our most important challenges is to train boy leaders to run the troop by providing direction, coaching and support. The boys will make mistakes now and then and will rely upon the adult leaders to guide them. But only through real hands-on experience as leaders can boys learn to lead."***

As mentioned before, perhaps the most common reason for the existence of adult-led troops is that it is easier for the experienced adult leaders to run things; teaching leadership to boys is not easy.

A second common reason is that the adult leaders may be afraid of failure; they want a smooth running troop. A scout-led project will occasionally falter, and adults may feel it necessary to take over to ensure success.

A third is that the troop may have adult leaders that do not delegate well, and do not wish to give up control. In fact, many consider that the main barriers to a scout-led troop come from the attitudes within the adult leadership.

## **A successful Troop requires Adult Leaders and parents to work together**

**Absolute Rigid Flexibility – (ARF)** This guide is meant more as guidelines than actual rules. Just as every troop, scout, adult leader, and parent is different, what works best is not always the same. Also what worked yesterday may not work tomorrow. We do not want change for the sake of change, but to meet the changing needs of the troop.

**Adults are there for the Boys** - The adults need to keep in mind that we are here for the Scouts. In Scouting, parents will meet others with similar values and goals for their children. Parents will build good friendships with the others and they can provide support and parenting suggestions. Scouting is a way to become a better parent through association with and the help of like-minded adults. However, adults should keep in mind that they are there for the boys and should try to not let socializing dominate.

**The Scoutmaster is in charge of the Troop** - All parents should understand the structure of the troop. There is a “chain of command” within the youth leadership and also within the adult leadership. The Scoutmaster has to have a final say as the ultimate leader of the troop. He needs to work together with the parents and the other leaders toward the scout-led goal. The boys should understand that they have only as much authority as allowed by the adults, especially the Scoutmaster, and need to show the appropriate respect for the adults in their lives.

**Parent Involvement** - Parent support and involvement is essential. Unlike the full parent involvement in Cub Scouts, parents are asked to become much less involved with their own child and more within the structure of the troop as a committee member or assistant Scoutmaster. But few parents come in to Scouting with a good understanding of the program. To get all the parents on the same page and working toward the goals of Scouting, it is recommended that each parent/guardian take the on-line “**Fast Start**” training. Parents coming on outings are required to work through the on-line “**Youth Protection**” training to understand the behavior that BSA asks of all adults. Committee members should take the on-line “**Troop Committee Challenge**” (*all training courses available at BSA Adult Training and accessible from your myscouting.org access- see additional resources for more information*). It is useful for the Scoutmaster to occasionally meet with ALL parents to share his vision for a successful troop and to involve the parents in accomplishing the troop’s goals.

**The Troop Committee** - From Fast Start training, “*If you haven’t been involved in Scouting, you may think that the whole organization is the Scoutmaster and the youth members. The truth is, the success of the troop depends on a lot of adult volunteers who work behind the scenes to make it all happen. The troop committee is like a steering committee—volunteers who actually handle the business end of running the troop.*” From the Scoutmaster Handbook, “*The most important responsibility of a troop committee is recruiting qualified adult leaders for the troop.*”, “The Scoutmaster should be able to turn to the committee at any time for assistance, support, and encouragement.” The troop committee must then step back and not try to run the troop. That is for the Scoutmaster to train the boys to do.

**Adult-led symptoms and impacts** – It is important to maintain positive continuity within the Troop. To do so requires that protocol and the established chain of command be followed to minimize confusion for not only the Scouts but the Adult Leadership and parents. While at times, situations may require a time to pause for evaluation, we must at all times avoid:

- **Adults should avoid loudly asserting authority** - Adults yelling at the boys in front of the troop is one characteristic of an adult-led troop where the adults have not transferred authority to the youth. Yelling at the boys has a toxic effect on the supportive atmosphere we want to nurture in a troop. Scouting is a put-down free zone. We use the Scout hand sign as a silent way to bring the troop to order for this very reason.
- **Adults should avoid dominating the activity** - The boys will never learn to lead if the adults dominate. The only time an adult should step in is if there is an immediate safety threat. Otherwise, there is time to work through the youth leadership chain of command. The only way for boys to learn leadership is to actually hand them the reins of power, with plenty of instruction of course.

- **Adults should avoid jumping in with more enthusiasm than patience** - Volunteers who take charge are usually a good thing except when they preempt the boys' responsibilities. It is hard to wait for a boy to do something that you could do better in much less time. However if you do something for someone, they will not learn the skill. Adults already know how; boys still need to learn. Scout meetings and outings should provide a hassle-free environment in which to learn leadership.
- **Adults should avoid operating Boy Scouts in a Cub Pack mode** - Parents crossing over with their boys can often feel more comfortable modifying slightly the structure they know from Cub Scouts than to adopt the changes demanded by a scout-led Boy Scout program. They continue the parent-child authority structure and do not hand power over to the boys. This leads to an extension of the parent-child relationship into the teen years when the youth should be transitioning to independence.
- **Adults should avoid enabling codependency** - Parents of scouting age boys are often comfortable with the roles they have established with their young children. They organize the program and the boys follow along. But the boys remain in a dependent role. Very young Scouts may be comfortable with a dependent role for a while. Adults feel useful and boys don't have to put out much effort. The troop operates like an adult-run outing club. But as the boys grow older, their lack of control of the program begins to chafe.
- **Adults should avoid contributing to older boy attrition** - Boys can stay dependents only so long before they rebel from imposed adult authority. Adults giving the boys more control over outings can help solve an older boy attrition problem. With such programs as Venture patrols or similar older boy patrols, boys are allowed to plan their own high adventure outings that increase retention. The fundamental leadership and confidence for the Scout to advance to this level of maturity begins at the Scouting level. Scouting trains boys in life skills. Removing "scout-led" from the program removes an extremely important aspect of Scouting: leadership and teamwork. Boys need to practice team leadership in the safe environment that Scouting provides. Without this practice, they are less prepared to enter the workforce, where mistakes have significant consequences.

**Advantages of a Scout-led Troop** – In order to allow the Troop to be strengthened and for the Scouts to reach their full potential as leaders and establish their confidence they must be allowed to lead. Through the **E.D.G.E. (Educate Demonstrate Guide and Enable)** method this learning and development process is accomplished:

- **Boys learn critical planning skills** - Adults should involve the boys in the process of planning an outing. Boys need to learn how to set achievable goals. For example, planning a canoe trip can start with "Safety Afloat" as an outline to make them aware of safety concerns. Including the boys in the process allows the adults to teach the logistics of planning: setting goals and objectives; breaking the project into smaller tasks and determine deadlines when they need to get done; assigning responsibilities to individual team members; putting the plan into action and tracking progress; evaluating the outcome and modifying the plan. There is always the need to check in with others on the project to see if all is going well.

- **Boys learn to lead in a safe environment** - Leadership is not only knowing what you need to do to succeed but also knowing what to do if things go wrong. Before each scout-led activity, an adult leader should sit down with the boy leadership and go over their plan, to make sure that the boys are not set up to fail. The adult leaders are responsible for maintaining a non-confrontational environment by letting the boys know the adults support them, and will be available if needed. Adults minimize the fear of failure by maintaining a supportive environment.
- **Boys learn from mistakes** - It is hard to watch a process get done poorly, but if a scout-led troop meeting does not go as planned, there is no great loss. If a meal on a camp-out does not work out, it becomes a learning experience, a teachable moment to show how one responds to mistakes and still shows respect for others. It is very important to meet after each activity with the boy leadership to help them conduct a Start, Stop, Continue evaluation (SPL Handbook p. 97). How could this activity have been done better? Good judgment comes from experience, and experience comes from learning from your mistakes.
- **Boys learn to lead others and work in teams** - Working well with others is perhaps the most important life skill that youth can learn. Boys gain confidence by being entrusted with power and in leading their peers. Section Six in the Senior Patrol Leader's Handbook talks about leadership styles and developing your team. The youth leader learns that their leadership style needs to change from Explaining, to Demonstrating, to Guiding, and finally to Enabling as the group develops into a working team (*the "Leading EDGE" in SPL Handbook page 88-89*).
- **Boys learn respect when treated with respect** - Adults should show respect by not interrupting or criticizing the youth leadership during a troop meeting, no matter how badly things may be going. Instead, the adults should praise youth leaders in public when they do well, which helps boost both their confidence and the troop's faith in them. If the troop believes in their Senior Patrol Leader, they will treat him with respect and listen to him more readily, which in turn makes the troop run more smoothly. The time for critique is after the meeting, in private. Sadly, it is much more difficult to build up confidence in others than to tear it down. The adults will earn the respect of the boys by their actions and example, not by demand.

