

**Welcome To Troop 325**  
**Hayes Barton Baptist Church**



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Last updated: November 2007

Troop 325 is part of the Baden-Powell District of the Occoneechee Council. Troop 325 is sponsored by Hayes Barton Baptist Church. Scouting has been a part of the church's ministry for over 75 years. The Boy Scout Troop was first chartered in 1931. The current head of the church is Dr. David Haley. The BSA local council provides unit leader training, program ideas, camping facilities, literature and professional guidance for volunteer leaders, and liability insurance protection.

## **Our Goal – A Boy Run Troop!**

Troop 325 believes that the goals of Scouting, to develop character, citizenship and leadership ability, can best be achieved by giving Scouts responsibility for organizing themselves to plan and implement the Troop's program. To the maximum extent possible, consistent with the National Boy Scouts of America policy, we intend to let the scouts learn by having the opportunity to try, occasionally fail, and more often succeed – but to do so while the adults stand aside and let the Scouts take the initiative, allowing them to experience pride in their own efforts. Adult leaders will be available to provide safety, security, guidance, and advancement opportunities.

## **Program Policies**

Chartered organizations agree to use the Scouting program in accordance with their own policies as well as those of the BSA. The program is flexible, but major departures from BSA methods are not permitted. Troop 325 adheres strictly with the aims and methods of Scouting. Leadership is restricted to qualified adults who subscribe to the Declaration of Religious Principle, the Scout Oath, and the Scout Law. Citizenship activities are encouraged, but partisan political activities are prohibited. Military training and drill are prohibited. Marksmanship and elementary drill for ceremonies are permitted. The Boy Scouts of America recognizes the importance of religious faith and duty; it leaves religious instruction to the members' religious leaders and family. Members who do not belong to a unit's religious chartered organization shall not be required to participate in its religious activities (although we do request attendance of the Troop on Scout Sunday as a sign of appreciation to our Charter Organization).

## ***Youth Protection***

Boy Scouts of America actively promotes training and awareness to protect Scouts from risks of verbal and physical abuse, kidnapping, assault and drug abuse. Guidelines and suggestions are set forth on the first pages of the Boy Scout Handbook. It is worth your time to read those pages and cover them with your Scout as a family discussion. It is National Boy Scout policy that no Scout should be alone with any adult leader or parent (other than their own). There should be a "buddy" (another scout, adult, relative or friend) present at all times.

Corporal punishment and hazing are not permitted. Parents and unit leader must work together to solve discipline problems. All Scouting activities are open to parents. There are no “secret” organizations or activities within Boy Scouts of America.

## ***Meetings***

Meetings are held most Monday nights, year round, in the Troop Room at Hayes Barton Baptist Church from 7:30pm until 8:30pm. No Scout may leave any Troop function without advance permission from an adult leader. Food and drinks are not allowed at Troop meetings.

Meetings are held to; provide leadership opportunities for the boys, plan outings and other troop activities, enjoy games and friendly competition, provide experiences toward advancement and merit badge attainment, and reinforce the principles of Scouting. The guidelines for acceptable behavior of a Scout are contained in the Scout Oath and Law as stated below:

## **The Scout Oath**

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.

## **The Scout Law**

A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

Fighting, hitting, harassing, or in any way causing harm or subjecting a Scout to harm is out of character with Scouting and is prohibited.

Each Scout has a responsibility to protect and respect Hayes Barton Baptist Church property as well as the property of the Troop and his fellow Scouts. Any damage or loss incurred will be the responsibility of those who cause it.

National Scout policy prohibits alcohol, tobacco and /or drug use by anyone at any Troop activity. Also prohibited are firearms, fireworks, liquid fuel equipment, and any other item that can create a safety hazard for the Troop.

Any Scout or visitor who has in his possession or uses any forms of drugs, alcohol or tobacco while engaged in a Troop or other Scouting activity, or is suspected of such will be escorted to the nearest telephone to call his parents to come and get him. Our purpose is not to remove the offender from the Troop but to ensure that parents are informed and aware of any problems so we can work together toward a solution.

Other items which interfere with Scouting activities, meetings, or outings, such as radios, personal stereos, video games, or athletic gear (other than Scoutmaster approved for Troop activities or for traveling) should be left at home. No gambling of any kind is acceptable.