**Role of the Adult Leaders in a Scout-led Troop** – Everyone has a place in our Troop. With the many opportunities to serve in our program it takes a village working together towards the success of our events and advancement of our Scouts. As Adult Leaders, parents/guardians we must all:

- **Follow the lead of the Scoutmaster** - Just as the Scouts need to know that their SPL is in charge, the adults need to know that the Scoutmaster is in charge. Scouts will follow the example of the adults, good or bad. Please criticize only when you can give a suggestion to correct the problem, otherwise it is nothing more than creating conflict and negativity within the Troop. This is crucial for the adults to follow as well as the Scouts.
- **Train patrol leader(s) and assistant(s)** - This is especially necessary if a troop does not participate in district or council youth training. The boys need to know what is expected of them. Often a troop will do BSA **Troop Leadership Training** ([BSA publication #34306A](#)) which has four sections.

- First is a section on how the Scoutmaster should train the senior patrol leader. Then Scoutmaster and the senior patrol leader jointly train the rest of the boy leadership in three modules:
  - **Module One** - Introduction to Troop Leadership (Know). The scout-led troop and scout-led patrol chapters in the Scoutmaster Handbook is discussed. The troop organization and overview of each position is next.
  - **Module Two** - How to Do Your Job (Be). The Scoutmaster shares his vision of success. This is followed by a discussion of the teaching EDGE (Explain, Demonstrate, Guide, and Enable) as the method used for teaching skills. Finally a troop progress discussion is held using the Start, Stop, Continue assessment tool.
  - **Module Three** - What is Expected of me (Do). This section focusses first on the position descriptions and expectations. The Scoutmaster then leads a discussion on servant leadership. It closes with defining success in your position and a Scoutmaster conference.
- **Mentor the patrol leader and assistant** - Leadership mentoring must continue beyond the initial training. An important rule to remember is to praise publicly and criticize privately. It is best to start with simple leadership tasks first, so the boys are not set up to fail. An adult should always meet with the Patrol Leader before the activity to go over preparation. The youth leadership should be able to rely on the adults to provide the skills and resources for them to succeed. The Senior Patrol Leader Handbook and the Patrol Leader Handbook are excellent resources. Robert Baden-Powell in the Scoutmaster Handbook said, *“Training boy leaders to run their troop is the Scoutmaster’s most important job.”*
- **Back up youth authority** - Your youth leaders will have to learn how to deal with problem people (SPL Handbook p. 95-96). Managing conflict is an extremely valuable skill for both youth and adults to master that is why it is included in both National Youth Leadership Training and Wood Badge. If the Patrol Leader can't resolve the issue then it goes to the Assistant Senior Patrol Leader and the Senior Patrol Leader.
- **Discipline Action** – In a well-run scout-led troop, situations requiring disciplinary action must be brought to the adult leadership for review and direction. If a scout is causing disciplinary problems, a parent will be called to pick up their son on an outing. In certain instances a parent may need to accompany their son on outings. All things are taught best by example. Just as there is a chain of command in the Scouts, there is a chain of command with adults. The better we follow this chain of command, the better example the boys have to follow. We cannot expect the boys to follow a chain of command if what they witness with adults is chaotic and controversial. The adult chain of command should be similar to the Scout chain of command. This is why it is crucial that the Senior Patrol Leader be the leader of the youth and the Scoutmaster be the leader of the adults.
- **Step back and delegate** - Often an adult will get asked a question from a boy in a patrol because the adult is viewed as the authority. It is best if the adult does not give the answer. One of the most important things a Patrol Advisor can say is "Did you ask your

patrol leader?" By respecting the chain of command, you build the authority of your boy leaders. Some relevant quotes from Robert Baden-Powell in the Scoutmaster Handbook are, "*Train Scouts to do a job, then let them do it.*" and "*Never do anything a boy can do.*"

- **Set the supportive tone** - Adults will not be yelling at kids, except in safety emergencies. A major part of creating a supportive environment is training the adults how to respond to the youth with patience and respect. The boys need to know that they will not be yelled at if they fail. Notice one way we set the tone is by silently raising the Scout sign and patiently waiting when we want order, rather than losing our patience and yelling for them to 'shut up.' Adult behavior should follow the Scout Oath and Law: teach good behavior by example. The adults need to know how to operate within themselves before they can function with the Scouts. Any adult should refer back to the Scout chain of command whenever possible. If the adults do not know how to operate within their own chain of command, they will not know how to respond to the boys appropriately.
- **Encourage the patrol method** - The Scoutmaster Handbook states, "*Patrols are the building blocks of a Boy Scout troop.*" It quotes Robert Baden-Powell: "*The patrol method is not a way to operate a Boy Scout troop, it is the only way. Unless the patrol method is in operation you don't really have a Boy Scout troop.*" The patrol is the team that you train your patrol leader to build. This may be that Patrol Leader's first leadership experience, so he will need plenty of training and coaching. Patrol spirit, respect, and cooperation will help build that team.
- **Make sure the rules and regulations are followed** - Safety is the primary adult responsibility. Adult leaders are responsible for the troop following the rules found in the Guide to Safe Scouting and in the Youth Protection training. The adult leadership trains the youth leadership to stay within the boundaries set by BSA, and is ultimately responsible to see the rules are followed. The better the youth understand the reasons for BSA's safety rules the more likely they are to cooperate and comply. Explain that the safety rules apply to everyone, boys and adults alike.

## Transitioning to a Scout-led Troop

**Get adult buy-in first** - The cooperation of the adults can make or break the troop. The scoutmaster needs to have all the adults on board with what he is trying to accomplish. The safe, nurturing environment that the Scouting hopes will be established in a troop can be ruined by one cranky adult. One take-charge adult can strip the boy leadership of the opportunity to lead. Basically, the boys can't lead if the adults are treating them as if they have no power. Even if your Senior Patrol Leader is fully trained, he cannot be effective with the boys unless he is empowered by the adult leadership. Any leader who is denied any actual power is set up to be ignored and eventually fail.

**Train the adult leadership** - Adults need to see the "big picture" of Scouting and there is no better way to do this than by taking more training. Your troop level adult leader training can be as simple as a small group working through the Scoutmaster Handbook. A simple start, stop, continue assessment can compare the troop to the ideals set in the Scoutmaster Handbook. If it has been a while since your adult leaders have taken New Leader Essentials and Scoutmaster Specifics, maybe it would be a good for them to sit through this one day training

again. Also our Council does a Wood Badge Training course annually, which merges some of the best corporate leadership training with Scouting. Other recommended Adult Training Courses are listed in the additional resource section of this Guidebook to quickly identify courses to assist you.

**Train the boy leadership** - This can be as simple as BSA's Troop Level Training. The Indian Nations Council also offers Pine Tree Training Courses twice a year (Spring Course and Fall Course) to assist new Scouts to camping essentials and introduction to leadership training to better apply the Patrol Method in their local Troop. One of the best boy leader training is NYLT, National Youth Leadership Training. It is essentially a Wood Badge course for youth. If possible your Senior Patrol Leader should be NYLT trained. However when you complete a training, realize that youth leader training is a continual process. Often they will not succeed the first time they try to lead. The adult leadership may need to continually encourage and remind them until good leadership habits form. This continuing training may take quite a while, so the adult leader must have patience with the process.

**Get the adults out of the Patrol Leader's Council** - "Patrol leaders' council, not the adult leaders, is responsible for planning troop activities." - Fast Start: Boy Scouting. The PLC, Patrol Leader's Council, is run by the Senior Patrol Leader and not the adult leadership. If your PLC has adults attending, a separate meeting for Adults at the same time needs to be scheduled, so that the boys can lead their own meeting independent of adult interference. If there are behavior problems, the presence of just one or two adult leaders should be enough to remind the boys that their Senior Patrol Leader is in charge, and is backed up by the adult leadership. In a nutshell, the only adult that should attend the PLC is the Scoutmaster or his designate!

**Check that the boy leaders are prepared** - It is very important that your Senior Patrol Leader make up an agenda for each activity. The Scoutmaster should meet before the PLC and the troop meeting to go over the agenda and make sure the youth leaders are prepared. The Scoutmaster handbook says, "*The senior patrol leader is in charge of every troop meeting. Help him plan ahead, coach him along the way, but stay in the background and let him be the leader.*"

**Don't expect rapid change!** - It may take years before a fully functional scout-led troop is operating. There will always be boy leader turnover and new boys coming in. Every troop election requires a new set of boy leaders to be trained. One cannot allow setbacks to trigger a reversion to an adult-led troop. Good patrol leaders should be encouraged to move up to troop level leadership as Assistant Senior Patrol Leader (ASPL). The Assistant Senior Patrol Leader can be a training position for Senior Patrol Leader, that way each SPL has had 6 months of troop-level leader training as ASPL before taking office. The speed of the change to a fully scout-led troop greatly depends on how fast the adults can change to a Scoutmaster lead organization! Without this, the boys do not have a proper example to follow!

**Treat your Senior Patrol Leader very well** - The Senior Patrol Leader is the leader of a scout-led troop, and you want other boys in the troop to really want that position because it carries status and power. You want the troop to respect and work hard for your SPL. The SPL has the best job in the troop! The adult leadership showing respect for the SPL and his decisions and input reinforces his status. If possible defer to your SPL.

**Allow failure to be a learning experience** - Within the bounds of a safe scouting experience, the adult leadership should allow the boy leadership to make, and learn from their mistakes. If the SPL shows up unprepared for the troop meeting, he will have to wing it and do the best he

can. The adults should not bail him out by taking over and running the meeting themselves. The Scoutmaster will talk with the boy leadership after the activity to evaluate what they can learn from the experience. Adults should set an encouraging tone if something did not go well, and keep the boys from blaming anyone. Failure can be a better teacher than success.

**Encourage Patrol Activities** - The only way the Patrol Leader will get experience is if the patrol actually does something that requires his leadership. There should be a patrol meeting within the troop meeting. Patrol activities should be planned within troop outings also. Patrols can even plan outings independent of the troop. (See Chapter 4 "The Scout-led Patrol" in the Scoutmaster Handbook.)

## Recommendations for Adults Mentoring Leadership

**Use The Senior Patrol Leader Handbook** - The Senior Patrol Leader Handbook should be read by not only your SPL and ASPL but also by the adult leadership. This new handbook incorporates important new material from National Youth Leadership Training (and by derivation from Wood Badge).

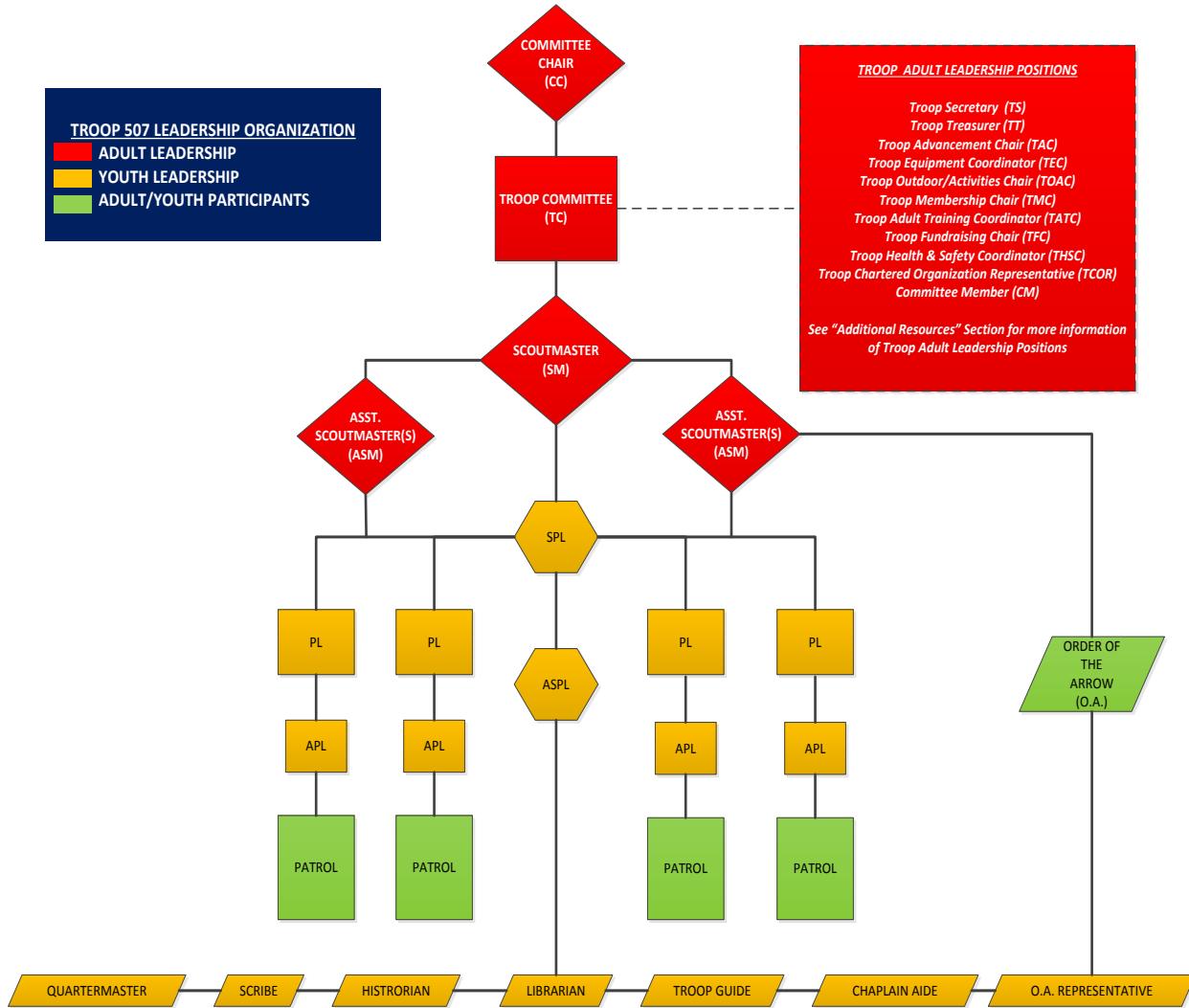
### Leadership Tips to Get You Started (excerpted from SPL Handbook page 20-21)

- ✓ **Keep your word** -Don't make promises you can't keep.
- ✓ **Be fair to all** - A good leader shows no favorites.
- ✓ **Communicate** - A good leader knows how to get and give information so that everyone understands.
- ✓ **Be flexible** - Meetings, campouts, and other patrol events will not always go as planned.
- ✓ **Be organized** - Time spent preparing for troop meetings and events will be repaid many times over.
- ✓ **Delegate** - Among the greatest strengths of a good leader is the willingness to empower others to accomplish all they can.
- ✓ **Set the example** - Whatever you do, Scouts in the troop are likely to do the same.
- ✓ **Be consistent** - When the troop members know what to expect from you, they will be more likely to respond positively to your leadership.
- ✓ **Give Praise** - Offer honest complements whenever you can.
- ✓ **Ask for help** - Do not be embarrassed to draw on the many resources available to you.
- ✓ **Criticize in private** - Pull the Scout aside and quietly explain what he is doing wrong. Add a suggestion on how it should have been done correctly.
- ✓ **Have Fun** - Most of all, have fun learning to be a leader. Your joy and enthusiasm will spread to other Scouts and will help energize the troop.

**Use Scenarios** – First aid courses like Wilderness First Responder spend a lot of time in running scenarios in addition to lectures. Boy Scouts uses scenarios to teach youth protection. This is primarily because people learn by doing. Leadership can also be taught that way. The National Advanced Youth Leadership Experience at Philmont uses scenarios like search and rescue to teach leadership. Closer to home, the SPL Handbook has five example scenarios (pages 90-91) but any seasoned adult leader probably has many more real-life examples to use. Consider taking time with your boy leadership to work through known challenges, so that they will feel prepared if a similar situation arises. Discussing alternatives ahead of time with an adult leader will help build a youths confidence that their responses would be correct. Scenarios can also allow the Scoutmaster to train the adult leadership in the proper responses to scout-led challenges.

Like many things, working on a functional scout-led troop is a journey to be enjoyed by all of us together and not necessarily a destination that will be achieved overnight. Troop turnover guarantees that it will always be a work in progress. Working toward a scout-led troop together, will give us a platform to teach leadership and the satisfaction of watching our boys mature into great leaders.

## TROOP 507 LEADERSHIP ORGANIZATIONAL FLOW



## Troop Youth Leadership Position Details

### Senior Patrol Leader

**Job Description:** The Senior Patrol Leader (SPL) is selected by Troop election. The SPL represents the Scouts as the top junior leader in the troop.

**Reports to:** the Scoutmaster

**Senior Patrol Leader duties:**

- Runs all troop meetings, events, activities, and the Troop Program Planning meetings (in June and December)
- Runs the Patrol Leaders' Council (PLC) meetings
- Appoints other troop junior leaders with the advice and counsel of the Scoutmaster
- Assigns duties and responsibilities to junior leaders
- Assists the Scoutmaster with junior leader training
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit



---

### Assistant Senior Patrol Leader

**Job Description:** The Assistant Senior Patrol Leader (ASPL) is appointed by the SPL and is the second-highest ranking Junior leader in the troop. The ASPL acts as the senior SPL in the absence of the SPL or when called upon. He also provides leadership to other junior leaders in the troop.

**Reports to:** the SPL

**Assistant Senior Patrol Leader duties:**

- Helps the SPL lead meetings and activities
- Runs the troop in the absence of the SPL
- Helps train and supervise the troop scribe, quartermaster, instructor, librarian, historian, and chaplain aide
- Serves as a member of the Patrol Leaders' Council
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit



## **Patrol Leader**

**Job Description:** The Patrol Leader (PL) is the elected leader of his patrol. He represents his patrol in the Patrol Leaders' Council (PLC).