### ***Information***

Information is disseminated by web site, e-mail, phone, and /or through the Scouts themselves. Please view the troop web site at [http://www.geocities.com/scout\\_troop\\_325](http://www.geocities.com/scout_troop_325) as a first resource for information and questions. There is a Troop Bulletin Board in the Scout room for current information and trip and Board of Review sign-ups. Please make sure your current e-mail address (or phone number if preferred) is on file with the Committee Chairperson. A "proposed" calendar of events is published at the beginning of every year. Please ask for a copy if you do not receive one. Be sure to check with your scout about upcoming events. It will help your scout to learn to be responsible if they know you are going to ask. When in doubt, have your Scout contact his Patrol Leader first and if he cannot answer the question, call the Senior Patrol Leader. Only as a last resort should an adult leader or the Scoutmaster be called. A Scout is Prepared.

### ***Patrol Method***

It was Baden-Powell's desire that Troops utilize the Patrol Method in their operation. The Troop is led by a Senior Patrol leader who is elected by the Scouts of the Troop. Scouts are organized into Patrols of 6-8 boys each. Each Patrol is led by an elected (by the boys in the Patrol every six months) Patrol Leader. Patrol Leader council meetings are generally held once per month to discuss current plans, projects, outings, and future events. During the summer, all Scouts in a leadership position meet to plan the Troop meetings, camping trips, outings and establish the following year's schedule. The Senior Patrol Leader presents the schedule by the first of September to the Troop Committee for approval. Each patrol leader is asked to attend a Junior Leader Training Session with the Scoutmaster. In this Training Session the Patrol Leader will be given a notebook of information to help him with Patrol leadership. Patrols, of course, are made up of no less than three nor more than eight members. As many youth leaders as possible are sent through the Council's Junior Leader Training Conference each year. Other training sessions are conducted by the Scoutmaster, as needed. We

want our Troop and Patrol Leaders to be as effective as possible and training is the key.

There are many other leadership positions within the Troop including; Assistant Senior Patrol Leader, Assistant Patrol Leaders, Troop Guides, Den Chiefs, Scribe, Librarian, Historian, Quartermaster, Bugler, OA Representative, and Chaplain's Aide. These positions are appointed by the Senior Patrol Leader with the Scoutmaster's concurrence. Responsibilities of all leadership positions are described in detail in the Scout Handbook and the Junior Leader Handbook.

### ***Adult Leadership***

The Scoutmaster has the responsibility for overseeing all Scouting activities. He reports to the Troop Committee, who in turn reports to the Chartering Organization. It is his task to make sure to "it happens, it's purposeful, it's safe, and that it accomplishes the aims of Scouting. He is responsible for training boy leaders. He is the advisor to the Patrol Leaders Council (PLC). The Scoutmaster is assisted in his responsibility by Assistant Scoutmasters.

### ***Troop Committee***

We strongly encourage all of our parents to join our Troop Committee. The Committee is responsible for providing support to the Scoutmaster for troop administrative and policy matters. The Committee is also responsible for all Boards of Review, except Eagle, and conduct them once a month. We need to have enough members in our Committee to have a Committee Chairperson, Treasurer, Secretary, and to form sub-committees for advancement, outdoor programs, transportation, fundraising, and merit badge counseling. Committee members are always invited to all Troop functions and projects. Committee meetings are usually held in conjunction with Scoutmaster meetings, once a month. A strong working relationship between the Committee, the Troop, and the Scoutmasters will help Troop 325 maintain an excellent Scouting program.

### ***Parents***

Parents are welcome to visit Troop meetings at any time. We ask that you attend to observe, saving any discussion with the Scouts until after the meeting. Parents are also invited to camp with the Troop (you will be asked to provide required medical forms). If you ever experience, or know of, any problems please contact the Scoutmaster or Committee Chairperson at any time. We rely on you to help us be proactive in solving problems.

### ***Financial Matters***

Our Troop re-charters every year in March. Before this, usually starting in February, parents will be asked to cover the cost of membership (this includes the charter fee, insurance, boys life magazine, and minimal dues) for each Scout.

Also at this time, Scouts who are going to Summer Camp will be required to remit a down payment, and subsequent monthly payments for camp fees. Each outing or camping trip will require additional expense for transportation, food and any activity fees. Fundraising activities will be held throughout the year and each Scout will have an account that will reflect credit for his contributions. This account may be used for camping fees, trips, registration or summer camp. Parents may deposit additional funds to their Scout's account at any time. Reimbursements for such items as food for camping trips and gas for transportation may be obtained by submitting receipts to the troop Treasurer.