**Reports to:** the Senior Patrol Leader (SPL)

**Patrol Leader duties:**

- Appoints the Assistant Patrol Leader (APL)
- Represents the patrol on the PLC
- Plans and steers patrol meetings
- Helps Scouts advance
- Acts as the chief recruiter of new Scouts
- Keeps patrol members informed
- Knows what his patrol members and other leaders can do
- Sets the example
- Wears the uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit



---

## **Assistant Patrol Leader**

**Job Description:** The Assistant Patrol Leader (APL) is appointed by the Patrol Leader (PL) and leads the patrol in his absence.

**Reports to:** the Patrol Leader

**Assistant Patrol Leader duties:**

- Helps the PL plan and steer patrol meetings and activities
- Helps him keep patrol members informed
- Helps the PL get ready for all troop activities
- Represents his patrol at Patrol Leaders' Council (PLC) when the PL cannot attend
- Lends a hand controlling the patrol and building patrol spirit
- Sets a good example
- Wears the uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit



## **Quartermaster**

**Job Description:** The Quartermaster keeps track of troop equipment and sees that it is in good working order.

**Reports to:** the Assistant Senior Patrol Leader (ASPL).

**Quartermaster duties:**

- Keeps records on patrol and troop equipment
- Makes sure equipment is in good working condition
- Issues equipment and makes sure its returned in good condition
- Makes suggestions for new or replacement items
- Works with the troop committee member responsible for equipment
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit

## **Scribe**

**Job Description:** The scribe keeps the troop records. He records the activities of the Patrol Leaders' Council (PLC) and keeps a record of dues, advancement, and Scout attendance at troop meetings.

**Reports to:** the Assistant Senior Patrol Leader (ASPL).

**Scribe duties:**

- Attends and keeps a log of PLC meetings
- Records individual Scout attendance
- Records individual Scout advancement progress
- Works with the Treasurer for maintaining records and finance
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit

## **Historian**

**Job Description:** The Historian keeps a historical record or a scrapbook of troop activities.

**Reports to:** the Assistant Senior Patrol Leader (ASPL).

**Historian Duties:**

- Gathers pictures and facts about past troop activities and keeps them in a historical file or scrapbook.
- Takes care of troop trophies, ribbons, and souvenirs of troop activities
- Keeps information about former members of the troop
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Show Scout spirit



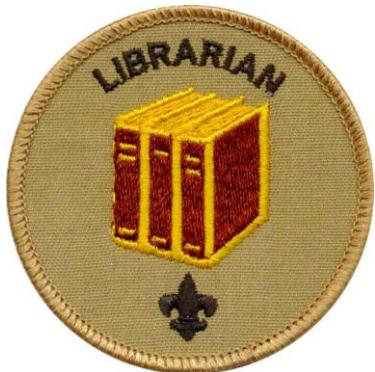
## Librarian

**Job Description:** The Librarian takes care of troop literature.

**Reports to:** the Assistant Senior Patrol Leader (ASPL)

**Librarian duties:**

- Sets up and takes care of the troop library
- Keeps records of books and pamphlets owned by the troop
- Adds new or replacement items as needed
- Keeps books and pamphlets available for borrowing
- Keeps a system for checking books and pamphlets in and out
- Follows up on late returns
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit



## Chaplain Aide

**Job Description:** The chaplain aide works with the troop chaplain to meet the religious needs of Scouts in the troop. He also works to promote the religious emblems program.

**Reports to:** the Assistant Senior Patrol Leader (ASPL)

**Chaplain Aide duties:**

- Assists the troop Chaplain with religious services at troop activities
- Tells Scouts about the religious emblem program for their faith
- Makes sure religious holidays are considered during troop program planning
- Helps plan for religious observance in troop activities
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit



## Troop Guide

**Job Description:** The Troop Guide works with new Scouts. He helps them feel comfortable and earn their First Class rank in their first year.

**Reports to:** the Assistant Scoutmaster for Advancement

**Guide duties:**

- Introduces new Scouts to troop operations
- Guides new Scouts through early Scouting activities
- Helps new Scouts earn First Class rank in their first year
- Teaches basic Scout skills
- Attends Patrol Leaders' Council (PLC) meetings when requested
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit



## **Instructor**

**Job Description:** The instructor teaches Scouting skills.

**Reports to:** the Assistant Senior Patrol Leader (ASPL)

**Instructor duties:**

- Teaches basic Scouting skills in troop and patrols
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit



## **Den Chief**

**Job Description:** The den chief works with the Cub Scouts, Webelos Scouts, and den leaders in the Cub Scout pack.

**Reports to:** the Den Leader in the Pack and the Assistant Scoutmaster for Advancement.

**Den Chief duties:**

- Knows the purposes of Cub Scouting
- Helps Cub Scouts advance through Cub Scout ranks
- Encourages Cub Scouts to join a Boy Scout troop upon graduation
- Assists with activities in the den meetings
- Is a friend to the boys in the den
- Helps out at weekly den meetings and monthly pack meetings
- Sets the example
- Wears the uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit



## **Junior Assistant Scoutmaster**

**Job Description:** 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, typically because of his leadership ability.

**Reports to:** the Scoutmaster

**Junior Assistant Scoutmaster duties:**

- Functions as an Assistant Scoutmaster
- Performs duties as assigned by the Scoutmaster
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit



## Scout Advancement

The Boy Scouts of America provides recognition for Scout achievements. The advancement program allows Scouts to progress from rank to rank.

### SCOUT AWARDS AND ADVANCEMENT PROCESS

1. A Scoutmaster Conference must be scheduled and completed by the Scout seeking advancement to a new rank.
2. Rank Advancement Requirements. Some of the Rank Advancement Requirements can be done on Troop and Patrol outings. The preparation (reading and learning the knowledge in the Scout Handbook) for the requirement should be done at home and at Patrol Meetings.

The ONLY persons authorized to sign off requirements are:

Scoutmaster.  
Assistant Scoutmasters  
The Patrol Leader (PL)\*  
Troop Guide (TG)\*  
Assistant Senior Patrol Leader  
(ASPL)\*  
Senior Patrol Leader (SPL)\*

*\*The PL, TG, ASPL, or SPL must have earned the requirement to be able to sign it off.*

Sign-offs of the requirements are done in the Scout's Handbook and in the Advancement Coordinator's Record Book.

It is the Scout's responsibility to contact the Scoutmaster, with his Handbook in hand, when he has completed one or more requirements, whether for guidance in completing the next requirements or for arranging the Scoutmaster's conference.

#### 3. Merit Badge.

- a. Contact the Advancement Coordinator or Scoutmaster for approval and issuance of a Merit Badge Card (AKA "Blue Card").

- b. Review the Merit Badge Counselor List with the Advancement Coordinator, Scoutmaster or other Adult Troop Leaders.
- c. Obtain Merit Badge Pamphlet from the Troop Library or purchase it at the Scout Shop in the BSA Council Headquarters.
- d. Contact a "Registered" Merit Badge Counselor.
- e. Take a buddy (a scout interested in the same merit badge) or a parent when meeting the Merit Badge Counselor as two deep leadership (on the adult side or on the scout side) is required for the protection of the scout and the counselor.
- f. Review the requirements with the Merit Badge Counselor.
- g. Complete the requirements.
- h. Have the card signed by the Merit Badge Counselor.
- i. Have the card signed by a unit leader (Scoutmaster or Assistant Scoutmaster).
- j. Turn in the completed card to the Advancement Coordinator.
- k. The Merit Badge will be awarded at the Troop's next Court of Honor.

A Board of Review for all Scout Rank Advancements, with the exception of the Eagle Scout Award, will be held monthly, as needed by incoming scout requests (the monthly BOR can be skipped if there is no request for a review).

The Board shall be made up of members of the Troop Committee and Scout Parents, and not include a parent of the Scout being reviewed.

Parents are encouraged to volunteer on boards for review of scouts other than their own to see and understand the process. The Advancement Coordinator shall establish the date, time, and location of the Board of Review.

It is the Scout's responsibility to contact the Advancement Coordinator to request a Board of Review. The Scout requesting a Board of Review must have completed ALL rank requirements, the chosen Merit Badges, the Scoutmaster Conference, and must have the Scout Handbook signed off BEFORE contacting the Advancement Coordinator (AC) and notifying the AC of his eligibility for a review.

The Board of Review is not a retesting for the rank, but a time to review where the Scout is, hear what he has accomplished while working on his rank advancement, and get feedback about how the Troop is running. When scheduled for a Board of

For more information and listing of available Merit Badges click [BSA Merit Badge](#) for details

## **AWARDS AND RECOGNITION FOR ADULT LEADERS**

The Boy Scouts of America and Troop #507 provide opportunities for recognition of our "Trained" Adult Leaders, as it is the desire of the B.S.A. and Troop #507, "*that every scout needs a trained leader*". Troop #507 has established the adult neckerchief as a symbol of a trained adult leader. Please see the <http://www.troop507.com> resource section for details outlining training requirements for receiving the Troop #507 Trained Adult Leader Neckerchief and the B.S.A. Scouter's Training Award.