### ***Medical Forms***

All medical histories and medical treatment consent forms (Class 1, 2 and 3) must be current and on file with the Medical Records Chairman before Scouts may go on an outing. Adults must have a current Class 3 Personal Health and Medical Record form completed and on file before going on an outing. Adults over 40 must have a yearly Class 3 form completed and on file before they may go on an outing. Class 1 forms must be updated every year. We also have these forms notarized as this is a requirement for some Hospitals. Class 2 forms are good for 3 years for Scouts. Class 3 forms are good for only one year. These forms can be downloaded off the internet or obtained by contacting the Medical Records Chairman.

## **Camping, Hiking, And Outings**

Troop 325 offers a full outdoor program of camping and hiking. We get outdoors each month, year round. We have the most fun on the weekend camping trips we take each month. All members are expected to participate since this is the highlight of our Scouting program. Camping trips are usually from Friday evening (bring a bag supper) till Sunday morning. Scouts need to be prepared to camp in all kinds of weather. Field days, day hikes, and merit badge college days are usually held on Saturdays and center on Scout skills, crafts, hiking, advancement, or just for fun. Two registered adult leaders or one registered adult leader and a parent of a participant, one of whom must be 21 years of age or older, are required on all trips and outings. Only trained leaders will be permitted to regularly camp with the Troop. Parents who have not completed training are welcome to visit campouts for the day, participate in our Family Weekend or Whitewater Adventure and any other announced "open" activities. We will regularly make parents aware of opportunities to become trained. This policy ensures compliance with BSA youth protection, safe Scouting practices, and a Scout led troop.

### ***Summer Camp***

Troop 325 goes to camp for a week every summer. Details such as location and cost are announced mid-winter. It is highly recommended that each Scout attend summer camp each year. This is a time for building Scouting skills and working on merit badges toward Eagle rank.

### ***Transportation***

Scouts are to ride in Troop provided transportation. Parents are not covered under the BSA policy, unless the Troop Committee approves them. All drivers must have on file the make and model of their vehicles, number of seat belts, license plate and driver's license numbers, along with auto insurance liability coverage amounts. We are very fortunate to have the use of the vans owned by Hayes Barton Baptist Church. BSA transportation practices and policies are covered in detail in the "Guide to Safe Scouting". Use of the Vans owned by Hayes Barton Baptist Church requires that all Scouts participating in an activity be required to clean the vehicle. No Scout will be dismissed from a Troop activity until the vehicle has been cleaned.

### ***Troop Equipment***

The Troop provides all patrol cooking gear and tents.



## ***Personal Equipment***

A Scout needs a minimum of personal camping gear for campouts. This includes: Complete Scout uniform for the season; Sleeping Bag (compact, no-down, mummy style); sleeping pad (for insulation); backpack (external frame recommended); flashlight with extra batteries; water bottle; plastic plate, bowl, cup and eating utensils. For cold weather activities, no-cotton, 100% polyester long underwear is recommended. Any item in the Official Scout Catalog is an example of what items are acceptable. Any of our Scoutmasters will be eager and able to answer questions regarding equipment. We recommend that you consult a member of the leadership before purchasing equipment.

## ***Uniforms***

All troop functions require the appropriate wearing of the complete Scout uniform in accordance with BSA Policy. This uniform helps to create a sense of belonging and to identify the Troop's members. It is also a reminder of the ideals and purpose of the Boy Scouts of America.

**Class A** – Official Boy Scout shirt, with appropriate insignia in the proper positions (placement can be found on the inside cover of the Scout Handbook); Troop 325 neckerchief, with slide, or BSA bolo tie; Scout pants or shorts; Scout belt; Scout socks and appropriate shoes (no open toed shoes unless specified for aquatic activities). This uniform is worn for meetings, ceremonies and when traveling to and from camping outings.

**Class B** – Troop 325 T-shirt of other scouting related t-shirt; Scout pants or shorts; Scout belt, Scout socks, and appropriate shoes. This uniform is worn to Troop meetings between Memorial Day and Labor Day and when announced by the SPL for work outings.

Any non-uniform items, including hats or caps, must not be worn with either Class A or B uniform. Due to safety issues, a Scout may wear only a single, non-distracting stud earring. The Scout uniform may not be worn at any other time except during official approved Scout functions. Have your scout contact the Senior Patrol Leader if there are any questions regarding uniforms. The Troop operates a uniform exchange to help with the cost of these items.