Review, the scout will be in class "A" uniform and have his scout book in hand. Failure to be in full uniform or to bring the scout book to the BOR may force the board to reschedule the review to the next month.

The scout must also be prepared to recite the Scout Oath, the Scout Motto, the Scout Slogan, and the Scout Law.

### **4. Rank Advancement:**

Rank Advancement is effective upon passing the Board of Review. The Scout may request and wear the Patch. However, the Card and Pin will be given out at the next Court of Honor.

**5. Court of Honor:** A Court of Honor will be held at least three (3) times a year. See Troop Calendar for scheduling. A Court of Honor is where everyone has a chance to recognize all the work each Scout has done over the past few months and celebrate their achievements. Everyone is invited to a Court of Honor: Families of Scouts, Charter Unit Representatives, Past Scoutmaster, etc.

**6. Eagle Court of Honor:** The Troop will also see that the Eagle Scout's name is engraved on the Troop's Eagle Trophy. The Eagle Scout's family will provide refreshments for the Eagle Court of Honor.

## Rank Requirements and Path to Eagle

RANK	REQUIREMENT RESOURCES	PATCH
"SCOUT"	<ul style="list-style-type: none"> <li>Scout Handbook pg. 439</li> <li><a href="http://www.scouting.org/filestore/boyscouts/pdf/Scout_rank_2016.pdf">http://www.scouting.org/filestore/boyscouts/pdf/Scout_rank_2016.pdf</a></li> </ul>	
"TENDERFOOT"	<ul style="list-style-type: none"> <li>Scout Handbook pg. 440-441</li> <li><a href="http://www.scouting.org/filestore/boyscouts/pdf/Tenderfoot_rank_2016.pdf">http://www.scouting.org/filestore/boyscouts/pdf/Tenderfoot_rank_2016.pdf</a></li> </ul>	
"SECOND CLASS"	<ul style="list-style-type: none"> <li>Scout Handbook pg. 442 -444</li> <li><a href="http://www.scouting.org/filestore/boyscouts/pdf/Second_Class_rank_2016.pdf">http://www.scouting.org/filestore/boyscouts/pdf/Second_Class_rank_2016.pdf</a></li> </ul>	
"FIRST CLASS"	<ul style="list-style-type: none"> <li>Scout Handbook pg. 445-447</li> <li><a href="http://www.scouting.org/filestore/boyscouts/pdf/First_Class_rank_2016.pdf">http://www.scouting.org/filestore/boyscouts/pdf/First_Class_rank_2016.pdf</a></li> </ul>	
"STAR"	<ul style="list-style-type: none"> <li>Scout Handbook pg. 448</li> <li><a href="http://www.scouting.org/filestore/boyscouts/pdf/Star_rank_2016.pdf">http://www.scouting.org/filestore/boyscouts/pdf/Star_rank_2016.pdf</a></li> </ul>	
"LIFE"	<ul style="list-style-type: none"> <li>Scout Handbook pg. 449</li> <li><a href="http://www.scouting.org/filestore/boyscouts/pdf/Life_rank_2016.pdf">http://www.scouting.org/filestore/boyscouts/pdf/Life_rank_2016.pdf</a></li> </ul>	
"EAGLE SCOUT"	<ul style="list-style-type: none"> <li>Scout Handbook pg. 450-452</li> <li><a href="http://www.scouting.org/filestore/boyscouts/pdf/Eagle_rank_2016.pdf">http://www.scouting.org/filestore/boyscouts/pdf/Eagle_rank_2016.pdf</a></li> </ul>	



## Troop 507 – Eagle Scout Recipient Honor Listing

Troop 507 is very proud of our heritage with the Boy Scouts of America program and the highest quality of Eagle Scouts that have been recognized through our program. The following is a listing of our esteemed Eagle Scout Recipient Honor Listing:

TROOP 507 EAGLE SCOUTS - HONOR LISTING			
JIMMY D. FRETZ, JR. JUNE 1983	DAMON B. MAPLES JULY 1985	STEVE BABAZ NOVEMBER 1985	MARTY L. JENNINGS SEPTEMBER 1986
HENRY B. THOMPSON SEPTEMBER 1986	TRAVIS R. ROGERS DECEMBER 1986	PHILIP M. JOHNSON MARCH 1987	HOWARD L. McLAUGHLIN, JR. OCTOBER 1987
ERIC A. BETTINGER DECEMBER 1987	PRESTON R. SKINNER DECEMBER 1987	CHRISTOPER N. TAYLOR MAY 1988	LOYD D. FISHER, JR. JUNE 1988
TOBY D. NICHOLAS FEBRUARY 1989	JASON W. THOMPSON FEBRUARY 1989	DAVID RODGERS DECEMBER 1989	COLIN K. McINNES JANUARY 1990
ROGER BISE JULY 1991	CRAIG MULKEY NOVEMBER 1991	ROSS PINKSTAFF MARCH 1992	ADAM SKINNER APRIL 1993
CHAD BARTO AUGUST 1993	ROBERT RAY AUGUST 1993	R.J. BUTEFISH JULY 1994	MICHAEL RHOADES AUGUST 1994
PRESTON STEPHENS APRIL 1996	BEAU BIFFLE AUGUST 1996	JAMES MOSS OCTOBER 1996	KYLE MANAHAN DECEMBER 1996
WILLIAM "BUCKY" RAY FEBRUARY 1997	CHRISTOPHER SMITH FEBRUARY 1997	JOE DAN BAKER FEBRUARY 1997	MATTHEW SEAY MARCH 1997
JUSTIN "J.W." TIMMERMANN SEPTEMBER 1997	CLARK MANAHAN NOVEMBER 1998	JEFF KUBIAK JANUARY 1999	ADAM MOSS MAY 1999
JOHNNY WOOD MAY 1999	JOHNATHAN HOKE APRIL 2000	WILLIAM A. SMITH FEBRUARY 2001	KELSEY MORRIS MARCH 2002
MATT BELL APRIL 2002	JERRAD BROWN JULY 2002	MATTHEW ROM JULY 2003	CHARLIE BURKETT SEPTEMBER 2003
E. WAYNE KRUMSIEK NOVEMBER 2003	DAVID WALDSCHMIDT AUGUST 2004	ALEX KVACH NOVEMBER 2004	JONATHAN MOSS NOVEMBER 2004
BRIAN D. FOUGHT FEBRUARY 2005	JOSH DELOZIER APRIL 2005	TODD G. FOOSHEE NOVEMBER 2005	CHRISTOPHER SMITH OCTOBER 2006

## TROOP 507 EAGLE SCOUTS - HONOR LISTING

GEOFFREY HAMM JUNE 2007	CHRISTOPHER FLOYD NOVEMBER 2007 <i>Awarded Posthumously</i>	J. MARK ALLEM FEBRUARY 2008	MICHAEL HARE NOVEMBER 2008
DEREK DRAPP MARCH 2009	ARIC G. FISHER APRIL 2009	LEE FAIRLESS APRIL 2009	JUSTEN DUNCAN JUNE 2010
RYAN SMITH JUNE 2010	TYLER MARTIN MARCH 2011	FRANK D. WHITLOCK, JR. FEBRUARY 2012	BOB A. STERNKE FEBRUARY 2012
NATHANIEL LAWRENCE JULY 2012	BLAKE A. THORNBURG AUGUST 2012	JUSTIN K. FLOYD OCTOBER 2012	MATTHEW MORRISON NOVEMBER 2012
CHRIS HOPSON JUNE 2013	TRISTAN LEWIS JUNE 2013	AUSTIN BROWNFIELD OCTOBER 2013	JACK SMEJKAL DECEMBER 2014
RONAN TRINIDAD RIFE JUNE 2015	GLENN HAYNES DECEMBER 2015	CHRIS LIERLY JANUARY 2016	JETT HUFFAKER APRIL 2016
JACOB MICHAEL RAMPY JULY 2016	CHRISTIAN J. BARNARD FEBRUARY 2017	DAKOTA "KODY" BROWNFIELD MARCH 2017	TAYLOR MORRISON OCTOBER 2017
LOGAN GUTHRIE APRIL 2018			

## The Order of the Arrow

Scouting's National Honor Society

Since 1915, the Order of the Arrow (OA) has recognized Scouts and Scouters who best exemplify the Scout Oath and Law in their daily lives. This recognition provides encouragement for others to live these ideals as well.

"Arrowmen" are known for maintaining camping traditions and spirit, promoting year-round and long term resident camping, and providing cheerful service to others. OA service, activities, adventures, and training for youth and adults are models of quality leadership development and programming that enrich and help to extend Scouting to America's youth.