## ***Scout Knives***

Each Scout may have a Scout (type) pocket knife after he has learned to use one properly. Before a Scout may carry a knife he is required read the BSA handbook section concerning the care and use of a knife and is also required to earn a "Totin Chip" card. Knives which are not "official" BSA must be approved by the Scoutmaster. We have hand axes and bow saws as part of the Troop equipment and use is strictly monitored. Safety is our first thought.

## **Advancement**

Each Scout should keep track of his progress in his own Scout Handbook. The handbook lists each step required for advancement and must be precisely followed to assure acceptance by the National Office of the Boy Scouts of America. We recommend that each Scout also maintain a notebook of records for advancement. If there is a question about advancement it is up to the Scout to provide verification in the form of rank cards, merit badge blue cards or handwritten listings of activities attended. For the ranks of Scout through First Class, it is recommended that the Scout concentrate on the requirements for rank and not on earning merit badges.

### ***Rank Advancement***

For the early ranks (Scout through First Class) requirements may be signed off by the Scoutmaster, Assistant Scoutmaster or older Scouts authorized by the Scoutmaster. Parents are not permitted to sign off on any requirement unless they are an authorized adult leader. Once the requirements for a rank are signed off, the Scout contacts the Scoutmaster to schedule a Scoutmaster Conference. A Scoutmaster Conference is an informal discussion with the Scoutmaster about the requirements the Scout has met, and goals for the future. Once the Scoutmaster Conference is completed the Scout then signs up for the next Board of Review. Boards of Review are usually conducted once a month. A Board of Review is where the Scout will talk with members of the Committee to review that his rank advancement efforts have met the requirements. The Committee may ask about what the Scout did to meet certain requirements, what he learned in the process and how he feels about the Troop. The Scout must wear a full Class A uniform and have his Boy Scout Handbook available for review and sign off.

For the higher ranks (Star through Eagle) the Scout must also earn merit badges. Some are specified (such as those from the Eagle merit badge requirements list) and some he may choose from the complete list according to your interests.

Once the Scout has been informed of a successful Board of Review (this is the rank advancement date) he will be awarded his new rank patch at the next Scout meeting. He will then also receive official recognition of his advancement at the next Court of Honor.

Courts of Honor are usually held every 3-4 months. Unless specified, they are pot luck dinners where all Scouts and their families attend to honor those Scouts who have advanced or earned merit badges during the quarter.

The Eagle rank is Scouting's highest rank award and the Board of Review is conducted by Scouters at the District and Council level. An Eagle Court of Honor is held separately and will outline the achievements of the Eagle Scout. All Troop members and their families attend the Eagle Court of Honor. Scouts wear the complete Class A uniform.

### ***Merit Badges***

When a Scout is ready to start working on a merit badge he should take the following steps:

- Consult his Scout handbook to familiarize himself with the merit badges he needs for advancement.
- Check with the Scoutmaster for approval before beginning any merit badge. He will help you obtain and start a blue card.
- Obtain and study the individual merit badge book, which may be borrowed from our Troop library or purchased at the Scout Shop. Be sure to check the yearly requirements book for all merit badges to verify no changes have been made to the requirements before starting any merit badge.
- See the Advancement Committee member who keeps a current list of approved merit badge counselors.
- Contact the counselor for guidance, review and assistance. When the counselor thinks you have qualified for having completed merit badge requirements the counselor will sign off those requirements on your blue card.
- When all requirements have been signed off by the merit badge counselor, take the blue card to the Scoutmaster for his sign off.
- Then take the blue card to the Advancement Committee member who will record the merit badge with the Council headquarters.
- The merit badge will be awarded to you at the next Court of Honor.

### ***Religious Awards***

All members of our Troop are encouraged to seek and earn the religious award made available through Scouting by his specific religious organization. Any Scout interested in earning an award should arrange a conference with the Scoutmaster. The actual award program is carried out by the specific religious organization. Most of these awards have books or pamphlets available at the Scout Shop with instructions for earning the award. The award is a pendant medal which is worn on the Scout uniform and is usually presented in a service at the Scout's place of worship.

## ***Service Projects***

The Troop's expectation is for all boys to help whenever they are needed or called upon; not just to complete the service obligation for rank advancement, but whenever possible; to help our sponsor organization (Hayes Barton Baptist Church); to help with community needs; and to help Eagle candidates with their Eagle projects; and just to be helpful as part of the spirit of scouting.