### Eligibility

The Order of the Arrow membership requirements are:

- Must be a registered member of the Boy Scouts of America.
- After registration with a troop or team, have experienced 15 days and nights of Boy Scout camping during the two-year period prior to the election. The 15 days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the Boy Scouts of America. The balance of the camping must be overnight, weekend, or other short-term camps.
- Youth must be under the age of 21, hold the BSA First Class rank or higher, and following approval by the Scoutmaster or Varsity team Coach, be elected by the youth members of their troop or team.
- Adults (age 21 or older) who are registered in the BSA and meet the camping requirements may be selected following nomination to the lodge adult selection committee. Adult selection is based on their ability to perform the necessary functions to help the Order fulfill its purpose, and is not for recognition of service, including current or prior positions. Selected adults must be an asset to the Order because of demonstrated abilities, and must provide a positive example for the growth and development of the youth members of the lodge.



Order of the Arrow

Tat Su Hwa Lodge 138

Founded 1938

Troop 507 is proud of our history and contributions made through service to the legacy of Tat Su Hwa Lodge 138 from top honor award winners to Chapter, Lodge, and Section Leadership

## ADDITIONAL RESOURCES

### Indian Nation's Council

Scout Shop:  
Address: 4295 S Garnett Rd, Tulsa, OK 74146  
Phone: [\(918\) 743-6125](tel:(918)743-6125)

### National Boy Scouts of America (BSA) Resource Sites:

BSA Homepage - <http://www.scouting.org/>

My Scouting - <http://my.scouting.org/>

My Scouting Tools - [http://www.scouting.org/filestore/idg/Training\\_Mgr\\_Powerpoint.pdf](http://www.scouting.org/filestore/idg/Training_Mgr_Powerpoint.pdf)

Scout Stuff - [www.scoutstuff.org](http://www.scoutstuff.org)

BSA Merit Badge Program -  
<http://www.scouting.org/scoutsource/GuideToAdvancement/TheMeritBadgeProgram.aspx>

BSA – Merit Badge Listing -  
<http://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/MeritBadges.aspx>

BSA – Advancement and Award Requirement Listing -  
<http://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards.aspx>

BSA Eagle Scout Rank Details -  
<http://www.scouting.org/sitecore/content/Home/GuideToAdvancement/EagleScoutRank.aspx>

BSA Adult Training Site - <http://www.scouting.org/Training/Adult.aspx>

- Fast Start: Boy Scouting - an excellent overview of the Scouting program
- Troop Committee Challenge
- Youth Protection Training
- Additional Adult Training Course (recommended)
  - New Leader Essentials - is designed for all new adult leaders entering Scouting.
  - District roundtable
  - Safe Swim Defense
  - Safety Afloat
  - Climb on Safely
  - Trek Safely
  - Physical Wellness
  - This is Scouting
  - Weather Hazards
  - BSA Lifeguard
  - American Red Cross First Aid/CPR/AED
  - Merit Badge Counselor Orientation
  - Trainer's E.D.G.E.
  - I.O.L.S (Intro to Outdoor Leadership)
  - L.N.T. (Leave No Trace) Instructor
  - Wood Badge

**In print from BSA:**

- BSA Troop Leadership Training ([BSA publication #34306A](#))
- Senior Patrol Leaders Handbook
- Patrol Leaders Handbook
- Scoutmasters Handbook
- Troop Leadership Training
- The Boy Scout Handbook
- Guide to Safe Scouting
- Fieldbook
- Other books and magazines:
  - Boy's Life - <http://boyslife.org/>
  - Scouting Magazine - <http://scoutingmagazine.org/>
  - "The Scoutmasters Other Handbook" by Mark A. Ray

**Troop Adult Leadership Position Detail Resource(s):**

- [B.S.A. Troop Committee](#) – ([http://meritbadge.org/wiki/index.php/Troop\\_Committee](http://meritbadge.org/wiki/index.php/Troop_Committee))
- [Boy Scout Trail Troop Committee PDF](#) – (<http://www.boyscouttrail.com/docs/troopcommpositions.pdf>)

**Scout-Led Wiki on the web:** [www.boyledtroop.org](http://www.boyledtroop.org)

**Scouting Magazine articles available on the web**

- <http://www.scoutingmagazine.org/>
  - Jan-Feb 2009 - "Let Your Scouts Lead"
  - Mar-Apr 2004 - "Strictly for Scoutmasters"
  - Sept 2003 "Front Line Stuff - How can a large troop be scout-led?"
  - Nov-Dec 2000 "Front Line Stuff - some strategies for realizing the important goal of scout-led troop leadership"
  - "Lessons and Suggestions on Boy-Run Troops" - by Barry Runnels, ed. by Chuck Boblitz - <http://BSARoundtable.org/boyruntroop.html>

**Scouting Mobile App Resources:**

**Google Store:**

Troop Master - [https://play.google.com/store/apps/details?id=tm\\_mobile.tm\\_mobile](https://play.google.com/store/apps/details?id=tm_mobile.tm_mobile)

**Apple Store:**

Troop Master -  
<https://itunes.apple.com/WebObjects/MZStore.woa/wa/viewSoftware?id=961654128&mt=8>

**Windows Store:**

Troop Master - <https://www.microsoft.com/en-us/store/apps/tm-mobile/9nblgqgxx8cs>

**Troop 507 Webpage URL** – <http://www.troop507.com>

## Boy Scout Oath or Promise

*"On my honor, I will do my best  
To do my duty to God and my country and  
to obey the Scout Law;  
To help other people at all times;  
To keep myself physically strong, mentally  
awake and morally straight."*

**Note that the Boy Scout Oath has traditionally been considered to have three promises. Those three promises are delineated by the semicolons in the Oath, which divide it into three clauses. The three promises of the Scout Oath are, therefore:**

- **Duty to God and country,**
- **Duty to other people, and**
- **Duty to self**

**DUTY TO GOD AND COUNTRY:** Your family and religious leaders teach you to know and serve God. By following these teachings, you do your duty to God.

Men and women of the past worked to make America great, and many gave their lives for their country. By being a good family member and a good citizen, by working for your country's good and obeying its laws, you do your duty to your country. Obeying the Scout Law, means living by its 12 points.

**DUTY TO OTHER PEOPLE:** Many people need help. A cheery smile and a helping hand make life easier for others. By doing a Good Turn daily and helping when you're needed, you prove yourself a Scout and do your part to make this a better world.

**DUTY TO SELF:** **Keeping yourself physically strong** means taking care of your body. Eat the right foods and build your strength. **Staying mentally awake** means learn all you can, be curious, and ask questions. **Being morally straight** means to live your life with honesty, to be clean in your speech and actions, and to be a person of strong character.

## Boy Scout Law

A Scout is:

- ✓ Trustworthy
- ✓ Loyal
- ✓ Helpful
- ✓ Friendly
- ✓ Courteous
- ✓ Kind
- ✓ Obedient
- ✓ Cheerful
- ✓ Thrifty
- ✓ Brave
- ✓ Clean
- ✓ Reverent

---

## Boy Scout Motto

Be Prepared!

---

## Boy Scout Slogan

Do a Good Turn Daily!

---

## The Outdoor Code

As an American, I will do my best to -

- Be clean in my outdoor manners
- Be careful with fire
- Be considerate in the outdoors, and
- Be conservation minded.

## Scout Sign and Meaning



The three upraised fingers stand for the three parts of the Scout Oath.

The thumb and little finger touch. They stand for the bond between all Scouts

The Scout sign identifies you as a Scout anywhere in the world. Use it whenever you give the Scout Oath or Scout Law.

---

## Leave No Trace (LNT) – Principles

- Plan ahead and prepare.
- Travel and camp on durable surfaces.
- Dispose of waste properly.
- Leave what you find.
- Minimize campfire impacts (be careful with fire).
- Respect wildlife.
- Be considerate of other visitors

## Glossary of some common Scout terms

As in any organization, acronyms and unfamiliar terms are often used that can be confusing. Does your son return from a scouting activity and seem to be speaking a foreign language? Do you note some strange words on a flyer or calendar? This glossary is an effort to help define some of the more frequently used terms. If someone uses a term you are not familiar with simply ask them to explain it (we too all had to learn it somewhere), or sneak a glance at this glossary if your bashful about asking.

**Activity Uniform** Activity Uniform is a scout polo shirt or Scout Themed T-shirt often worn for camp or for other activities.

**Adult Patrol:** When the troop goes camping, all of the adults form their own patrol for meal planning, shopping, cooking, eating, and sleeping. The adults try and set a good example of how a patrol should operate.

**Annual Planning Meeting:** The PLC (see below) meets to plan the next year's activities with the guidance of the Scoutmaster. This plan is then present to the Troop Committee (see below) for approval to make sure the plan meets BSA guidelines and that the necessary resources can be provided. This normally occurs in the spring to plan the next school years activities.

**APL - Asst. Patrol Leader:** See Patrol Leader below.

**ASM - Asst. Scoutmaster:** See Scoutmaster below.

**ASPL - Asst. Senior Patrol Leader:** See Senior Patrol Leader (SPL). Troops often have more than one ASPL

**Baden-Powell:** Lord Baden-Powell was the founder of the scouting movement.

**Be Prepared:** The motto of Boy Scouting.

**Blue Card:** In order to work with a Merit Badge Counselor the scout must first obtain a Blue

Card from the Scoutmaster. Blue Cards are the record of Merit Badge progress and are turned in to receive the Merit Badge after all the requirements have been met and the counselor has signed off the card. The scout should keep his copy of the blue card until after he has reached the Rank of Eagle. The plastic baseball trading card holders work well for storing completed Blue Cards.

**Board of Review - BOR:** As a requirement for each rank advancement a scout must appear individually before a group of three to six adults (members of Troop Committee) to ensure that the scout has met the requirements for that rank. By policy the Scoutmaster and Assistant Scoutmasters cannot sit on a BOR. A Board of Review takes place after a Scoutmaster Conference (see below) for Rank Advancement, or when a Scout requests it or if the Troop Committee feels the Scout needs it. Eagle boards are conducted at the district level.

### Boy Scout Ranks (in order of increasing rank)

Scout  
Tenderfoot  
Second Class  
First Class  
Star  
Life  
Eagle

**Bridging:** A ceremony where Webelos (Cub Scouts) crossover a ceremonial bridge to signify their transition from Cub Scouts to Boy Scouts. This is normally done at a Cub Scout Pack Meeting with Boy Scouts from the Webelos' new troop participating. This is NOT a graduation ceremony from Cub Scouts, it is rather an induction ceremony into Boy Scouts.

**BSA Lifeguard:** A 3-year certification awarded to scouts or scouters who meet prescribed requirements in aquatic skills.

**Buddy System:** Whenever a scout needs to go somewhere at camp, hiking, Merit Badge Class, etc. it is always done in groups of at least two. A

scout always takes a "buddy" scout with him. Also used as part of the "Safe Swim Defense" program.

**Camporee:** Campout attended by several troops within the district. Usually there are various competitions between the patrols attending.

**Charter Organization:** The organization that is officially chartered by the Boy Scouts of America to carry out the scouting program. The main liaison between the charter organization and the troop is the Chartered Organization Representative (COR). Your COR could be a church, school, PTA/PTO, civic club or a business.

**Commissioner:** Adult volunteers working at the district or council level. Unit commissioners are assigned to units and should be a friendly resource to the unit leaders.

**Committee Chairperson:** A registered adult appointed by the Chartered Organization to chair the Troop Committee. This person presides at Troop Committee meetings and works closely with the Chartered Organization Representative (COR) and Scoutmaster (SM) to ensure the scouting program meets BSA guidelines.

**COPE:** Challenging Outdoor Personal Experience. (*Boy Scout activity involving heights, trust and team building*)

**COR:** Chartered Organization Representative - A person assigned by the chartering organization to be the liaison between the troop and the charter organization.

**Council:** A group of Districts make up a Council.

**Court of Honor – COH:** An awards ceremony, usually held quarterly, at which scouts are recognized for their rank advancements, merit badges earned, and other awards.

**Cracker Barrel:** A scout term for a social gathering with refreshments after a meeting or activity. Often an evening activity at camp before taps.

**Den Chief:** A Boy Scout who helps a Den Leader direct the activities of a Cub Scout den.

**Chaplain:** Adult member of the Troop Committee who provides guidance to scouts related to observance of the 12th point of the Scout Law – A Scout is Reverent. This adult works with the Chaplain Aide, a youth leader.

**District:** A subdivision of a council. The Indian Nations Council has seven districts: Eagle, Neosho, Okatuli, Sac & Fox, Scout Reach, Sequoyah, and Twin Arrows.

**Dutch Oven:** A large cast iron covered pot used to bake and cook in over a wood or charcoal fire.

**Eagle Palms:** Bronze, Gold, Silver (*also see Palms, Eagle*)

**Fast Start Training:** This online training is a quick orientation for new leaders. See [www.scouting.org/boyscouts/faststart/](http://www.scouting.org/boyscouts/faststart/)

**Field Uniform** Field Uniform is a complete uniform.

**Firem'n Chit:** A certification given to Scouts who know and understand fire safety rules.

**Friends of Scouting (FOS):** Friends of Scouting - annual fund raiser for the council. The council does not get any share of your registration fee and is grateful for your donation.

**Good Turn:** "Do a Good Turn Daily" is the scout slogan. A good turn is something you do without being asked or expected to do it and for which you expect no reward.

**Guide to Safe Scouting:** This booklet is the Bible when it comes to safety related issues in scouting. Those items in **BOLD** print are rules that MUST be followed. Everything else in the booklet is recommendations that should be followed. Troop leaders frequently consult this to see if planned activities are being done safely and within prescribed BSA policy.

**Jamboree:** Scout meeting or camp out on a grand scale. There are district, regional, national and international jamborees.

**JASM - Junior Asst. Scoutmaster:** A youth between 16 and 18 who has already held major leadership positions within the troop. (*Appointed by the Scoutmaster to help in guiding the troop and youth leaders*)

**Junior Leader Training (JLT):** A training class taught by the senior youth leaders for newly elected and appointed youth leaders generally in January.

**Leadership:** To advance in the more senior ranks a scout must hold a leadership position for a set period of time. The rank requirements in the Boy Scout Handbook (as revised) lists the leadership positions that qualify.

**Leave No Trace (LNT):** A set of guidelines that set standards for outdoor activities that are environmentally sound.

**Merit Badge Sash:** As scouts earn Merit Badges they are sewn on a Merit Badge Sash (available at the Scout Shop). The Merit Badge Sash is normally worn only for formal occasions such as a Court-of-Honor.

**Merit Badge Fair:** Boy Scout Merit Badge Fairs are hosted by Local Troops, Councils, and District Levels to provide an opportunity for Boy Scouts of any rank, to work and in some cases complete merit badges being offered at the event. All Scouts are encouraged to bring signed blue cards in order to work on merit badges.

**NESA:** National Eagle Scout Association. Open to membership to any youth or adult who attained the rank of Eagle Scout.

**New Leader Essentials (NLE):** An introductory training session that highlights the values, aims, history, funding, and methods of Scouting.

**Northern Tier High Adventure Base:** Northern Tier is a Boy Scout High Adventure Base which is focused on canoeing in the Boundary Waters area of Minnesota and Canada.

**Order of the Arrow (OA):** A national brotherhood of scout honor campers of the Boy Scouts of America. Members are elected by their peers after meeting basic requirements of camping knowledge and experience. Boys and adults leaders can be elected to the OA. The OA motto of "Cheerful Service" indicates their purpose. They are often found improving scout camps, running council events, and providing service to the scouting community.

**OA Ordeal:** The initiation ceremony experience for new OA members generally involving personal introspection, service to improve camp

or trail and ceremonies based on Indian legend or lore.

**Palms, Eagle:** After a scout reaches the rank of Eagle, they can earn a Palm for every 5 additional Merit Badges they complete. You may wear only the proper combination of Palms for the number of merit badges you earned beyond the 21 required for the rank of Eagle. The Bronze Palm represents five merit badges, the Gold Palm 10, and the Silver Palm 15.

**Patrol:** The Patrol is the basic unit within a troop. Patrols are made up of 6-10 scouts who camp, cook, and eat together. They work as a team at various activities and events. They elect their own leader.

**Patrol Equipment:** The Patrol Equipment consists of tents, stoves, lanterns, and cooking equipment. The Patrol is responsible for the storage and upkeep of this equipment. This equipment is stored and transported in Patrol Boxes which need to be cleaned after each outing.

**Patrol Leader (PL):** The elected leader for the patrol. An Assistant Patrol Leader can be elected or appointed by the PL to help in running the patrol.

**Patrol Leaders Council (PLC):** Made up of the youth leadership of the troop. They meet once a month to plan the following month's activities and annually to plan the upcoming year.

**Permission Slip:** In order to go on any outing the scout must have a Permission Slip signed by his parent. The Permission Slip also provides details about uniform, departure time, food, etc. It is the Scout's responsibility to make sure they have the appropriate Permission Slip signed and turned in by the due date noted on the Permission Slip.

**PFD:** Personal Floatation Device (PFD) otherwise known as a life vest. Those used in scouting must be U.S. Coast Guard approved.

**Philmont:** A high adventure Boy Scout camp located in the northeast corner of New Mexico.

**Re-charter:** Annual process of re-registering the troop, scouts and scouters. Each unit designates leaders to collect the information and present updated paperwork to the council.

**Roundtable:** Monthly meeting for leaders to exchange ideas, fellowship, and, a few announcements that is run by the district.

**Safe Swim Defense:** An eight-step plan for conducting swimming activities in a safe manner.

**Safety Afloat:** Guidelines for safe troop activities utilizing water craft.

**Safety Circle:** A safety zone around someone using a pocket knife, hatchet, ax, or other sharp tool. Basically it is an arm's length plus the length of the tool in all directions. No one should be in another person's Safety Circle when a sharp tool is in use. Be sure to check the Safety Circle when your knife is closed.

**Scouter:** Any registered adult leader.

**Scoutmaster (SM):** Adult leader who trains and guides the youth leaders in carrying out the scouting program. One or more Assistant Scoutmasters (ASM) help the Scoutmaster and are often assigned specific roles and duties.

**Scoutmaster Conference:** A meeting that takes place at a Troop meeting or activity between a Scout and the Scoutmaster, or a person he designates, to review a scout's progress. A Scoutmaster Conference can take place at advancement time prior to a Board of Review, when a Scout requests it or if the Scoutmaster feels the Scout needs it.

**Scoutmaster-Specific Training:** The basic Adult Leader Training. Although this is sometimes called Scoutmaster Fundamentals, this is an excellent training program for any adult wanting to become more involved in the Boy Scout program, or who just wants to learn more about how the program works.

**Scouting for Food:** National Good Turn: Every year, Scouts collect food for the fight against hunger. The food is turned over to local food banks for distribution to needy families. Scouting for Food is a national "Good Turn" of the Boy Scouts of America.

**Scout-O-Rama:** Large scouting event. Cub Scout Packs and Boy Scout Troops display some of their favorite activities. The scouts help out their units and also get time to visit other unit displays.

**Scouts Own:** Non-denominational religious observance of reflection usually conducted on camp outs. Allows each Scout the opportunity to obey the twelfth point of the Scout Law in his own way.

**Scout Spirit:** The way a scout tries to live up to the Scout Oath, Law, Slogan, and motto in his everyday life.

**Sea Base:** A high adventure Scout camp located in the Florida Keys.

**Service Star:** A pin worn over the left shirt pocket of the uniform to denote the number of years of service.

**Silver Beaver:** A recognition given by the National Court of Honor for distinguished service to youth within the council.

**Senior Patrol Leader (SPL):** The senior most elected youth leader of the troop. The SPL is in charge of the troop at all functions and activities. He appoints one or more assistants (ASPL) to help him in running the troop.

**Totin' Chip:** A certification that enables the bearer to use knives, axes, and saws. It must be earned by the Scout through educational and hands-on safety sessions led by an adult leader or older scout appointed by the scoutmaster. Any time a Scout is observed doing something unsafe with a sharp tool, a corner is cut off his Totin' Chip card. When all four corners are gone, the card is taken away and must be re-earned.

**Tour Permit:** A document that must be filed with the council office before any official scouting activity can take place. Special permits are required for travel out-of-state, over 500 miles, or for flying activities.

**Troop Committee:** Adult committee of registered adults that provide oversight, assistance, and guidance to the Scoutmaster in carrying out the scouting program within the troop. The Troop Committee is responsible to provide the necessary resources requested by the PLC and Scoutmaster that are required to carry out the scouting program. All registered adults are part of the Troop Committee, key members include the Committee Chair, Treasurer, Secretary, Outdoor/Activities Coordinator, Advancement Coordinator,

Membership Coordinator, Equipment Coordinator, and Fund Raising Coordinator.

**Two Deep:** Two Deep Leadership is a Boy Scout Policy. A minimum of two adults must always be present with any youth. One of these adults must be 21 years old. This is part of the BSA Youth Protection Guidelines.

**Woodbadge:** Advanced Training for Boy Scout adult leaders. Any adult who has taken Basic Leader Training can attend this advanced training course to expand their knowledge of the

scouting program and be of more help to the troop.

**Youth Protection Training:** A 30-minute interactive video presentation and training program that is offered several times a year. All Troop Adult Leaders are required to attend one of these sessions that provide valuable information on how to recognize child abuse, how to set up safe guards, and how to report suspected abuse.

### Troop 507 "New Scout & Family Guidebook" Revision History

Rev.	Date	Approval	REVISION SUMMARY
2.8	8/1/16	Troop Committee	Approved Working version the Troop 507 "New Scout & Family Guidebook" – Created by Lynn Guthrie – Approved by Scoutmaster, Kenneth Brewer, Troop Committee Chair, Brian Smejkal, and Troop 507 Committee
3.0	2/27/2017	Troop Committee	Lynn Guthrie – provide updates to current working document for 2017 to include – updates to pg.6 (meeting schedule changes and Charter increase to \$26), pg. 9 (update to "herbal affair" verbiage), pg.20 (additions of "Starting Points), pg. 38 (Scout Advancement wording), pg.39 (Adult Leader Awards/Recognition information), pg. 46 (Boarder Separations for sections), pg. 47 (LNT Principle Listing), pg. 48-52 (formatting modifications), pg. 52 (Document Revision History), Document Footer updates for "v3.0", Reviewed and update of all current URL and embedded Web Links to current references. – Approved by Scoutmaster, Kenneth Brewer, Troop Committee Chair, Brian Smejkal, and Troop 507 Committee
3.1	10/18/2017	Troop Committee	Lynn Guthrie – provided updates to include new listing of successful completion of Eagle Scout Ranks for Kody Brownfield and Tylor Morris.
3.2	2/19/2018	Troop Committee	Lynn Guthrie – provided updates to include updated to URL links for Training Course updates by B.S.A. for print out for new members to cross-over.
3.3	3/30/2018	Troop Committee	Lynn Guthrie – provided updates to include updated to URL link corrections for Training Course updates by B.S.A. for print out for new members.

3.4	1/7/2019	<b>New Member Committee</b>	Natalie Surber, Joanne Ward, Lynn Guthrie – provided full document updates to include new URL links for B.S.A. changes, Scoutmaster letter update, Eagle Scout Recognition listing, and other document cleanups for print out for new members.

## TROOP 507 LEADERSHIP DIRECTORY

TROOP 507 - ADULT LEADERSHIP CONTACT LISTING			
ADULT LEADERSHIP POSITION	NAME	TELEPHONE NUMBER	EMAIL
Committee Chair (CC)	Brian Smejkal	918-633-1422	<a href="mailto:brian@bubbletownexpress.com">brian@bubbletownexpress.com</a>
Assist. Committee Chair (ACC)			
Scoutmaster (SM)	Lynn Guthrie	918-740-4009	<a href="mailto:g.c.e.1@cox.net">g.c.e.1@cox.net</a>
Assistant Scoutmaster (ASM)	Les Rampy	918-639-7932	<a href="mailto:davidrampy@yahoo.com">davidrampy@yahoo.com</a>
Assistant Scoutmaster (ASM)	John Elder	918-507-3006	<a href="mailto:rt0341@gmail.com">rt0341@gmail.com</a>
Assistant Scoutmaster (ASM)	Doug Simpson	918-720-1197	<a href="mailto:dwsimpsonjr@gmail.com">dwsimpsonjr@gmail.com</a>
Assistant Scoutmaster (ASM)	Scott Wood	918-277-2826	<a href="mailto:dswood22678@gmail.com">dswood22678@gmail.com</a>
Troop Communications Coordinator (TCC)	Amy Rampy	918-639-7923	<a href="mailto:amyrampy@ymail.com">amyrampy@ymail.com</a>
Troop Treasurer (TT)	Derrick McCrary	918-605-9112	
Troop Secretary (TS)	Carolyn McCrary	918-645-8205	<a href="mailto:carolyn.mccrary@hillcrest.com">carolyn.mccrary@hillcrest.com</a>
Troop Advancement Chair (TAC)	James Bise	918-406-8725	<a href="mailto:james.bise@gmail.com">james.bise@gmail.com</a>
Charter Organization Representative (COR)	Wade Leslie	918-845-0887	<a href="mailto:oakbrook.wade@yahoo.com">oakbrook.wade@yahoo.com</a>
Troop Adult Training Coordinator (TATC)	Joanne Ward	918-557-0962	<a href="mailto:joannward99@gmail.com">joannward99@gmail.com</a>
Troop Membership Chair (TMC)	Summer Wood	918-277-2926	<a href="mailto:summerwood71@gmail.com">summerwood71@gmail.com</a>
Health & Safety Coordinator (THSC)	Carolyn McCrary	918-645-8205	<a href="mailto:carolyn.mccrary@hillcrest.com">carolyn.mccrary@hillcrest.com</a>
Troop Equipment Coordinator (TEC)	Pete Miller	918-951-5663	<a href="mailto:Christinaslove67@yahoo.com">Christinaslove67@yahoo.com</a>

<b>Troop Outdoor/Activity Coordinator (TOAC)</b>			
<b>Troop Fundraising Chair (TFC)</b>			

## TROOP 507 - YOUTH LEADERSHIP CONTACT LISTING

## **TROOP 507 GUIDELINE ACKNOWLEDGEMENT**

**I hereby acknowledge that I have received, read and understand the contents of the Troop 507 "New Scout & Family Guidebook" and by signing below I am agreeing to the terms and conditions of the Troop 507 Guidelines.**

**Scout:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent (Guardian):** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent (Guardian):** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date** \_\_\_\_\_